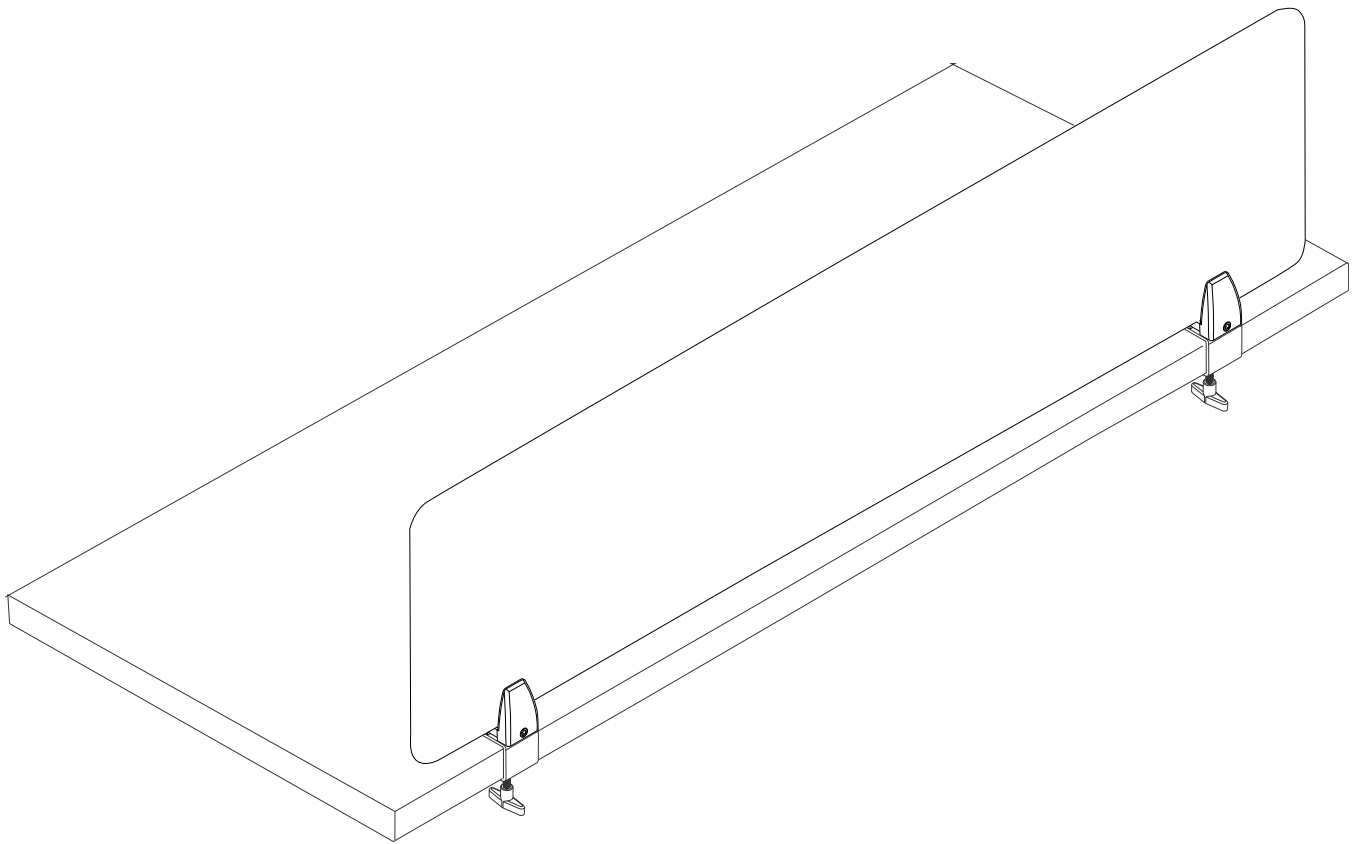# EDGE MOUNT
SCREEN ASSEMBLY INSTRUCTIONS

Now more than ever, our workspaces should be safe—free from distractions, contagions and anything that gets in the way of productivity. This collection of clear and frosted acrylic, fabric and whiteboard screens stands ready to provide the privacy, protection and peace of mind you need in a landscape where the way we interact changes every day.
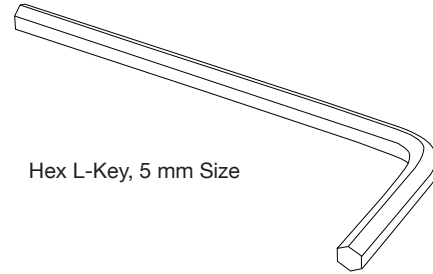
COMPONENT LIST

Per Mount:

- Edge Mount (1)
- M6 × 20 mm Screw (1)
- M6 × 35 mm Screw (1)
- M6 × 45 mm Screw (1)
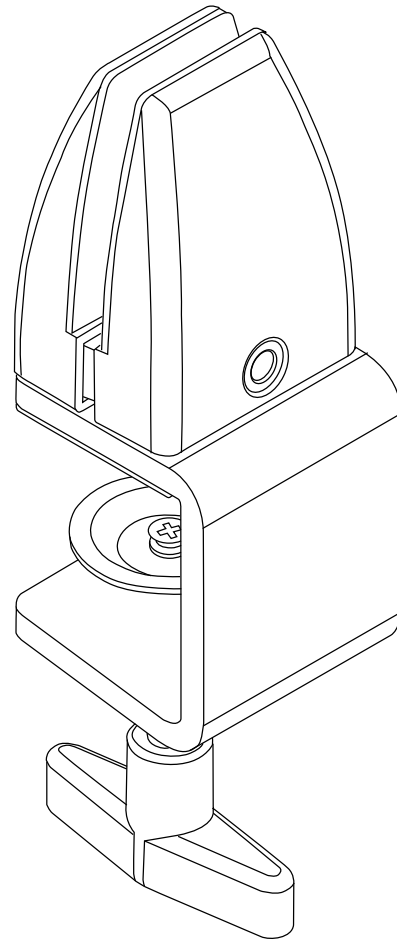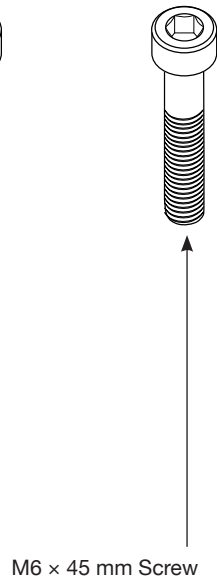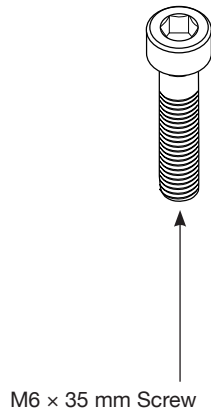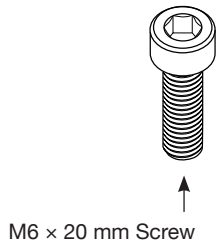 (The M6 × 45 mm screw is located in a separate kit with fabric screens.)

REQUIRED TOOLS

Hex L-Key, 5 mm Size

COMPONENTS

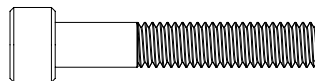**EDGE MOUNT PARTS**

M6 × 20 mm Screw

M6 × 35 mm Screw

M6 × 45 mm Screw

Edge Mount

1:1 SCALE

M6 × 45 mm Screw

M6 × 35 mm Screw

M6 × 20 mm Screw

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For more information, visit www.sitonit.net

2

1   **Parts and instructions are per mount.** There are two mounts included with 17"–54" screens or three mounts included with 60"–72" screens.
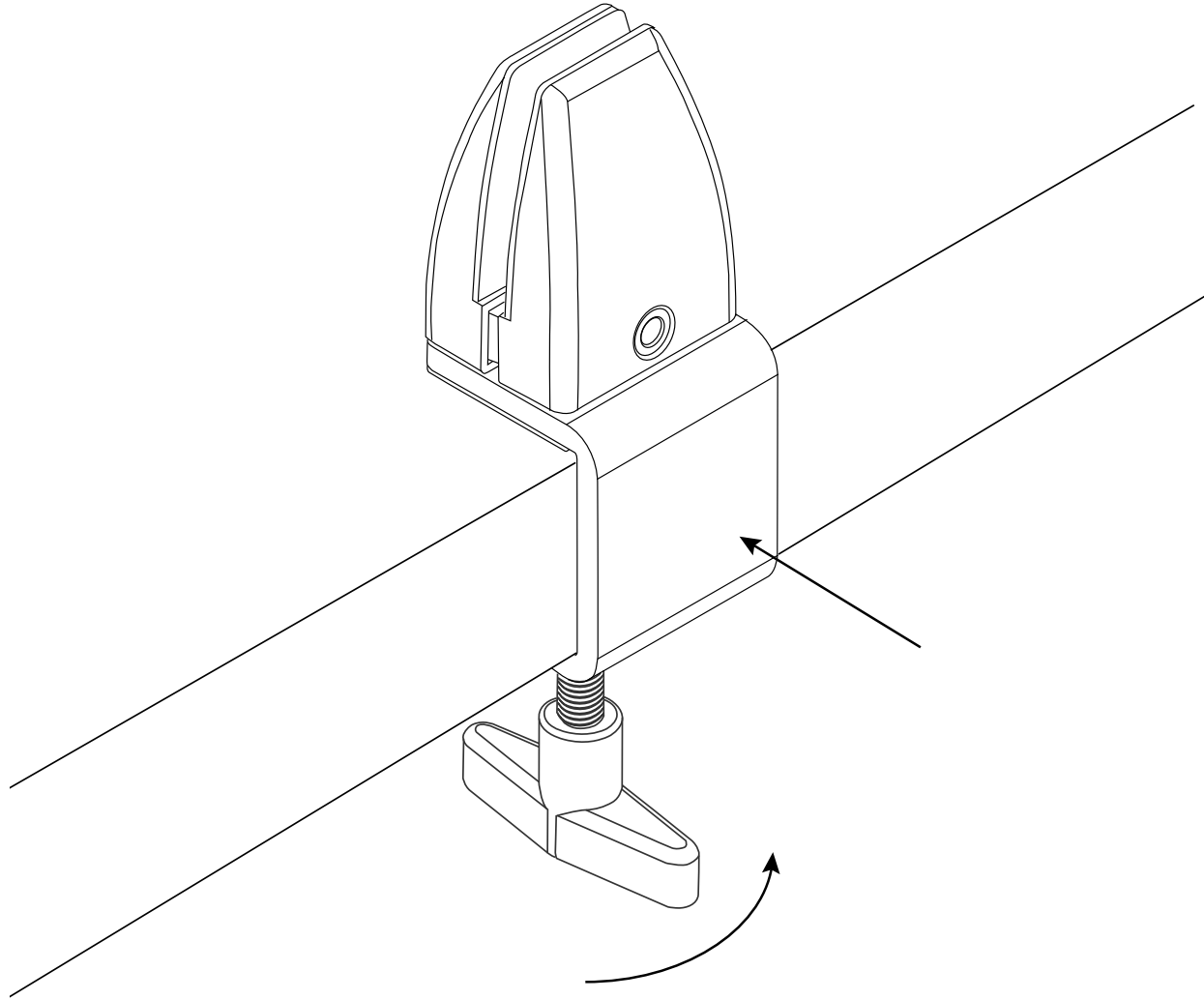
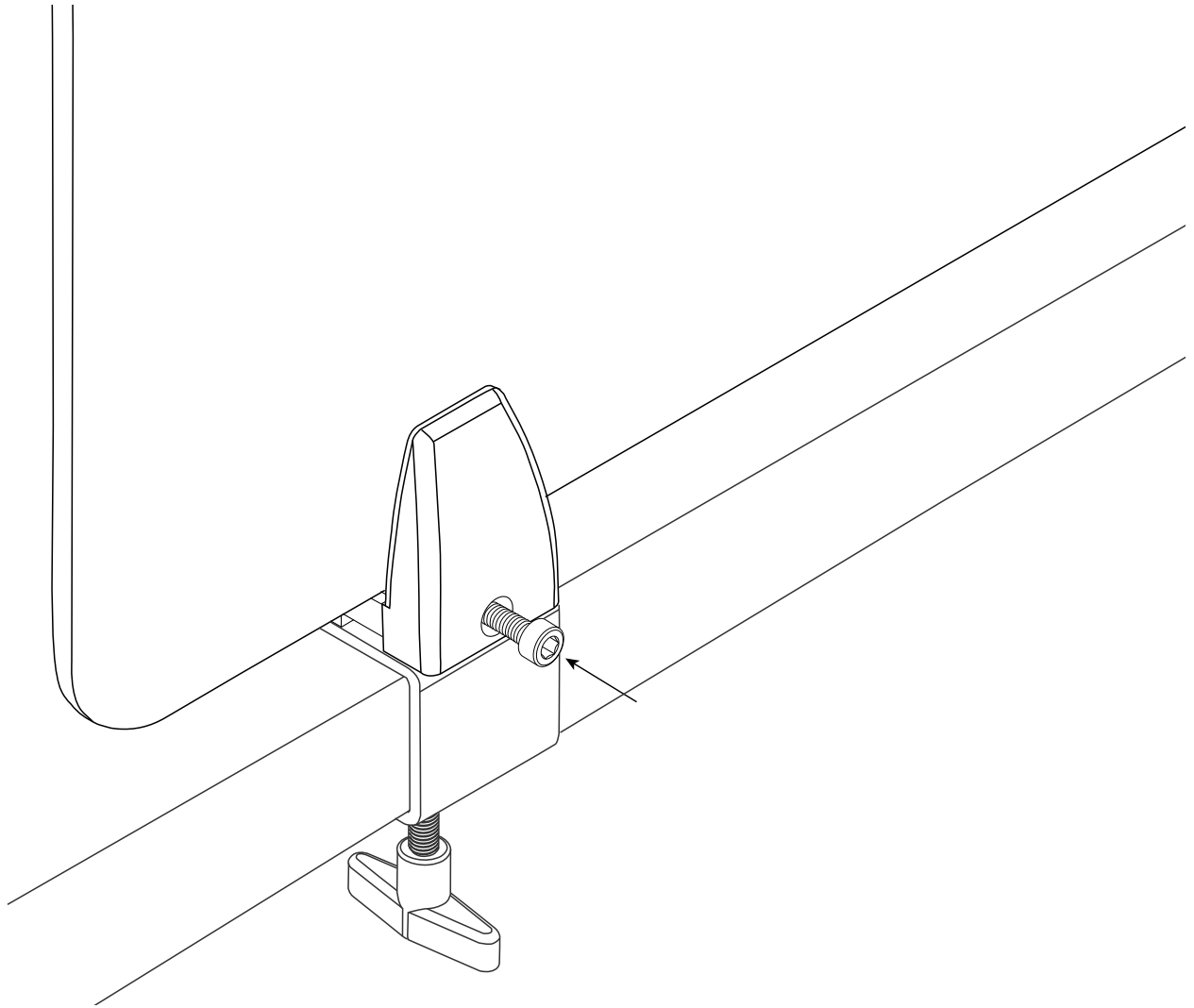**STEPS**

1. Use the knob to loosen the edge mount's C-bracket, slide the mount onto the edge of the desk and retighten to attach the mount securely.

