

***Ghent 36" x 48" 2-Door Enclosed  
Natural Cork Bulletin Board with  
Oak Wood Frame***

Instruction Manual



Provided by

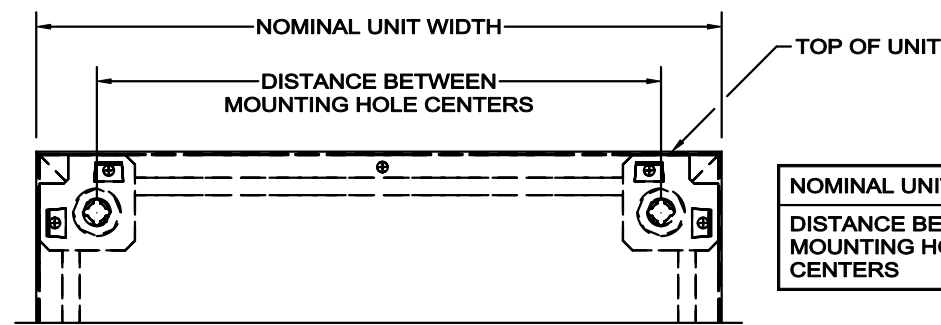
**MyBinding.com**  
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Call Us at 1-800-944-4573

Your Message Center is designed for mounting on most wall surfaces. Because of the wide variation of mounting surface construction, specific mounting hardware is not included. For the most secure mounting, use #10 wood screws installed directly to wooden wall studs. When wall studs can not be used, we recommend using expandable type wall anchors available at you local hardware center.

#### Hanging the Message Center

1. Determine the desired mounting height of the unit. The recommended height is 78" from top of unit to floor.
2. Scribe a level line 1-1/2" down from this location.
3. Position and mark the locations for (2) mounting holes per the chart below.



NOMINAL UNIT WIDTH	18"	24"	30"	36"	48"	60"	72"
DISTANCE BETWEEN MOUNTING HOLE CENTERS	14-13/16"	20-13/16"	26-13/16"	32-13/16"	43-15/16"	55-15/16"	67-1/16"

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Note: To hang a 96" long unit, please refer to the "L-Hanger Mounting Instructions" enclosed in the bagged mounting hardware.

#### To mount the Message Center using #10 wood screws into studs....

- 4a. Drill (2) 3/32" diameter holes at the mounting hole locations. Install screws, allowing the screw heads to protrude approximately 1/4" maximum from the wall.

#### To mount the Message Center using expandable wall anchors...

- 4b. Drill and install (2) anchor mounting holes at the mounting hole locations, per the anchor manufacturer's instructions. Adjust the screw heads so that they protrude approximately 1/4" from the wall.
5. Lift the Message Center hangers on to the screws.

#### Installing the Lamps

6. Connect the power cord to the end of the lamp marked "AC IN".  
 If your unit is a two or three door unit, connect the first lamp as instructed. Connect the first lamp to the second lamp by plugging one end of the connecting cable to the end of the first lamp marked "OUT". Plug the other end of the connecting cable to the end of the second lamp marked "IN". Repeat this procedure for the third lamp if required.
7. Snap the lamp(s) into the mounting clips that have been pre-installed in the top of the unit. Handle the lamps with care to avoid damaging them.
8. Secure the power cord to the right inside wall of the unit by inserting the cord into the pre-mounted cord clips.
9. Plug the power cord in a suitable 120 VAC outlet.
10. Turn the lamps on to insure they operate properly.

If the lamps fail to turn on, check to see if the plug connections have been properly made. (Replacement Bulb - 18 watt - T4 type)

# CONCEALED BULB MESSAGE CENTER

## INSTRUCTION SHEET

ghent

IS-CPA