

Egan VersaSurfaces

Installation Guide for Pressure Sensitive,
Self-Stick Adhesive Presentation Surfaces



Dry-erase and presentation surfaces maintained with EganCloth

- Matte white finish
- Low gloss and low glare
- High performance dry-erase
- Superior data projection
- No ghosting
- No shadowing
- Guaranteed-to-clean
- Permanent marker cleans off
- Dust-free whiteboarding with EganCloth
- 10 year surface warranty

Egan VersaSurfaces feature a non-permeable optical coating, fused to an exceptionally opaque white polyester laminated to a polycarbonate support base (patents pending) providing dimensional stability. The resulting EVS™ lamination is manufactured into several Egan VersaSurface product formats to meet various customer requirements.



See page 14 for care and cleaning of Egan VersaSurface Presentation Products

www.egan.com/guaranteed-to-clean

Installation Guide for Pressure Sensitive, Self-Stick Adhesive Surfaces

IMPORTANT: EGAN IS NOT RESPONSIBLE FOR INSTALLATION	4
Equipment	5
Egan Versa Inspection	6
Step 1 – Wall Preparation VersaJOT/VersaPRO	7
Installation at a glance	8-9
Step 2 – Installing VersaJOT	10
Step 2 – Preparing VersaPRO	11
Step 3 – Installing VersaPRO	12
Fit and Finish Expectations for VersaJOT and VersaPRO	13
Trimming VersaPRO	13
Guaranteed to clean	14

Reminder: For floor-to-ceiling, full-room, and similar complex installations, Egan Visual Inc. recommends **EganWall**. A wallcovering professional will provide the expertise required to supply the fit, finish and expectations for projects at this level.

About The Cover:

A. Specifying VersaJOT™

Existing walls and furniture may not be truly square. Egan Visual strongly recommends taking careful measurements to ensure a precision fit.

The cover image illustrates a properly specified VersaJOT Auto CAD file:

- A. Height; B. Width; C. Corner Radius; D. Notch Inset Horizontal; E. Notch Inset Vertical; F. Notch Width;
- G. Notch Corner Radius; H. Knockout Inset Horizontal; I. Knockout Inset Vertical; J. Knockout Diameter.

B. Specifying VersaPRO™

VersaPRO is offered in rolls or sheets. All edges are straight cut. No custom shape options are available.

VersaPRO can be imprinted with EganINK on widths: 48” or 54” lengths: 10–400’ (Note continuous patterns over 10’ may have design restrictions. Please contact Customer Service for further details)

C. Specifying Egan VersaSurface with EganINK™

EganINK is a proprietary digital imaging process that prints at 100% size as with 200 dots per inch precision.

Egan VersaSurfaces up to 54” x 120” may be created with your high resolution graphic or Customers Own Art.

COA and patterns may be submitted in the following formats. Raster format file types: Bitmap (.BMP), TIFF (.TIF), JPEG (.JPG), PhotoShop (.PSD) Vector format file types: PostScript (.EPS), AutoCad (.DWG). Vector/Raster Combination format file types: Illustrator (.AI) and Acrobat (.PDF). Similar formats provided they are at the resolution noted earlier.

IMPORTANT!

EGAN IS NOT RESPONSIBLE FOR INSTALLATION

Egan Visual Inc. has taken great lengths to ensure that these installation instructions are thorough and easy to understand. Please read this document carefully.

All steps must be completed properly to ensure correct installation.

If any instructions are not clearly understood, please stop the installation and contact Egan customer service at **1-800-263-2387**.

Notes

- Existing walls and furniture may not be truly square. Egan Visual strongly recommends taking careful measurements to ensure a precision fit.
- A typical installation of **VersaJOT** will require one person, as long as the length of VersaJOT does not exceed the installer's arm span. Larger pieces may require two people.
- **VersaPRO** installations can be performed by two people.
- **VersaPRO** weighs approximately 1 lb. per linear foot, making long rolls of material increasingly heavy. Egan Visual recommends using a VersaCaddy to carry the weight.
- **VersaJOT** and **VersaPRO** surfaces are supplied with pressure sensitive adhesive on the application side.
- **EganWall** is supplied with flocked paper backer compatible with professional wallcovering adhesives applied by a wallcovering professional at the time of installation.