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3

2 | **Parts and instructions are per mount.** There are two mounts included with 17"–54" screens or three mounts included with 60"–72" screens.
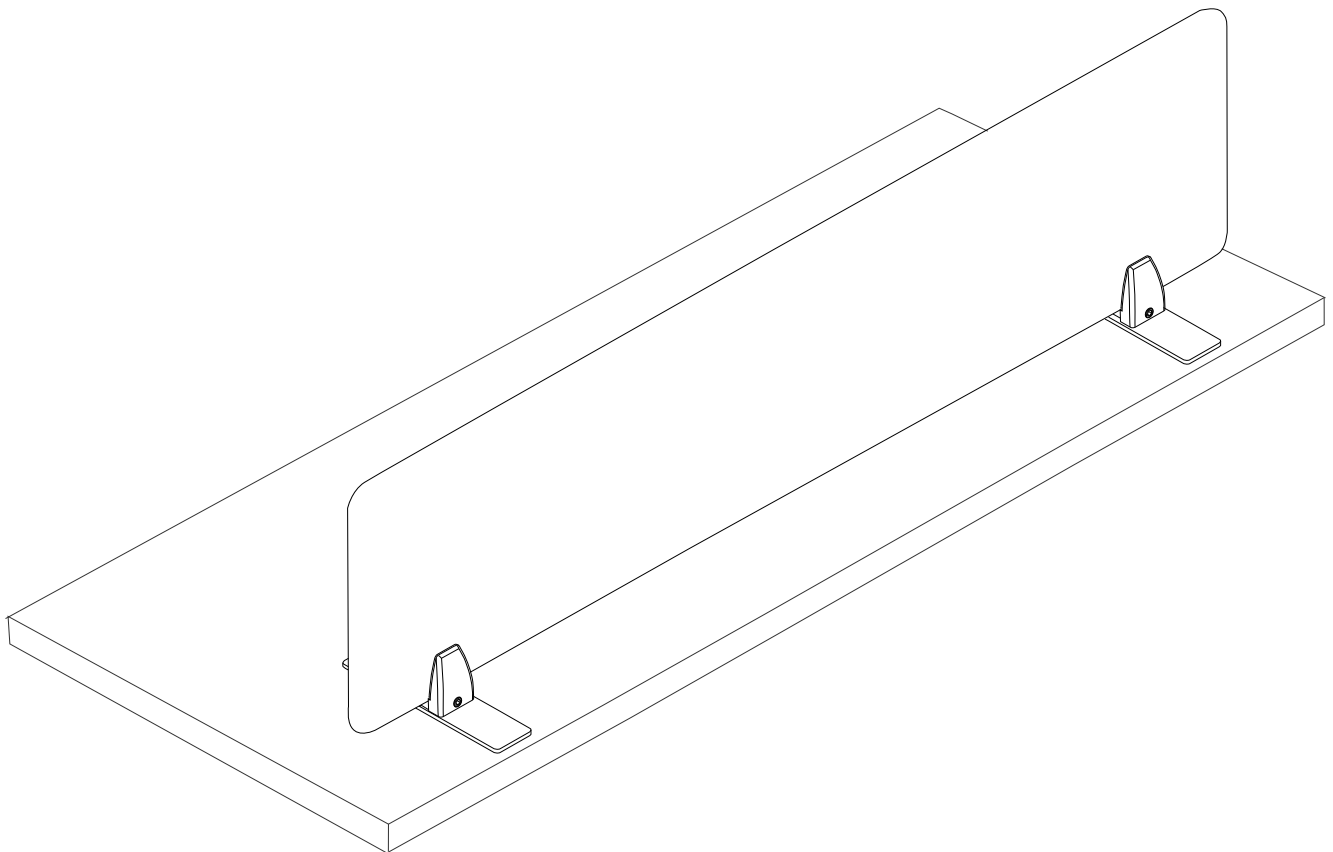
STEPS

2. Insert screen into edge mount. Tighten the edge mount using the M6 screw that is appropriate for the screen material and a 5 mm hex L-key. Do not close. Make sure to leave a gap for the screen.

   Use a M6 × 45mm screw for fabric screens, a M6 × 20 mm screw for acrylic screens or a M6 × 35 mm screw for whiteboard screens. Note: M6 × 45 mm screws come in a separate kit with fabric screens.

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4

FREESTANDING MOUNT
SCREEN ASSEMBLY INSTRUCTIONS

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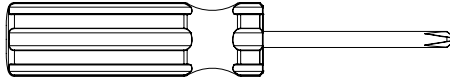
FREESTANDING MOUNT SCREEN ASSEMBLY INSTRUCTIONS
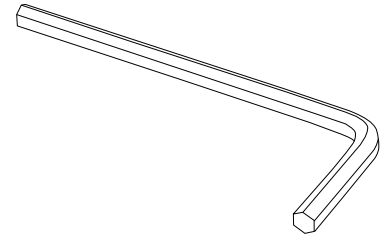
COMPONENT LIST

Per Mount:

- U-Bracket (2 Halves)
- Gasket (2)
- Rectangular Base (1)
- M4 × 6 mm Screw (2)
- M6 × 20 mm Screw (1)
- M6 × 35 mm Screw (1)
- M6 × 45 mm Screw (1)
  (The M6 × 45 mm screws are located in a separate kit with fabric screens.)
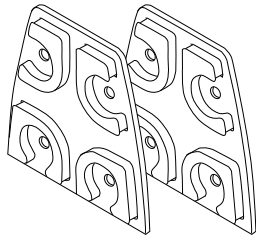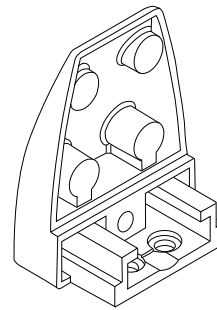
REQUIRED TOOLS

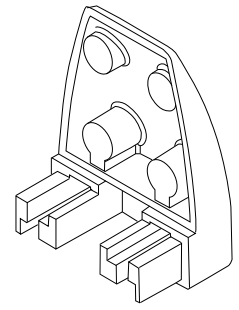#2 Phillips Screwdriver

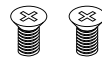Hex L-Key, 5 mm Size

COMPONENTS

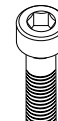### FREESTANDING MOUNT PARTS

Gaskets

U-Bracket (Side A)

U-Bracket (Side B)
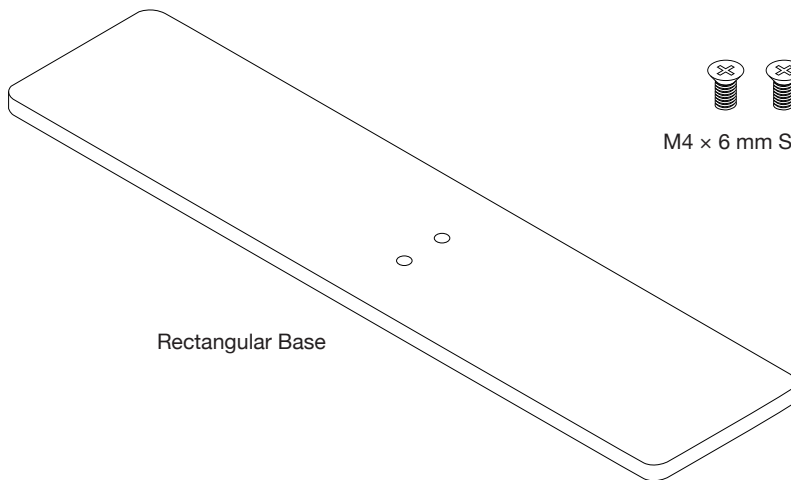
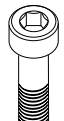M4 × 6 mm Screws

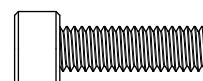M6 × 20 mm Screw

M6 × 35 mm Screw
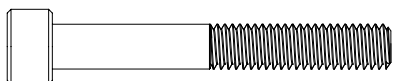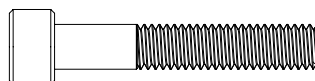
M6 × 45 mm Screw

Rectangular Base

1:1 SCALE

M6 × 45 mm Screw

M6 × 35 mm Screw

M6 × 20 mm Screw

M4 × 6 mm Screw

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2

1   **Parts and instructions are per mount.** There are two mounts included with 17"–54" screens or three mounts included with 60"–72" screens.

STEPS

1. Apply one gasket to each side of the U-bracket.

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3

2   **Parts and instructions are per mount.** There are two mounts included with 17"–54" screens or three mounts included with 60"–72" screens.
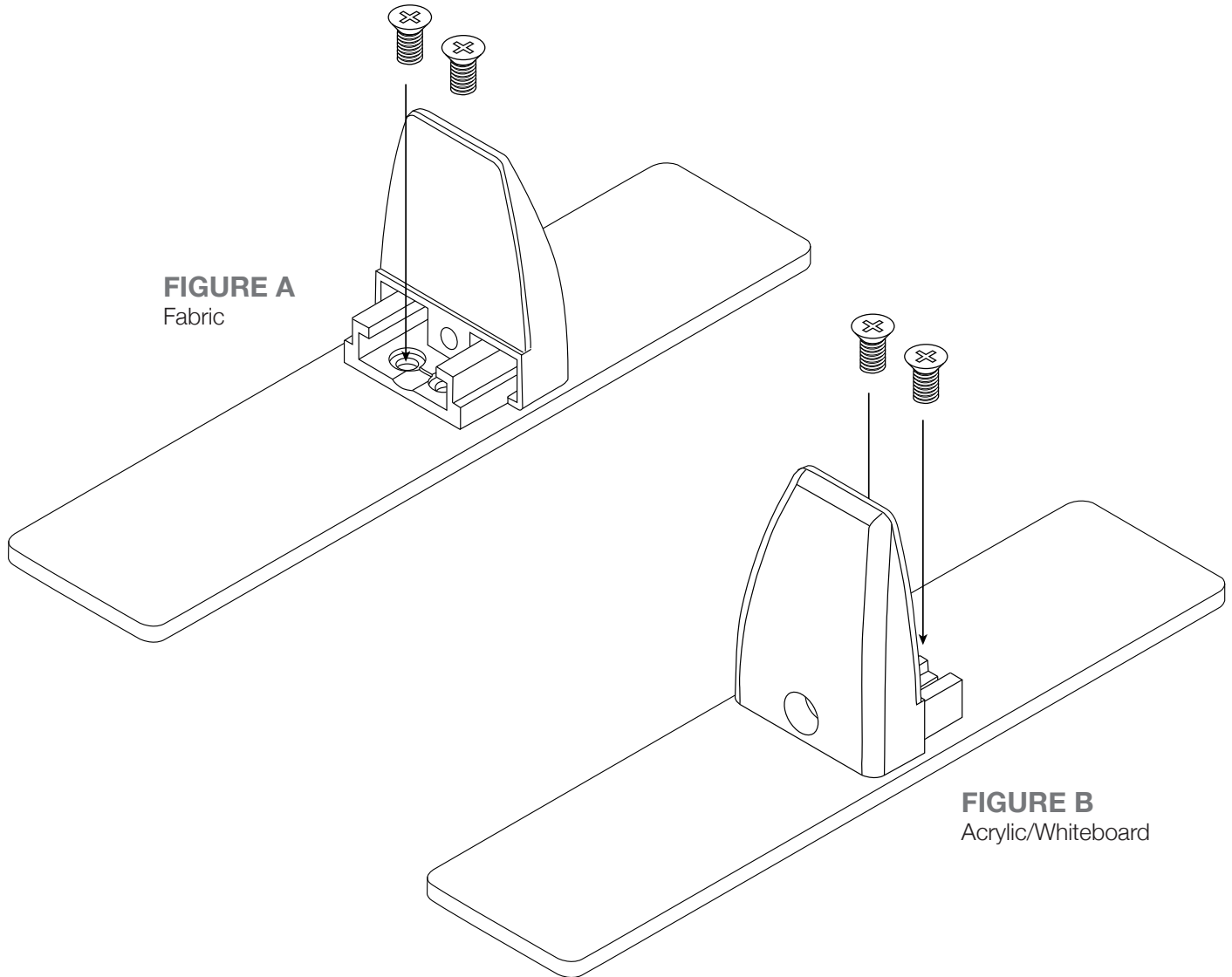
FIGURE A
Fabric

**FIGURE B**
Acrylic/Whiteboard
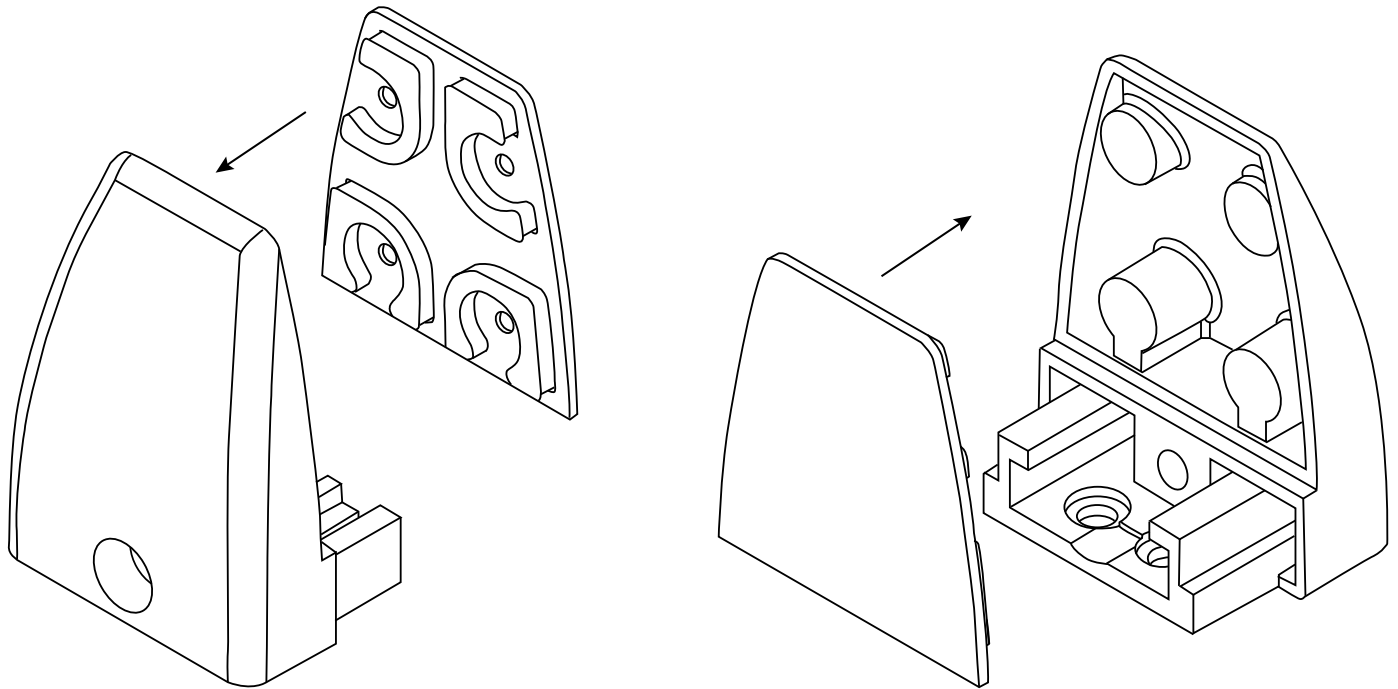
STEPS

2. One side of the U-bracket (side A) has screw holes. Attach the A side of the U-bracket to the rectangular base using two M4 × 6 mm screws and a #2 Phillips screwdriver.

   Note: The base is drilled asymmetrically. For fabric screens, the fixed half of the U-bracket will face towards the long side (see figure A). For acrylic or white board screens, the fixed half of the U-bracket will face towards the shortside (see figure B).

