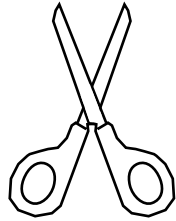# LOOP ACCESS 2 ASSEMBLY INSTRUCTIONS

TOOLS REQUIRED
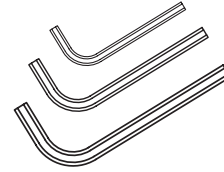
THREE PERSONS

EACH CAPABLE OF LIFTING 50LBS
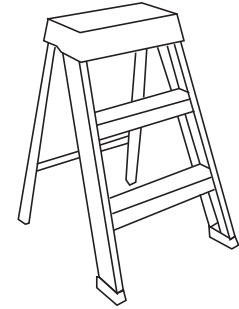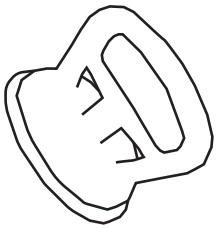
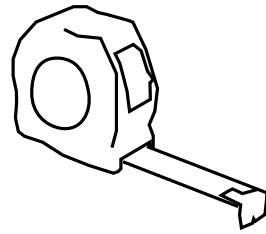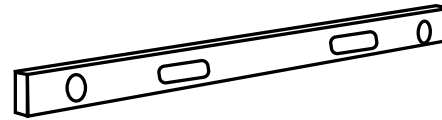**SCISSORS / SNIPS**

ALLEN KEY SET

PREFERABLY BALL-TIP

STEP LADDER

SUCTION-GRIP HANDLE FOR GLASS

MEASURING TAPE

LARGE LEVEL
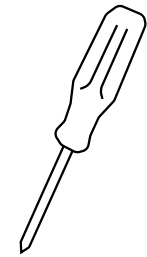
MULTI-BIT SCREWDRIVER
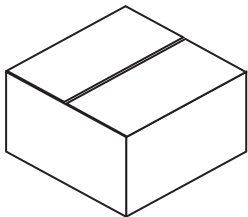
HARDWARE & ADDITIONAL

COMPONENTS PACKAGE

STEP 1

Using two people, position the Rear Frame member in the approximate location you have chosen for your Loop Access.
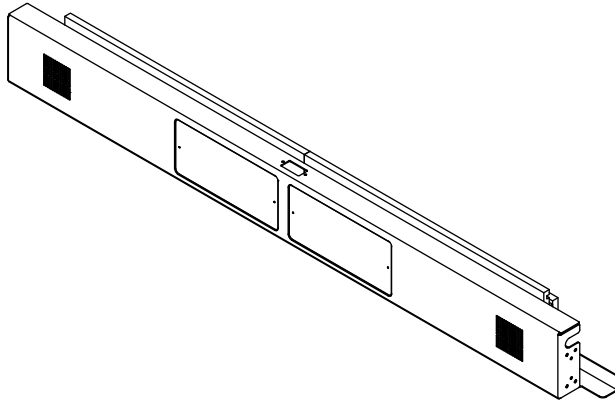
STEP 2

Attach the Right and Left Frame members to either side of the Rear Frame member using provided 1⁄4-20 x 3⁄4" FH bolts.

**At this time, ensure adjustable feet are engaged enough into the metal frame that the 3⁄4" "D" profile on the base of the metal makes full contact with the ground, creating a seal. Or have the feet floating the distance of the gap. The weight of the sides will seal this gap
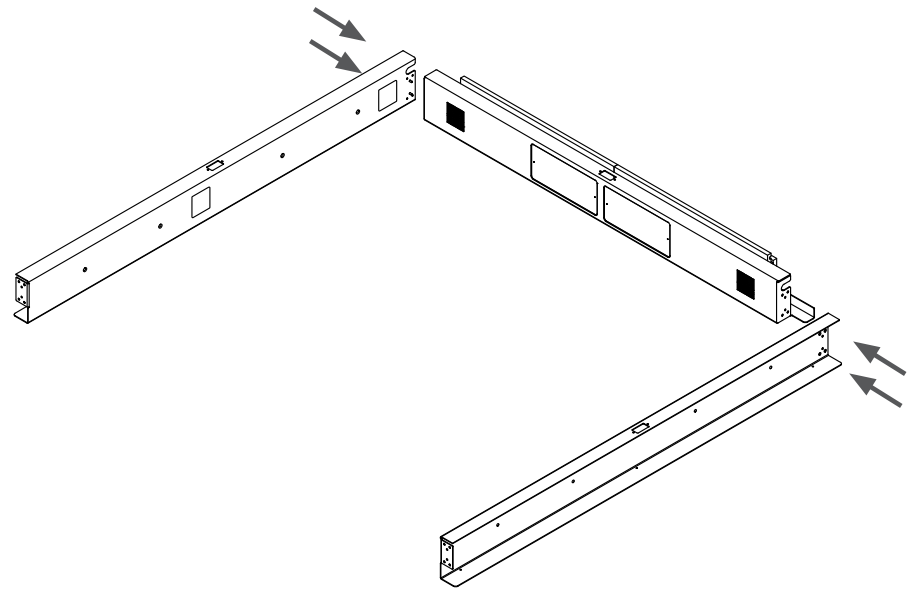
STEP 3

With the Side Frame members securely attached, unravel the left and right power receptacle assemblies (A) and install in circled locations using the already attached #6-32 FH bolts to mount receptacles to side frames.

Unravel electrical connections and feed longer 6-connection (B) along left side frame, allowing 6-8" of length past the installed electrical receptacle. Affix provided cable management on each side frame on underside of top faces and secure both armoured cables and long connection snug to face, feeding excess back into rear frame. Wiring must be tucked up tight to underside of top flange to ensure it does not interfere with installation of side modules.
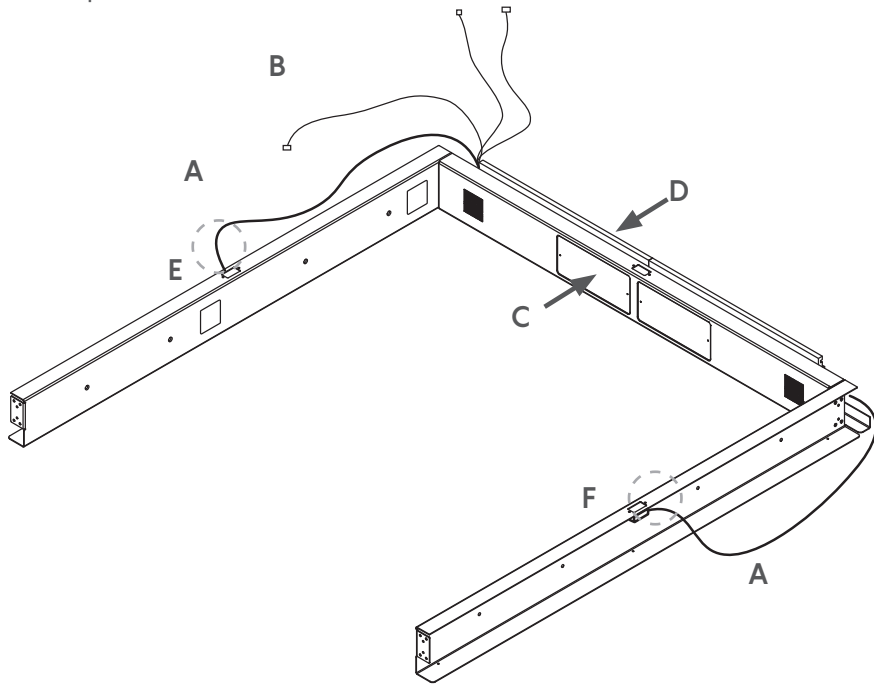
If your Loop Access has Data included, remove the indicated door (C). Find included Data wiring in hardware package and install in receptacle plate (D) then determine desired location of data on interior of booth (E or F) and route/install using provided receptacle faceplates.

STEP 4

Attach the Right and Left Front Frame members using provided 1/4-20 x 3/4" FH bolts. Once they are securely attached, move the frame assembly into the final location, ensuring a minimum 1' of space from any permanent structure.

When in place, adjust levelling feet in the circled locations to ensure that the bubble rubber on the bottom of the metal base fully engages with floor to create seal. Or have the feet floating matching the gap between the floor and bubble rubber.

Make use of large level to ensure accuracy from back to front and across point A to point B for ease of door installation. At this point, ensure side frames are square by measuring forward span (C) and rear span (D). Adjust placement of front frames to ensure forward span is identical to rear span (approximately 81 1/2").

Fill the gaps on the bottom of the bases in the four corners with provided 3/4 "D" profile bubble rubber to ensure a complete seal on the bottom. This is most easily done from the outer perimeter of the frame.
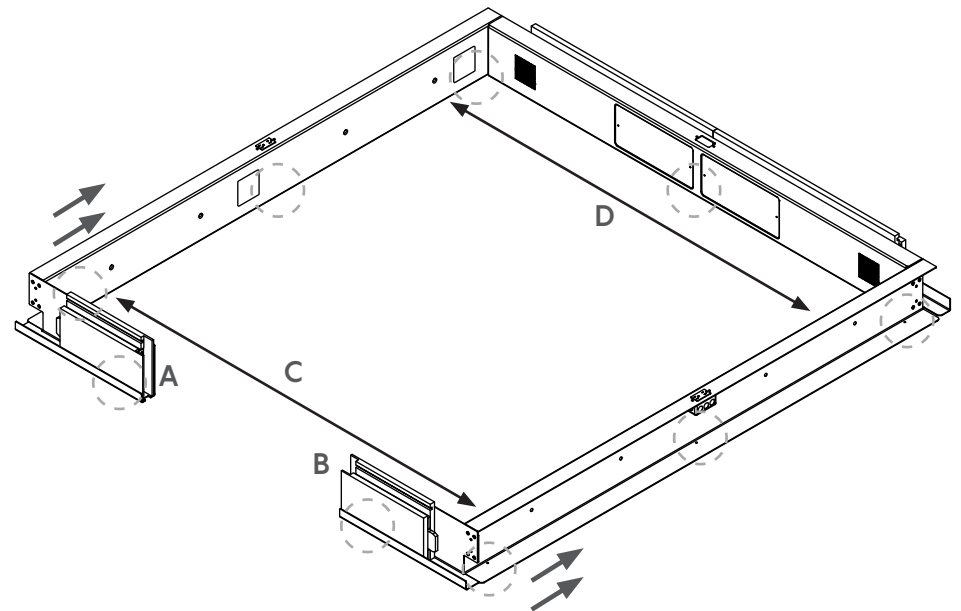
STEP 5

Find Module D (seen below). Using two people, guide Module D toward the base frame. Before slotting into place, connect electrical in indicated area (A), then slide side securely into alignment. While the side is held in place, a third individual will bolt through base frame to Module D using 3/8 x 1 1/4" FH bolts.

NOTE: Two electrical access doors (B) can be removed at this stage to allow for connection or troubleshooting connection of electrical after sides have been installed.

Join short 4 connection and 6 connection to receptive ends located in base of Module D.

