

Board Hanging Instructions

Note: This installation guide is used for two (2) piece board assemblies both with and without accessory trays. Due to the variances, you may receive more hanging hardware than required for your board. Please be sure to read all instructions before installing your whiteboard.

Note: Wall mounting hardware is to be provided by the installer to suit the wall construction.

STEP 1: If an Accessory Tray is required, install End Caps using a mallet.

STEP 2: Determine the desired height from the floor to the bottom of the board. Scribe a level line on the wall at that distance for both **LEFT** and **RIGHT** boards.

STEP 3A (Without Tray): Position the two (2) L hangers aligned with the scribed line AND 6" from the end of the **LEFT** board. Tightly secure L hangers using appropriate wall anchors (not provided by Ghent) suited for wall construction. Refer to figure 3A. Repeat Step 3A for **RIGHT** board.

STEP 3B (With Tray): Position the bottom of the tray along the scribed line and centered with mating edges of the **LEFT** and **RIGHT** boards. Using the guide groove on the tray for alignment, pre-drill 1/8" diameter holes into the tray and thus marking the hole location on the wall. Secure Tray using appropriate wall anchors (not provided by Ghent) suited for the wall construction. Refer to figure 3B

NOTE: Depending upon the length of the Accessory Tray, if the distance between end of the board and tray is greater than 18", install a bottom L Hanger 6" from the end of the board. Refer to detail 3A for screw placement

STEP 4: Lift and center the **LEFT** board onto the pre-mounted tray/L hangers. Scribe a line along the full top width of the left board. Remove board from the tray/L Hangers.

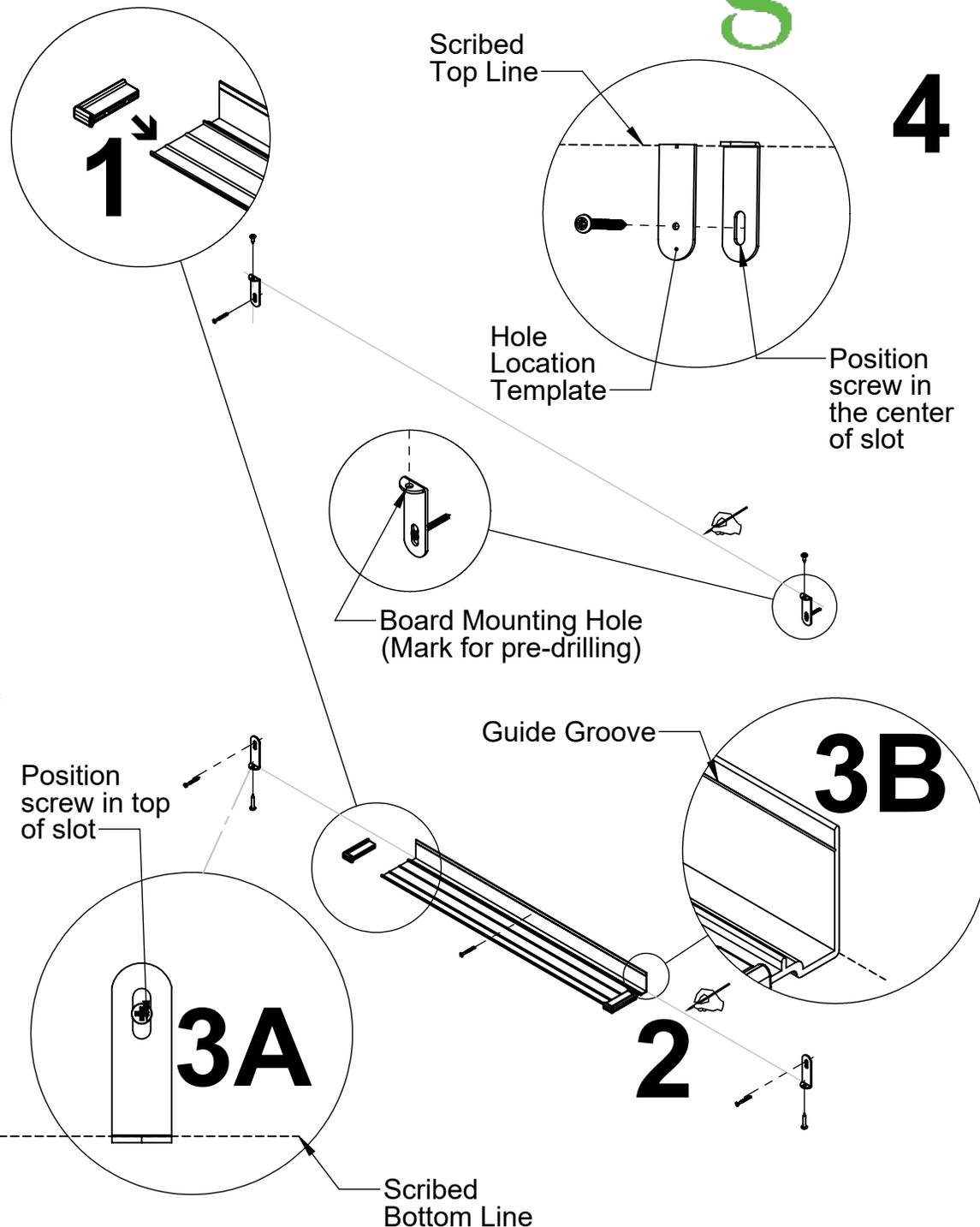
Position the (2) Top L Hangers aligned with the scribed line AND 6" from each end of the **LEFT** board. Using the provided hole location template, mark the wall using a 1/8" drill bit.

Secure L Hangers to the wall using appropriate wall anchors (not provided by Ghent) suited for the wall construction.

VERY IMPORTANT: Due to seasonal temperature and humidity changes, the following must be performed to prevent board warpage:

A. TOP L HANGER mounting screws **MUST** be centered in the slot as shown to allow for wall expansion and contraction

B. TOP L HANGER mounting screws **MUST NOT** be over tightened, the TOP L hanger must be allowed to slide up and down with slight resistance



STEP 5: Slide the TOP L hangers UP until the screw is resting in the lower end of the L hanger's slot. Lift the **LEFT** board onto the pre-mounted tray/L hangers.

Slide the top L hangers down until they contact the frame. Using the hole in the top L-Hangers as a template, mark the holes onto the top frame. Remove the **LEFT** board and drill the top mounting holes using a 1/8" diameter drill bit, drill through the frame **ONLY!**

STEP 6: Return the **LEFT** board to the wall and secure using the provided #8 x 1/2" Screws.

STEP 7: Repeat steps 4 and 5 for the **RIGHT** board.

STEP 8: Insert the fishplates into the open ends of the **LEFT** board's frame. Allow 1-1/2" projection with the emboss facing toward the board.

STEP 9: Insert divider oriented as shown.

STEP 10: Slide **RIGHT** board into the projecting fishplates and secure right board using the provided #8 X 1/2" Screws per Step 6.

STEP 11: Recycle all packaging materials in accordance with local regulations.

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