

PlanView® Sliding Panel Visual Control Center Assembly Instructions



Tools Needed

- Level
- Framing Square
- Drill
- Phillips Screwdriver

Cabinet Components & Hardware

- 2 Crossmembers, upper and lower
- 2 Uprights, left and right (with attached adjustable feet)
- Whiteboard Back Panels
- Sub-Legs (with attached adjustable feet)
- Fabric Kick Panels
- Wall Mount ("L") Brackets
- #8 - 1" Black Pan Head Screws
- #8 - 1-3/4" Silver Pan Head Screws
- #8 - 1/2" Silver Pan Head Screws
- #8 - 1" Silver Pan Head Screws

Assembled Cabinet Dimensions



Sliding Panels

- | | |
|--|---|
| <input type="checkbox"/> Plain White | <input type="checkbox"/> CorkTack™ |
| <input type="checkbox"/> 1-1/4" Rows | <input type="checkbox"/> FabricTack® |
| <input type="checkbox"/> 1" ShadeLine® Rows | <input type="checkbox"/> Calendar |
| <input type="checkbox"/> MapMount® System | <input type="checkbox"/> Isometric Grid |
| <input type="checkbox"/> 1" Square Grid | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> 1" Square Ghost-Grid™ | |

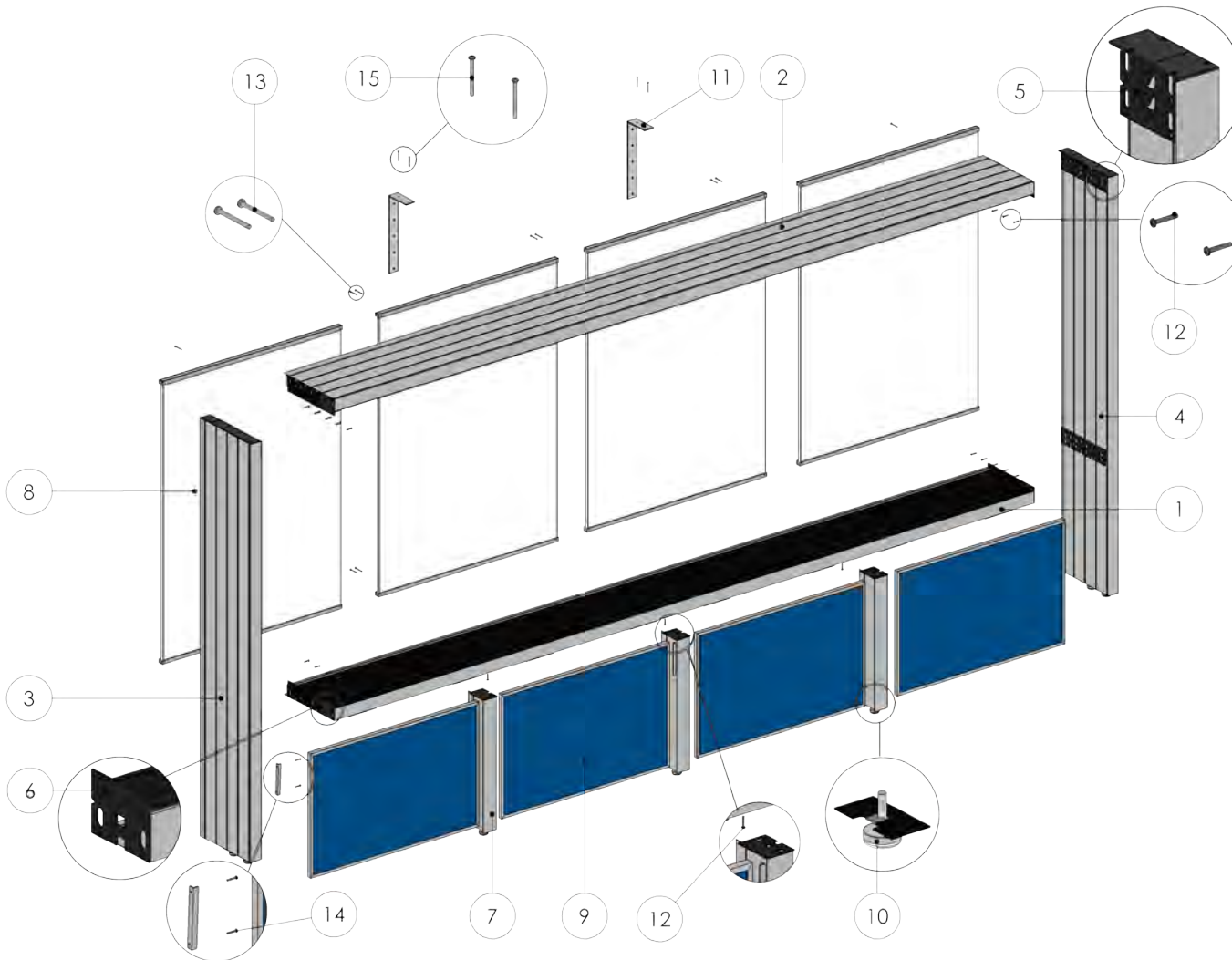
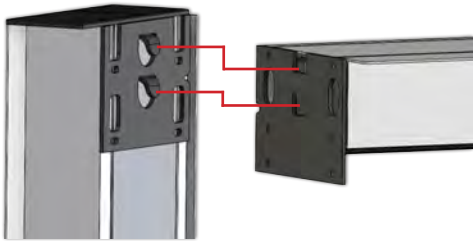


Diagram #	Part Description
1	Lower Crossmember
2	Upper Crossmember
3	Left Upright
4	Right Upright
5	Upright Endplate
6	Crossmember Endplate
7	Sub Leg(s)
8	Back Panels
9	Fabric Kick Panels
10	Adjustable Feet
11	Wall Mounts / "L" Brackets
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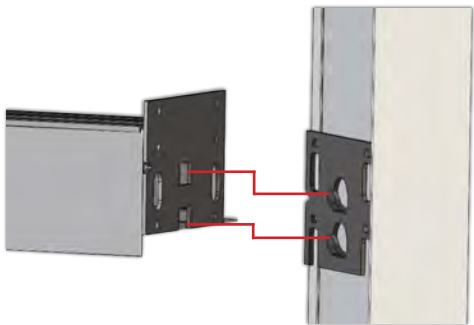
Assemble PlanView® Cabinet face down on the floor near final installation location.