A

Module name indicated on lower frame

B

B
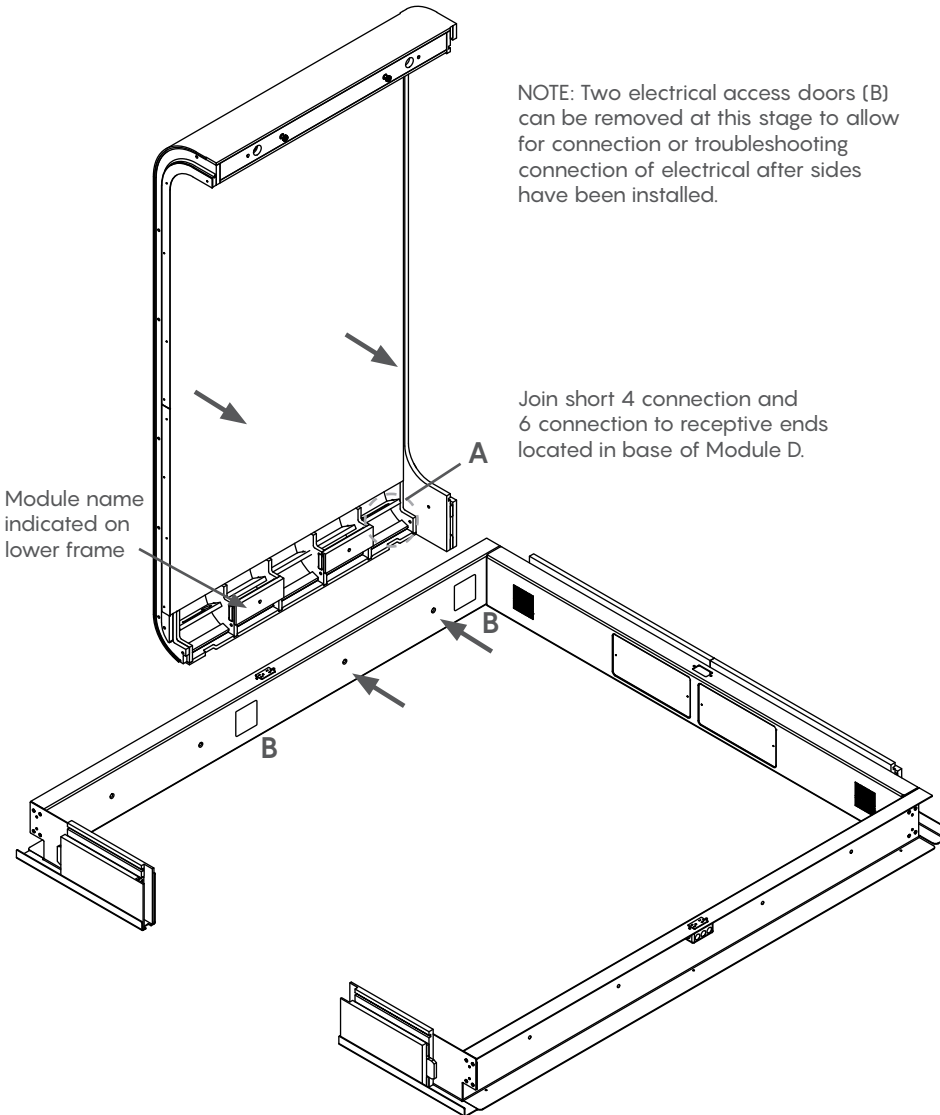
STEP 6

Repeat STEP 5 with Module F, noting that there there is no electrical to be connected for this side. Once sides are bolted in place, install provided 3/8" shoulder bolts in two most central holes of top face on each side module (A).

A
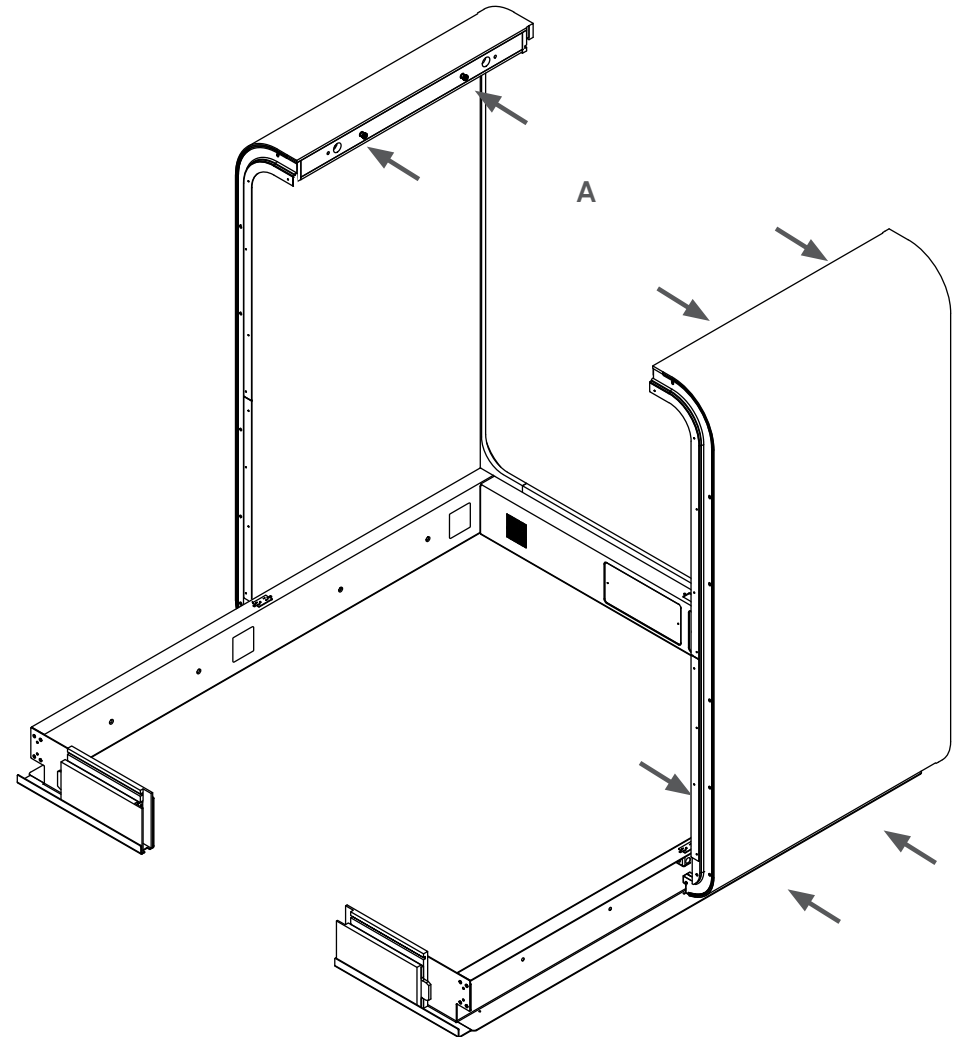
STEP 7

Find Module E, refer to diagram 1 for reference. Using two persons, lift Module E up and over installed shoulder bolts and gently drop into place (A). **Ensure Module E is installed correctly, black applique on bottom face will be aligned toward rear of booth.** Third person should be available to gently push/align sides so the module can easily drop into place.

A

**

Diagram 1

Module B

Identified by door closer opening or bracket. This indicates the forward side of Module B.
Note that if your Loop Access has a RH opening door, the opening will be in location indicated by dotted lines.

Module E

Module E can be identified by having no cutouts for door closer on bottom face.
Location of black applique around drop ceiling catch indicates the rear side of Module B.

STEP 8

With Module E in place, make electrical connections on rear left
side of Module D (A). Insert and securely tighten 3/8" x 2" BH bolts
in front and back locations on each side (B).
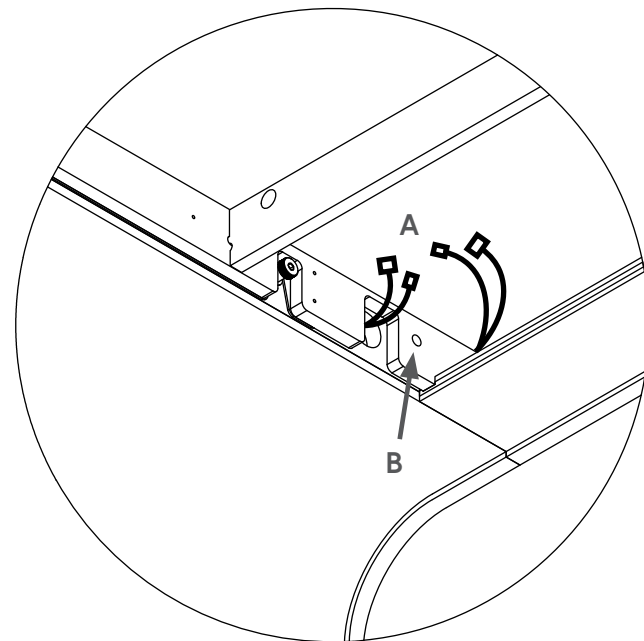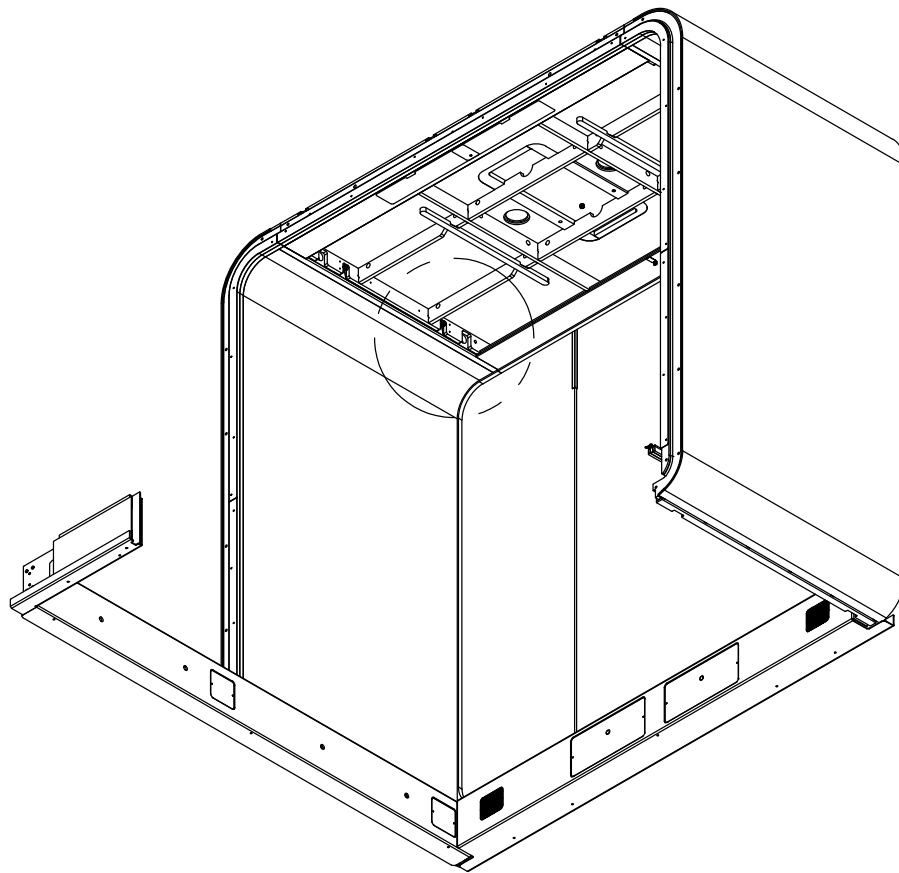
STEP 9

Find Modules A and C. Using two persons, align Module A beside Module D. Prior to sliding Module A into frame, connect electrical at base (A) or open access door and feed wiring into center of frame and out of way. Being careful of wiring, slowly slot module into base frame. Bolt into base frame using provided 3/8 x 1 1/4" FH bolts.