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4

3 | **Parts and instructions are per mount.** There are two mounts included with 17"–54" screens or three mounts included with 60"–72" screens.
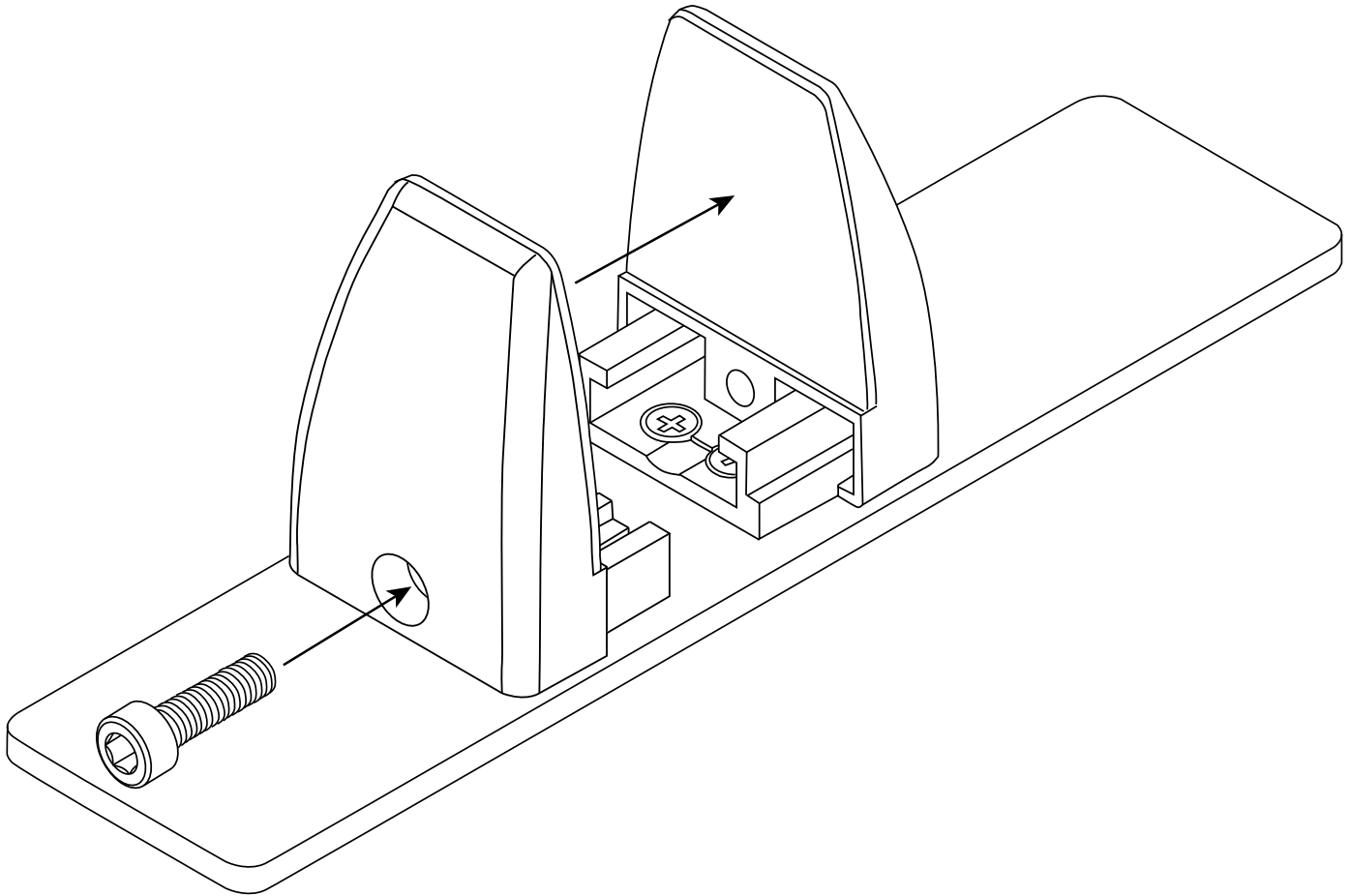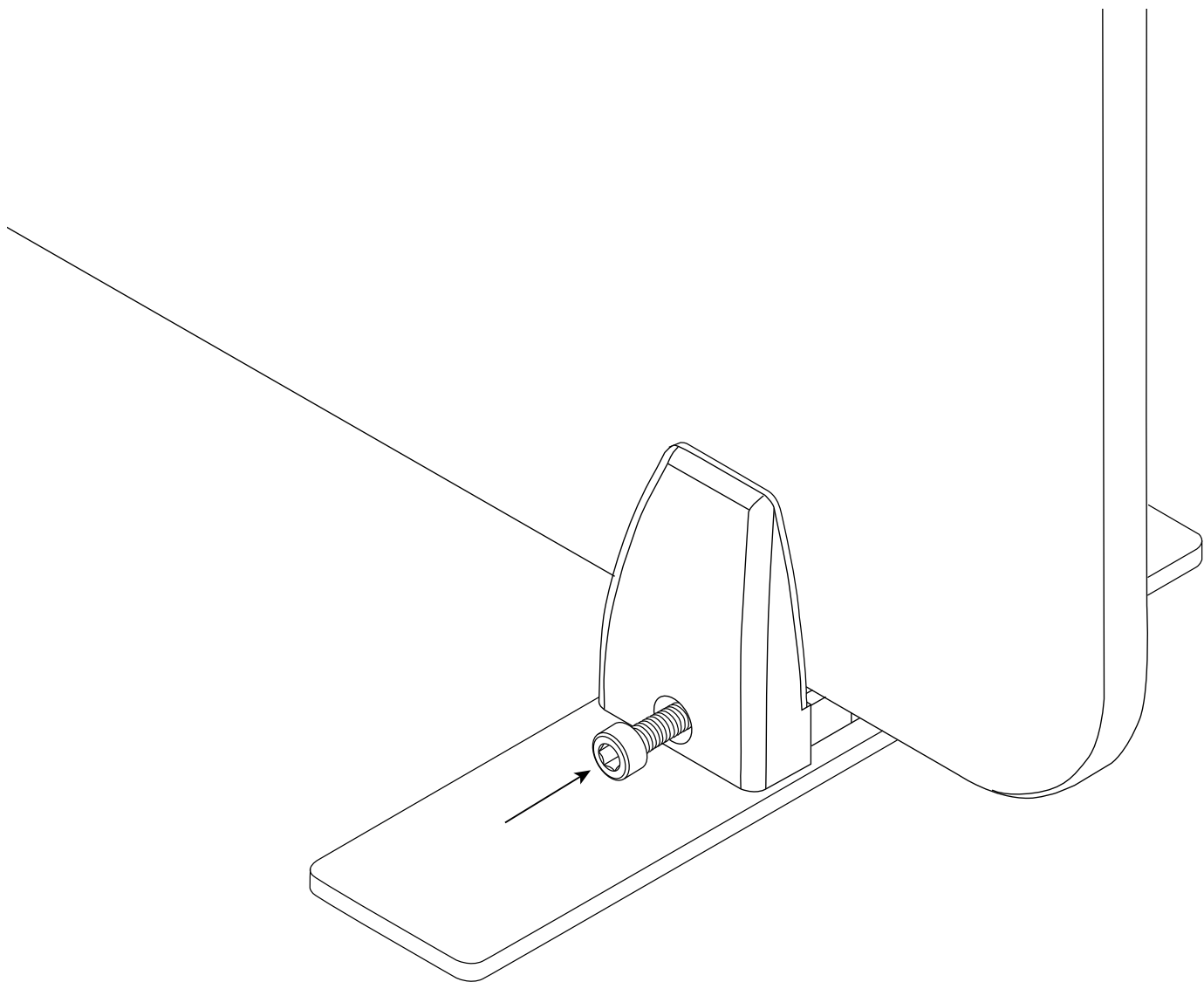
STEPS

3. Slide the B side of the U-bracket onto the A side. Attach the two sides together using the M6 screw that is appropriate for the screen material and a 5 mm hex L-key. Do not close. Make sure to leave a gap for the screen.

   Use a M6 × 45mm screw for fabric screens, a M6 × 20 mm screw for acrylic screens or a M6 × 35 mm screw for whiteboard screens. Note: M6 × 45 mm screws come in a separate kit with fabric screens.

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5

4 | **Parts and instructions are per mount.** There are two mounts included with 17"–54" screens or three mounts included with 60"–72" screens.

STEPS

4. Insert the screen into the assembled freestanding mounts and close the U-brackets by tightening the M6 screws with the 5 mm L-hex key. Continue until the screen is secure.

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6

HEIGHT-ADJUSTABLE
SCREEN ASSEMBLY INSTRUCTIONS

With height-adjustable screens, you can easily transform your workspace for face-to-face collaboration or added privacy. With some quick adjustments, you can lower the screen to collaborate or raise the screen for individual work.
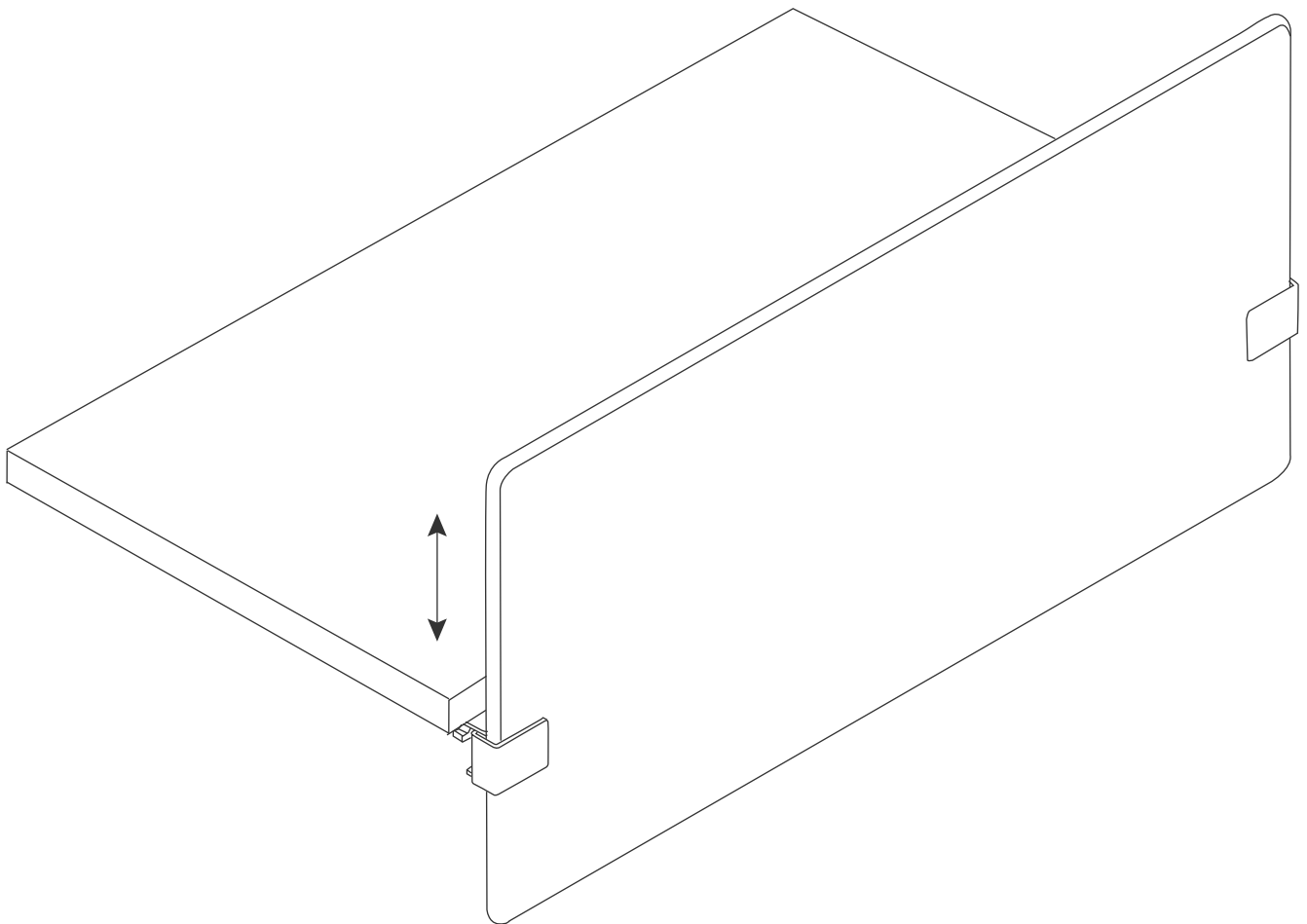
HEIGHT-ADJUSTABLE SCREEN ASSEMBLY INSTRUCTIONS

COMPONENT LIST

Per Mount:
- Bracket (2)
- Clamp (2)
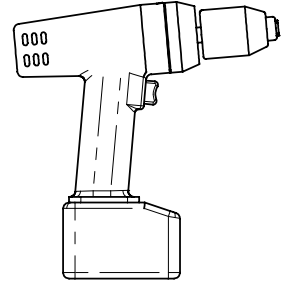- Knob (2)
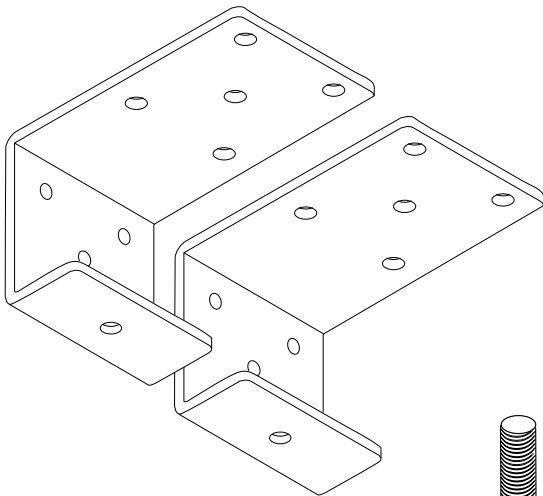- #10 × ¾" Screw (10)
- #10 × 1" Screw (10)

REQUIRED TOOLS
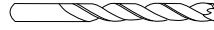
³/₃₂" Drill Bit
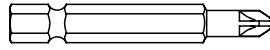
#2 Phillips
Screwdriver or Bit

Cordless Drill/Driver
(Do not overtighten screws.)
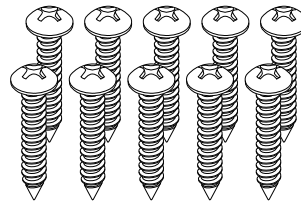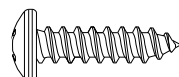
COMPONENTS

HEIGHT-ADJUSTABLE MOUNT PARTS
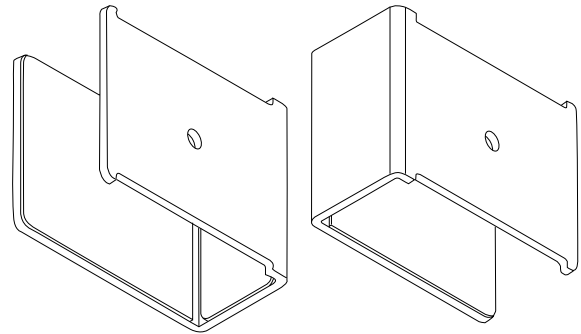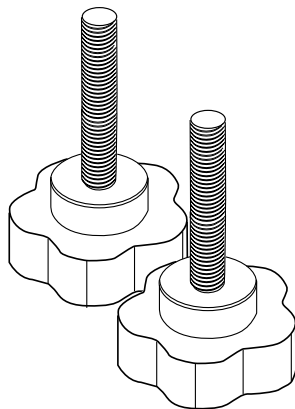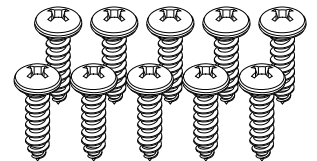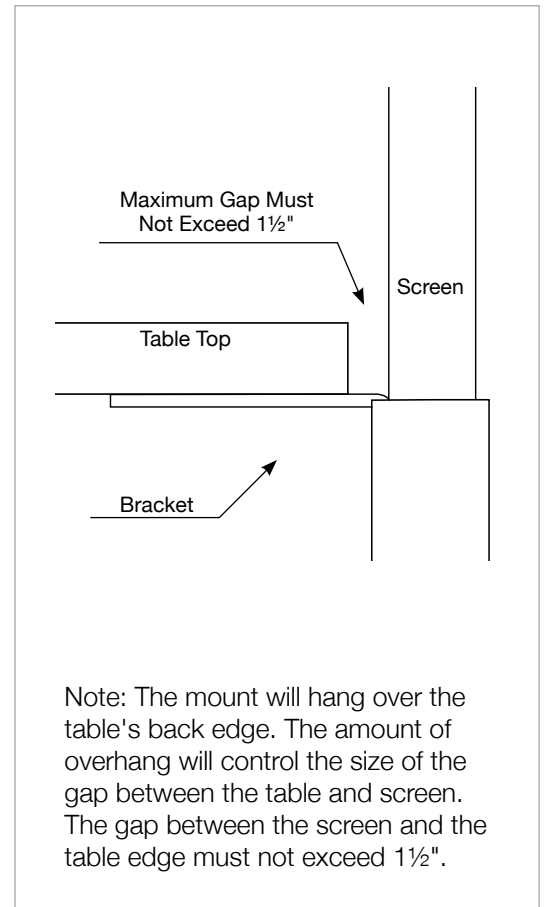
Clamps

Brackets

Knobs

#10 × 1" Screws

#10 × ¾" Screws

1:1 SCALE

#10 × ¾" Screw

#10 × 1" Screw

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2

1

Maximum Gap Must
Not Exceed 1½"