Step 1:

Attach upper crossmember* (2) to the uprights (3, 4) by sliding the upright endplates (5) over the crossmember endplates (6) as shown in figure.

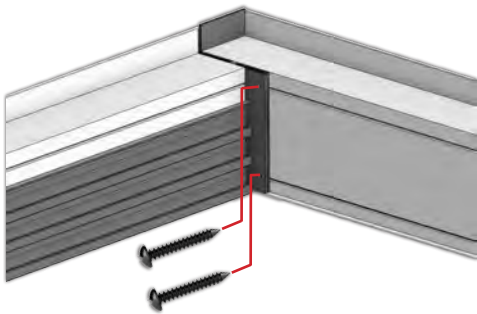
*Note: The upper crossmember has the deeper black SlidePanel™ tracks.



Step 2:

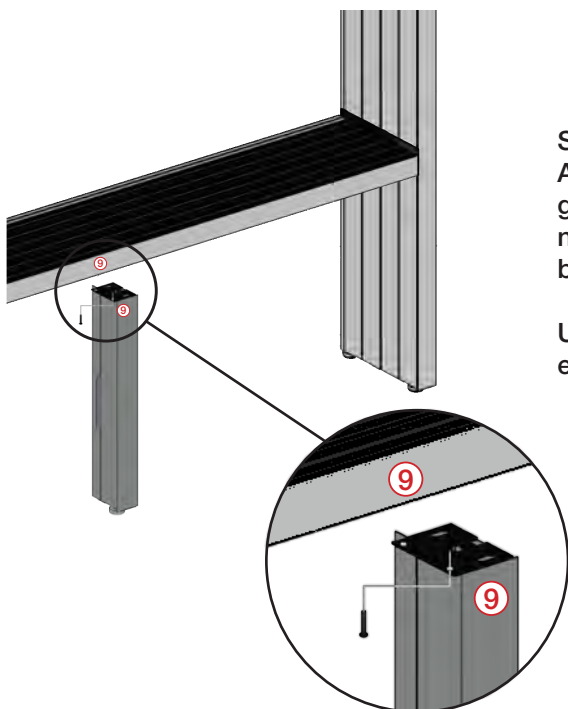
Attach lower crossmember (1) to the uprights (3, 4) by engaging the endplates as described above.

After crossmembers and uprights are engaged, check each corner of the assembly with a framing square to ensure proper alignment.



Step 3:

Once squared, fasten the #8 1" black panhead screws (12) through the crossmember endplates (6) and into the upright endplates (5) for all four corners of the cabinet frame.

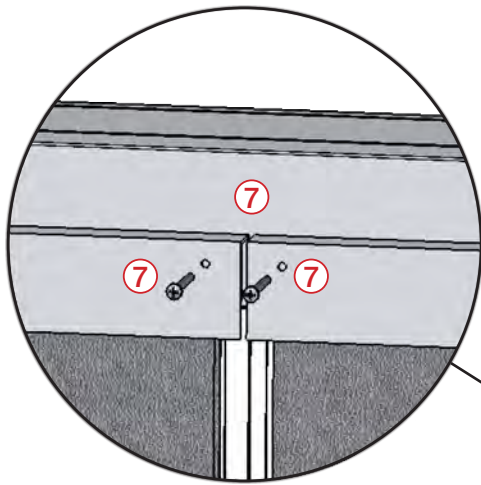


Step 4:

Attach the sub-legs (7) to the lower crossmember (1), engaging the endplates as with the cabinet frame. Match the number(s) on the sub-leg(s) with the corresponding number(s) on the crossmember.

Use the #8 - 1" black panhead screws (12) to fasten the endplate brackets on the sub-legs.