Repeat for Module C, noting that there is no electrical connection to be made.

Module A

A

Module C

STEP 10

Find Module B, refer to diagram 1 from Step 7 for reference. Using two persons, lift Module B up and over installed shoulder bolts and overlap section on rear Top Module. Gently drop into place (A). **Ensure Module B is installed correctly, cut out in bottom face for Door closer should be oriented to front of booth.** Third person should be available to gently push/align sides so the module can easily drop into place.
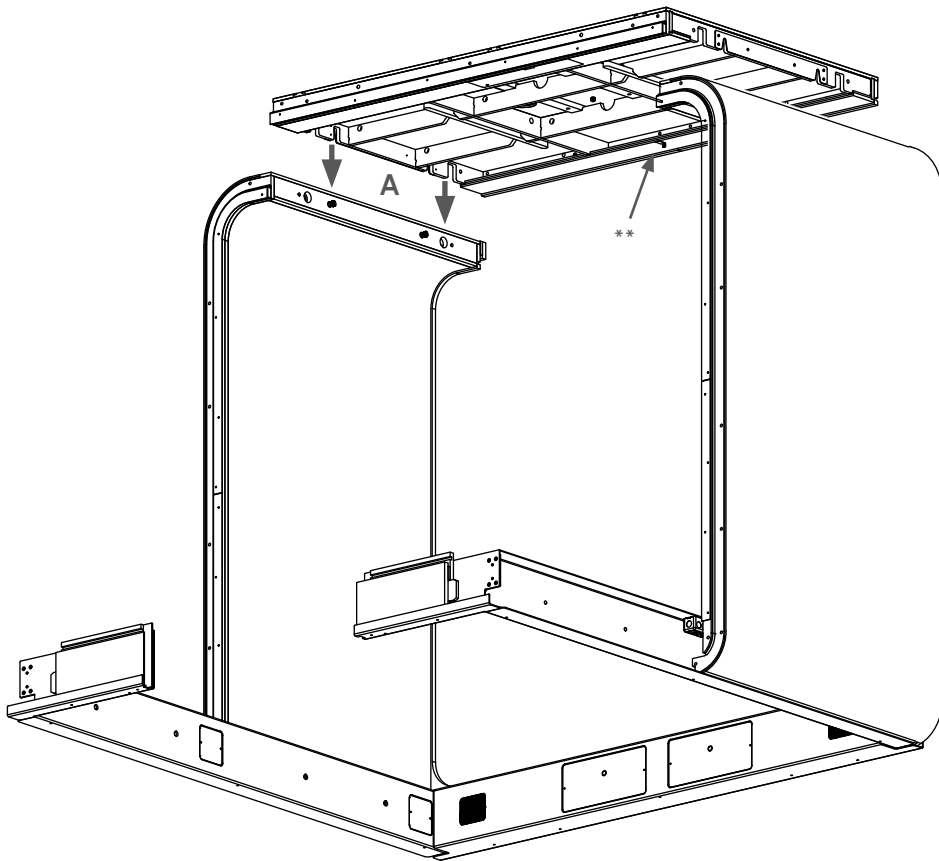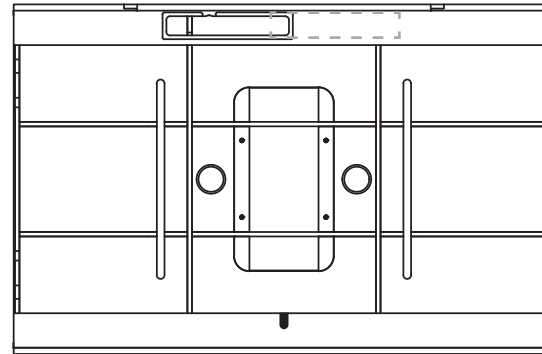
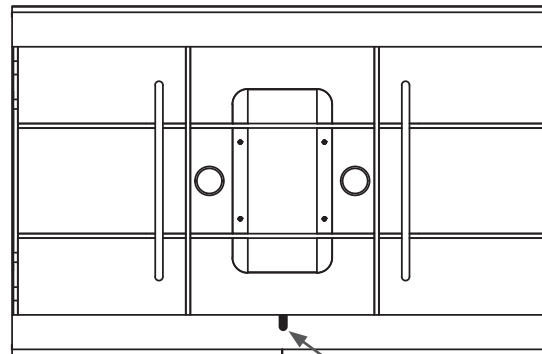With Module B in place, make electrical connections on rear left side of Module A (B). Insert and securely tighten 3/8" x 2" BH bolts in front and back locations on each side (C).
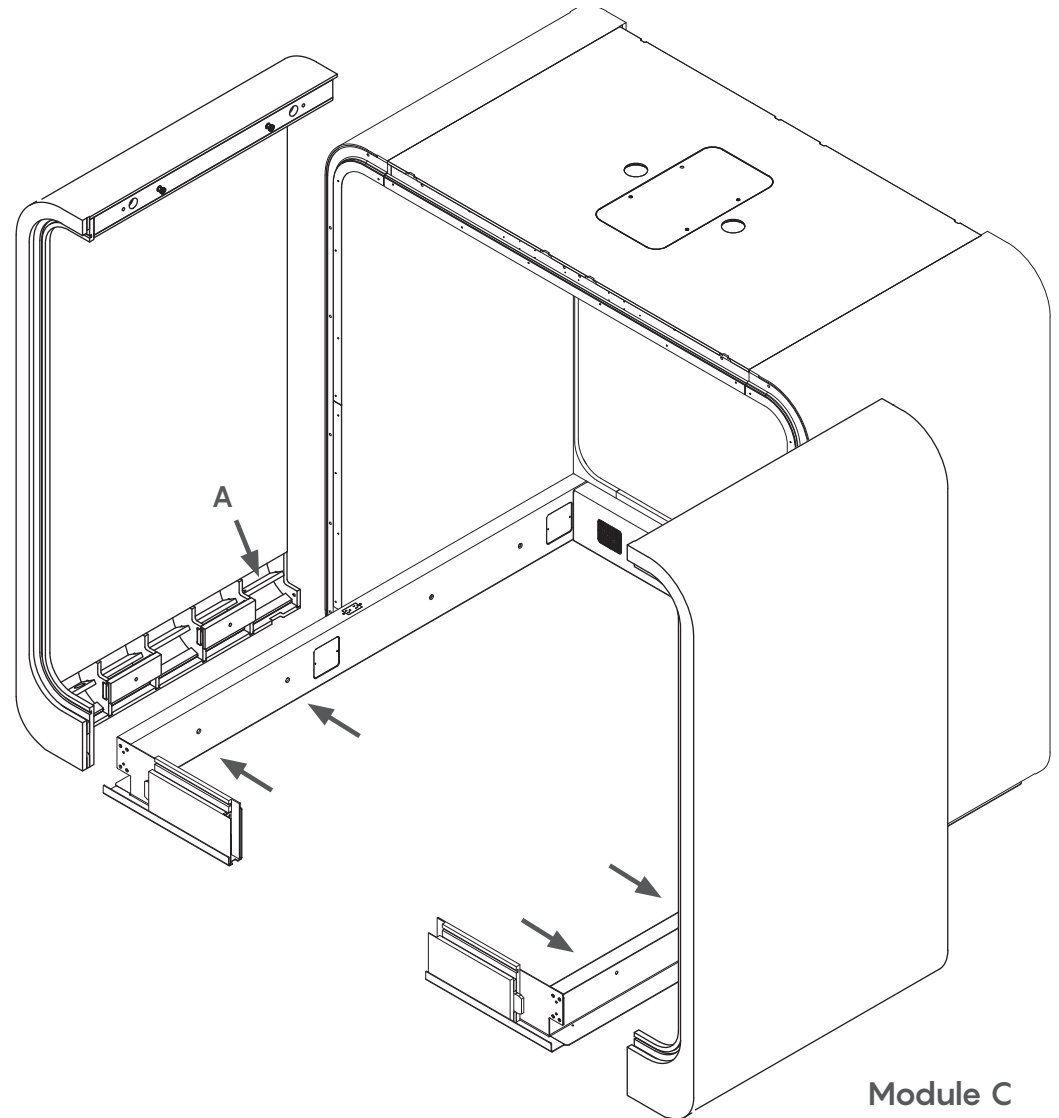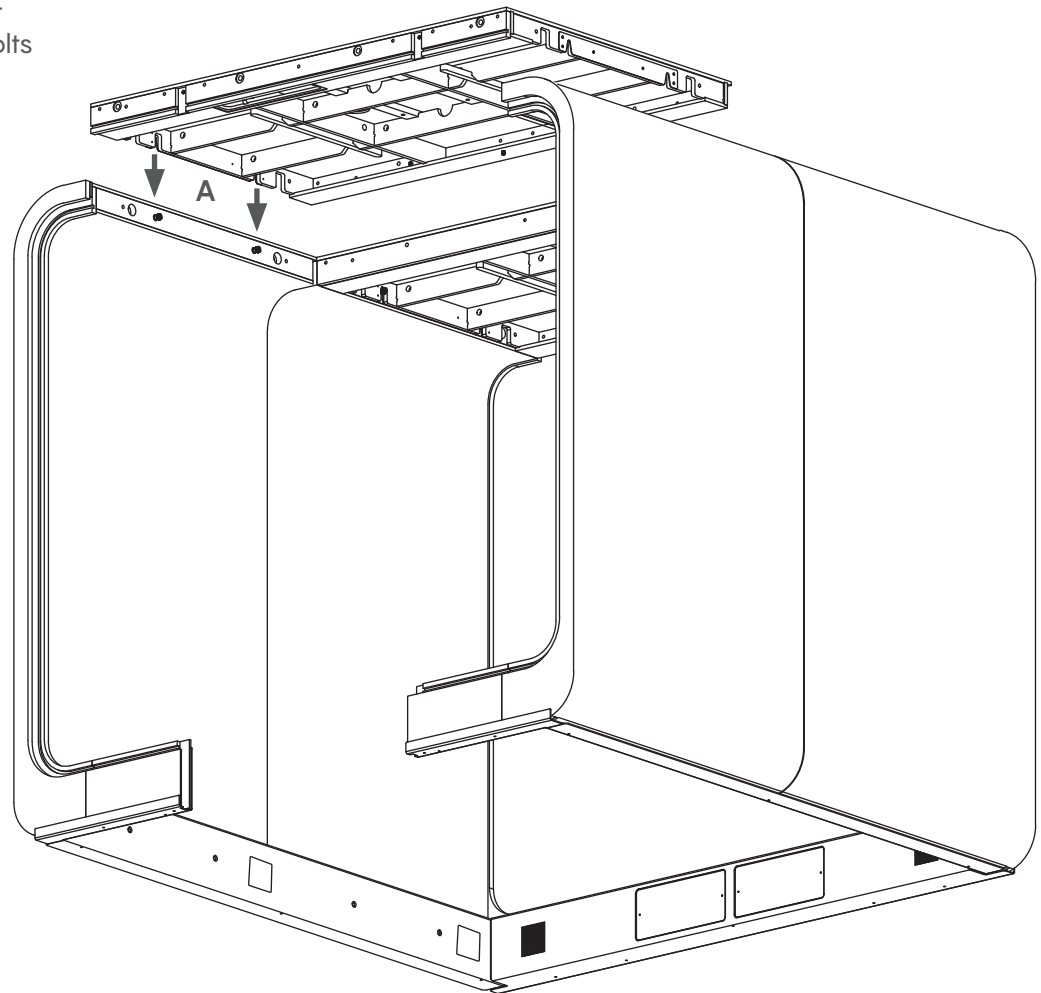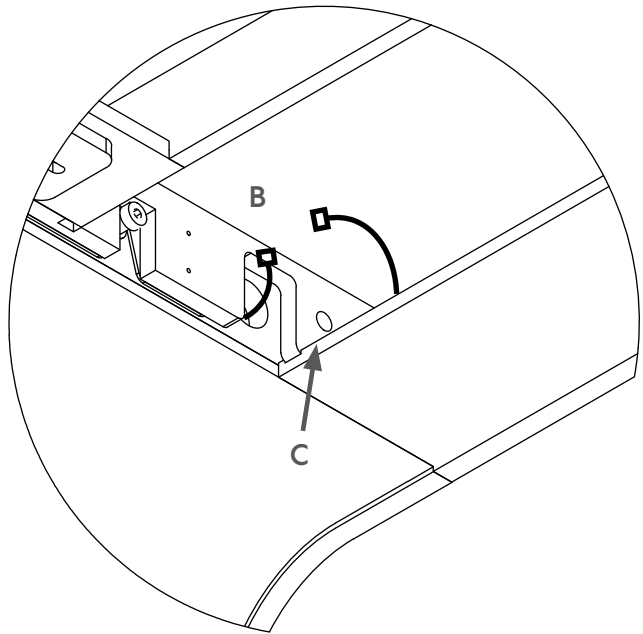
STEP 11

