

# Geo Huddle Glassboard / GEOH

## Installation Instructions

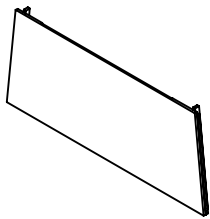


### Tools Needed:

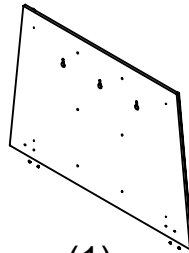
- Pencil
- 7/64" and 1/4" Drill Bits
- Suction Cups
- 4' Level
- Tape Measure
- (2) Clamps With Non-Marking Contact Pads, Clamp Range: 1-3/8" to 1-3/4"
- Power Drill
- Phillips Head Driver Bit or Screwdriver

**Installation Time:** 20 Minutes maximum for 2 technicians per unit.

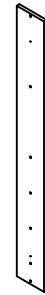
**Step 1:** Remove and unpack the following items.



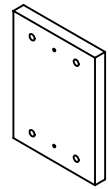
(1)  
Bottom Panel  
Assembly



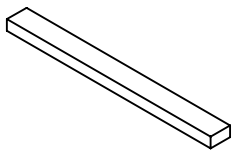
(1)  
Top Panel  
Assembly



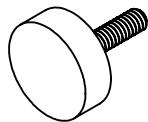
(2)  
Fishplate A



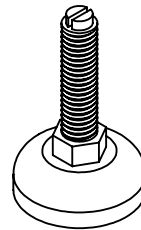
(2)  
Fishplate B



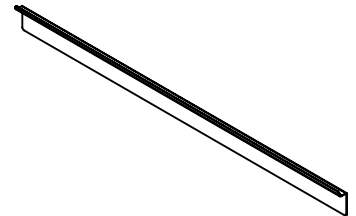
(2)  
Fishplate C



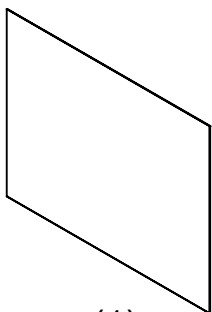
(2)  
Wall Leveler  
(1/4"-20)



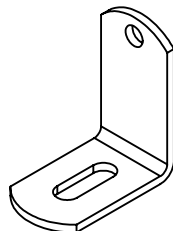
(3)  
Floor Leveler  
(3/8"-16)



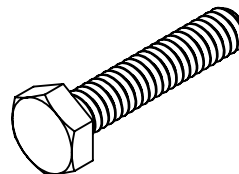
(1)  
Marker Tray



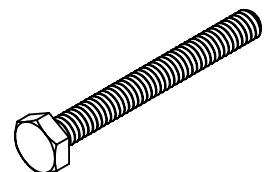
(1)  
Glassboard



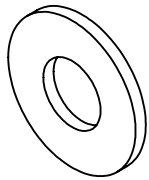
(6)  
Wall Attachment  
Brackets



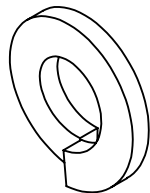
(14)  
1/4"-20 X 1-1/4"  
Hex Head Bolts



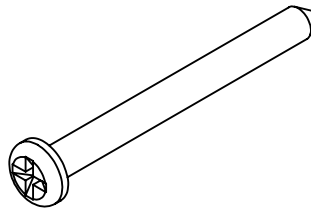
(8)  
1/4"-20 X 2-1/4"  
Hex Head Bolts



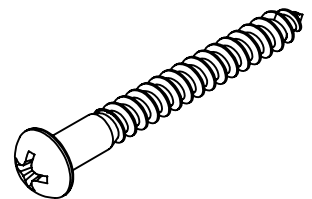
(22)  
1/4" Flat Washers



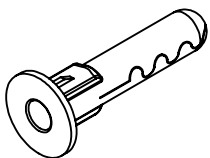
(22)  
1/4" Spring Lock Washers



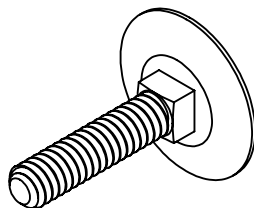
(6)  
#10 X 2" Sheet Metal Screws



(8)  
#6 X 1-1/4" Pan Head Phillips Wood Screw, Black



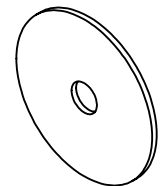
(6)  
Wall Inserts



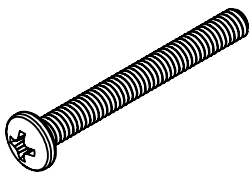
(3)  
1/4"-20 X 1-1/4" Elevator Bolt w/ VHB Tape