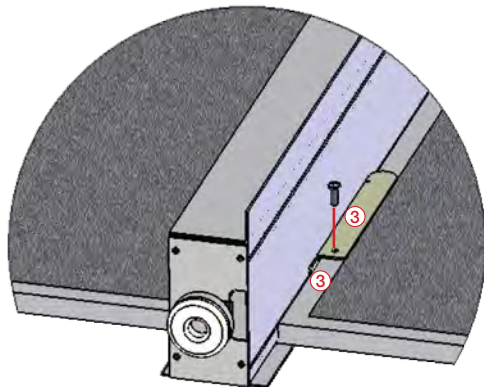
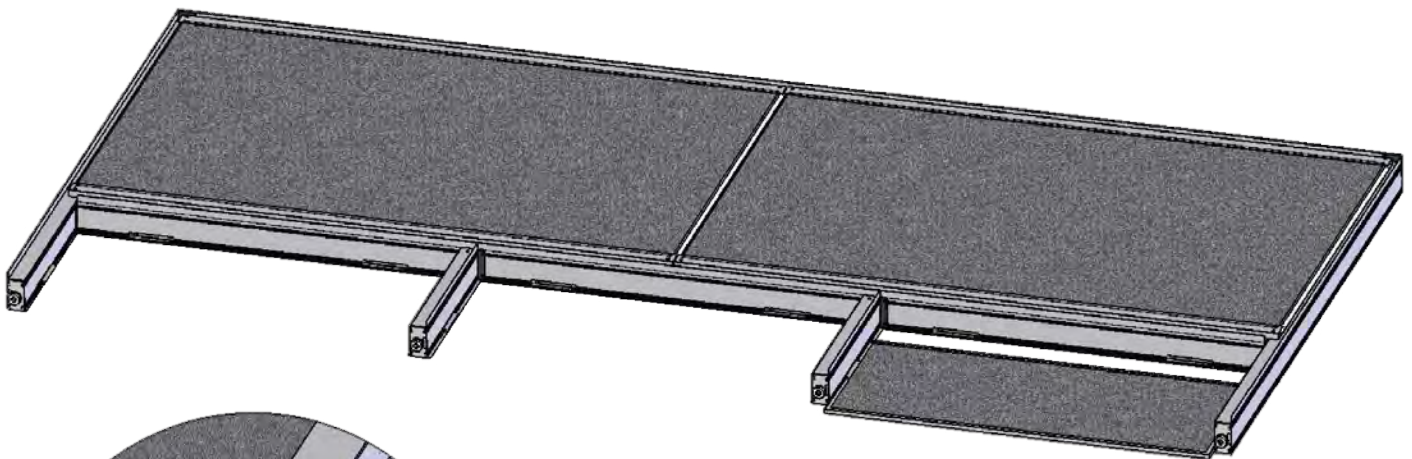
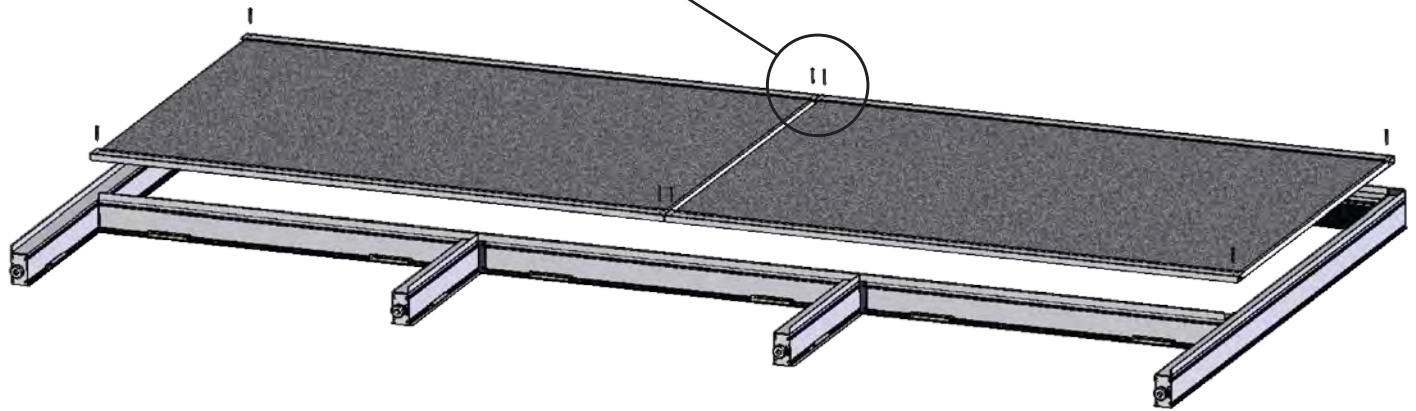
Assemble PlanView® Cabinet face down on the floor near final installation location.



Step 5:

Install the back panels (8), whiteboard side down, matching the numbers on the panels to the numbers on the cabinet frame.

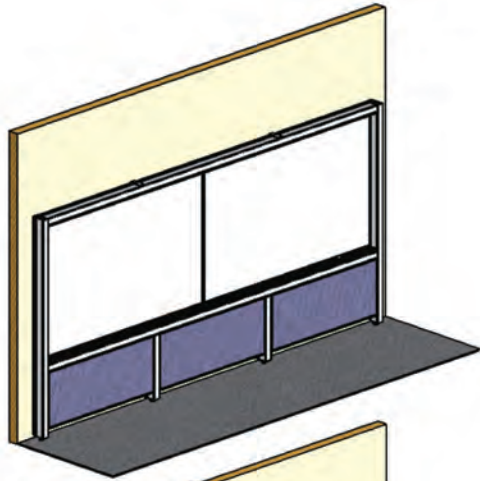
Use the #8 - 1-3/4" silver panhead screws (13) to fasten the back panels to the cabinet framing.



Step 6:

Install the Fabric Kick Panels (9), fabric side down, matching the numbers on the kick panels to the numbers on the sub-legs..

Use the #8 - 1/2" silver panhead screws (14) to fabric kick panels to the cabinet framing.

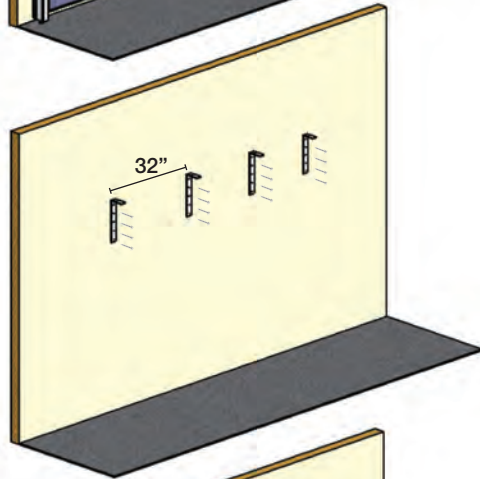


Step 7:

With the help of others, lift the assembled PlanView® and place in position against the wall. Level it by adjusting the feet (10) at the bottom of the cabinet.