Check alignment of Modules A/D and Modules C/F, push upper half of modules to correct for any misalignment. With one or two individuals holding the modules aligned, bolt through the rear interior frame of Module B into Module E using two 3/8 x 2 3/4" BH bolts in the two indicated holes**. Secure tightly to lock relation of modules in place.

BOLT

DETAIL A

A   B

BOLT

DETAIL B
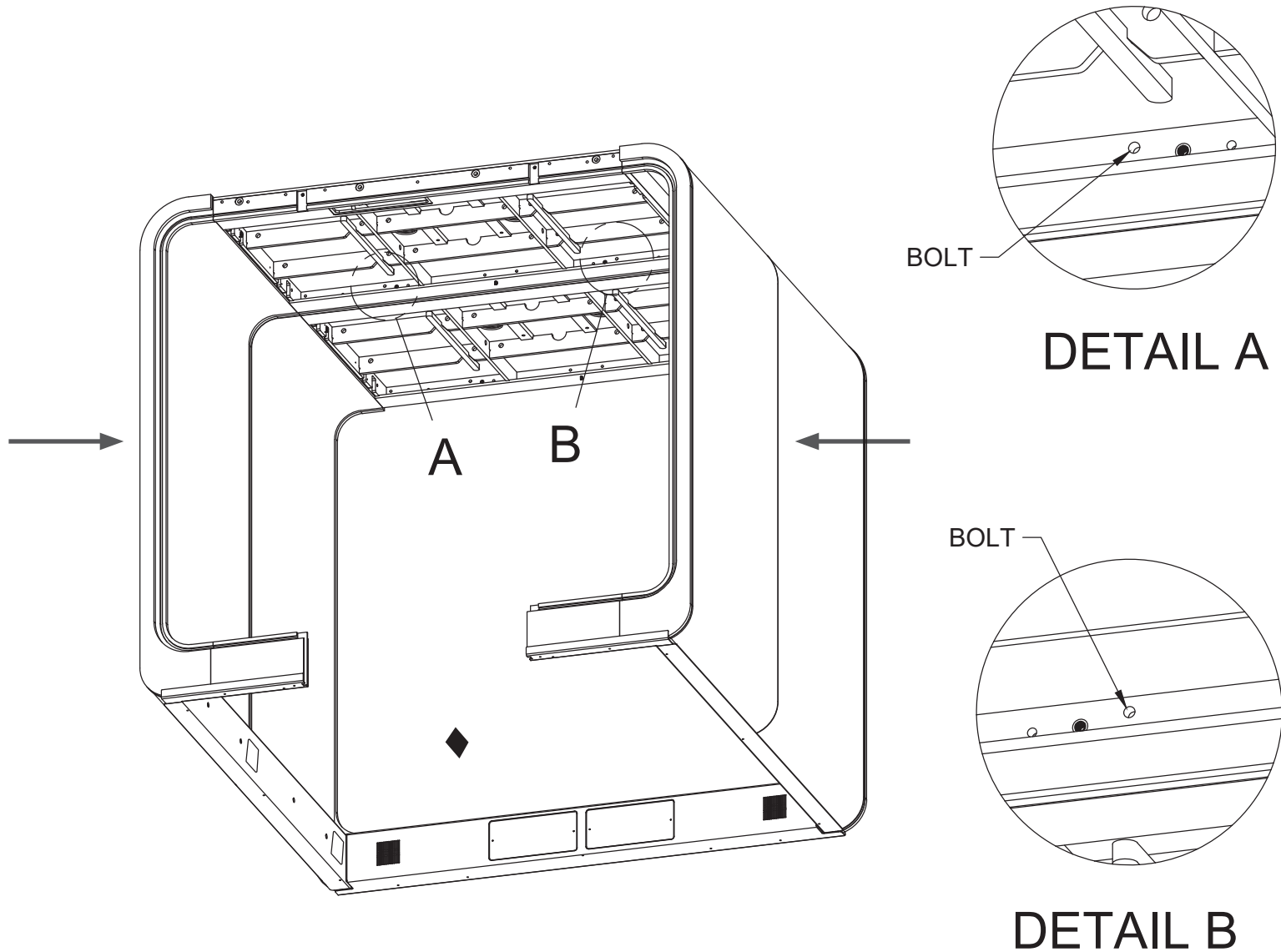
STEP 12

Using two people, install drop ceiling on Module E in rear of the booth. Determine rear edge of drop ceiling by looking at the cleat catches. The rear catches are larger with a deeper recess and do not go past the ege of the drop ceiling body (A). The forward catches are shorter, have a shallow recess and protrude slightly past the drop ceiling body(B).

Outer catches should fit just outside the two central inner frames of Top Modules (C). See Step 13 for further instruction.

INTERIOR CEILING
MODULE E
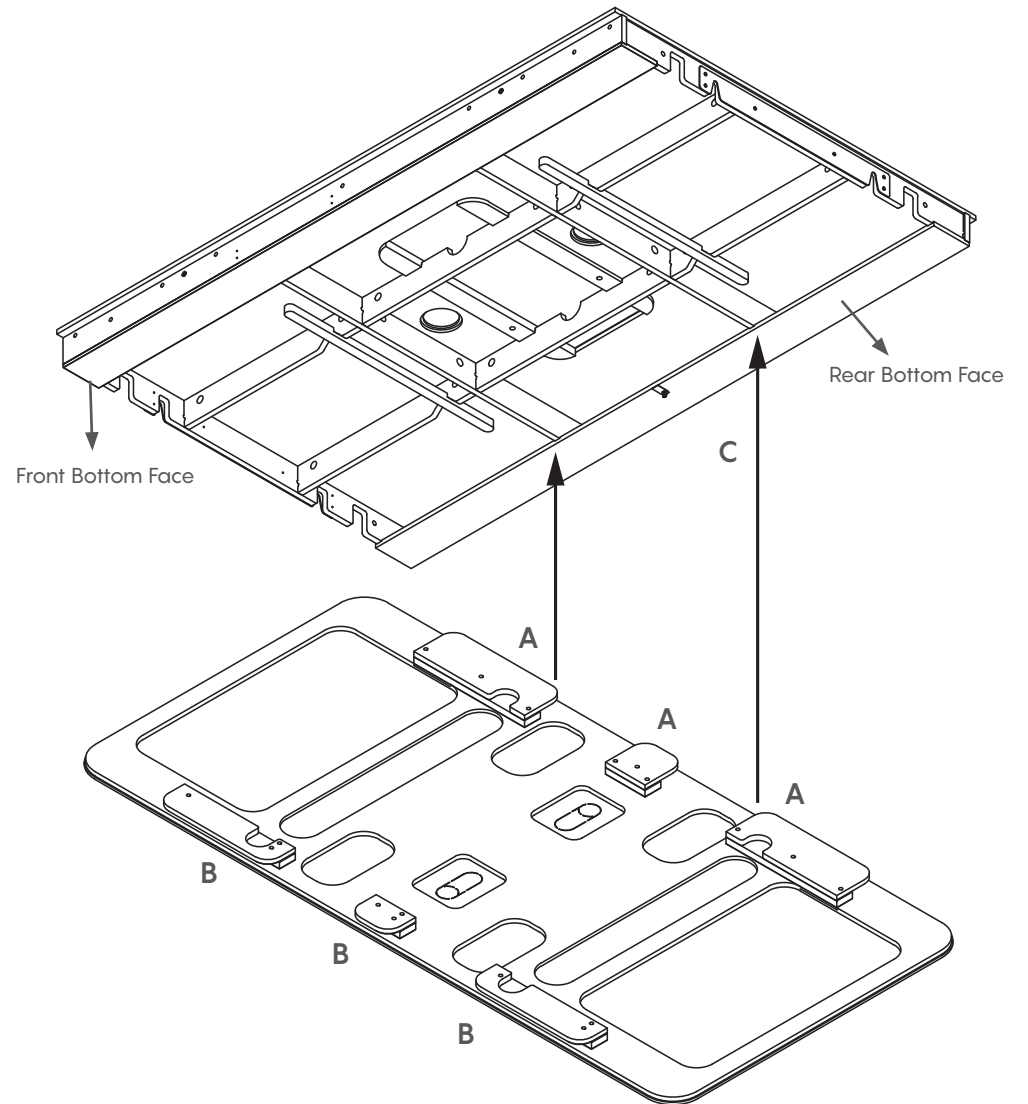
Rear Bottom Face

Front Bottom Face

C

A

A

A

B

B

B

STEP 13

Front Bottom Face   Drop Ceiling   Rear Bottom Face

1) Slide the drop ceiling onto the rear bottom face using the recess between the cleats and main body to "catch"
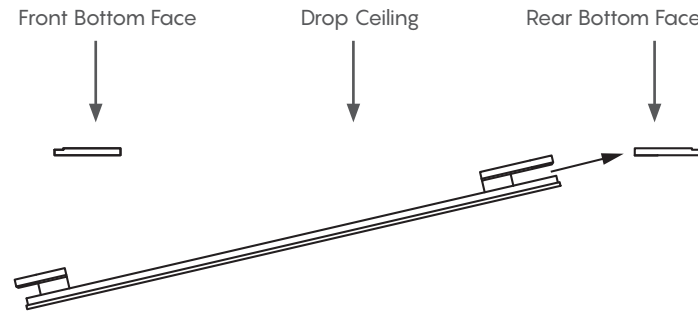
2) Gently angle the front of the drop ceiling upward as you fully engage the bottom face in the cleat recess.