(3)  
1/4"-20 Wing Nuts

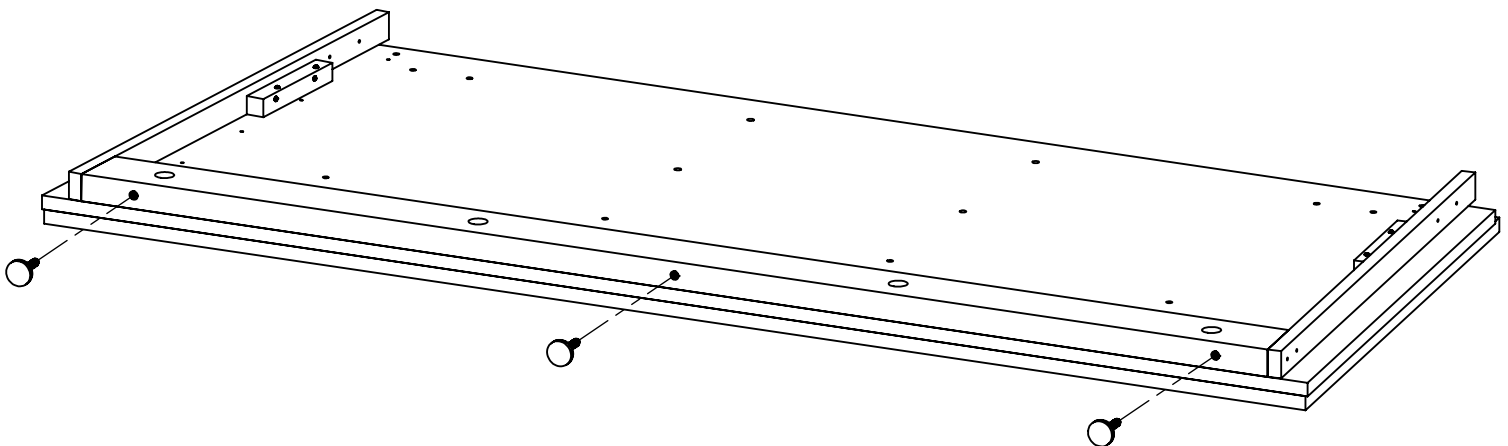


(3)  
Fender Washers

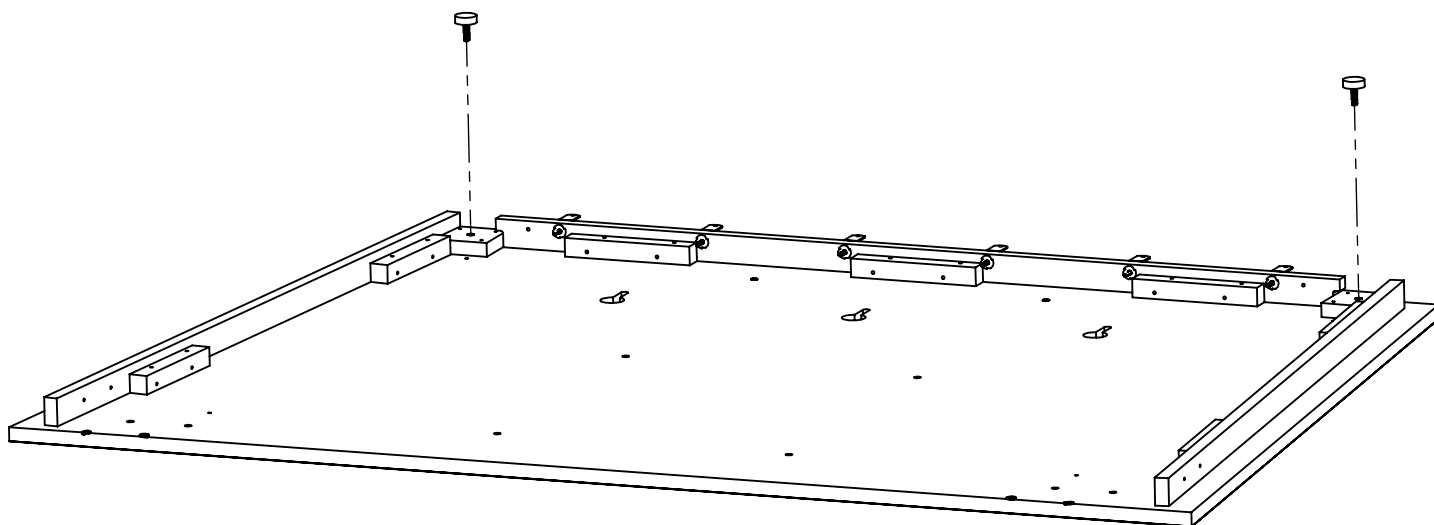


(6)  