Product Limitations

Egan VersaSurfaces are intended for indoor applications only. Due to the variety of surfaces to which they could be applied, **Egan Visual cannot guarantee adequate adhesion on all surfaces**. Test samples are available to assist in verification of surface compatibility with the Versa adhesive. While Egan provides guidelines for the installation, it is the **end users' responsibility** to ensure that the VersaSurfaces are suitable for their application, properly specified and responsibility for the quality of the installation **prior** to placing an order.

Egan Visual cannot guarantee that the underlying surface to which the VersaSurface is applied will not be affected by the adhesive—finishes such as paint might be stripped upon removal of the VersaSurface.

Equipment

Materials Provided*

- Release liner pull-tabs (assists in separating the adhesive liner from the adhesive)
- Firm plastic smoother/squeegee with felt lined edge
- EganCloth and dry-erase markers

*Some products ship with different materials. Please contact Customer Service for details

Literature Provided

- Installation instructions
- Current videos are online at www.eganversa.com/install/

Additional Tools Required

- Tape measure
- Sharp pencil
- Spray on glass cleaner (Windex™ or equivalent)
- Hand sanding block, vibrating or oscillating sander with 180–220 grit finishing sandpaper
- Heavy duty utility knife, with extra blades (if cutting or trimming is required)
- 24" level or laser level
- A clear working area
- Step stool(s) (depending on the installation height)
- Straight edge to cut material

Wall Preparation Tools

- Painters tarp or similar
- Drywall compound or similar
- 5" Drywall scraper
- High quality drywall primer

Optional Tools

- Chalk line
- Cotton gloves with rubber grips

Egan recommends use of the VersaCaddy to support the weight of long rolls of VersaPRO

Egan Versa Inspection

Before proceeding with the product inspection, make sure you are working in a clean space. This is especially important with the VersaPRO surface, as it may pick up particles or debris if it is re-rolled after inspection.

Non-abrasive cloth-like materials are recommended to avoid damaging the surface.

VersaJOT

- A. Remove the VersaJOT from its packaging to begin product inspection.
- B. You must confirm correct dimensions, and look for any shipping damages and imperfections in the surface prior to installation.

VersaPRO

- A. Do not stand the VersaSurface roll on its end as this will damage the machine-cut edge and the presentation surface.
- B. Using rubber tipped cotton gloves (the edges can be sharp), remove the VersaPRO roll from its packaging, and begin to unroll the entire length in a clean work area.
- C. Unpack VersaSurface material on to a clean flat surface to inspect before installation.
- D. You must confirm correct dimensions, and look for any shipping damages and imperfections in the surface **prior to installation**.
- E. Should damage be found, **STOP THE INSTALLATION IMMEDIATELY** and call Egan Customer Service at **1-800-263-2387**. Shipping related damages must be reported by the buyer to the shipping carrier without delay.
- F. Cut to installation size if applicable, and re-roll prior to installing. If the installation requires using a Versa Caddy unroll the material on a clean tarp. Reposition the VersaPro material on the core to line up with the bottom edge of the core and carefully re-roll.

Note

Failure to report product damage to Egan Visual will void the warranty on the product.

Step 1 – Wall Preparation VersaJOT

Step 1 – Wall Preparation VersaPRO

The installation area for your Egan VersaSurface needs to be clean, dry, smoothly finished and free of mildew, grease, dust and stains.