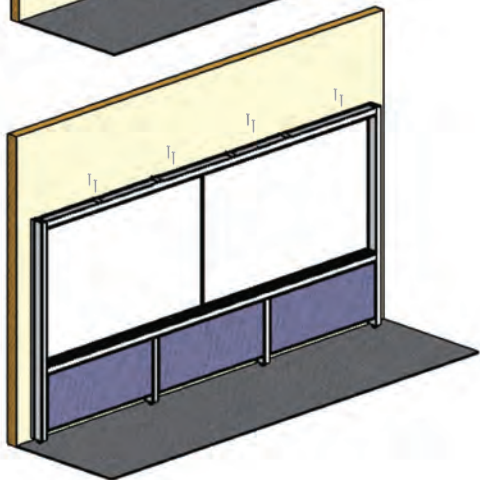
Slide the wall mount “L” brackets (11) over and behind the upper crossmember (2) between the cabinet and the wall. Space the brackets at wall stud locations if possible. Mark the spacing and height of the wall brackets. 32 inch spacing is recommended.

BE SURE THAT THE UPPER CROSSMEMBER IS LEVEL ALONG THE ENTIRE LENGTH OF THE CABINET BEFORE MARKING BRACKET LOCATIONS. This will ensure smooth panel sliding.



Step 8:

With the help of others, carefully move the PlanView® cabinet aside to fasten the wall “L” brackets (11). Fasten the brackets to the wall using hardware (not included) appropriate for your wall type and into wall studs if possible.



Step 9:

With the help of others, re-position the PlanView® cabinet under the installed wall mount “L” brackets. Drill holes through the bracket holes into the upper crossmember (2) and fasten using the #8 - 1” Silver Panhead Screws (15).



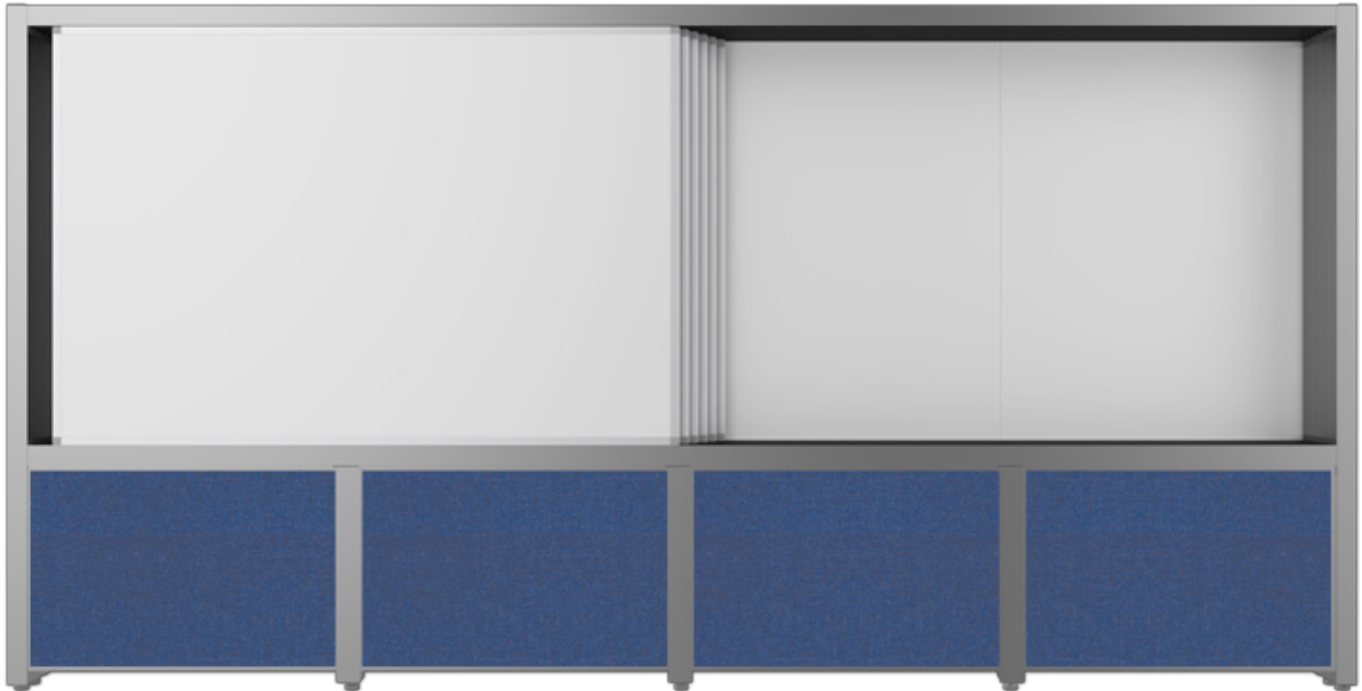
Step 10:

Load your PlanView® SlidePanels™ into the cabinet by inserting the top edge of the panel into the desired upper track at similar angle shown left. Pivot the panel into the cabinet so that the bottom edge of the panel is above the corresponding bottom track and let the panel seat downward into the bottom track. The panel should slide easily in the cabinet left to right. Repeat for the other SlidePanels™.

The PlanView® Cabinet is now ready for use.