#8-32 X 1-1/2" Pan Head Phillips Machine Screw

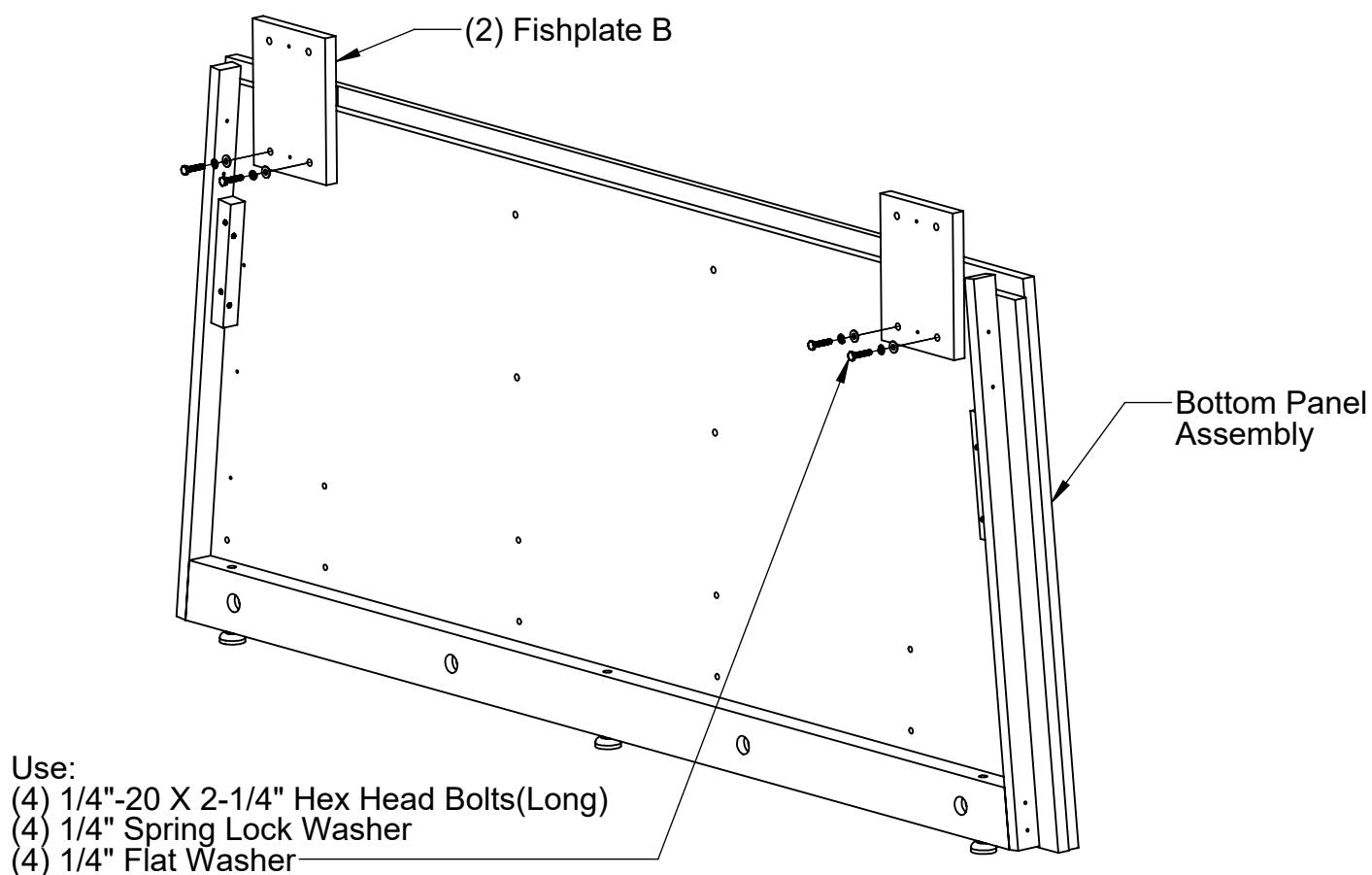
**Step 2:** Fully thread (3) floor leveling feet into bottom panel assembly.