Drywall Level 4 Preparation

- A. The installation area must not have any bumps or protrusions as they will result in bumps in the finished installation. These must be sanded down before proceeding with the installation. Cracks or dents in wall installations should be filled with drywall compound.
- B. Sand compound smooth On existing painted walls use a mild cleaning detergent/water mixture to clean the installation area and allow drying before proceeding with the installation. For further information please consult "Recommended Levels Of Gypsum Board Finish (GA-214-07)" available at: <http://www.gypsum.org/download.html>
- C. Prime to seal the surface. Allow to dry completely (per dry-time specification of the primer manufacturer, or overnight at minimum).
- D. Mark the top corner of the installation area with a pencil.
- E. Use a plumb line and level to indicate the installation perimeter on the wall. This will greatly improve placement.
- F. Within the installation perimeter, use a scraper to remove any bumps.
- G. Finally, a light sanding inside the perimeter will create micro grooves to improve adhesion.

Note: Deep patches may require an extended dry time. The compound must cure thoroughly and should not be accelerated with the application of heat as this will dry the surface leaving a damp core which may cause the installation of VersaSurface to fail.

Primers, Paints, and Wallcoverings

Existing finishes like paint and other wallcoverings should be cleaned and tested prior to ordering and confirmed for proper adhesion. To assist in verification of surface compatibility with the VersaSurface Adhesive Test Samples are available.

Some surfaces, including some surfaces offered for dry-erase applications, are finished with a chemical treatment to aid in easy cleaning, or to prevent graffiti. These surfaces may defeat the VersaSurface pressure sensitive adhesive and are not suitable for installation.






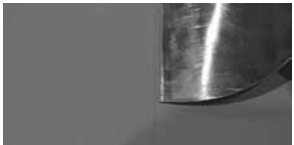

Allow any surface sealer or finish to fully cure prior to installation of VersaSurface. (Refer to manufacturer guidelines.)

Egan Visual does not take responsibility for installation.







To obtain superior adhesion and VersaSurface appearance the installer should pass their hand over the surface to feel for any rough areas, residual dust or bumps. These should be removed prior to moving on to installation. A final sanding with an orbital sander or hand block with **180-220 grit** sandpaper will bring the wall finish to suitable surface quality. **Remove all dust with a damp cloth**, allow surface to dry completely, and proceed with the installation.

Versa Presentation Surface Installation at a Glance

1 Wall Preparation

- | | | | |
|---|--|--|--|
| <p>A</p>  | <ul style="list-style-type: none"> • Remove bumps, flecks etc • Fill cracks, holes | <p>B</p>  | <ul style="list-style-type: none"> • Sand smooth • Achieve minimum Level 4 wall* conditions |
| <p>C</p>  | <ul style="list-style-type: none"> • Seal and prime surface • Allow to cure fully | <p>D</p>  | <ul style="list-style-type: none"> • Mark top corner for install |
| <p>E</p>  | <ul style="list-style-type: none"> • Mark complete perimeter with true level and plumb lines | <p>F</p>  | <ul style="list-style-type: none"> • Within the perimeter drawn in step E scrape off any bumps |
| <p>G</p>  | <ul style="list-style-type: none"> • Within the perimeter drawn in step E sand the surface lightly to create scratches for adhesion | | |

2 VersaPRO installation with VersaCaddy

- | | | | |
|---|---|--|---|
| <p>A</p>  | <ul style="list-style-type: none"> • Unpack VersaPRO roll and reposition the core to bottom edge | <p>B</p>  | <ul style="list-style-type: none"> • Set lower height of VersaCaddy to match bottom of installation. Floor might not be true across install area. VersaCaddy is not a leveling tool. |
| <p>C</p>  | <ul style="list-style-type: none"> • Load Versa roll onto VersaCaddy • The VersaCaddy will support the roll and assist in positioning | <p>D</p>  | <ul style="list-style-type: none"> • Locate VersaSurface at top corner and tape in level position • Follow perimeter line closely |
| <p>E</p>  | <ul style="list-style-type: none"> • Roll out the VersaSurface and tape into alignment with perimeter line | <p>F</p>  | <ul style="list-style-type: none"> • Remove from roll/VersaCaddy • Inspect for damage and adjust positioning if needed |

*Recommended Levels Of Gypsum Board Finish (GA-214-07)" available at: <http://www.gypsum.org/download.html>