PlanView® Sliding Panel Visual Control Center

Large Cabinet (24⁺ feet) or Multi-Section Crossbeam Assembly Instructions



Tools Needed

- Level
- Framing Square
- Drill
- Phillips Screwdriver

Cabinet Components & Hardware

- 2 Crossmembers, upper and lower
- 2 Uprights, left and right (with attached adjustable feet)
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- Fabric Kick Panels
- Wall Mount ("L") Brackets
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Assembled Cabinet Dimensions

Sliding Panels

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| <input type="checkbox"/> 1" Square Grid | <input type="checkbox"/> Other: _____ |
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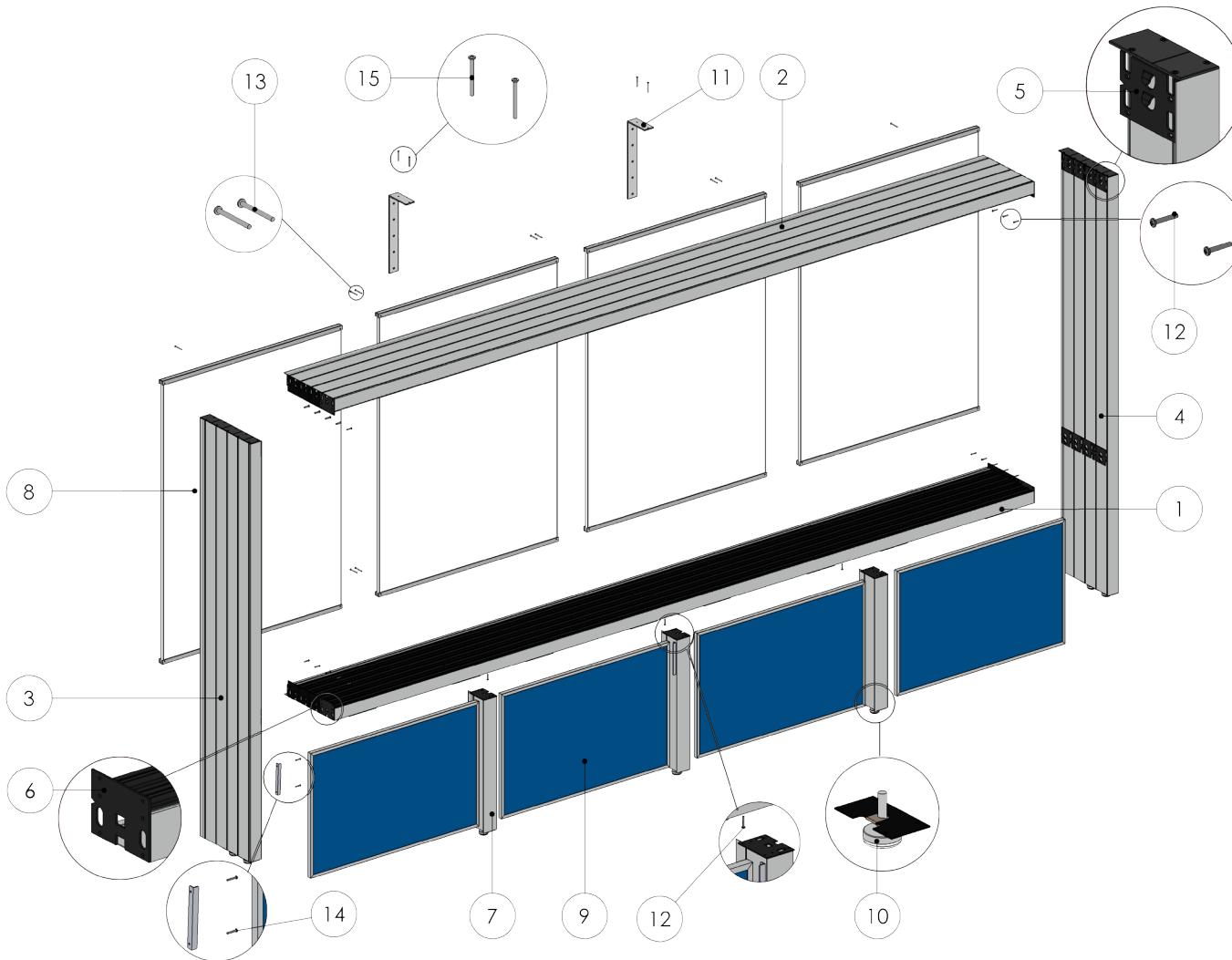
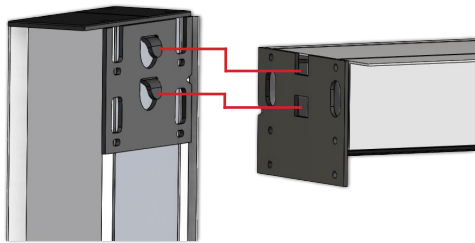


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15	#8 - 1" Silver Panhead screw

Assemble PlanView® Cabinet face down on the floor near final installation location.

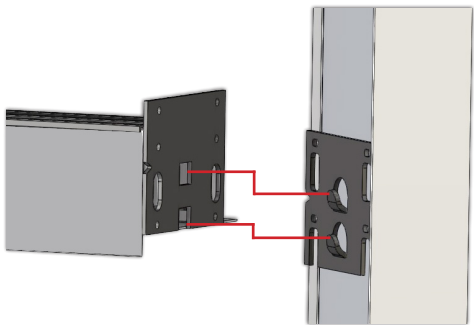
Note: For PlanView® cabinets wider than 24' or with multi-section cross-beams, complete steps in Appendix A first.



Step 1:

Attach upper crossmember* (2) to the uprights (3, 4) by sliding the upright endplates (5) over the crossmember endplates (6) as shown in figure.