3) Slide the drop ceiling forward untill it stops, catching the front bottom face in the recess on the forward cleats

4) Lock the drop ceiling in place by installing provided thumbscrew hardware in the rear bottom face
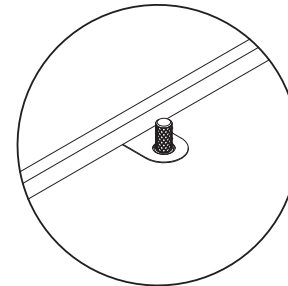
STEP 14

With the correct drop ceiling orientation confirmed and locked in place, prepare to connect the motion sensor. Using a sharp blade, find the pre-scored cutout indicated by (A)** and cut along the perimiter to remove a pill-shaped section of felt (B). NOTE that you may choose to place sensor in alternate cutout, but you must route wiring from the indicated opening to your desired opening. The drop ceiling will need to be removed to do so.

Reach into pill shaped opening, find electical connection and pull free length through opening. Retrieve the sensor assembly from packaging and connect to the electrical connection, making sure it is plugged in in the correct orientation (C). Feed spring mounts through opening in felt to mount the sensor assembly securely over opening.

B

C
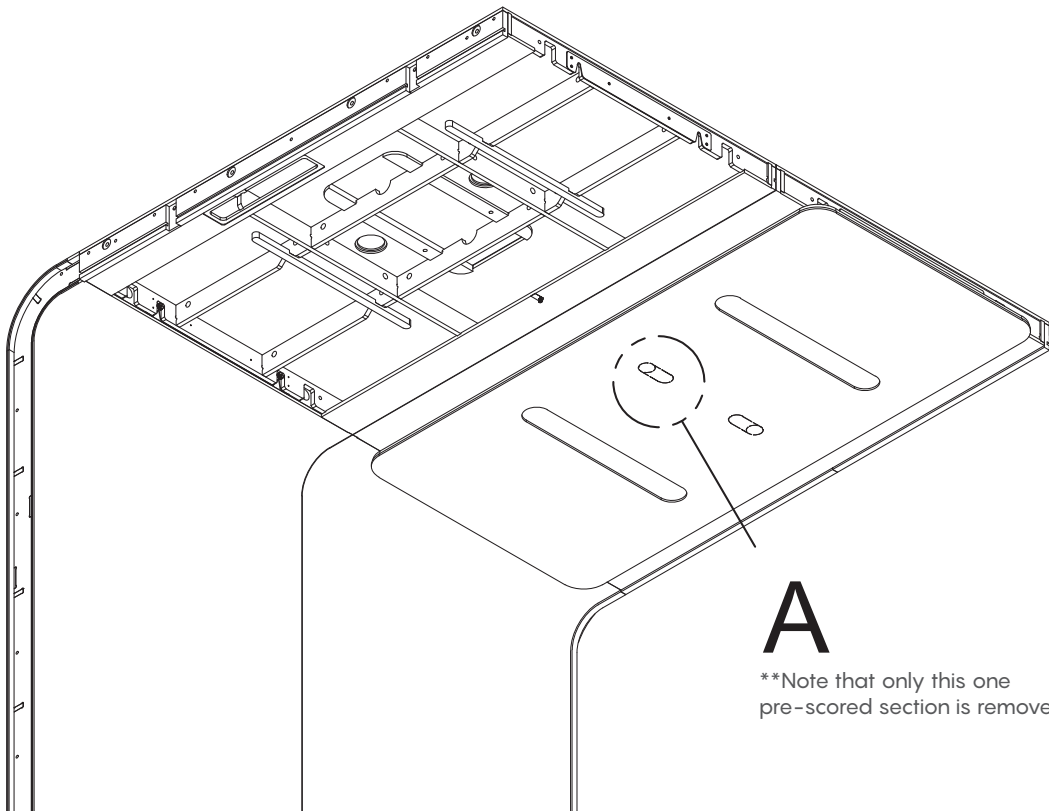
A

**Note that only this one
pre-scored section is removed
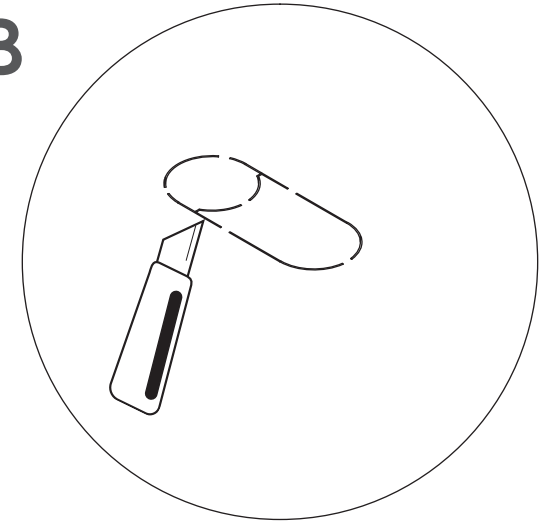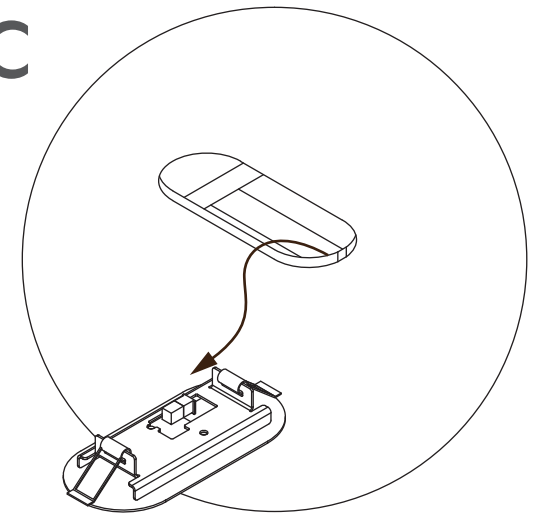
STEP 15

Install Side glass in the rear face of the Loop Access. Drop it gently in the bottom track (A) then shift it tight to the side using a suction grip glass handler (B). Repeat for opposite side.

note that if your booth has an electronic closer, one piece of side glass will have an applique. This piece of side glass must be installed on the right side of the door opening

A

B
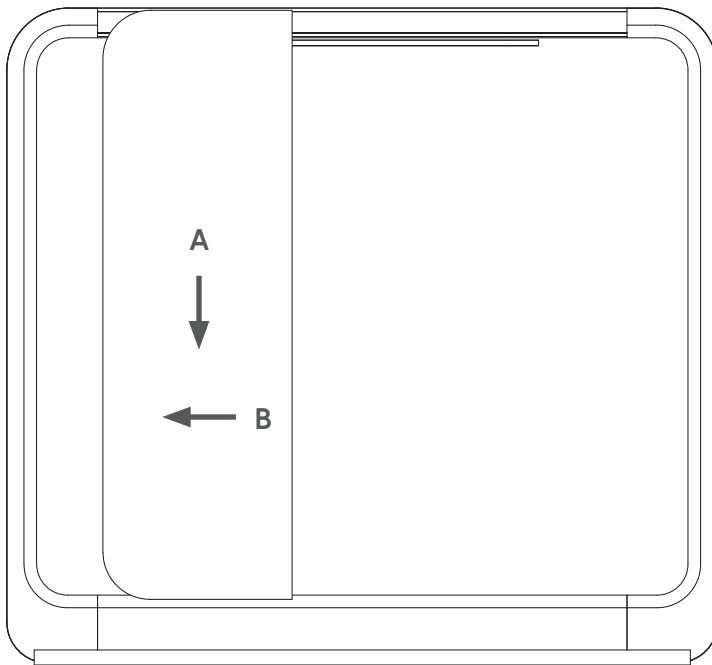
REAR FACE

STEP 16

Prepare to install rear glass by inserting provided wooden dowel in holes indicated by Detail A until no more than 1/2" is exposed. Apply the two provided lengths of clear H-track with adhesive to inner edge of each piece of side glass (B), note that you may need to trim excess length.
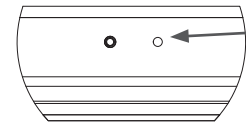
Insert wood dowel in the more central of the two outer holes, repeat for other side.

DETAIL A

A

B
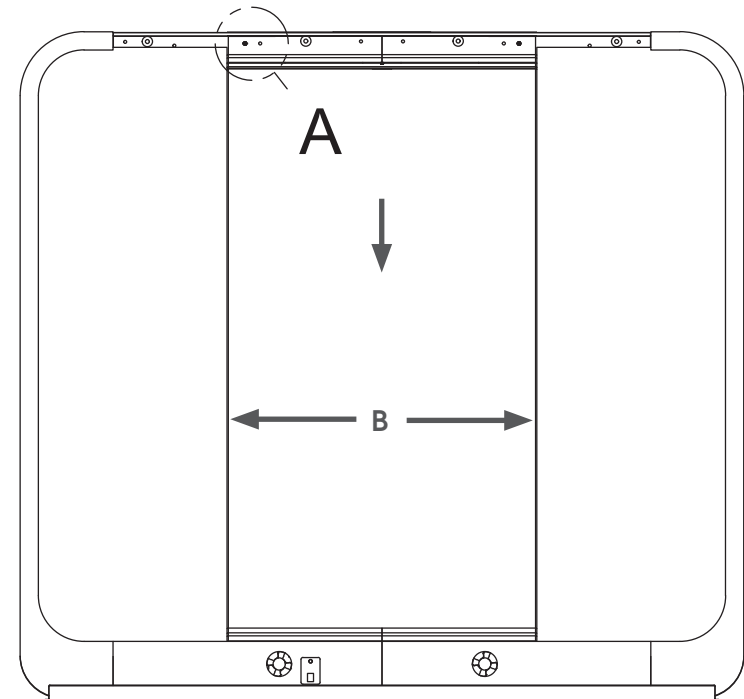
REAR FACE

STEP 17

Ensuring both side pieces of glass are snug to the outer edges, use two people to gently install the Rear Central glass piece (A). Check alignment with bolt hole and wooden dowel. Secure glass in place using provided plastic washers and 3/8" x 2" BH bolts (B).
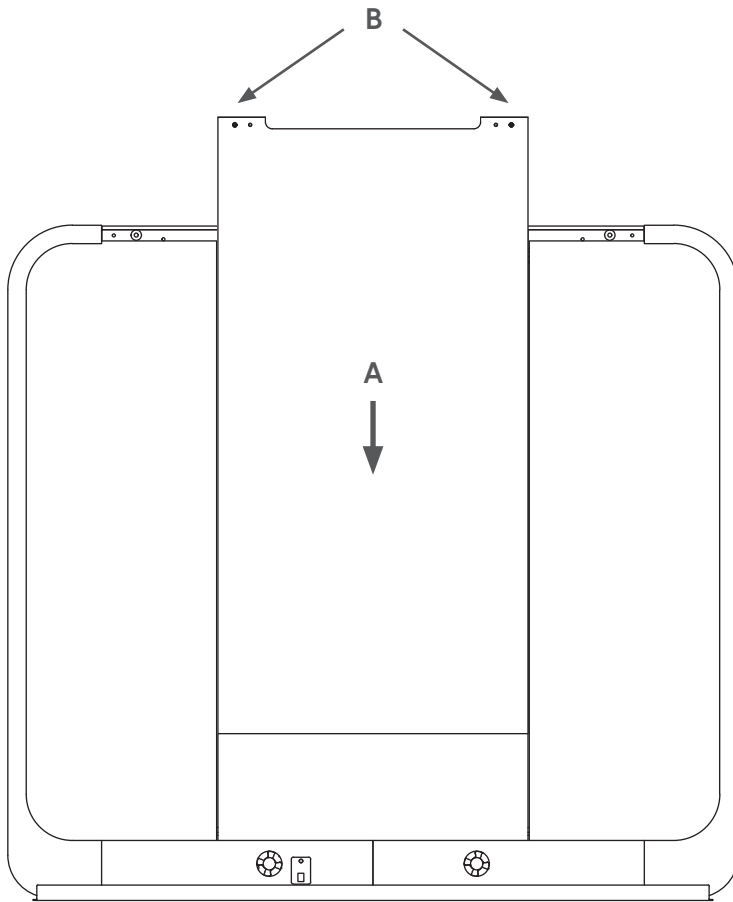
REAR FACE