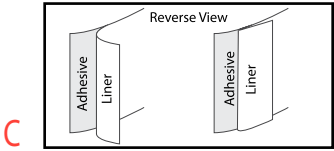
3 Reveal Adhesive and Install



- Create a tape hinge about 24" from edge
- Remove tape from leading edge



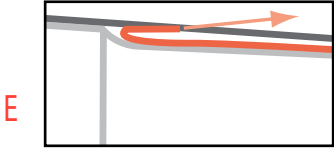
- Use the supplied "Pull Tab" to pull the adhesive liner back



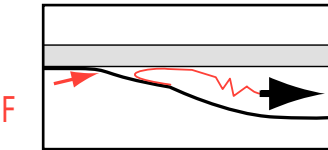
- Reveal about 12" of pressure sensitive adhesive the full height of the material and fold back



- Confirm alignment with level line, and lightly tack the top corner in place



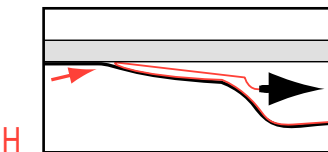
- Use the "squeegee" to contact the adhesive to the wall. Flatten out the liner as you do so



- Always working towards the liner "bump" will help to keep air pockets from forming



- Use squeegee to chase out air pockets. All air pockets must be forced out



- Continue pulling 4-5 inches of liner as you proceed. Liner will have a folded appearance.



- Repeat until finished
- Finally squeegee over the whole surface again with special attention to edges



- Tape edges down overnight
- Remove tape in the morning and clean with Windex

Egan recommends a firm plastic squeegee with felt lined edge.



Step 2 – Installing VersaJOT

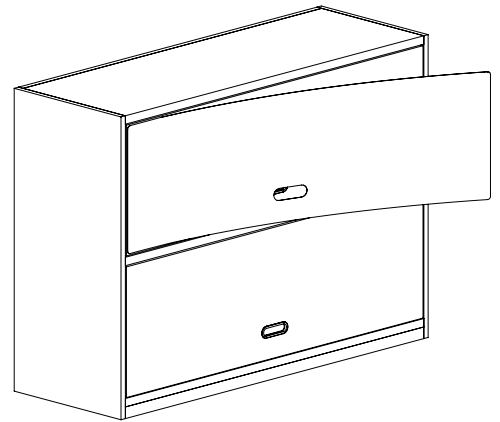
Locating the installation for VersaJOT

- Line up VersaJOT with the release liner still in place. Ensure a proper fit, checking that cut-outs and contours match properly.
- You can use masking tape to create a line up marker by locating a strip of tape on the VersaSurface and another on the mounting surface. Position the VersaJOT and draw a line across both pieces of masking tape.

NOTE: The surface that VersaJOT is being applied to must be clean and free of dents, bumps, protrusions and may also require sanding. Clean any contaminants off with isopropyl alcohol to ensure good adhesion.

- With the adhesive liner face-up apply a pull-tab to the liner at the top right corner. Peel off the release liner and position VersaJOT at the top left corner of the installation.
- You can use the masking tape to assist in positioning.
- Apply the material and smooth top to bottom - left to right with the squeegee. Take care to hold the adhesive away from the mount surface as you progress across with the smoothing down of the Versa surface, 4" to 6" at a time. This will keep air pockets and bubble from forming.
- To complete the installation, use the squeegee wrapped in a soft cloth. Work from the center point of the installation to firmly chase out any remaining air pockets to nearest edge or corner. Snaps, crackles and pops are typical indications that the air is being released.
- Use painter tape to securely tape down all four sides of the installation and leave undisturbed overnight. Next day remove the tape carefully. Use spray on window cleaner and a clean cloth to wipe down the VersaJOT surface.

Now VersaJOT Presentation Surface is ready for use



NOTE: VersaJOT installations larger than 3' should follow the VersaPRO installation procedures to avoid problems with air pockets.