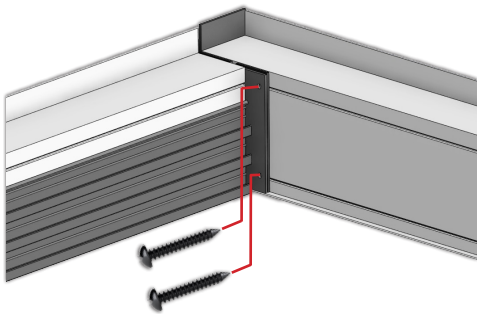
*Note: The upper crossmember has the deeper black SlidePanel™ tracks.



Step 2:

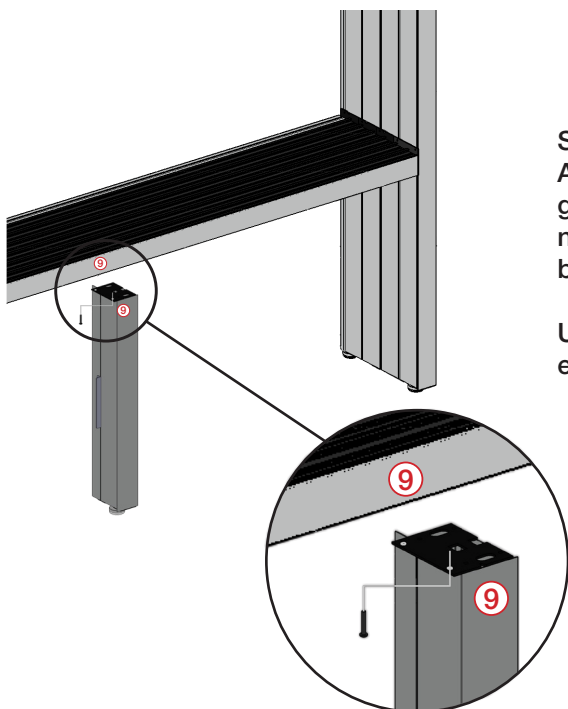
Attach lower crossmember (1) to the uprights (3, 4) by engaging the endplates as described above.

After crossmembers and uprights are engaged, check each corner of the assembly with a framing square to ensure proper alignment.



Step 3:

Once squared, fasten the #8 1" black panhead screws (12) through the crossmember endplates (6) and into the upright endplates (5) for all four corners of the cabinet frame.

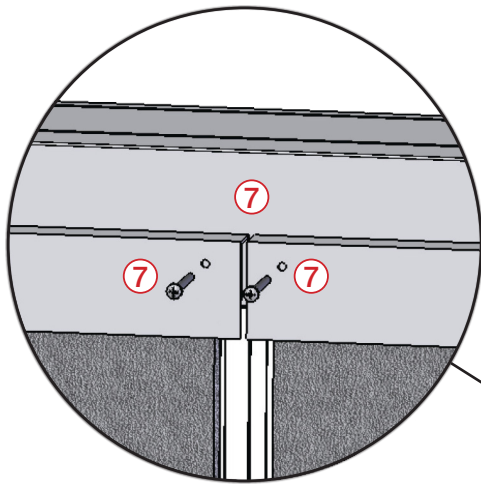


Step 4:

Attach the sub-legs (7) to the lower crossmember (1), engaging the endplates as with the cabinet frame. Match the number(s) on the sub-leg(s) with the corresponding number(s) on the crossmember.

Use the #8 - 1" black panhead screws (12) to fasten the endplate brackets on the sub-legs.