Screen

Table Top

Bracket
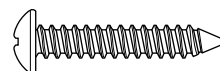
Note: The mount will hang over the table's back edge. The amount of overhang will control the size of the gap between the table and screen. The gap between the screen and the table edge must not exceed 1½".
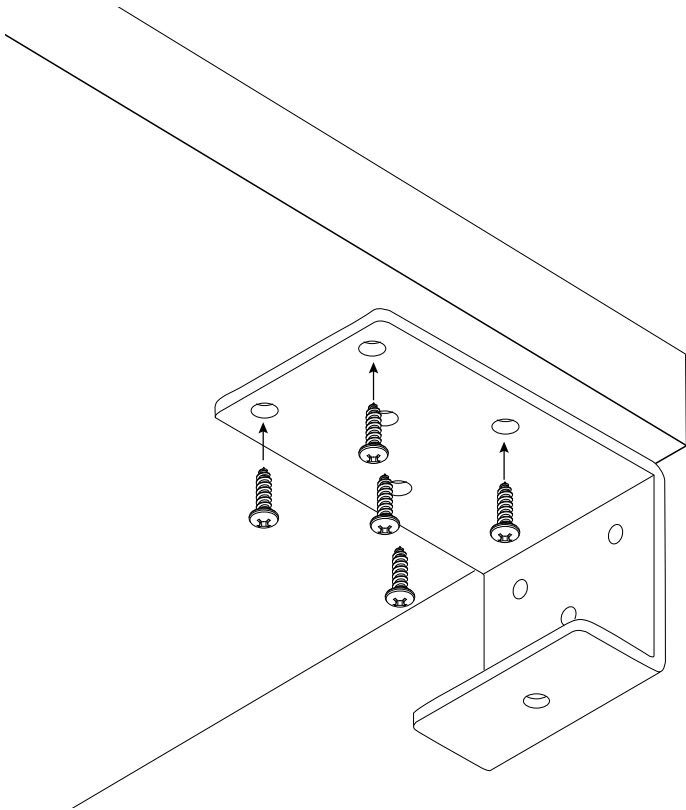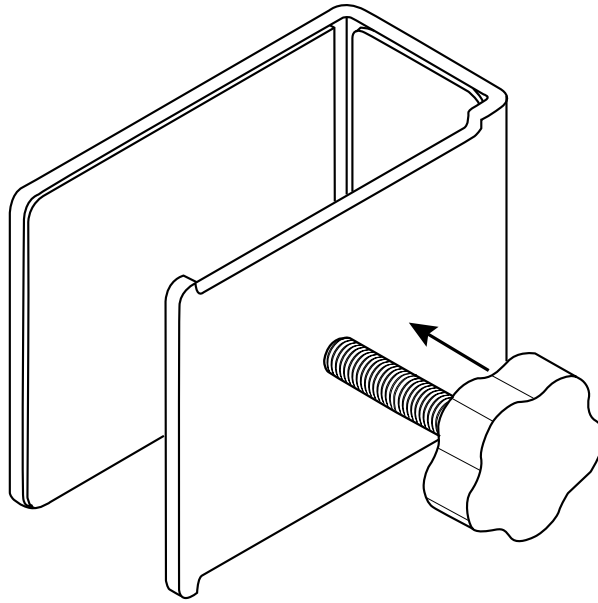
STEPS

1. When the table and screen are equal lengths, attach the brackets to the underside of the table top, ⅜" from each end of the table. When the screen is shorter than the table top length, attach the brackets in the desired locations. The distance between the outside edge of both brackets should be equal to the length of the divider minus ¾".
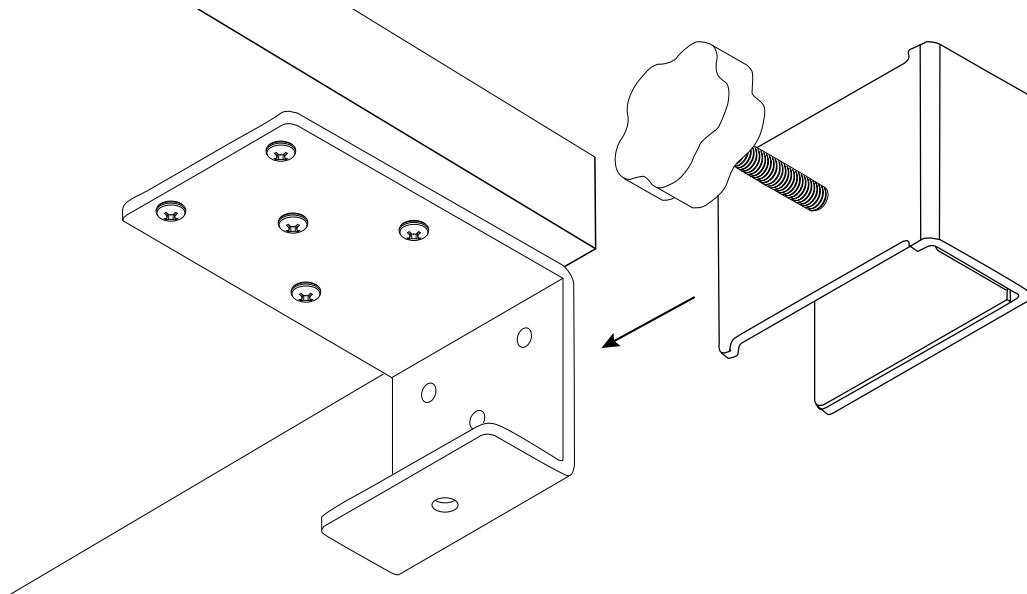
   For best results, predrill ½" deep pilot holes using a $^3/_{32}$" diameter drill bit. Then, using a cordless drill fitted with a #2 Phillips bit, attach the brackets to the underside of the table top with five screws per bracket. Use the #10 × ¾" screws for a 1" thick table top or the #10 × 1" screws for table tops with a thickness of greater than 1".

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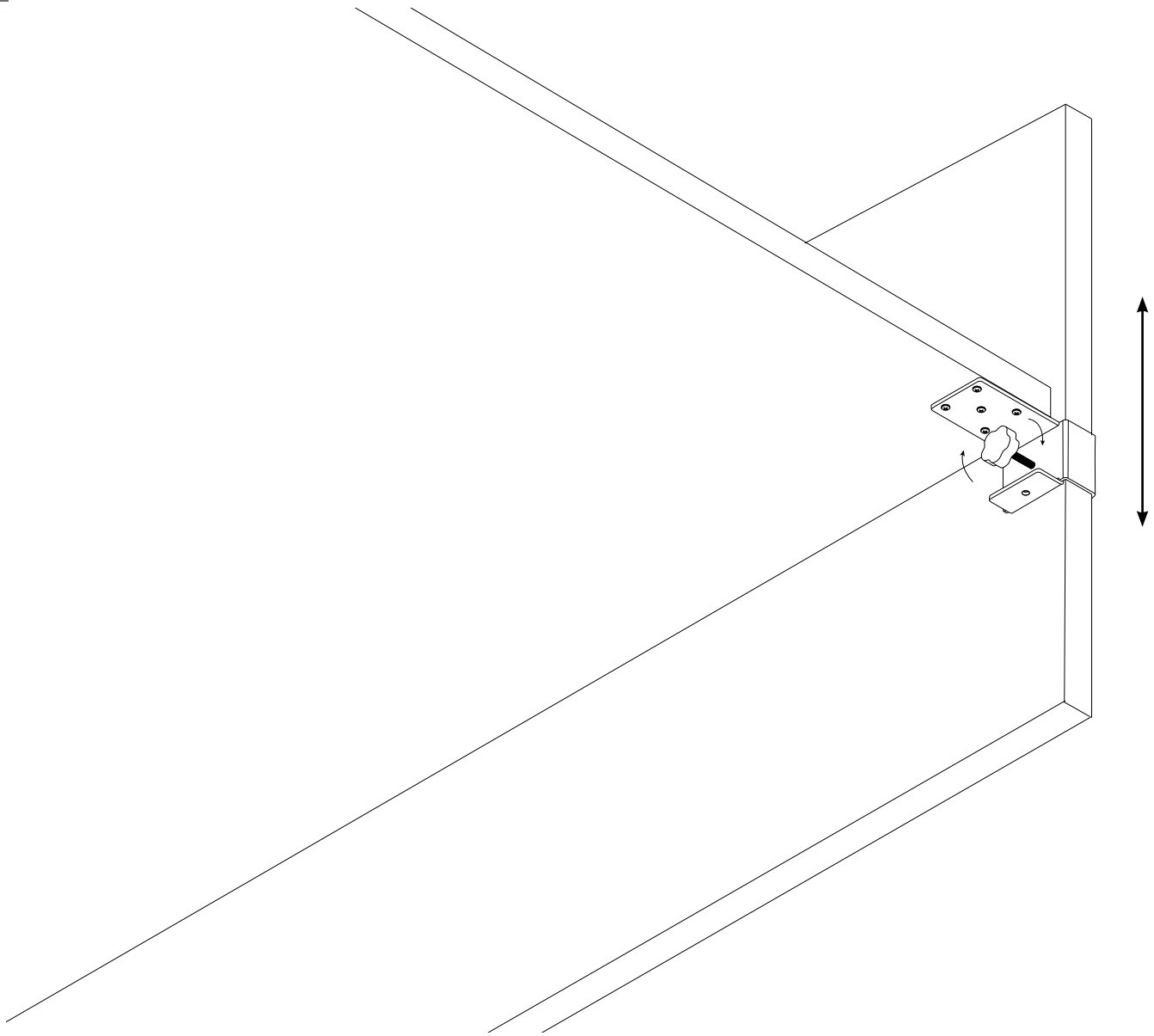
3

2

3

STEPS

2. Install the knob into the clamp, as shown.

3. Place clamp/knob assembly into the bracket with the open side facing the middle of the table surface.

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4

4

STEPS

4. Insert the screen into the assembled mounts. When the screen is located in the desired position and is at the desired height, tighten the knobs to hold the screen firmly in place.

   To change the height of the screen, loosen the knobs, reposition the screen, and retighten.

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5

MIDDLE MOUNT
SCREEN ASSEMBLY INSTRUCTIONS

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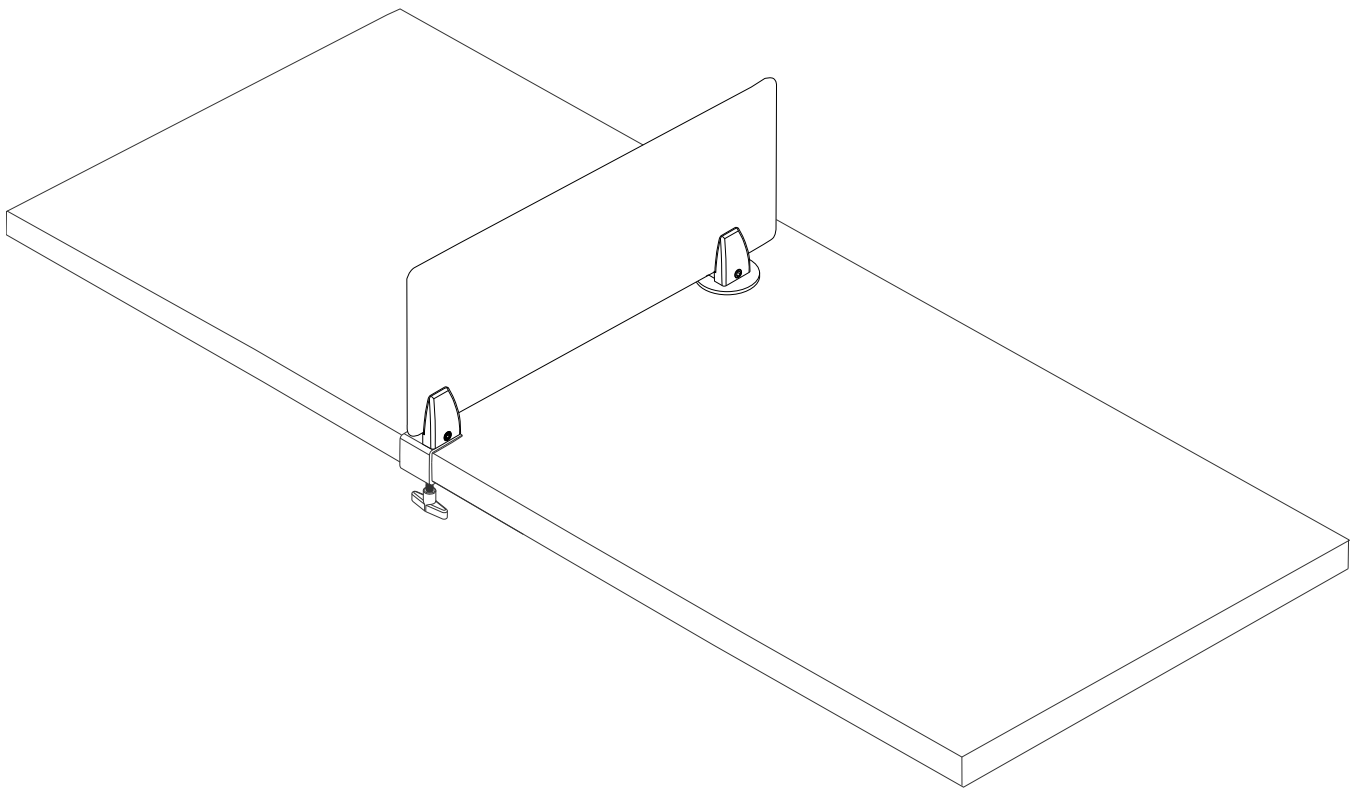
COMPONENT LIST

- U-Brackets (2 Halves)
- Gaskets (2)
- Round Base (1)
- Edge Mount (1)
- M4 × 6 mm Screws (2)
- M6 × 20 mm Screws (2)
- M6 × 35 mm Screws (2)
- M6 × 45 mm Screws (2)
  (The M6 × 45 mm screws are located in a separate kit with fabric screens.)

REQUIRED TOOLS
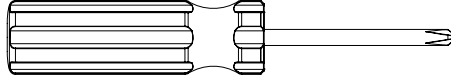
#2 Phillips-Head Screwdriver
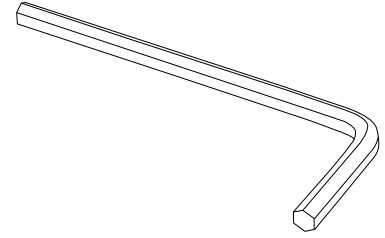
Hex L-Key, 5 mm Size

COMPONENTS

MIDDLE MOUNT PARTS

M6 × 20 mm Screws

M6 × 35 mm Screws

M6 × 45 mm Screws
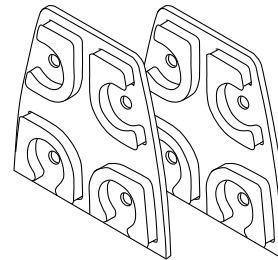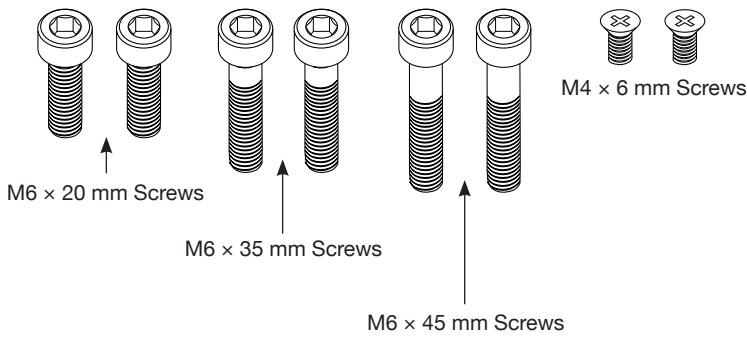
M4 × 6 mm Screws
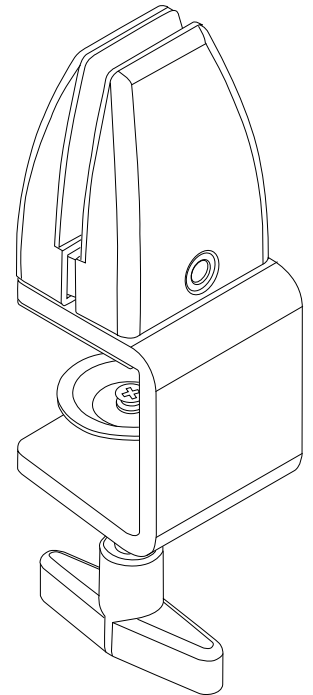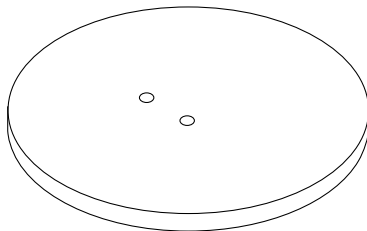
Gaskets

Edge Mount

Round Base
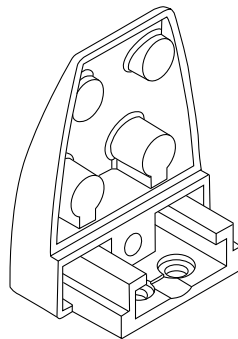
U-Bracket (Side A)
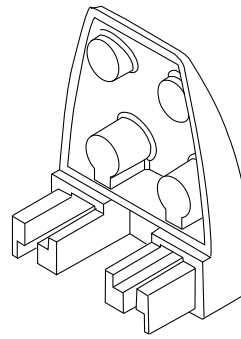
U-Bracket (Side B)

1:1 SCALE
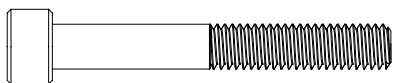
M6 × 45 mm Screw
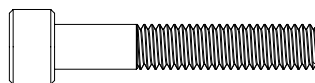
M6 × 35 mm Screw

