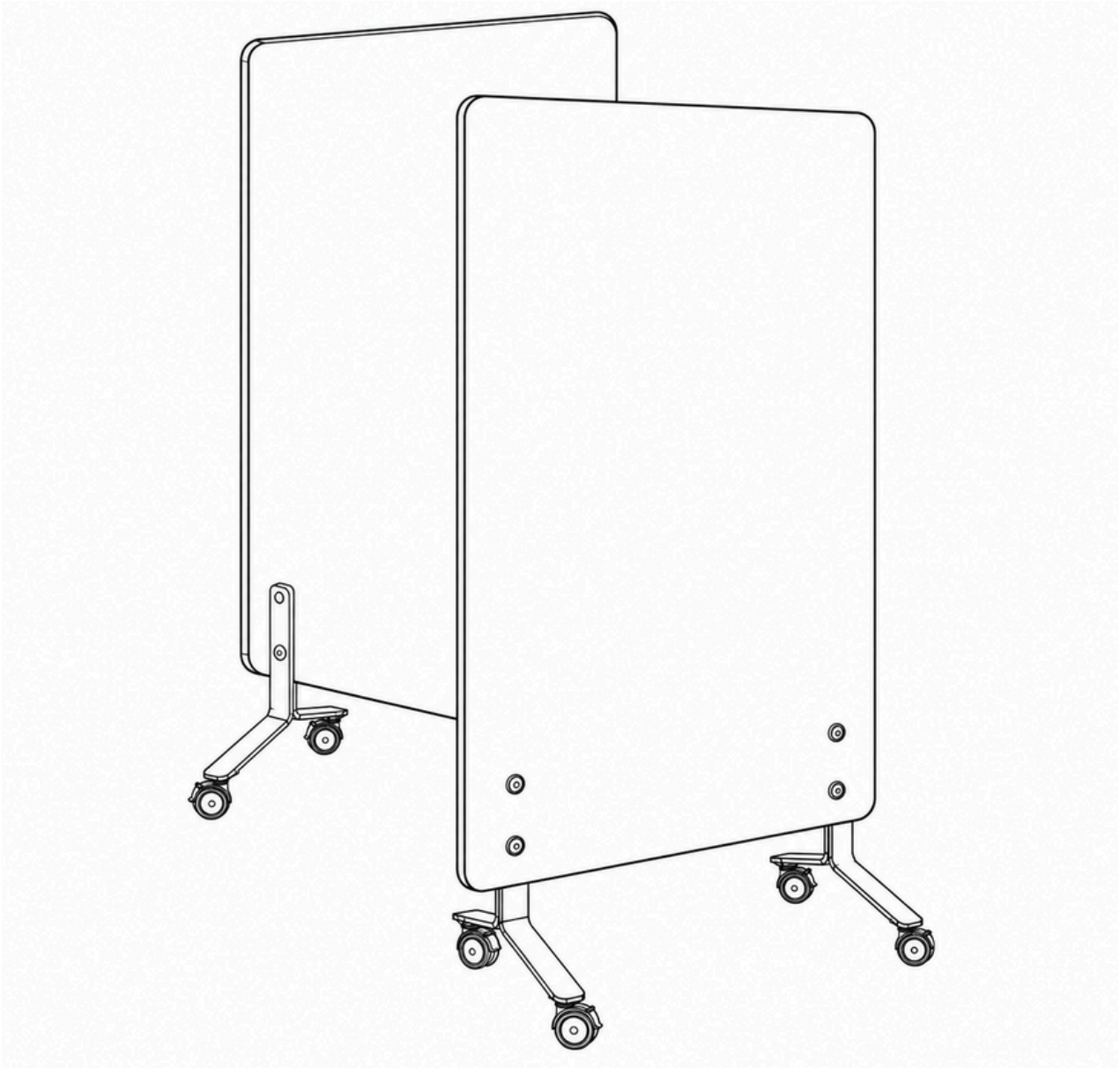
QUIET

Mobile Glassboard

ASSEMBLY & USER GUIDE



VISIONCHART

Before you begin

WARNING: GLASS PANEL AND LARGE MOBILE ASSEMBLY
Use two adults to lift, position and stand the panel upright. Protect the glass face and edges from impact. Keep hands and fingers clear of the legs, panel fixings and castors.