STEP 18

Using a suction grip glass handler, shift both side pieces of glass tight up against the central piece to engage a proper seal (A). Retreive Top Back Cap and clip in place (B) by aligning clips and pressing downard until fully engaged
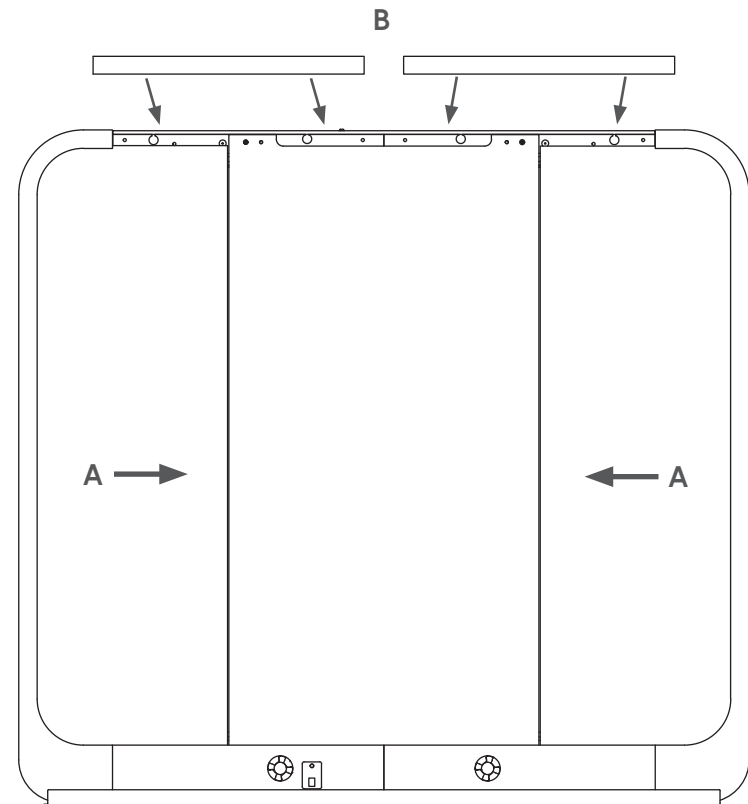
REAR FACE

STEP 19

Install Side Glass in front face by placing in track (A) then slide gently into side (B) using suction grip glass handler. Glass must be fully inserted into side to enable installation of door extrusion. Repeat for glass on other side.

note that if your booth has an electronic closer, one piece of side glass will have an applique. This piece of side glass must be installed on the right side of the door opening with the vinyl on the exterior surface

Apply provided "C" shaped door seal to edges of side glass (C).
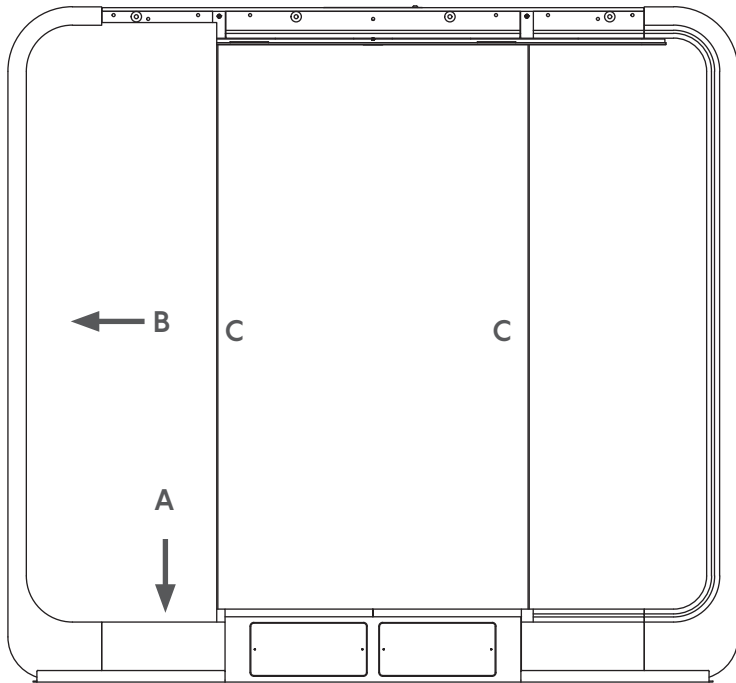
FRONT FACE

STEP 20

Install provided extrusion assemblies. **Assembly with hinges is installed on the left side of the door opening for standard LF door installation, if your booth is a RH open access it is installed on the right side**. Secure each extrusion to the top of the booth using provided 3/8 x 1" BH bolt (Detail A). Secure each extrusion to the base using provided 1/4-20 x 1 3/4" BH bolts (Detail B). You will need to gently peel back installed seal to access these bottom bolt holes. Once bolted, replace seal without stretching it and ensure seal reaches to ground then trim any excess.

Push the side glass towards the center and into the extrusion slot, ensuring a tight seal between door seal and extrusion metal.
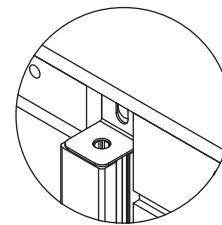
DETAIL A
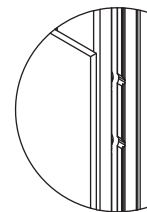
DETAIL B
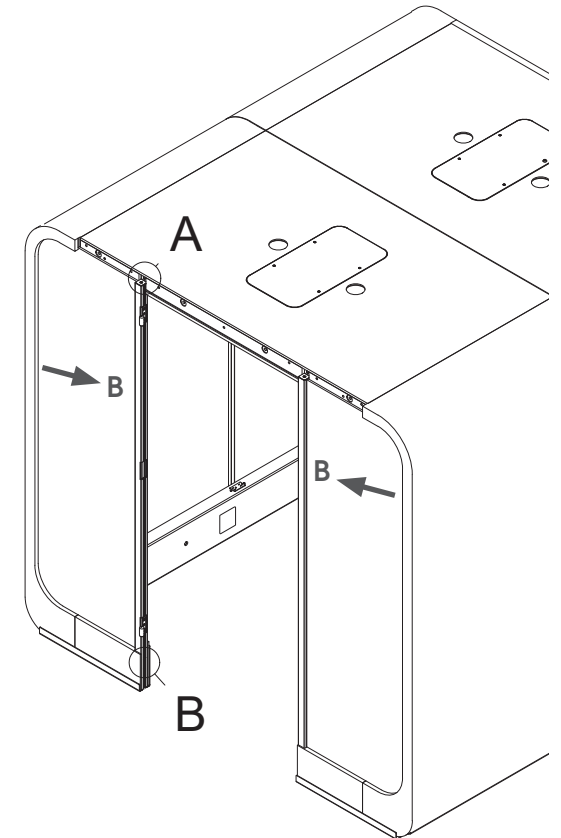
STEP 21

Retrieve door from packaging. Align affixed hinges on glass with other half affixed to extrusion and gently lower onto pins (A). If you find you are having trouble aligning, ensure sections attached to the extrusion are set fully toward front. If still having trouble, you may loosen hinges attached to glass and align them closer to edge of glass for additional space to make the alignment. This spacing will be corrected in the next step.
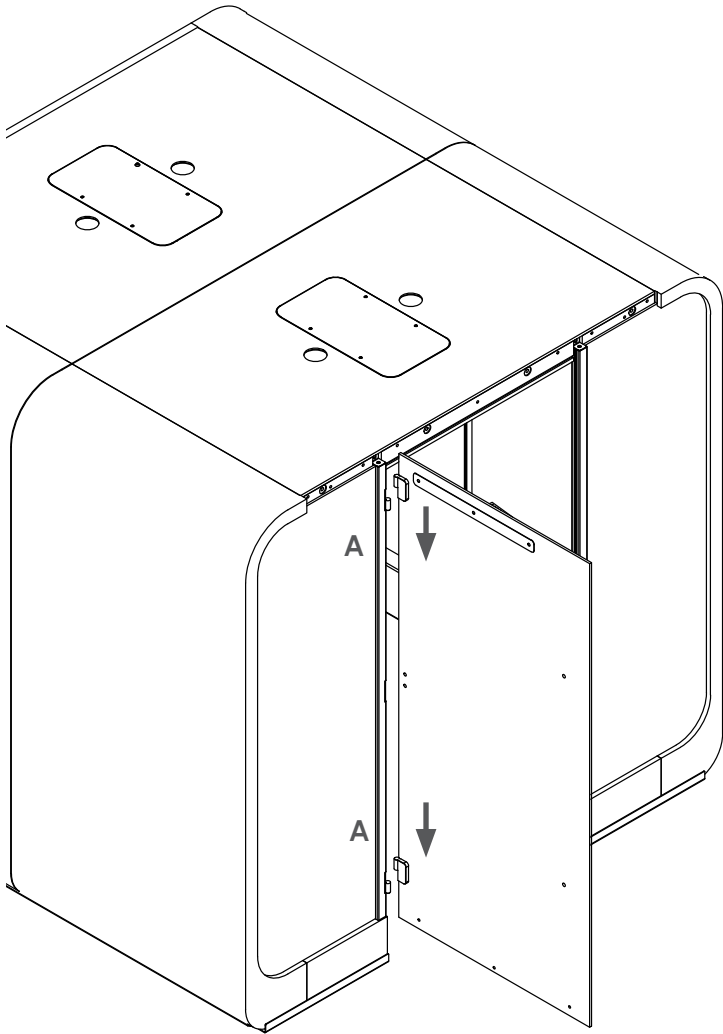
STEP 22