M6 × 20 mm Screw

M4 × 6 mm Screw

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2
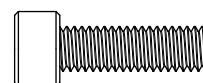
1
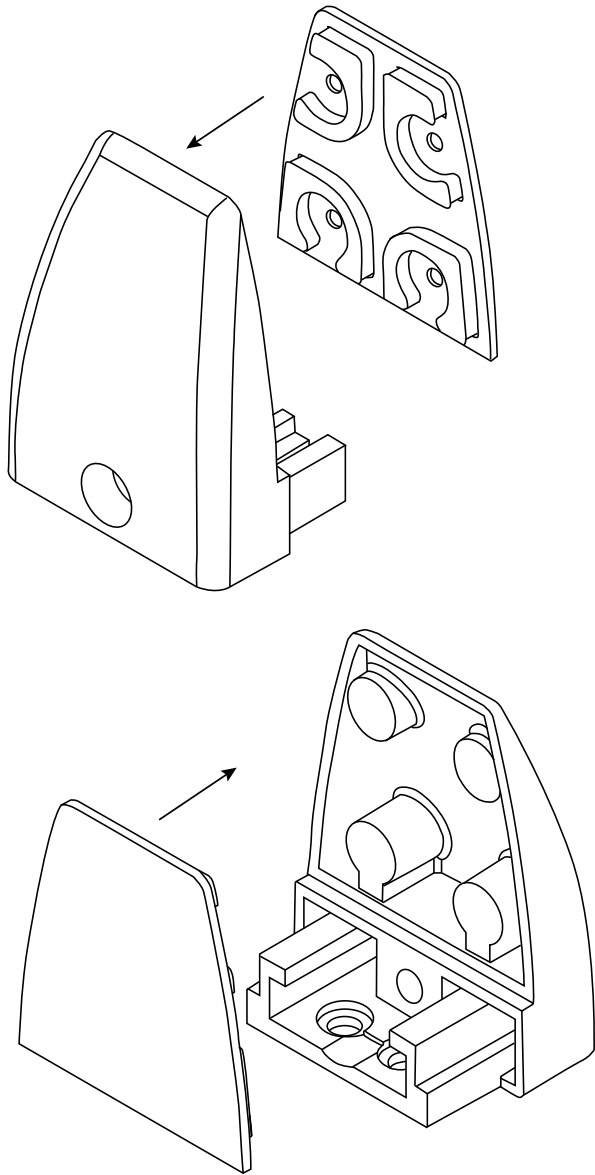
2
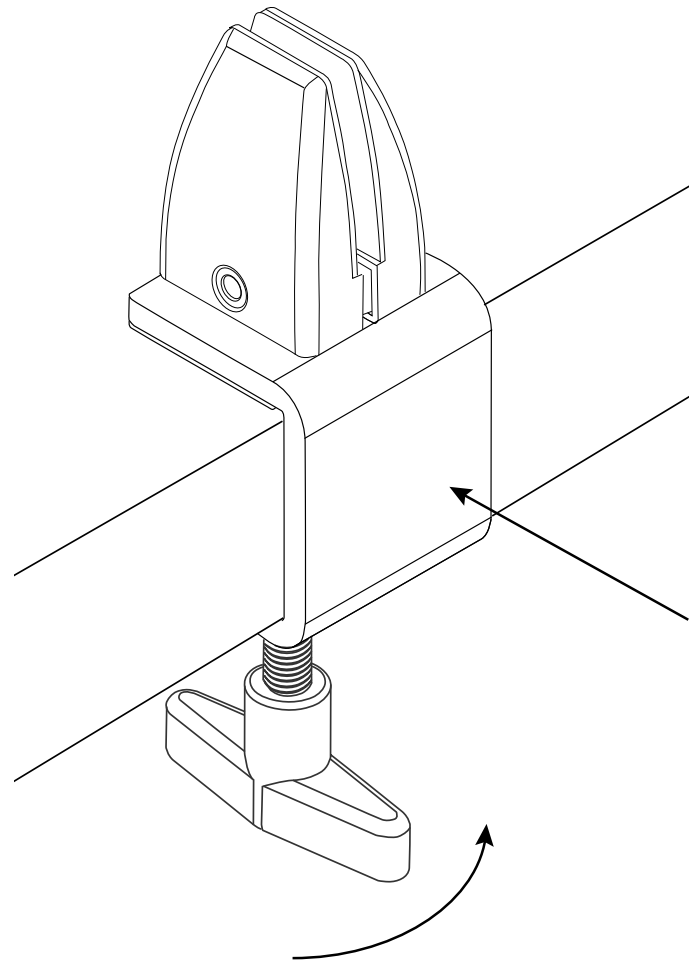
STEPS

1. Apply one gasket to each side of the U-bracket.

2. Use the knob to loosen the edge mount's C-bracket and slide the mount onto the edge of the desk. Retighten to attach the mount securely.

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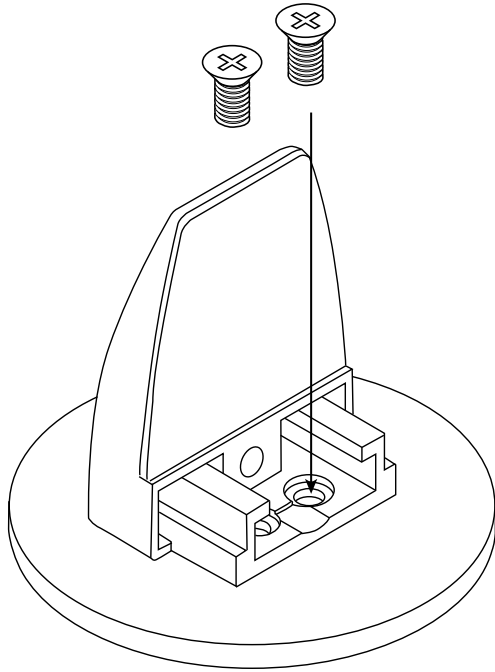To report any issues with this product, please contact our customer service department at (888) 274-8664.

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3

3
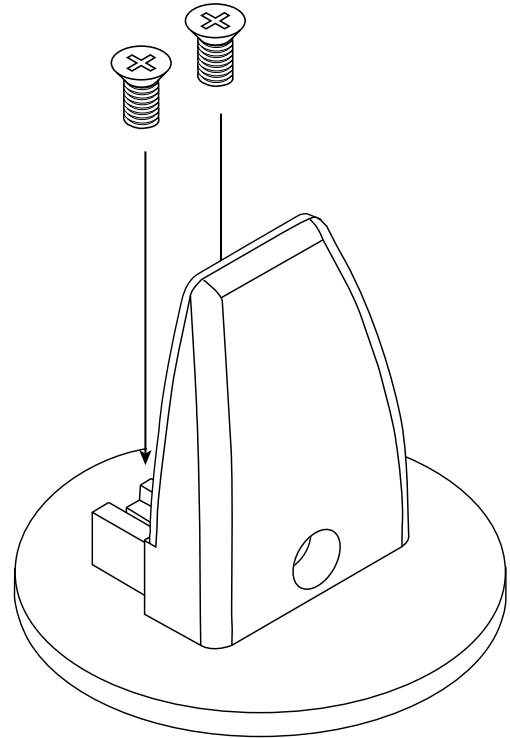
FIGURE A
Fabric

FIGURE B
Acrylic/Whiteboard

STEPS

3. Attach one side of the U-bracket (side A) to the round base using two M4 × 6 mm screws and a #2 Phillips-head screwdriver.

   The round base is drilled asymmetrically. For fabric screens, the fixed half of the U-bracket will face towards the long side (see figure A). For acrylic or whiteboard screens, the fixed half of the U-bracket will face towards the short side (see figure B).

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4

4
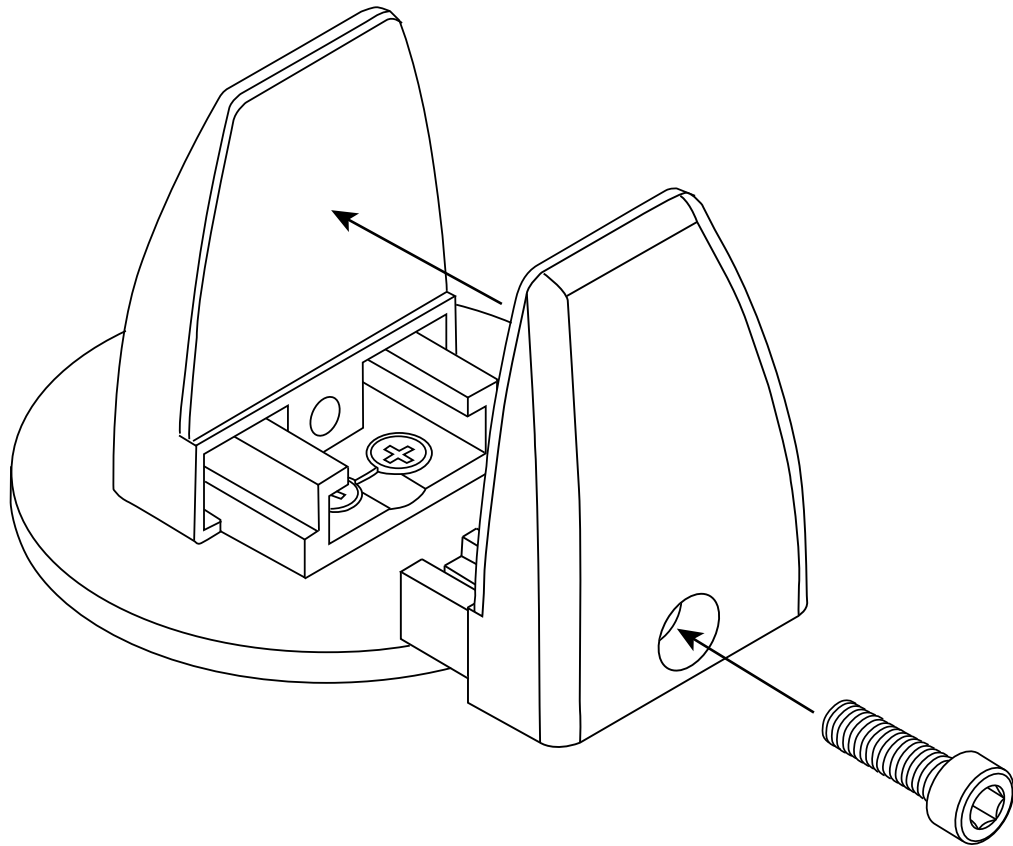
STEPS

4. Slide the B side of the U-bracket onto the A side. Attach the two sides together using the M6 screw that is appropriate for the screen material and a 5 mm hex L-key. Do not close. Make sure to leave a gap for the screen.

   Use a M6 × 45mm screw for fabric screens, a M6 × 20 mm screw for acrylic screens or a M6 × 35 mm screw for whiteboard screens. Note: M6 × 45 mm screws come in a separate kit with fabric screens.

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To report any issues with this product, please contact our customer service department at (888) 274-8664.

For more information, visit www.sitonit.net

5

5
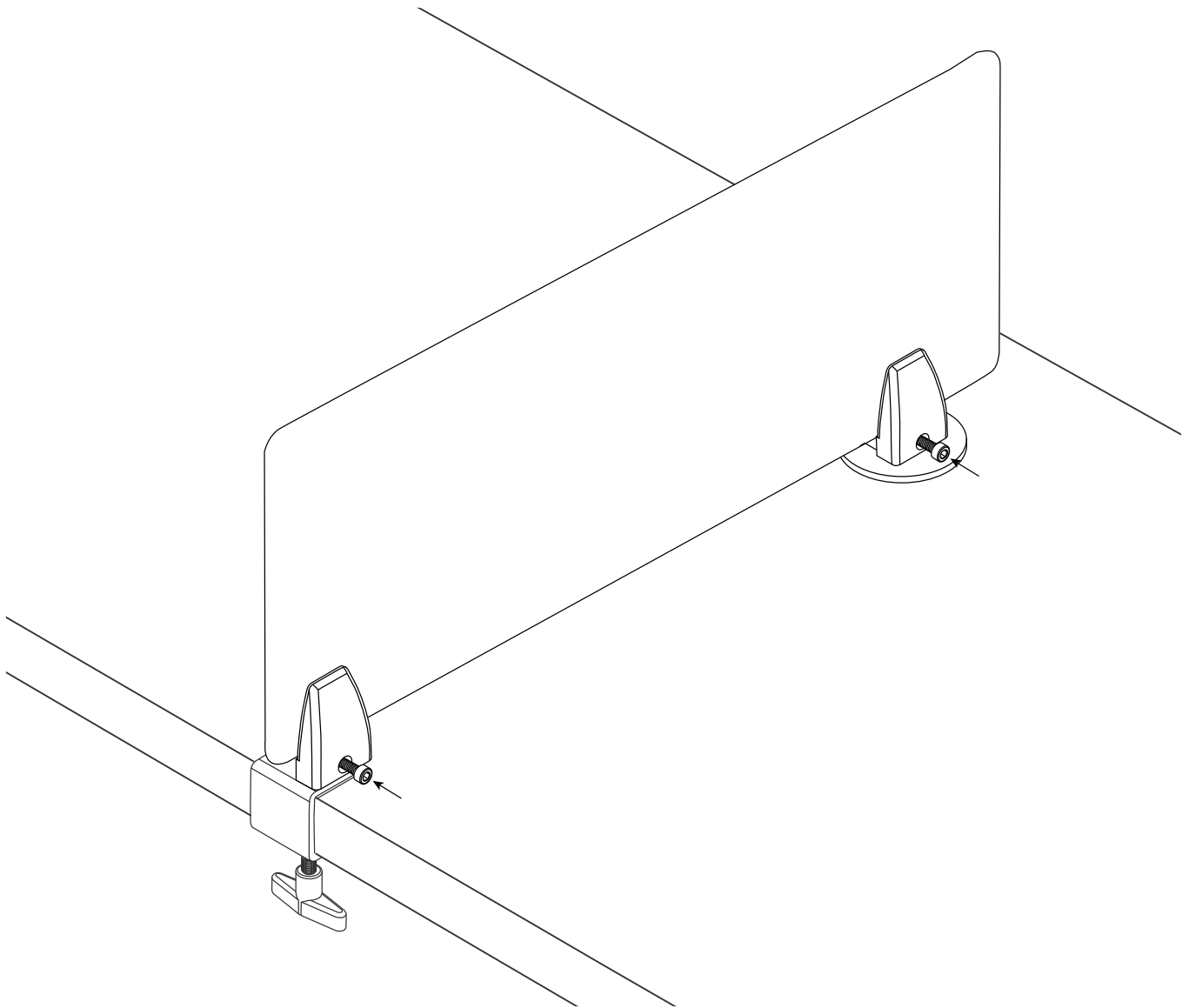
STEPS

5. Insert the screen into the assembled mounts and close the U-brackets by tightening the M6 screws with the 5 mm hex L-key. Continue until the screen is secure.

   To select correct M6 screw for the edge mount, see the information in step 4.

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6

Midway

SCREEN MOUNT
ASSEMBLY INSTRUCTIONS

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Midway SCREEN MOUNT

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Recommended Tools
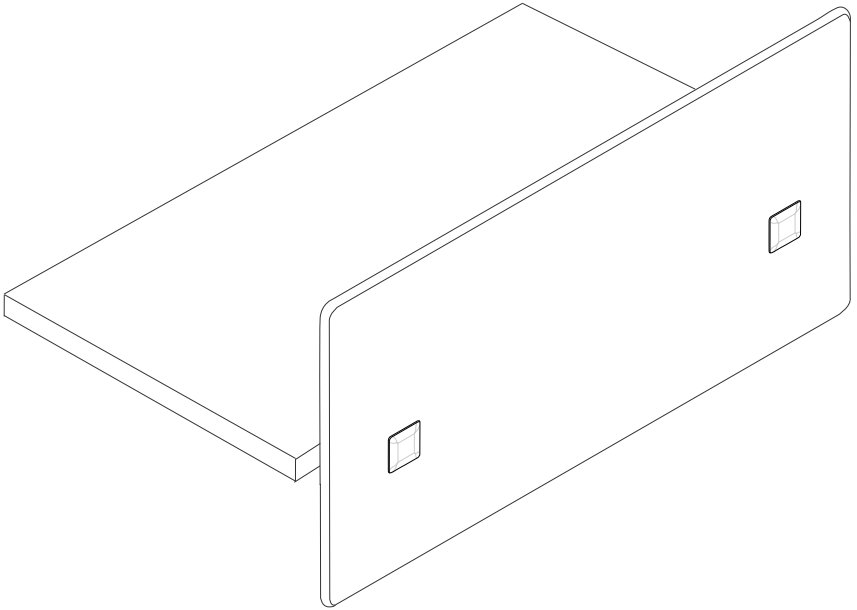
- Cordless Drill/Driver
- #2 Phillips Bit
- $\frac{3}{32}$" Drill Bit

$\frac{3}{32}$" Drill Bit
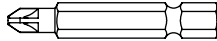
#2 Phillips Bit

Cordless Drill/Driver

SitOnIt • Seating®

Midway
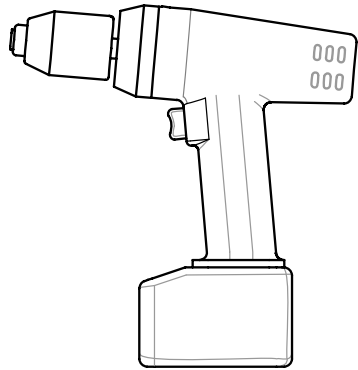
Parts

- J-Bracket (1)
- Gasket (1)
- Mount Cap (1)
- #10 × ¾" Screw (5)

- M5 × 14 mm Screw (4)
- M5 × 20 mm Screw (4)
- M5 × 25 mm Screw (4)
  (Not required for this model.)
- M5 × 30 mm Screw (4)

Mount Cap

Gasket

J-Bracket
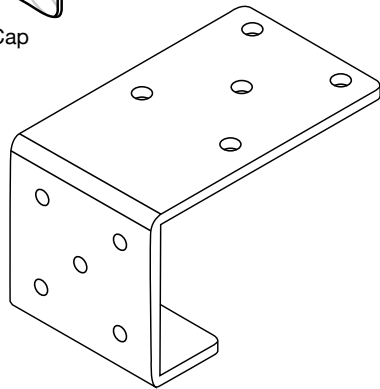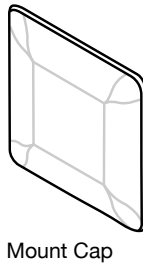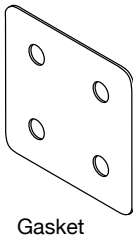
The M5 × 30 mm screws are located in a separate kit with fabric screens.