Work safely

- Assemble on a clean, flat and level surface with enough space to lay the panel down safely.
- Use a clean blanket or cardboard to protect the glass and floor.
- Check every component on page 3. Do not continue if anything is missing, damaged or different
- from the illustrations.
- Use hand tools only. Do not use power tools, drill extra holes or force misaligned parts together.
- Keep fasteners loose until the parts are aligned.
- Complete the final tightening only after both legs are positioned correctly.

Check the components and tools

Lay out the parts and group each fastener type before starting.

PART/HARDWARE	QTY	USED FOR	VIEW
Glassboard panel	1	Glass and acoustic faces	
Leg sets	2	Mobile support frame	
Castor wheel sets	4	Two per leg	
Hexagon screws	8	Join the leg sections	
PH screws	16	Secure the castor plates	
Lock nuts	4	Secure the legs to the panel	
Flat-head screws	4	Secure the legs to the panel	
Bushings	4	Panel mounting points	
Plastic covers	4	Cover the panel fixings	

Tools required (not supplied)

- Wrench
- Allen Key

Use a correctly fitting manual Phillips-head screwdriver for the 16 PH screws. Do not use power tools.

Assemble both leg sets and castors

Step 1 Join the first leg set

Use: the two sections of one leg set, 4 hexagon screws and the Allen key.

- Position the two leg sections as shown.
- Align all four holes and start the hexagon screws by hand.
- Check the sections sit flush and square, then tighten the screws evenly until snug.

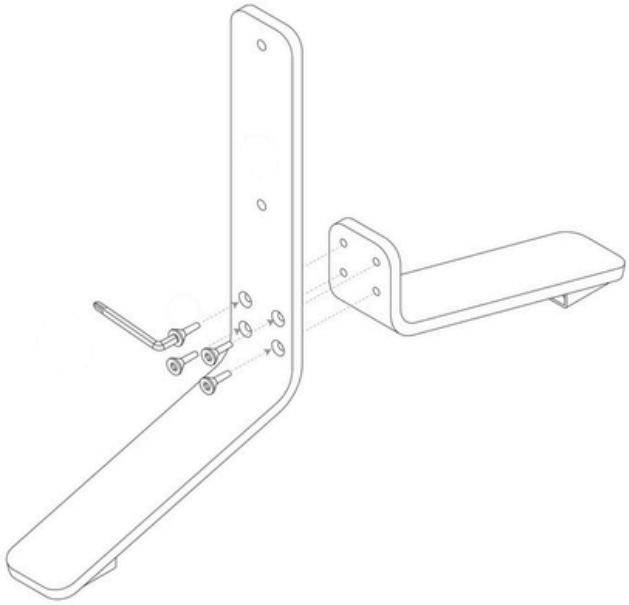
Step 2 Repeat for the second leg

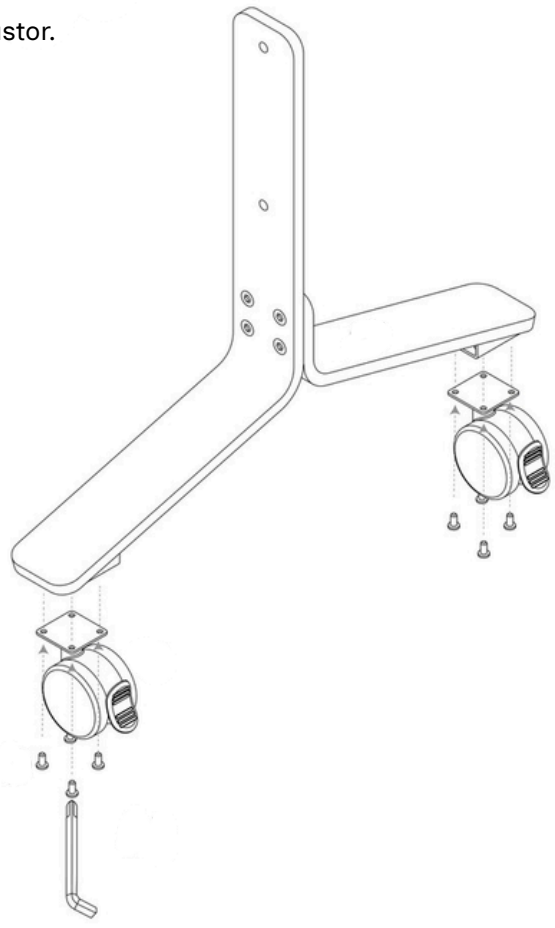
- Assemble the second leg in the same orientation.
- Place both completed legs side by side and confirm they match before fitting the castors.

