

**APPLICATION GUIDE****SMART OFFICE FILMS**

- Smart Office Film - Dry Erase White
- Smart Office Film - Dry Erase Clear
- Smart 2-in-1 Office Film: Projector and Dry Erase

**1****PREPARE THE SURFACE**

- Ensure the surface is suitable for Smart Office Films. The surface should be smooth, non-absorbent and clean.

**2****MEASURE & CUT**

- Measure and cut the film to fit the required area, leaving 2cm of excess product around each edge.

**3****INSTALLATION**

Smart Office Films are self-adhesive, with a removable backing. Only remove the backing when you are ready to install the film, as per the following steps:

- Place the film, without removing the backing, over the surface.
- Starting from one side, remove the backing uniformly along the width of the film, 8-10cm at a time.
- Use a microfibre cloth to press the film evenly onto the surface, ensuring no air bubbles are trapped.
- Apply the film gently and evenly along the surface, pulling the backing away as you go.
- If you do find an air bubble, peel the material back gently, remove the air bubble and continue.

**4****TRIM TO SIZE**

- To create a smooth edge at the end of a surface, use a very sharp knife or blade, and cut at a 45 degree angle, using the edge of the surface as a guide.

**5****JOINTING**

- To joint the material on a panel or flat surface, apply the first section of film as normal.
- Overlap the second section of film by 3cm.
- Do not remove the film backing.
- Use a razor or very sharp knife to double-cut through both layers of the film at the centre of the overlap.
- Remove the trimmed material from behind.
- Remove the backing from the second section.
- Use a micro-fibre cloth to push the material back and to push together tightly.

**6****MAINTENANCE**

- The surface should be maintained as a normal whiteboard surface. Use good quality markers and cleaning fluids, available from Smarter Surfaces.

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