HARDWARE

M5 × 25 mm Screws	M5 × 14 mm Screws	#10 × ¾" Screws	M5 × 20 mm Screws	M5 × 30 mm Screws
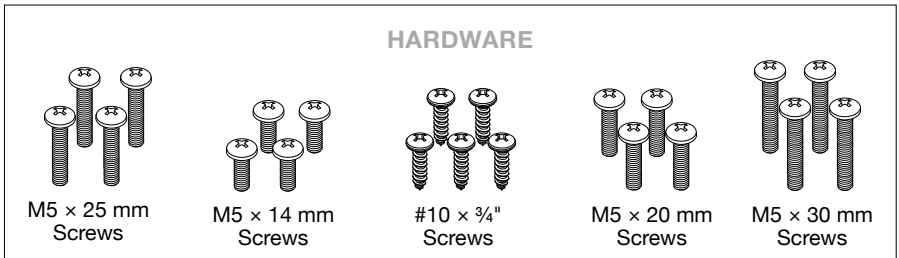
Step 1: Remove the paper from the gasket and stick it to the back of the mount cap.

Parts and instructions are per mount. The number of mounts will vary by screen length.

Step 1 is for acrylic screens only. Otherwise, skip to step 2.

Mount Cap

Gasket

SitOnIt • Seating®
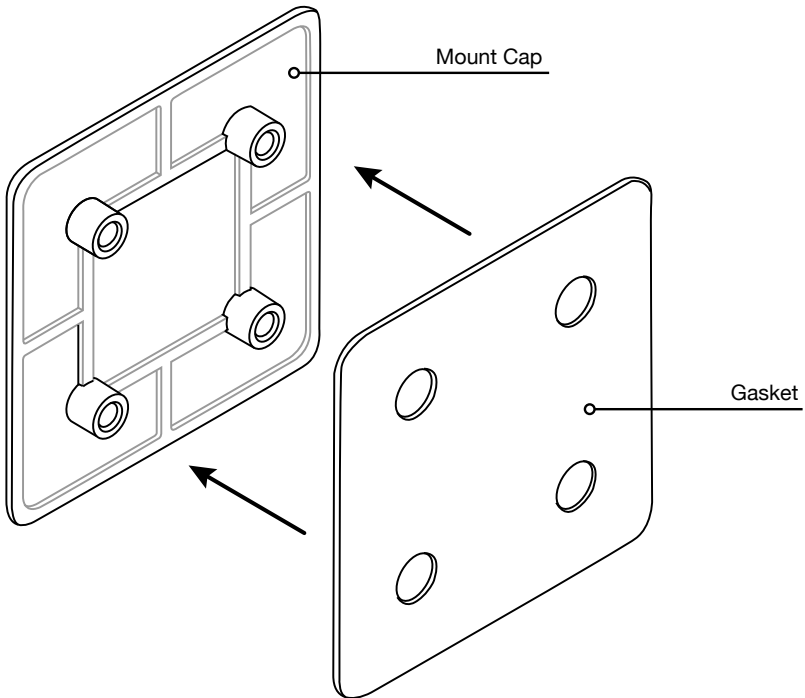
Step 2: Align the mount cap bosses with the mating holes on the screen.

Parts and instructions are per mount. The number of mounts will vary by screen length.

Upholstered screens: to get the cap to sit flush to the screen, you may need to insert the screws into the opposite side of the screen first. See step 3.

Mating Holes

Mount Cap

BACK OF MOUNT CAP
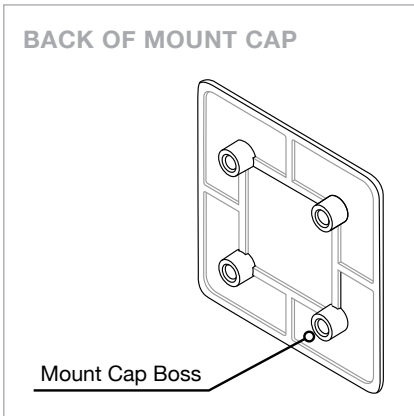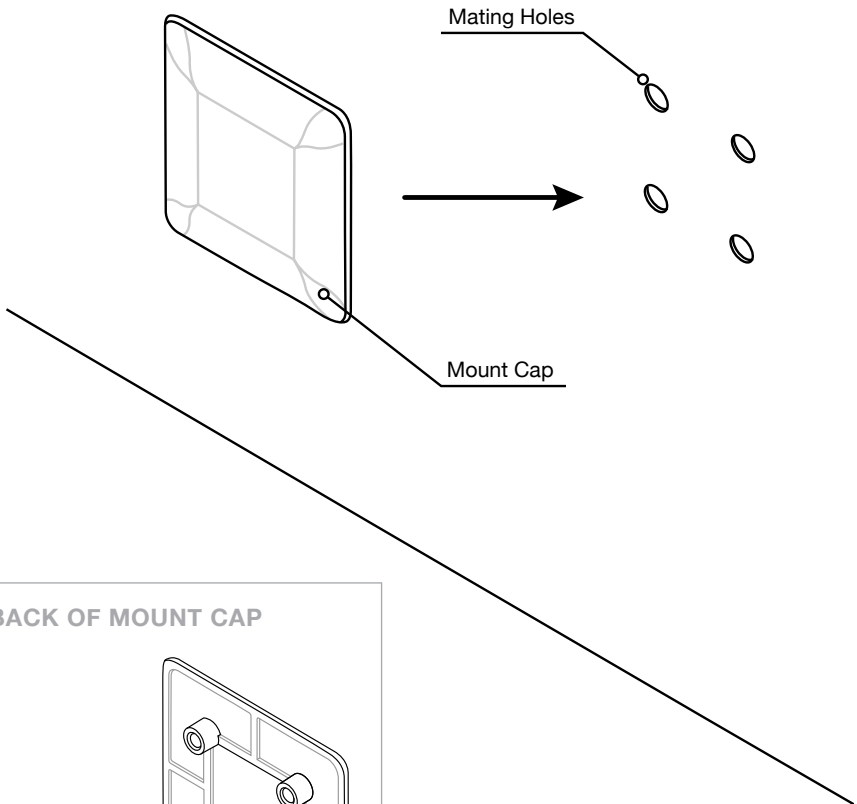
Mount Cap Boss

Step 3: Attach the J-bracket to the screen, screwing into the mount cap bosses on the opposite side of the screen.

Parts and instructions are per mount. The number of mounts will vary by screen length.

J-Bracket
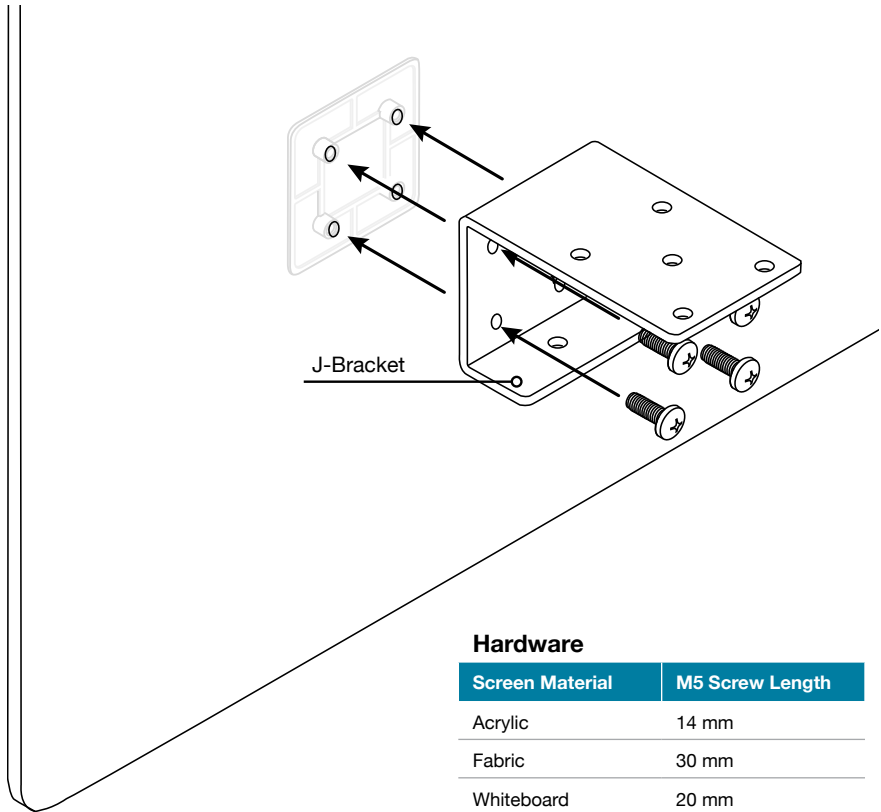
Hardware

Screen Material	M5 Screw Length
Acrylic	14 mm
Fabric	30 mm
Whiteboard	20 mm

HARDWARE
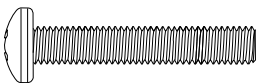
M5 × 14 mm Screw
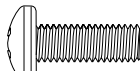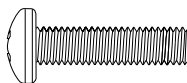
M5 × 30 mm Screw

M5 × 20 mm Screw

TOOLS

#2 Phillips Bit

SitOnIt • Seating®
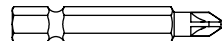
Midway SCREEN MOUNT

Step 4: Attach the screen/mount assembly to the underside of the tabletop.

Parts and instructions are per mount. The number of mounts will vary by screen length.

Screen

Gap

Tabletop

J-Bracket
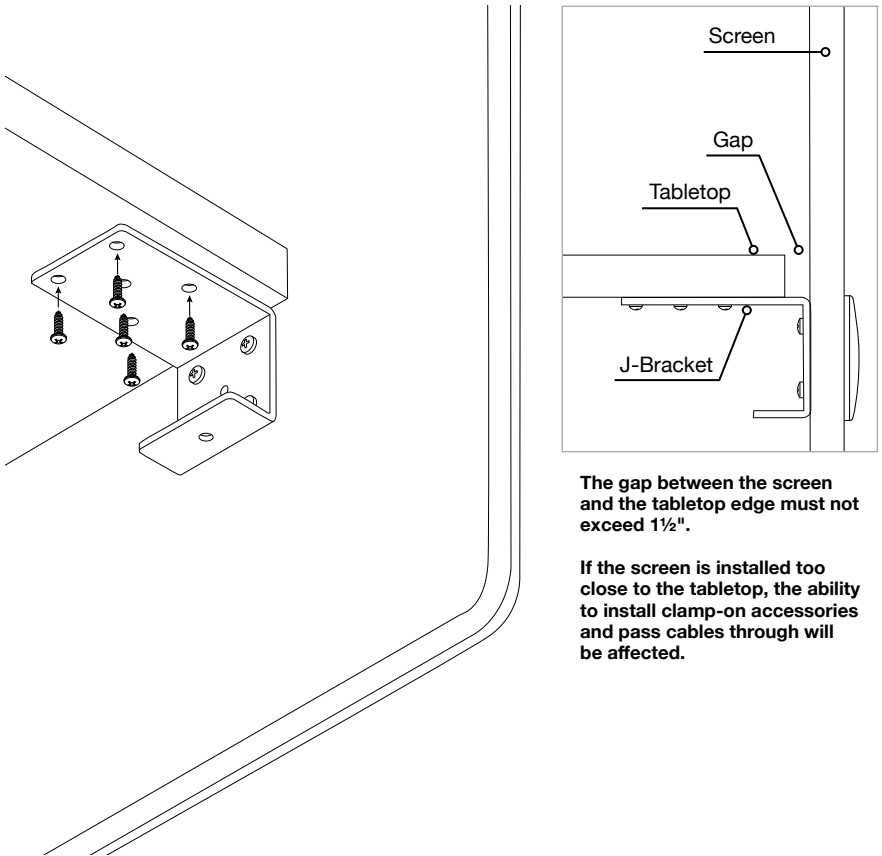
The gap between the screen and the tabletop edge must not exceed 1½".

If the screen is installed too close to the tabletop, the ability to install clamp-on accessories and pass cables through will be affected.

HARDWARE		TOOLS
⅜₂" Drill Bit	#2 Phillips Bit	#10 × ¾" Screw

Panel Mount

SCREEN ASSEMBLY INSTRUCTIONS

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Panel Mount SCREEN ASSEMBLY INSTRUCTIONS

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To report any issues with this product, contact our customer experience team at: (888) 274-8664 or sitonit@exemplis.com.

Recommended Tools

- 5 mm L-Key
- #2 Phillips Screwdriver

5 mm Hex L-Key

#2 Phillips Screwdriver

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Panel Mount
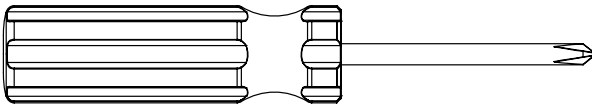
Parts

Per Mount:

- U-Bracket (2 Halves)
- Gasket (2)
- Slotted Base (1)
- Hole-Patterned Base (1)
- Adhesive Pad (2)

- M4 × 10 mm Screw (2)
- M6 × 20 mm Screw (1)
- M6 × 35 mm Screw (1)
- M6 × 45 mm Screw (1)
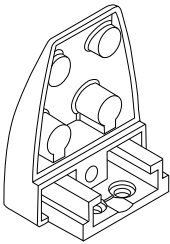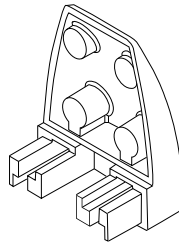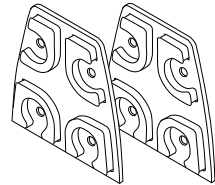
U-Bracket (Side A)   U-Bracket (Side B)   Gaskets
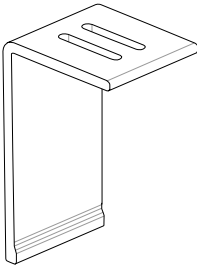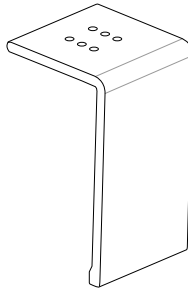
Slotted Base   Hole-Patterned Base   Adhesive Pads
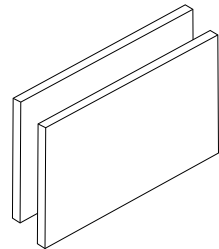
The M6 × 45 mm screw is located in a separate kit with fabric screens.
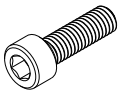
M6 × 20 mm Screw
for Sector Acrylic
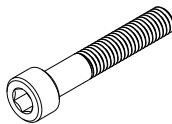
M6 × 35 mm Screw
for Doodle Markerboard
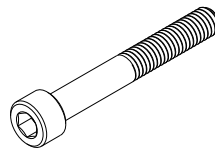
M6 × 45 mm Screw
for Motif Fabric

M4 × 10 mm
Screws

Panel Mount

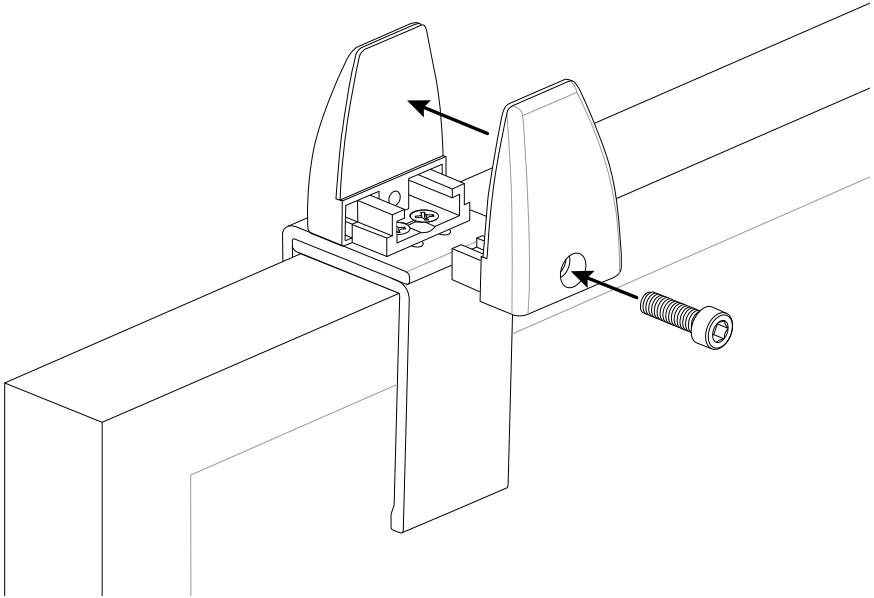**Step 1:** Attach the foam pads to the bases, pressing the adhesive side firmly against the inside of the L-shape.