Step 3 Fit the four castors

Use: 4 castor wheel sets, 16 PH screws and a correctly fitting manual Phillips-head screwdriver.

- Position one castor plate beneath each foot.
- Start all four PH screws by hand, check the plate sits flat, then tighten evenly in a diagonal sequence.
- Fit two castors to each leg, using four screws per castor.





Do not overtighten or strip the screw heads. Check every castor is firmly seated and rotates freely. Identify and test every fitted brake before first use.

Attach the legs to the panel

Step 4 Protect and position the panel

Use: Two adults.

- Place the panel glass-side down on a clean, flat, stable and padded work surface, with the acoustic panel side facing upwards.
- Support the complete panel and keep the mounting points accessible.

Step 5 Check the leg orientation

- Identify the long side of each leg.
- The long side must extend across the acoustic panel side, as shown.
- Position the two legs as mirror images at opposite ends of the panel.

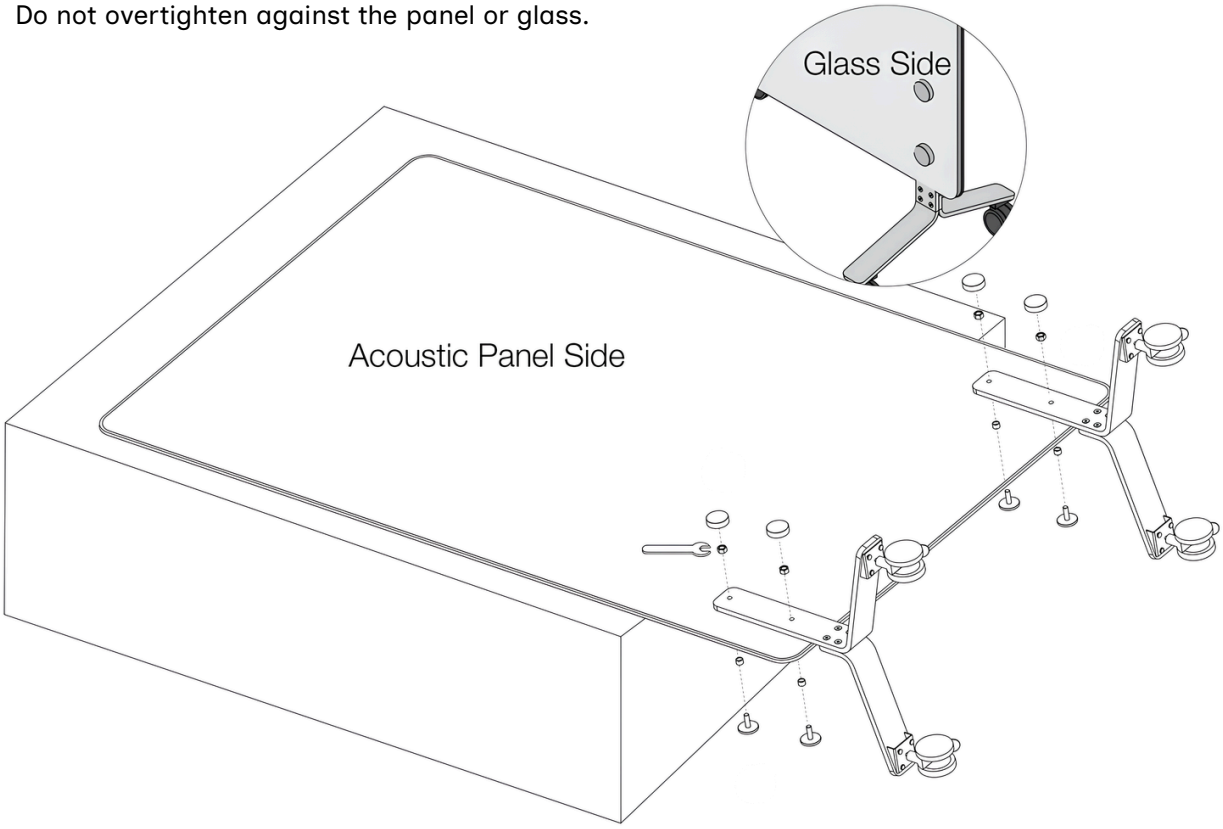
Step 6 Secure the first leg

Use: 2 flat-head screws, 2 bushings, 2 lock nuts and the spanner.