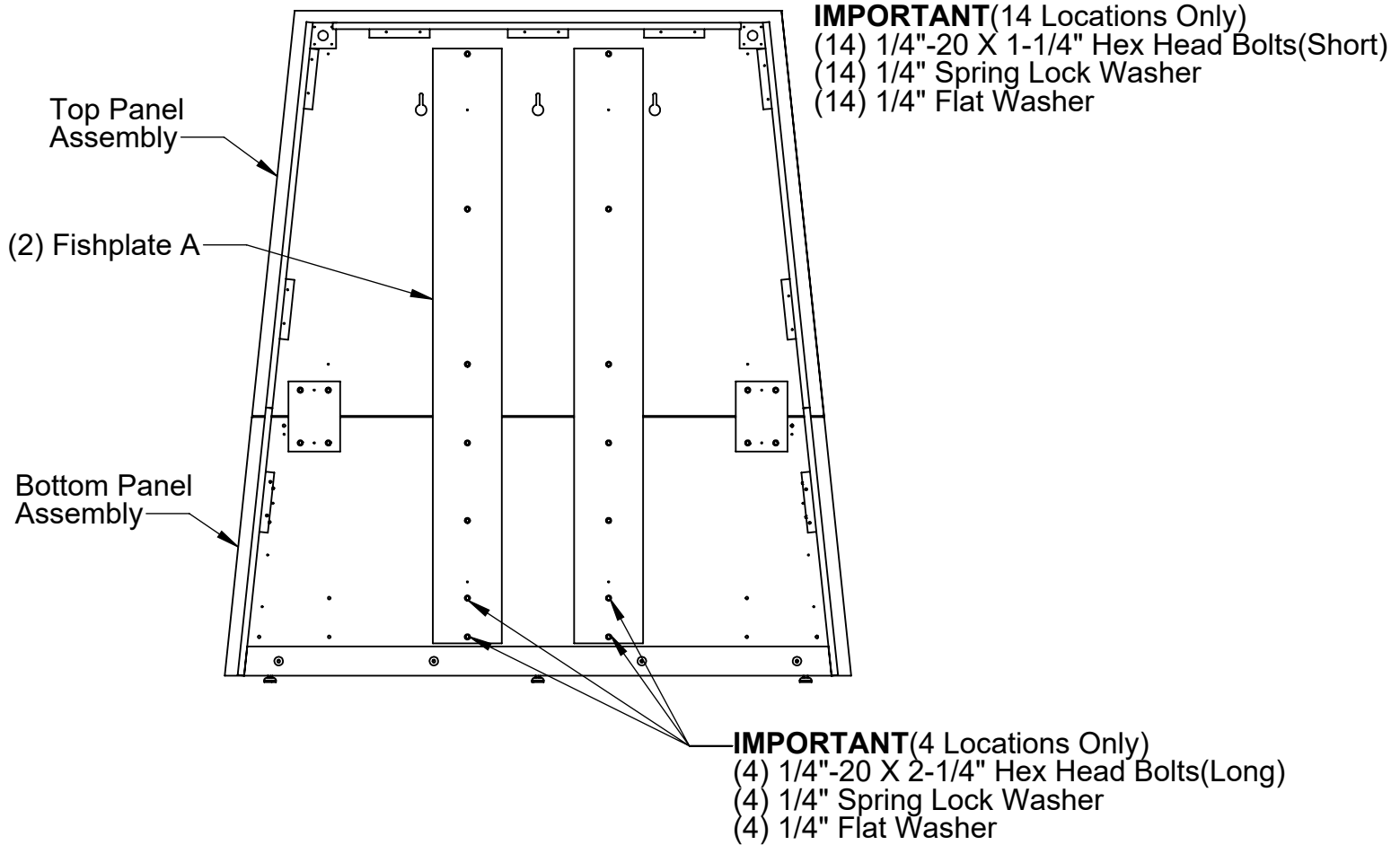
**Step 3:** Fully thread (2) wall leveling feet into top panel assembly.



