

POLYVISION

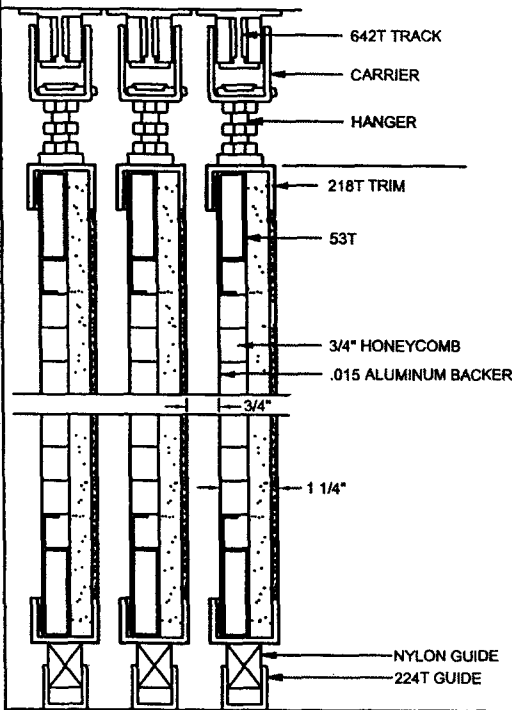
A Steelcase Company

HT SERIES HORIZONTAL SLIDER

DRY MARKERBOARD, CHALKBOARD
OR TACKBOARD

SUGGESTED INSTALLATION INSTRUCTIONS FOR HT SERIES HORIZONTAL SLIDER

Note: Complete installation hardware is included with each unit. If wall construction prevents the use of hardware as furnished, it is the responsibility of the customer to furnish the required fasteners.



1. Use caution when unpacking materials so parts are not damaged. Verify all materials were received, especially: top track, bottom track and the carriers & hardware.
2. Verify opening size and check dimensions against drawings:
 - a: Horizontal (Width)
 - b: Vertical (Height)
 - c: Depth (front to back)
3. Verify top header for adequate support. Unit will hang from this member. Level no more than $\frac{1}{16}$ " in 10'-0" out of level.
4. Locate center line of top tracks per drawings measured from the finished back wall allowing for the recommended $\frac{3}{4}$ " clearance between the wall and the back of the panel if the unit has a fixed back panel clearance will be from the face of the fixed back panel.
5. Snap a chalk line to maintain a straight line for the top track. Drop a plumb bob to locate the centerline of the bottom track. Again snap a chalk line to maintain a straight line, and repeat for each remaining track(s). The closer these tracks are to plumb and straight, the smoother and the quieter the unit will operate. Slide carriers (two per panel) onto top track before you anchor top track with suitable anchors countersunk 12" on center full length of the track, both sides. Anchor bottom guide track with suitable anchors countersunk 12" on center full length of track. If tracks have to be joined for length, align to be smooth, even & secure 1" from splice each side. Shim tracks as required maintaining level and vertical clearances.
6. If unit has fixed back panel, find proper location and mounting height. Secure to rear wall with screws, clips and PolyVision approved mastic.
7. Mount panels: Insert bottom guides into the bottom guide track and tip up to a vertical position. Lift to insert top pendant bolts into carriers and lock with jamb nuts. Repeat for all remaining panels.
8. Verify smooth and quiet operation for each panel.
9. Lube moving parts and inspect yearly for wear. If used heavily, check more often.
10. If markerboard/chalkboard, inspect surface for polyfilm. If polyfilm is present, remove before usage. Wash markerboards and chalkboards prior to use.

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