Step 2 – Preparing VersaPro

Locating the installation for VersaPRO

Illustrated page 8 Section 1 Wall preparation

- D. Using a level, draw a horizontal level line at the recommended height (84" for 54" material, 80" for 48" material) using a sharp pencil or a chalk line on the wall. Draw a plumb line down 54" or 48" depending on the installation from the top left and right points. Continue until the entire install area is drawn on to the wall. **Important:** Before installing, measure to ensure product is the correct length. Material may be shipped up to 2" longer than ordered which may affect installation of track system.

Illustrated page 8 Section 2 VersaPRO-VersaCaddy

- A. To prepare for use with a VersaCaddy unroll the material on a clean tarp. Reposition the VersaPRO material on the core to line up with the bottom edge of the core and carefully re-roll.
- B. Set the bottom height of the VersaCaddy to match the bottom line for the installation by bringing the VersaCaddy to the installation wall. Loosen the lock nut and raise or lower the base to the required height. Do not use this method to check for level, the floor might not be truly flat.
- C. Slide the Versa and shipping core onto the VersaCaddy. Insert the top cap. Roll the VersaCaddy into position and remove the securing tape. Be careful to not let the roll spin off the core!
- D. Line the top corner of the VersaPRO to line up with the top corner created in step 1-D. Tape this down with painter's tape. Proceed to tape the material in place taking care to follow the install perimeter exactly.
- E. Once the material is taped in place, remove from the VersaCaddy and inspect the surface for shipping damage and correct positioning on the wall. Adjust as required.
- F. Make sure the product is not damaged before removing the backer. Once the backer is removed, the product may not be returned. Installation is the installers responsibility.



For large installations Egan has a VersaCaddy to help hold the weight of longer rolls. This permits a two member crew to work very effectively. VersaPRO 54" high weighs about 1 lb. per foot .

Step 3 – Installing VersaPRO

Illustrated page 9 Section 3 Reveal Adhesive and Install

Complete step 1 Wall Preparation and 2 Preparing VersaPRO before proceeding.

- A. Create a tape hinge about 24" from the starting edge. This hinge will permit the tap holding the leading edge to be removed while holding the VersaPRO firmly in place.
- B. Apply a pull-tab to the liner at the bottom corner pointing down. Gently pull the tab away to release about 12" of backer from the adhesive.
- C. Fold the liner back so that you will be able to grab the tab once the surface is in place (Versa installations under 36" may be accomplished with of all the liner removed.)
- D. Use the level to ensure VersaSurface material is correctly positioned.** If the edge is not properly aligned and level the entire installation will drift even further out of alignment.
- E. Using the squeegee work down and out with at least 15 lbs of pressure to ensure adhesion. Smooth towards the liner fold to release bubbles at the leading edge of the liner. **This action will fold the liner down and provide a safety zone for the air to escape.**
- F. While one installer holds the material and pulls the backer away from the adhesive in small 4-5" increments, the other installer smooths the VersaSurface and progresses with the installation from left to right*.
- G. Squeegee as you go, chasing air bubbles at the top, bottom, and leading edge
- H. Carefully work across the entire installation area in 4-5" sections until the surface is fully installed.
- I. Repeat this pull and squeegee process until the installation is complete.
- J. Use painter tape to securely tape down all four sides of the installation and leave undisturbed overnight. Next day remove the tape carefully. Use spray on window cleaner and a clean cloth to wipe down the VersaPRO surface.

Now VersaPRO Presentation Surface is ready for use.

Fit and Finish Expectations

VersaJOT and VersaPRO

VersaJOT and VersaPRO are .0225 " thick to provide the substantial and smooth surface. These products are not vinyl wallpaper and expectations should be in line with the product's unique attributes. VersaJOT and VersaPRO are intended to be installed only on flat surfaces. The material is thick and very durable and will not stretch or fold around site features such as corners or curves.

Caulking should be considered at edges which may have minimal gaps, or when corners or edges will not have top molding specified. Egan offers a minimal VersaPRO edge trim kit, VersaJOT frame kit and EganSystem Track trim kit finishing options. Visit www.eganversa.com for details.