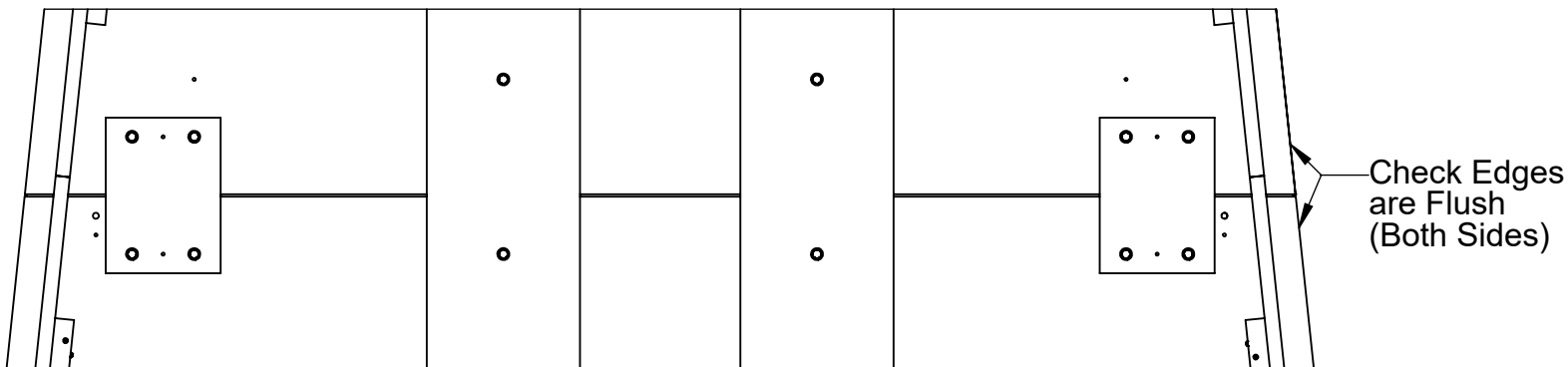
**Step 4:** Lean the bottom panel assembly against the wall as shown, attach (2) Fishplate B's and hand tight hardware as shown.