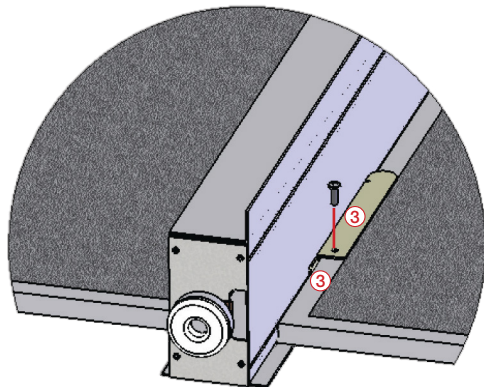
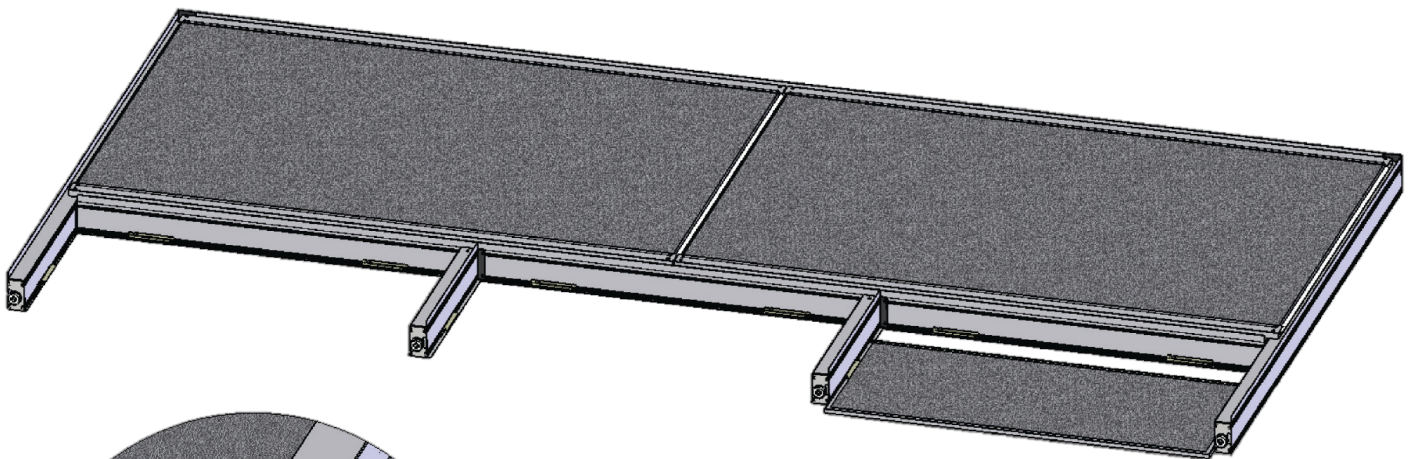
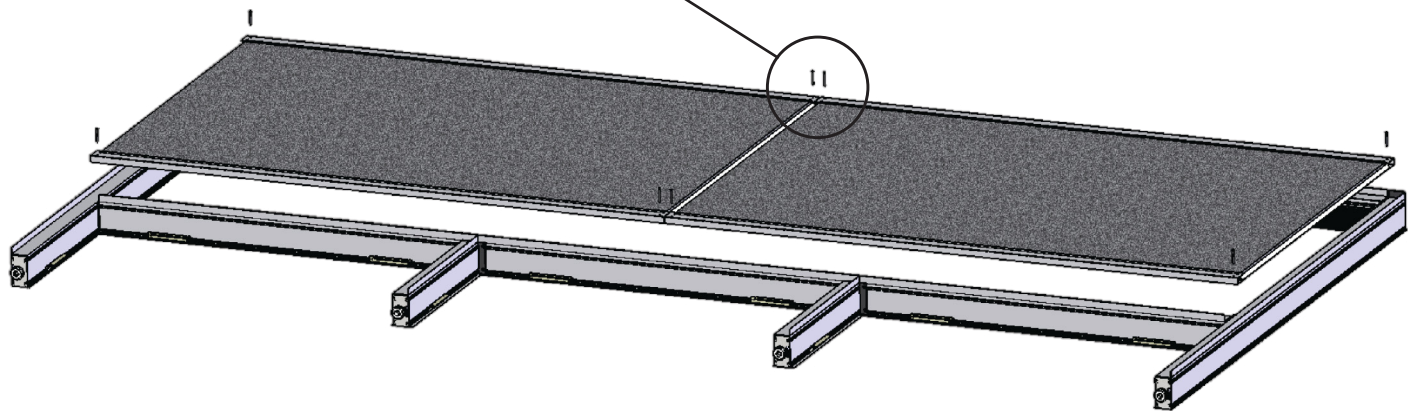
Assemble PlanView® Cabinet face down on the floor near final installation location.



Step 5:

Install the back panels (8), whiteboard side down, matching the numbers on the panels to the numbers on the cabinet frame.

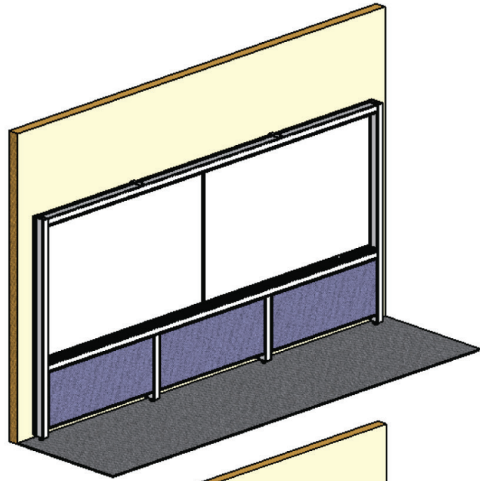
Use the #8 - 1-3/4" silver panhead screws (13) to fasten the back panels to the cabinet framing.



Step 6:

Install the Fabric Kick Panels (9), fabric side down, matching the numbers on the kick panels to the numbers on the sub-legs..

Use the #8 - 1/2" silver panhead screws (14) to fabric kick panels to the cabinet framing.

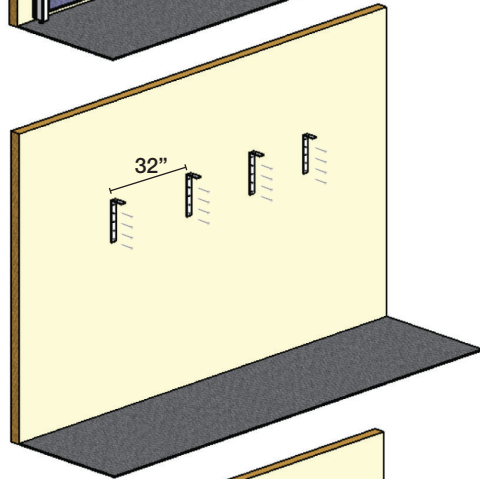


Step 7:

With the help of others, lift the assembled PlanView® and place in position against the wall. Level it by adjusting the feet (10) at the bottom of the cabinet.

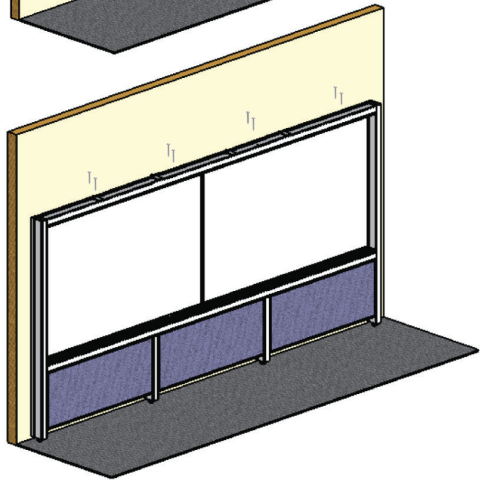
Slide the wall mount “L” brackets (11) over and behind the upper crossmember (2) between the cabinet and the wall. Space the brackets at wall stud locations if possible. Mark the spacing and height of the wall brackets. 32 inch spacing is recommended.