With door set on hinges, loosen bolts securing top hinge to extrusion and push hinge tight into booth (Detail A). Securely refasten bolts into extrusion and then repeat for lower hinge (Detail B).
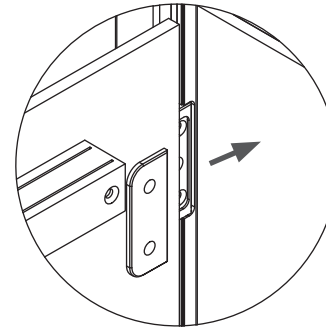
DETAIL A
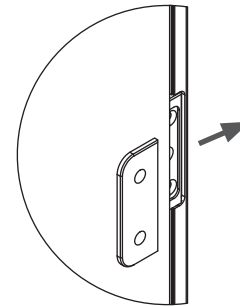
DETAIL B
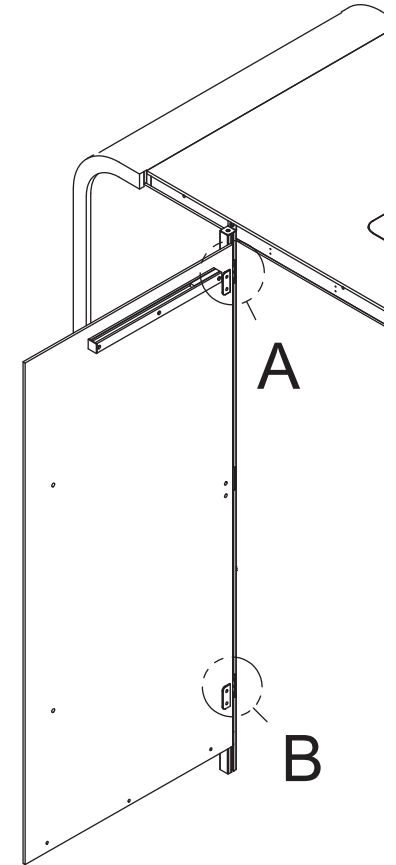
STEP 23

With door still "open", loosely bolt third hinge to extrusion using pre-installed insert nuts (A). These can be slid along extrusion to position. Align with holes in glass and securely bolt to door. You may now securely bolt hinge to the extrusion. With all three hinges secured, apply bolt covers and use excess bubble rubber on bolt covers to complete gaps in the bubble seal.
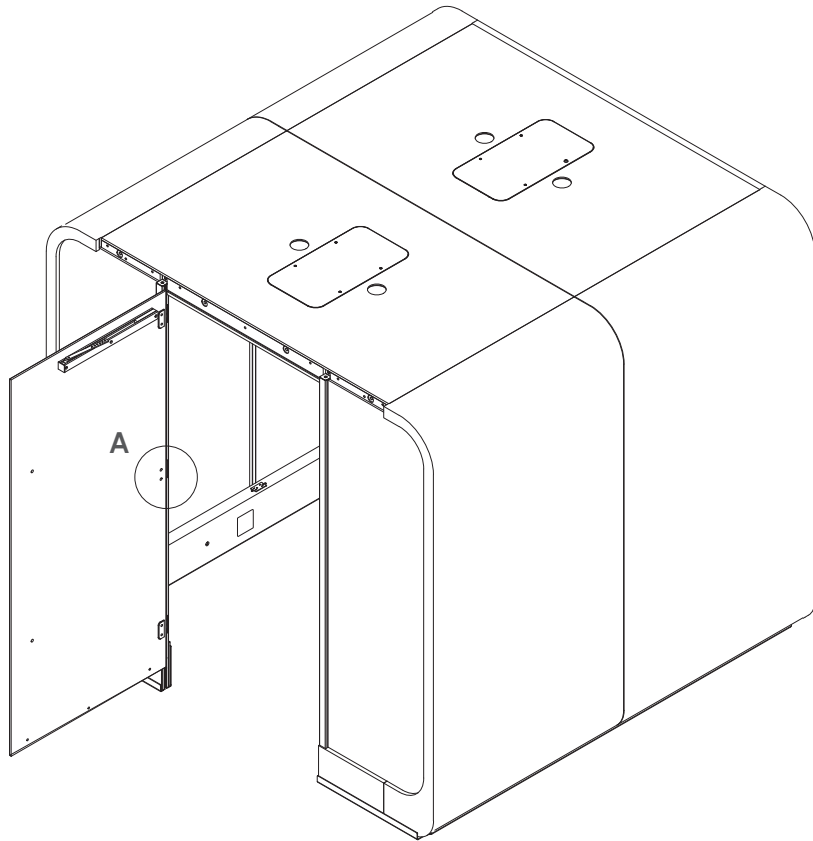
STEP 24

Mount door handle. Affix the first half of the handle, bolting from the inside face of the door (A). Then place second half of handle and tightly secure set screws on either side of handle (B).
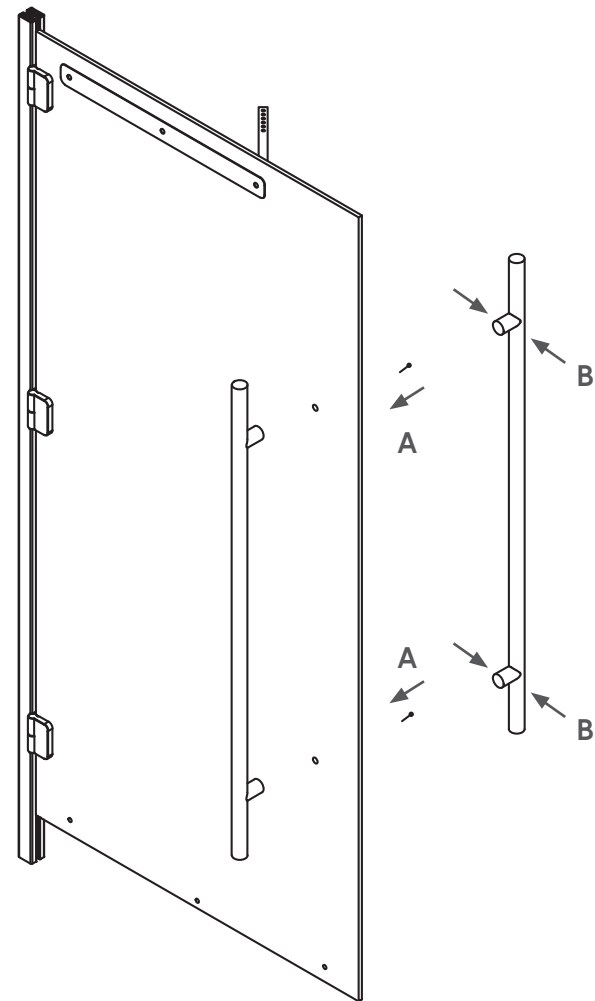
STEP 25

Mount Interior door base assembly to interior face of glass door in four locations (A) using provided furniture bolts and plastic washers. With the interior assembly firmly bolted to glass, mount the exterior door base (B). Align clips and press exterior door base downward until clips engage fully.

A

B

Interior Door Base

Exterior Door Base
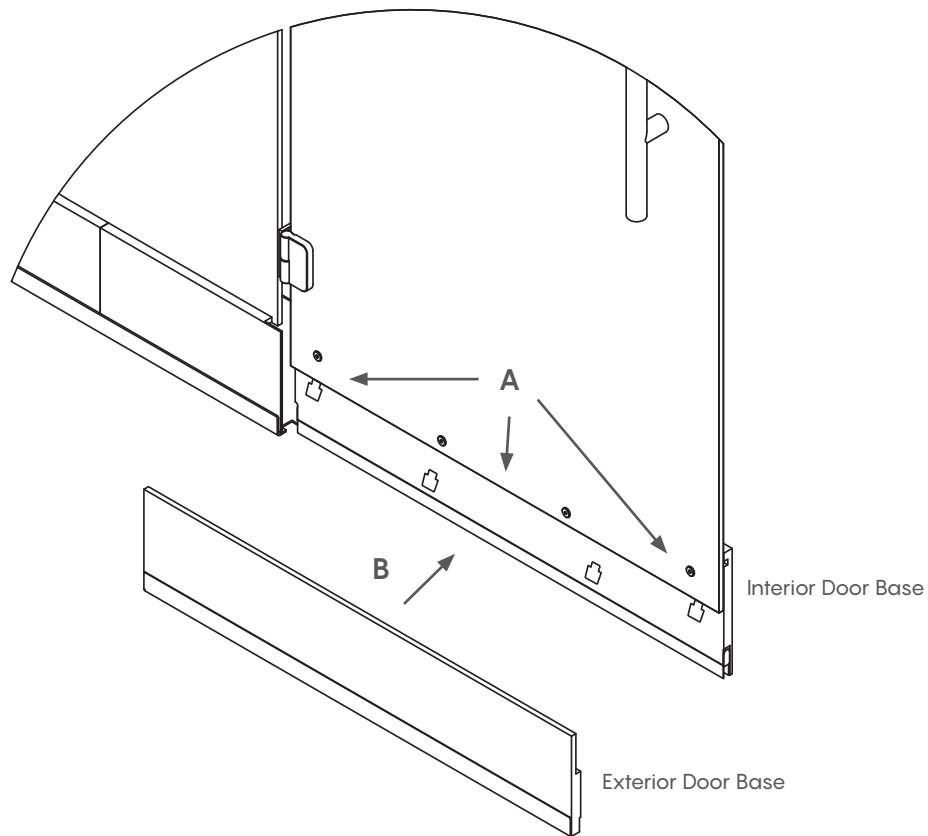
STEP 26

While inside booth, find drop seal trigger located in right edge of door base assembly (A). Close door and ensure trigger aligns with trigger plate which is mounted in the extrusion under the seal. If they do not align, loosen the trigger plate slightly adjust and then retighten.

Close door fully. If trigger does not fully engage to drop seal, use allen key on trigger to extend outward a half-turn at a time. Be sure not to extend the trigger any further than necessary to engage the seal.
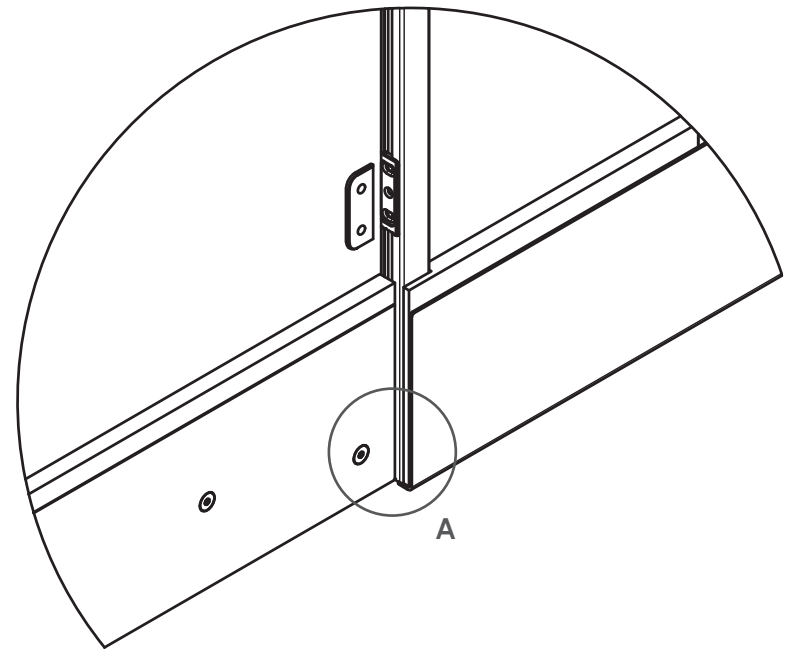
A

STEP 27

Connect hydraulic door closer. Find and unscrew set screw from slider arm (A). Push door outward and pivot arm sleeve (B) mounted to hydraulics outward (will have a degree of resistance). Align arm on slider with sleeve and insert until the second hole in the arm aligns with the second hole in the sleeve (or any hole alignment close to this). Use set screw to affix arms in this position.