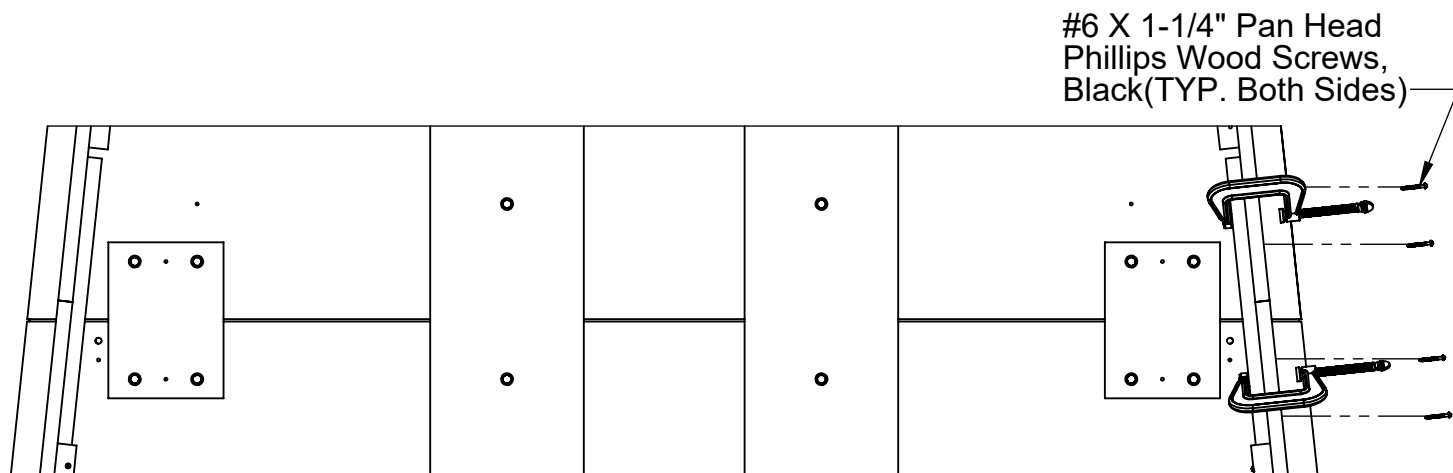
**Step 5:** Position the top panel assembly on the bottom panel assembly as shown, attach (2) Fishplate A's and hand tight hardware as shown.



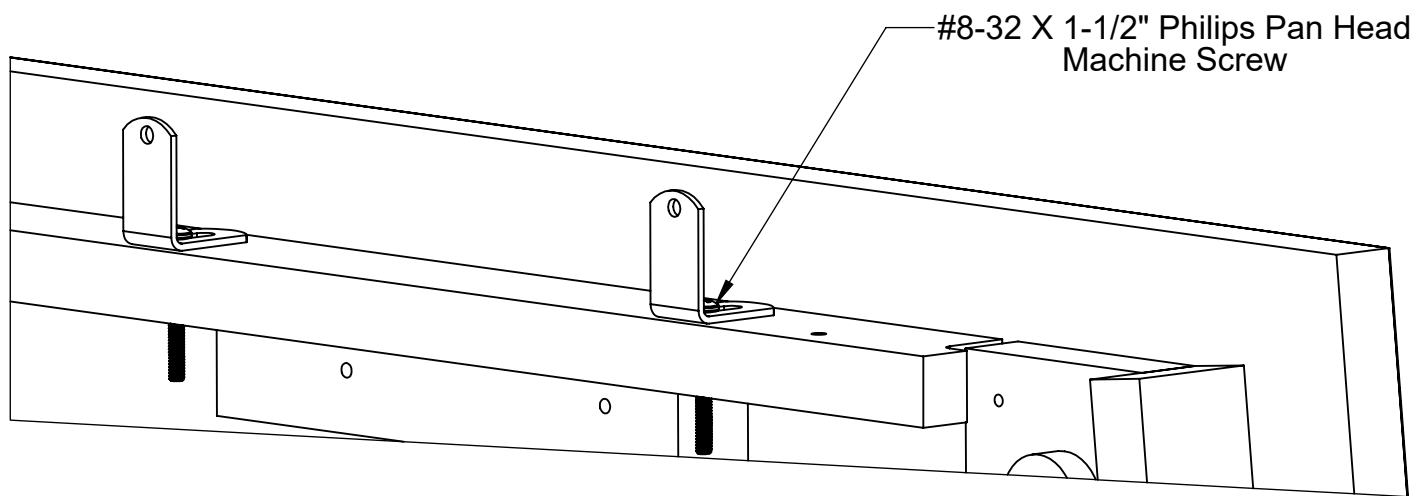
**Step 6:** Check that the corners of top and bottom panels are aligned, snugly tighten fishplate hardware.



**Step 7:** Using the non-marring clamps to position and hold fishplate C onto the top and bottom panel assembly, install screws as shown.