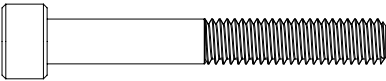**The instructions are per mount. The number of screen mounts will vary according to screen length.**
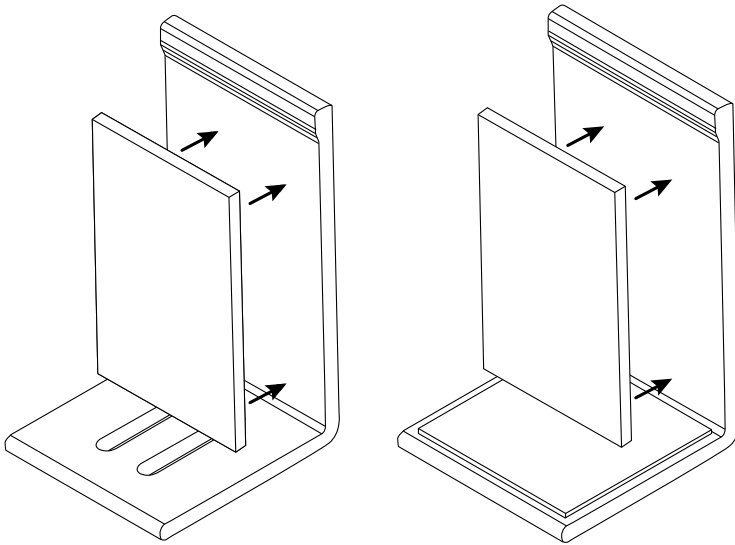
The base is drilled asymmetrically.
On fabric screen mounts, the side A will face towards the long side.
For acrylic or markerboard screens side A will face towards the shortside.

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Step 2: Place the L-shaped bases over the panel with the slotted base on top of the hole-patterned base.

The instructions are per mount. The number of screen mounts will vary according to screen length.

Panel Mount
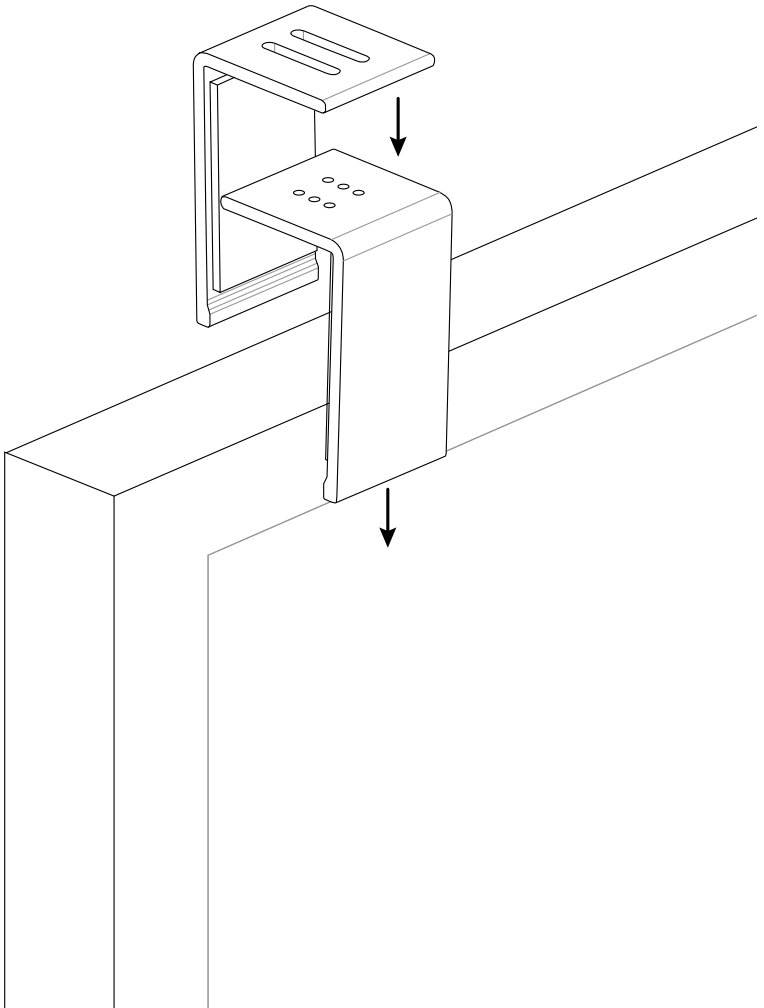
Step 3: Attach one of the U-bracket halves (side A) to the C-bracket and the other side A to the round base.

The instructions are per mount. The number of screen mounts will vary according to screen length.

1:1 HARDWARE	TOOLS
M4 × 10 mm Screw	#2 Phillips Screwdriver

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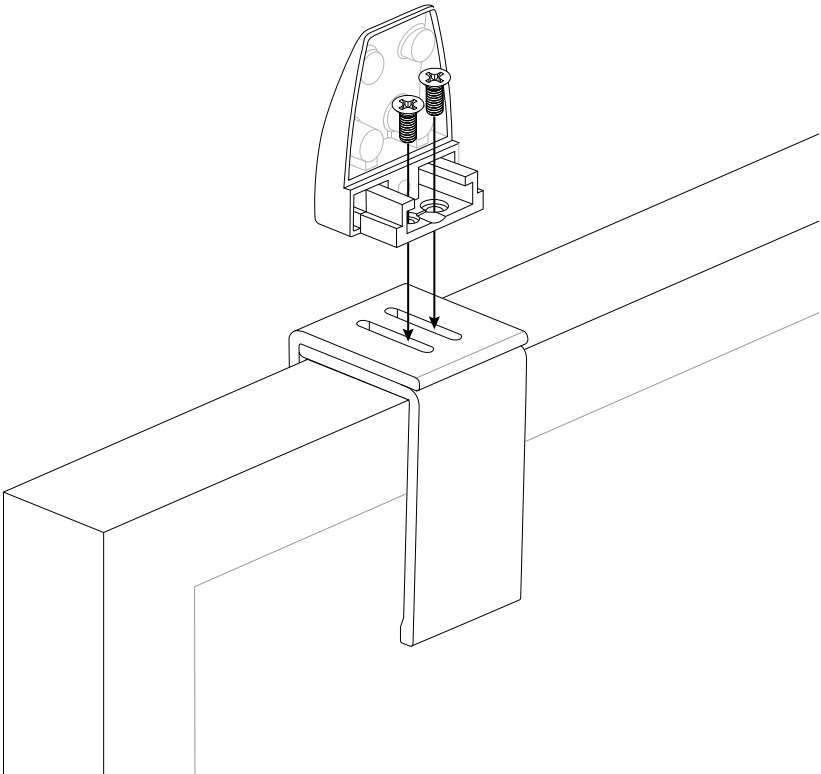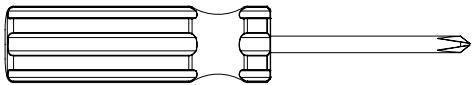
Step 4: Attach one gasket to each side of the U-Bracket

The instructions are per mount. The number of screen mounts will vary according to screen length.

Panel Mount
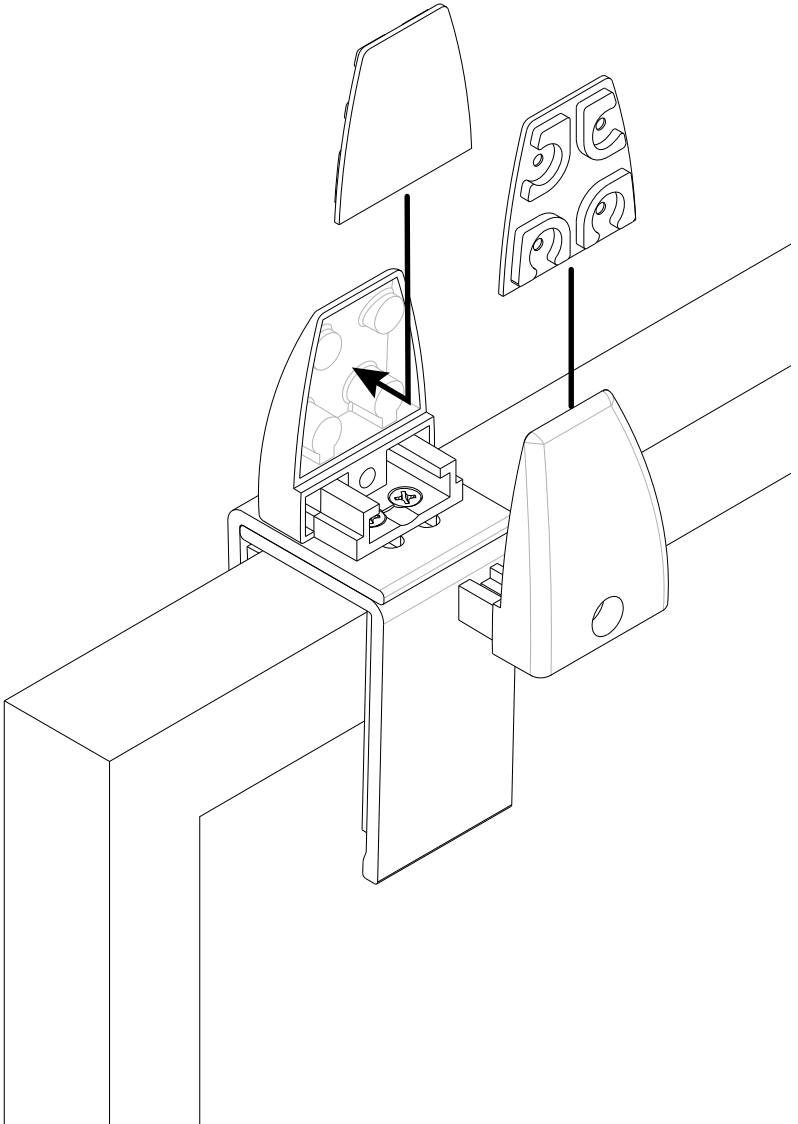
Step 5: Loosely close with the appropriate screw. Be sure to leave space for the screen.

The instructions are per mount. The number of screen mounts will vary according to screen length.

1:1 HARDWARE

M6 × 45 mm Screw for Motif Fabric

M6 × 35 mm Screw for Doodle Markerboard

M6 × 20 mm Screw for Sector Acrylic

TOOLS

5 mm Hex L-Key

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Step 6: Insert the screen into the mounts.

Step 7: Confirm to make sure screen is correctly situated (see below) and finish tightening the screw.

The number of screen mounts will vary according to screen length.

Correct

Incorrect

TOOLS

5 mm Hex L-Key

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Top Mount

SCREEN ASSEMBLY INSTRUCTIONS

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Top Mount

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Recommended Tools

- Cordless Drill/Driver
  (Do not over-tighten screws.)
- #2 Phillips Bit
- ⁵⁄₆₄" Drill Bit

- 5 mm L-Key
- #2 Phillips Screwdriver
- Pencil
- Measuring Tape
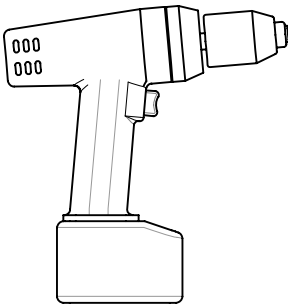
Measuring Tape

Cordless Drill/Driiver
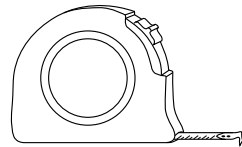
5 mm Hex L-Key
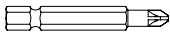
#2 Phillips Bit
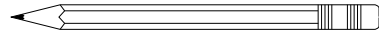
Pencil
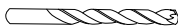
⁵⁄₆₄" Drill Bit

#2 Phillips Screwdriver

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Top Mount
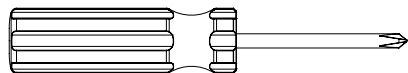
Parts

Per Mount:
- U-Bracket (2 Halves)
- Gasket (2)
- #8 × ¾" Screws (2)

- M6 × 20 mm Screw (1)
- M6 × 35 mm Screw (1)
- M6 × 45 mm Screw (1)
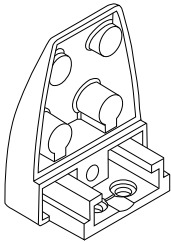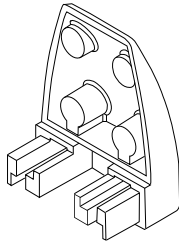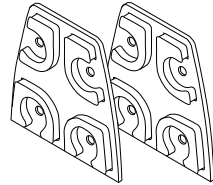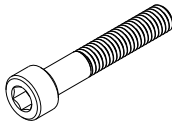
U-Bracket (Side A)   U-Bracket (Side B)   Gaskets

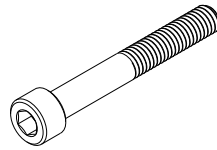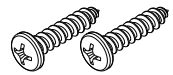*The M6 × 45 mm screw is located in a separate kit with fabric screens.*
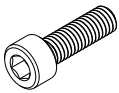
HARDWARE

M6 × 20 mm Screw
for Sector Acrylic

M6 × 35 mm Screw
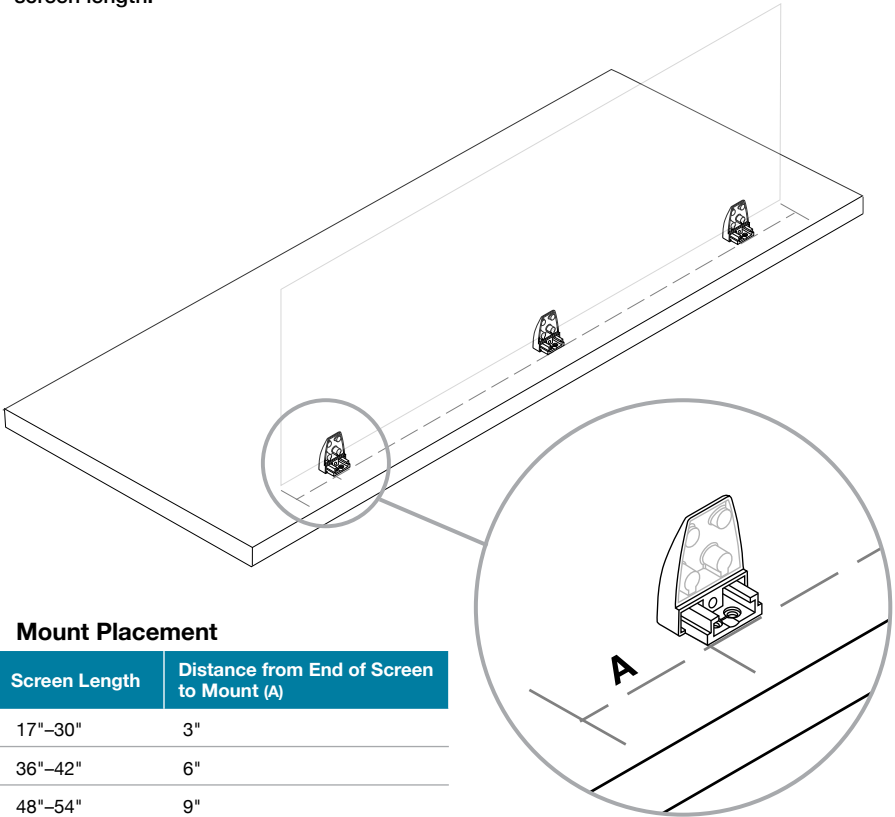for Doodle Markerboard

M6 × 45 mm Screw
for Motif Fabric

#8 × ¾"
Screws

Top Mount

Step 1: With consideration for the screen's length, place the U-bracket on table in the desired location.