- Fit the fasteners through the two mounting holes in the order shown.
- Start both lock nuts, align the leg and tighten evenly until secure.

Step 7 Secure the second leg

- Repeat Step 6 at the opposite end.
- Confirm both legs are straight, firmly seated and aligned with each other.
- Do not overtighten against the panel or glass.



Do not place the glass directly on a hard or dirty surface. Do not drag the panel, rest it on an exposed glass edge or use unstable cartons as supports.

The ‘long’ side of each leg should be mounted to the Acoustic Panel side of the Glassboard™ panel

Fit the covers and stand the unit upright

Step 8 Fit the plastic covers

- Press one plastic cover over each exposed panel fixing in the positions shown.
- Confirm all four covers are fully seated and do not move when touched gently.

Step 9 Complete the final tightening

- Recheck the 8 hexagon screws, 16 PH screws and 4 lock nuts.
- Tighten until secure, without overtightening, distorting the parts or placing excessive pressure on the glassboard panel.

Step 10 Stand the unit upright

- With one adult at each end, agree on the movement before lifting.
- Hold the sturdy frame and leg areas, keep the unit controlled and rotate it carefully onto all four castors.
- Do not lift by the glass or acoustic faces.



Final assembly checks

- The long side of each leg is on the acoustic panel side and both legs are straight and secure.
- All four castors are fitted with four PH screws each, contact the floor and rotate freely.
- Every fitted castor brake operates and holds the unit stationary on a firm, level floor.
- All four plastic covers are fully seated and no fastener is loose or overtightened.
- The unit stands evenly without rocking, twisting or unusual movement.

Keep hands and feet clear as the castors contact the floor.
Do not drop the unit or pivot its weight on one castor or one glass edge.

Use, care and support

Use safely

- Use indoors on a firm, level floor.
- Engage every fitted castor brake before writing or using the unit.
- Do not lean heavily on the panel, hang items from the frame, or allow anyone to climb, sit, stand or ride on the unit.

Moving the unit

- Remove loose items, clear the route and release the fitted brakes.
- Two adults should guide the unit slowly using the sturdy frame or leg uprights.
- Do not push on the glass or acoustic faces, pull from the top, or roll over steps, slopes, uneven floors or raised thresholds.
- Engage the brakes after positioning.

Cleaning and maintenance

- **Glassboard side:** use dry-erase markers and cleaner approved for the glassboard surface. Wipe with a soft, lint-free cloth. Do not use abrasive pads, blades, powders or unapproved solvents.
- **Acoustic panel side:** remove dust with a soft brush or low-suction vacuum where appropriate. Do not saturate the surface or apply glassboard cleaner to the acoustic material.
- **Frame, legs and castors:** wipe with a soft, slightly damp cloth and dry afterwards. Keep water away from joints and fasteners.
- Inspect all screws, nuts, castors, brakes and panel mounting points regularly and after any impact.
- Stop using the unit if it becomes loose, damaged or unstable.

Troubleshooting

Issue	Action
Leg holes do not align	Check the leg orientation. Loosen the fasteners slightly, align all holes and restart by hand. Do not force the parts.
Castor sits crooked	Loosen the four PH screws, reseat the castor plate flat against the foot, then tighten evenly.
Unit rocks or feels loose	Move to a firm, level floor and recheck every fastener. Stop use if the movement remains.
Brake does not hold	Stop using the unit and contact Visionchart or your supplier for assistance.

Need help?

Contact the supplier you purchased the Quiet Mobile Glassboard from or Visionchart. Quote product code QYT1790 and describe the issue. Keep your proof of purchase available.

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