Trimming VersaPRO

Remember that VersaPRO is a substantial product. Force will need to be exerted in an even manner to cut through the material. Be sure to use a good quality utility knife, and to change blades frequently. Egan recommends that a substantial straight edge be used with two or more passes of the knife to achieve a clean and suitable field cut. Where practical, cuts should be done on a horizontal, flat surface.

Straight Trim

In the event that a field straight trim is required, we suggest that trims be made carefully with a good quality straight edge firmly held in place. Taping the straight edge to assist holding it in place and using a fresh blade for every incision is recommended to ensure a clean precise cut. Do not rely on the tape alone to hold the straight edge. A guided slow careful pull with a fresh blade will help prevent a costly accident. Begin with a starter cut and follow with a second deeper cut for best effectiveness. Take the time needed, it will pay in the quality of the finished job.

Double-Cuts

Double-cuts are not recommended as the adhesive should not come into contact with the VersaSurface. For applications that require this type of installation we suggest EganWall Presentation Wallcovering, which uses a wallpaper paste adhesive installation method. Contact Egan Customer Service at 1-800-263-2387 for more information.

Versa Presentation Surfaces are Guaranteed-to-clean!

The high-quality, dry-erase Egan VersaSurface (EVS) cleans so effectively, it even withstands the accidental use of permanent markers. Here are some “Do’s and Don’ts” to ensure the performance of your Egan VersaSurface.

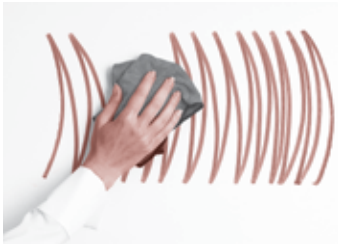
Do

- use solvent (ketone) based dry-erase markers such as EganMarkers and Expo Dry-Erase Markers
- clean regularly to prevent dirt and filmy build-up that can impede performance.
- Use EganCloth, to trap dry-erase dust in the micro-fibers. Occasional cleaning with a damp EganCloth will help maintain a clean surface.
- Remove all dry-erase markings from surface with an EganCloth before applying ammonia based spray glass cleaner.
- Use a spray glass cleaner to remove residue. Stubborn marks may be removed with isopropyl alcohol.

Don't

- Do not use low odor water-based markers like Expo2. These take longer to dry, leaving behind a smudgy film when erased.
- Do not leave Egan VersaSurface dusty and dirty as this can build up to a stubborn film that will require a thorough cleaning.

Maintaining Egan VersaSurfaces—Dust Free and Clean



Use the EganCloth to remove dry-erase markings. Day to day use may cause a build up which can be removed with an ammonia based glass cleaner.



The EganCloth traps dry-erase dust, keeping it on the cloth and off hands, clothing, walls and carpets.



Permanent marker cleans off with a scribble of EganMarker, wait a minute, then use an EganCloth to clean. Stubborn marks may be removed with isopropyl alcohol.

Egan VersaSurface Features

- Matte white finish
- High performance dry-erase
- No ghosting
- Guaranteed-to-clean
- 10 year surface warranty
- Low gloss and low glare
- Superior data projection
- No shadowing
- Permanent marker cleans off
- Dust-free whiteboarding with EganCloth



Egan Visual online

Egan Visual is the leader in visual systems and is the exclusive manufacturer of EVS presentation quality whiteboards. **For more information visit www.egan.com/guaranteed-to-clean.**

Notes

Have Questions?

Egan Customer Service will be pleased to assist you.

1-800-263-2387 or 905-851-2826

Monday–Thursday, 8:00am–4:30pm

Friday, 8:00am–1:00pm

Eastern Time and Pacific Time

Environmentally responsible design, quality, cost and timeliness. Egan Visual has been certified by UL™ to have established, documented, implemented and maintain a Quality Management System as well as an Environmental Management System, and is registered to the ISO9001:2008 and ISO14001:2004 standards.

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