Instructions are per mount. The number of screen mounts will vary according to screen length.

Mount Placement

Screen Length	Distance from End of Screen to Mount (A)
17"–30"	3"
36"–42"	6"
48"–54"	9"
55" or Above	3" With 3rd Mount Centered Between the Other Two

A

TOOLS

Measuring Tape

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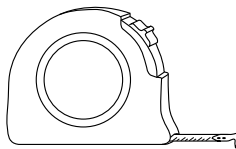
Step 2 (For tabletop installation only): Mark the center holes, remove the U-bracket and predrill holes approximately ¾" deep.
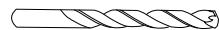
Instructions are per mount. The number of screen mounts will vary according to screen length.
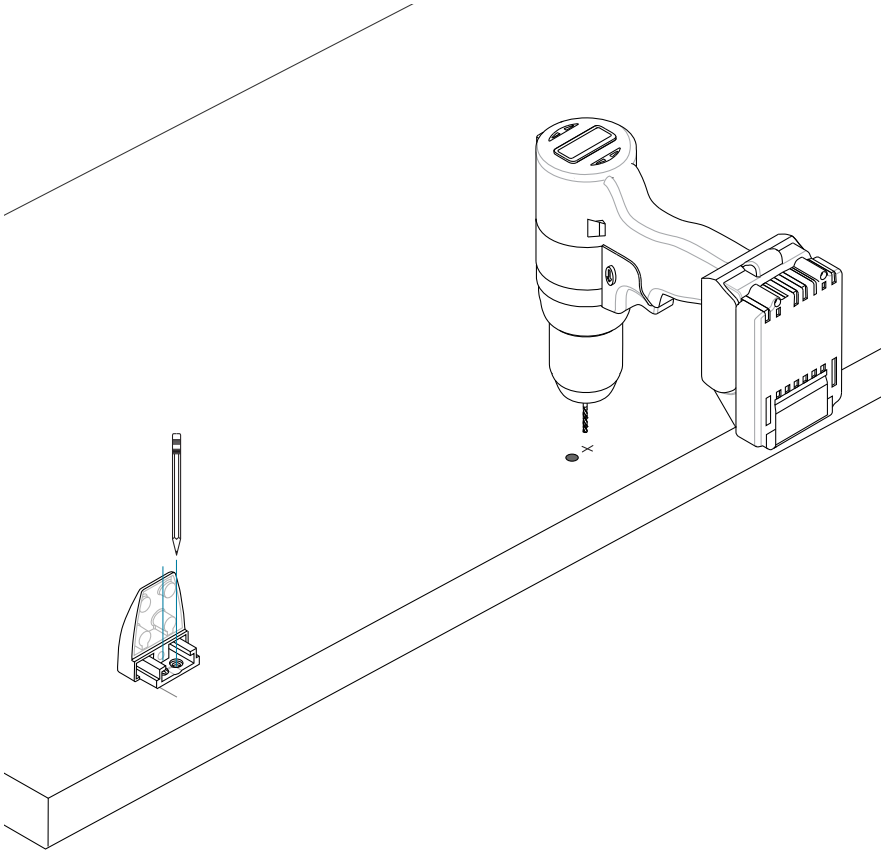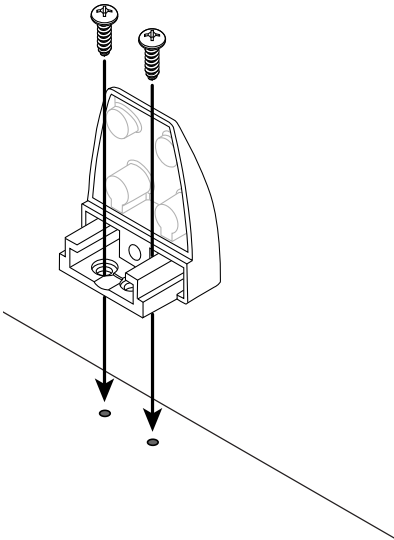
TOOLS
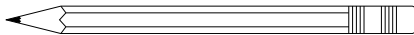
Pencil

⁵⁄₆₄" Drill Bit

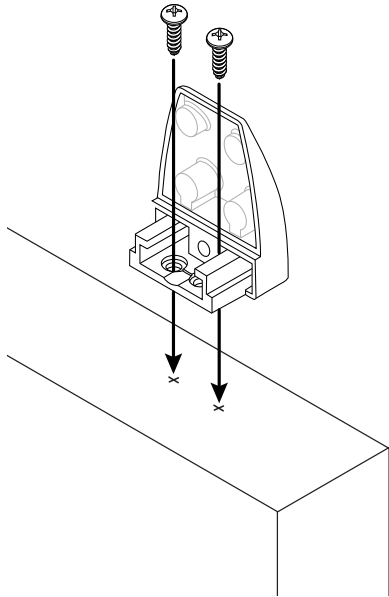# Top Mount SCREEN ASSEMBLY INSTRUCTIONS

Step 3: Align the A side of the U-bracket with the pilot holes or markings and attach it to the tabletop or panel with the #8 screws.

Instructions are per mount. The number of screen mounts will vary according to screen length.
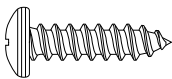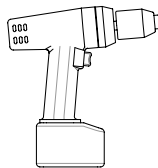
TABLETOP

PANEL TOP

The screws included in the hardware kit are for use in installation onto a table surface. Given the range of panel system designs, required hardware will vary by system, and those screws are not included.
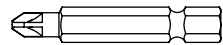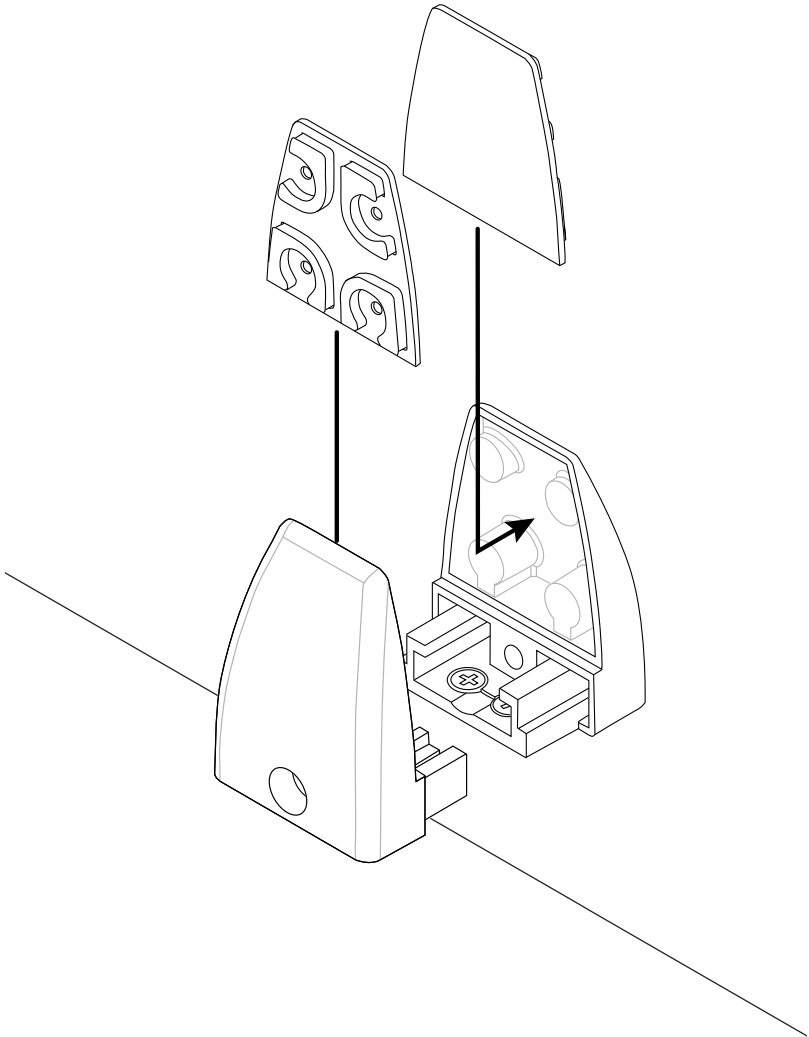

1:1 HARDWARE

#8 × ¾" Screw

TOOLS

Cordless Drill/Driiver   #2 Phillips Bit
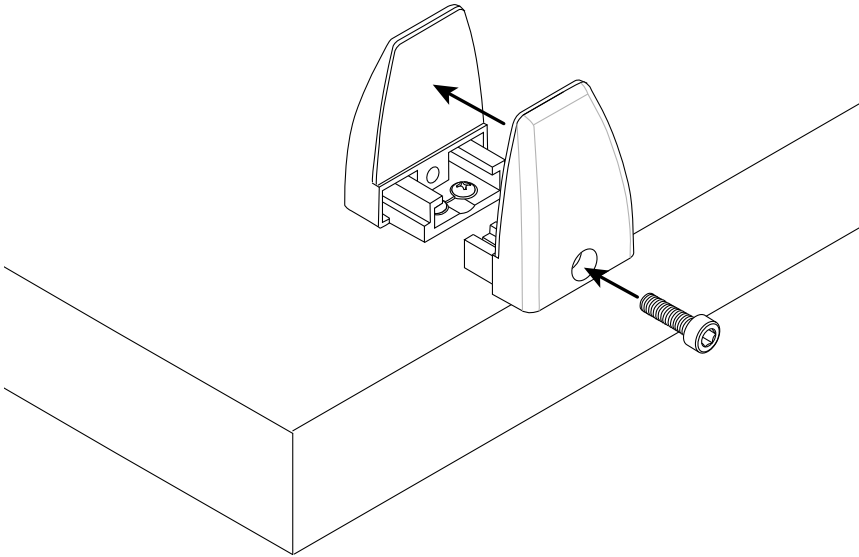

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Step 4: Attach one gasket to each side of the U-Bracket

Instructions are per mount. The number of screen mounts will vary according to screen length.
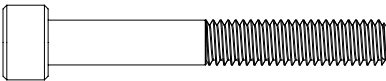
Step 5: Slide U-bracket side B onto U-bracket side A and loosely close with the appropriate screw. Be sure to leave space for the screen.
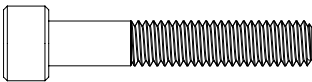
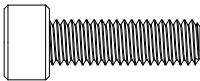**Instructions are per mount. The number of screen mounts will vary according to screen length.**

1:1 HARDWARE
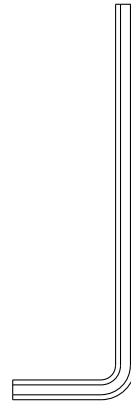
M6 × 45 mm Screw for Motif Fabric
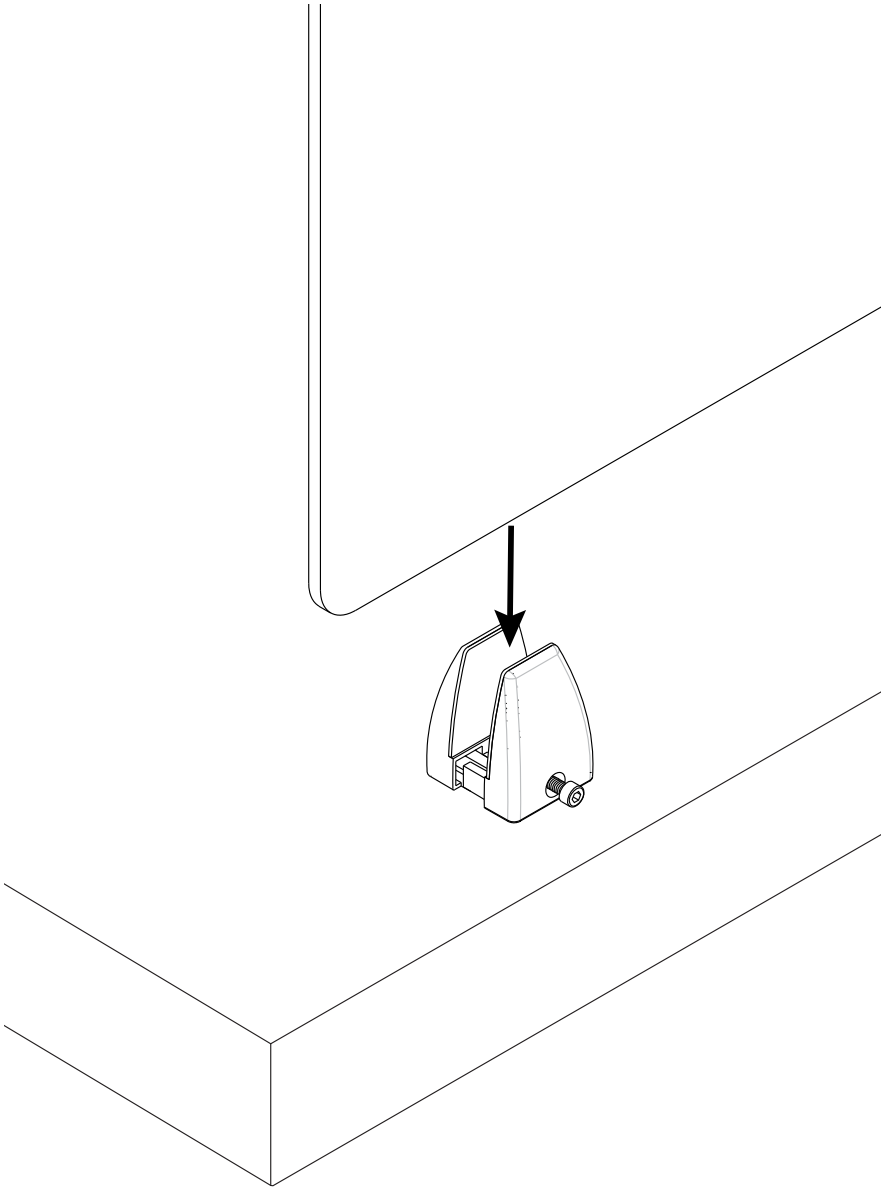
M6 × 35 mm Screw for Doodle Markerboard

M6 × 20 mm Screw for Sector Acrylic
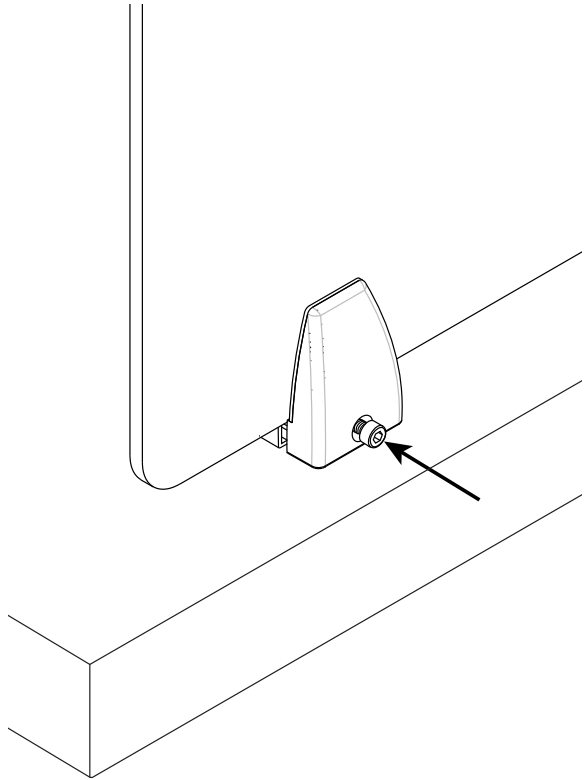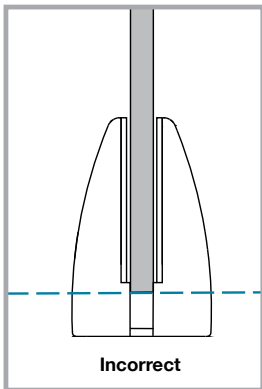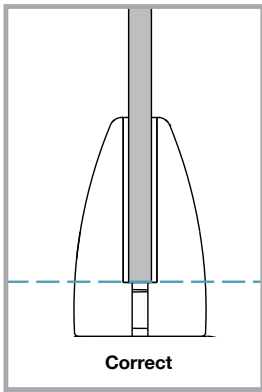
TOOLS

5 mm Hex L-Key

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Step 6: Insert the screen into the mounts.

Step 7: Confirm to make sure screen is correctly situated (see below) and finish tightening the screw.

The number of screen mounts will vary according to screen length.

Correct

Incorrect

TOOLS

5 mm Hex L-Key

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