BE SURE THAT THE UPPER CROSSMEMBER IS LEVEL ALONG THE ENTIRE LENGTH OF THE CABINET BEFORE MARKING BRACKET LOCATIONS. This will ensure smooth panel sliding.



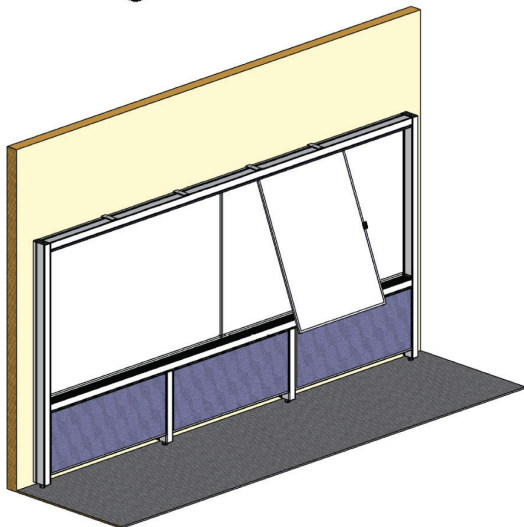
Step 8:

With the help of others, carefully move the PlanView® cabinet aside to fasten the wall “L” brackets (11). Fasten the brackets to the wall using hardware (not included) appropriate for your wall type and into wall studs if possible.



Step 9:

With the help of others, re-position the PlanView® cabinet under the installed wall mount “L” brackets. Drill holes through the bracket holes into the upper crossmember (2) and fasten using the #8 - 1” Silver Panhead Screws (15).



Step 10:

Load your PlanView® SlidePanels™ into the cabinet by inserting the top edge of the panel into the desired upper track at similar angle shown left. Pivot the panel into the cabinet so that the bottom edge of the panel is above the corresponding bottom track and let the panel seat downward into the bottom track. The panel should slide easily in the cabinet left to right. Repeat for the other SlidePanels™.

The PlanView® Cabinet is now ready for use.

PlanView® Assembly Instructions - Appendix A

For PlanView® Cabinets Greater than 24' in length

Read & Complete These Steps First

Tools Needed: Phillips head screwdriver

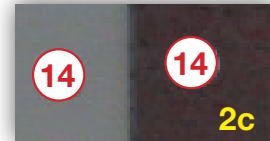
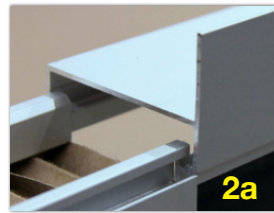
Fasteners Provided: 1" silver pan head screws, 1/2" black flat head screws

PlanView® Cabinet Crossmembers (upper and lower) for cabinets over 24 feet in width are shipped in two pieces due to the overall width of the cabinet.

1. Locate the half of each crossmember section which has the exposed paper-backed adhesive. Remove the paper backing (Figure 1) before sliding the halves together as described in step 2 below.



2. Assemble each Crossmember by aligning the Aluminum rails (2a) and sliding the two sections together (2b). The Adjoining parts are numbered to help ensure proper assembly (2c).



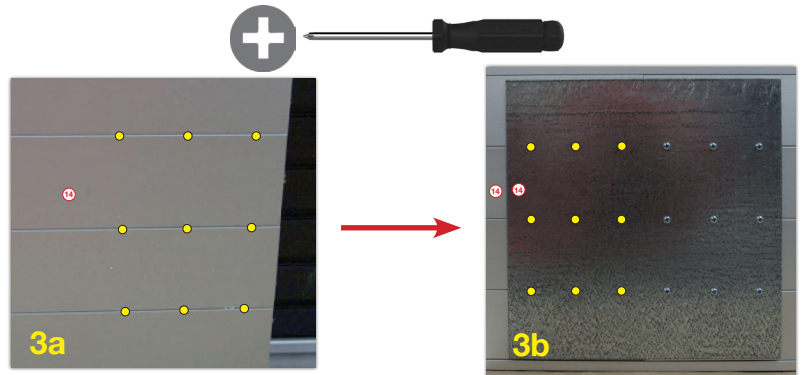
Have someone hold the extended track pieces away from the exposed adhesive as you slide the sections together (2d).



Note: The upper crossmember sections are the ones with the deeper black slide tracks.

Outside Face of Crossmembers

3. When fully engaged, the steel plate attached to one crossmember section will align over the pre-drilled holes (3a) of the other section. Hi-lighted here in yellow.

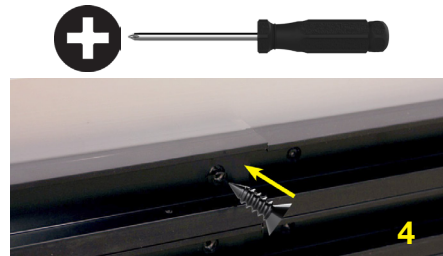


Fasten the **1" Silver pan head screws** through the steel plate and into the pre-drilled holes (3b).

Track Side of Crossmembers

4. For both crossmembers, press the track firmly down onto the exposed adhesive from step 1.

For Top Crossmember Only: Using a Phillips Head Screwdriver, screw the **1/2" black flat head screws** into the pre-drilled holes for each track. **HAND TIGHTEN ONLY.**



5. Once both crossmembers have been assembled, proceed to the cabinet assembly instructions.