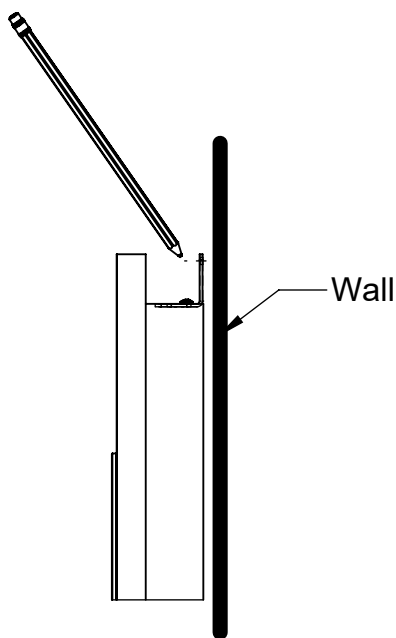
**Step 8:** Attach the (6) Wall Attachment Brackets as shown hand tightening the screws.



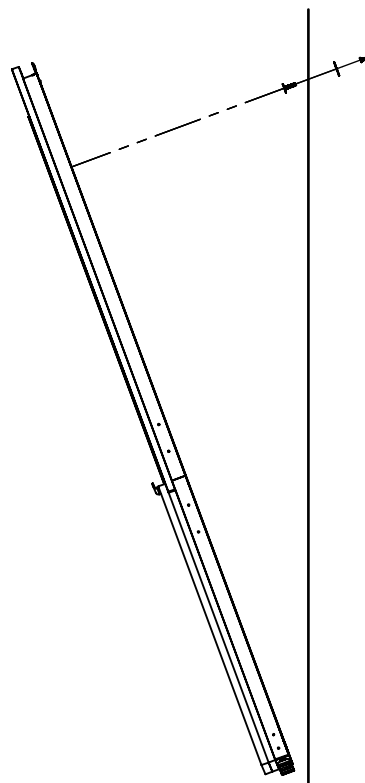
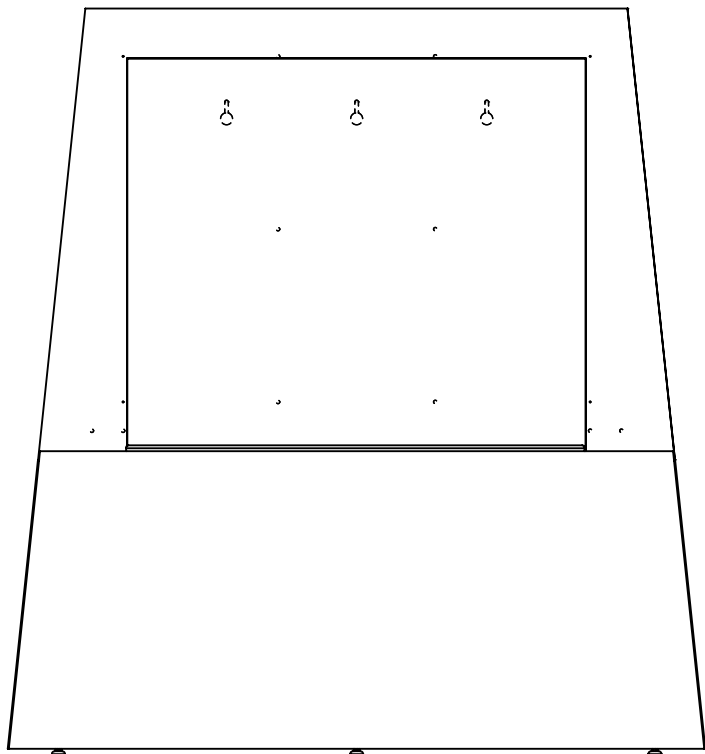
**Step 9:** Move the board assembly to the desired final installation location. Use the 3 leveling feet to level the unit. Use the wall attachment brackets installed in step 8 as a template, mark the wall insert hole locations

Note:

Attempt to position the board assembly such that the wall attachment screws can be attached to wall studs. The installers may be required to provide inserts that are specifically suited for the wall construction.



**Step 10:** Install the glass and marker tray. Attach elevator bolts as shown through the access holes with hand tightened hardware, tighten wall attachment hardware to wall.



**Step 11:** Recycle all packaging in accordance with local regulations.