**Test mounting position by closing door fully while on interior. If the arm was not inserted into the sleeve deep enough the slider will hit the end of the track and pop it out of place (C)

**Test mounting position by opening door to 90 degrees. If the closer arm was installed too deeply into sleeve the door will stop before it is opened to 90 degrees.

Adjust position of set screw as required.
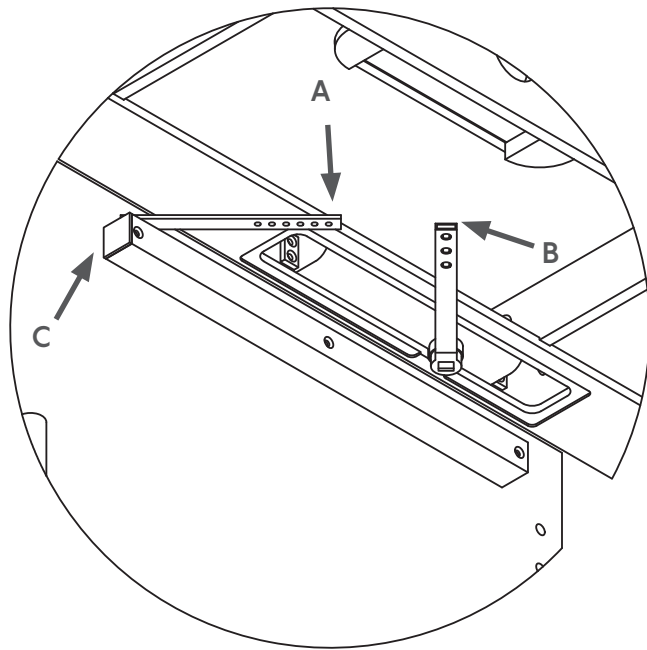
STEP 28

With door closer properly connected, open door fully and allow to close. Sweep speed should allow door to close at a comfortably slow rate with Latch speed kicking in at the last second to ensure door closes hard to engage the drop seal.

If sweep speed needs to be adjusted, remove closer cover and adjust speeds 1/4 turn at a time on the right side of the closer (A). Follow Fig.4 for directions.

**If experiencing any issues with the door closing, see fine tuning guide loated at the end of the installation instructions.

Closing Speed   **Fig. 4**

Slow   Latch Valve   Sweep Valve   Slow
1/8" Hex Key   1/8" Hex Key
Fast   Fast

Slow   Delay Valve
1/8" Hex Key
Fast
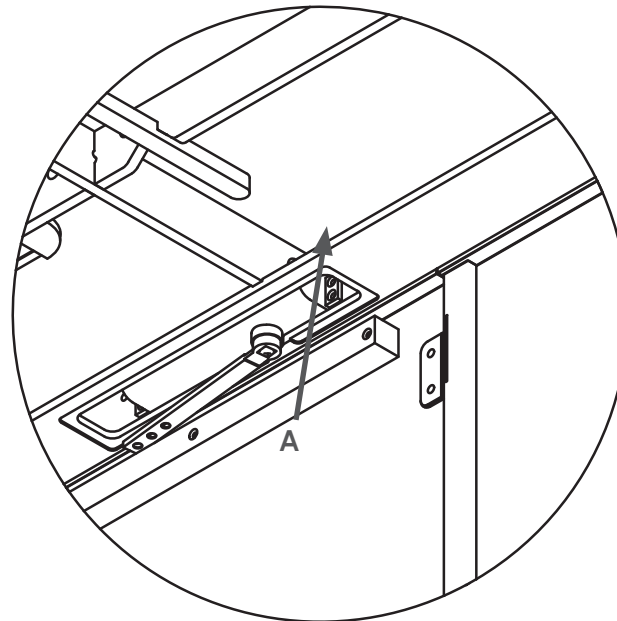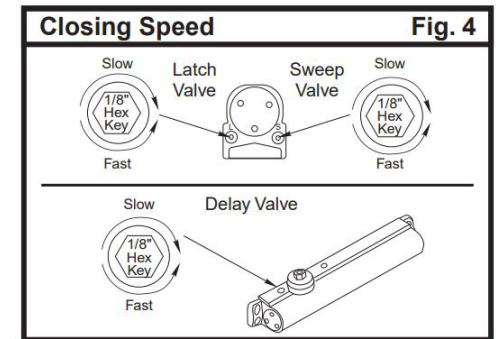
STEP 29

Retrieve Norton 5800 ADAEZ closer and mount to pre-installed plate on door. Align closer with arm facing away from hinges and slide onto pins. Bolt in place using provided Hex socket screws.

Ensure closer is mounted tightly.

Doors come paired with two RF buttons, these should be mounted to glass centered on the black decal located on the side glass to the right of the door both outside and inside the booth.
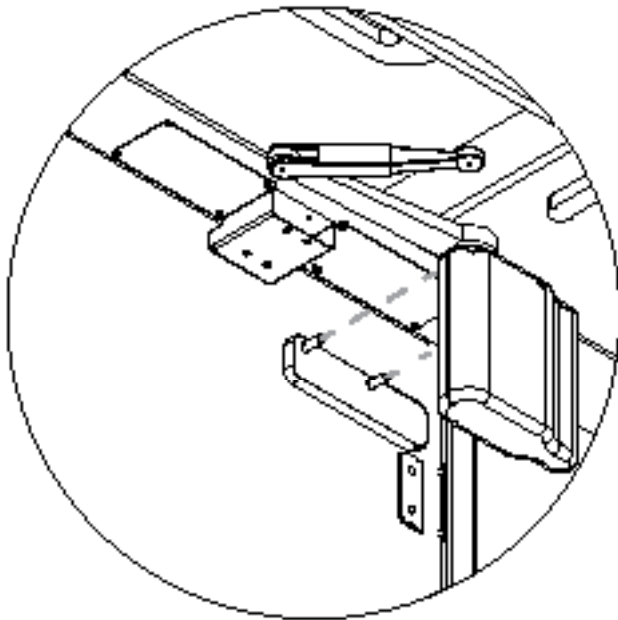
STEP 30

Unscrew bolt from pre-mounted closer assembly on the top module and affix arm of closer. You will need to ensure that there is a pre-load applied prior to bolting, see diagram below for detail (A).

To acheive pre-load (an offset of approximately 1/2 the diameter of the bolt opening), you can rotate the arm to tighten or you may loosen set screws (B) and slide arm mount (C) to ideal position.

OPTIONAL WASHER

C

B

ADJUST ARM LENGTH TO PROVIDE PRELOAD

A
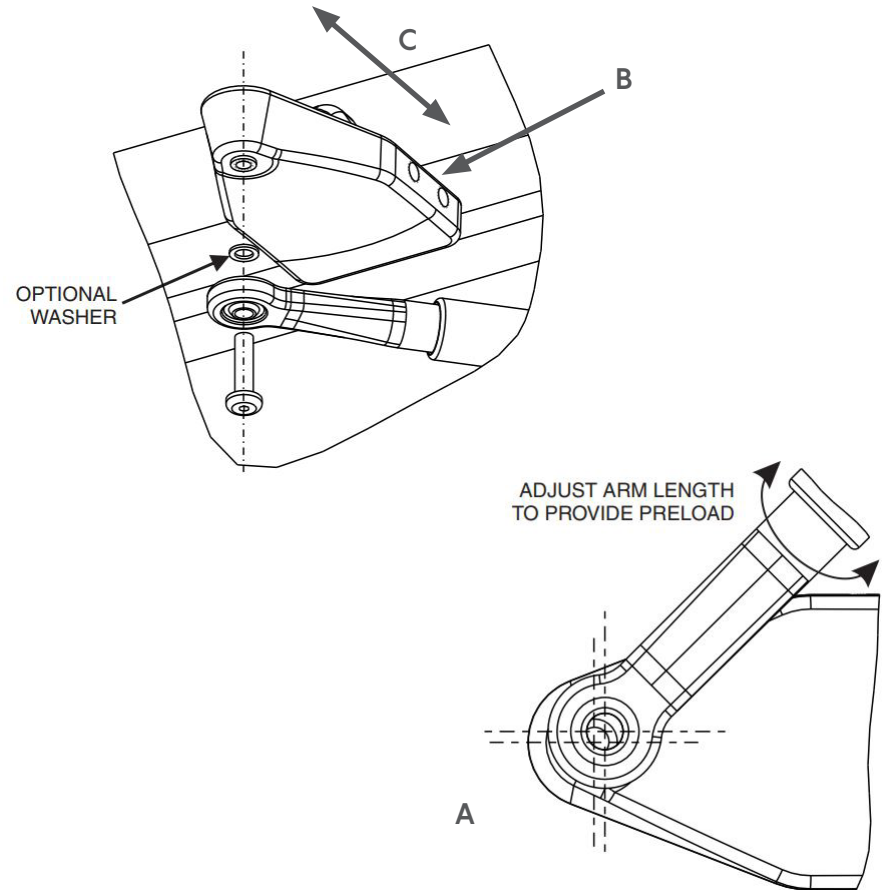
STEP 31

With closer mounted and buttons in place, switch closer on (located on bottom of main body). Closers come programmed with an approximate close and open position, this will likely need to be adjusted. Press an opener button and have door run through opening. If positions need to be adjusted, see below

Full instructions for the 5800 closer are inclosed in the shipment, if you require replacement instructions they may be found here:

https://content.assaabloyusa.com/doc/AADSS1056718&.pdf

**If experiencing any issues with the door closing, see fine tuning guide loated at the end of the installation instructions.

TUNING POTENTIOMETER

OPTIONS:
POWER CLOSE
PUSH & GO
DYNAMIC BRAKING
LATCH ASSIST

LEDs 1-4 ADJUSTMENT INDICATOR
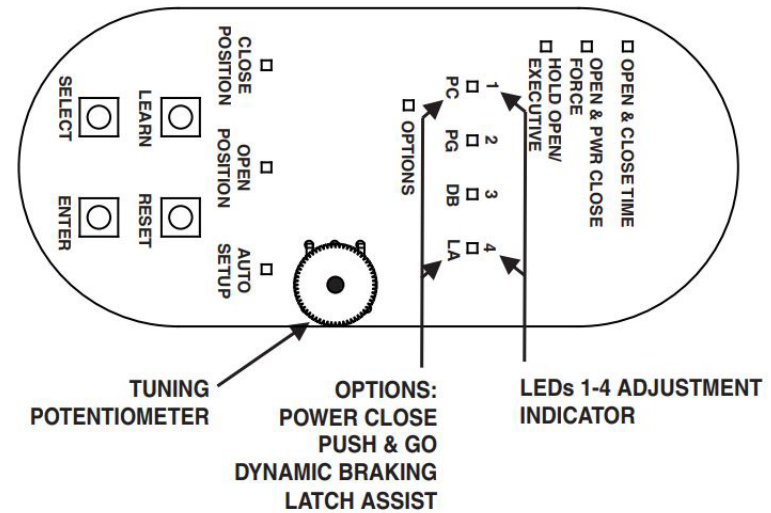
Figure 12

1. Refer to Figure 12 and, at the base of the setup board, PRESS and HOLD both "SELECT" and "ENTER" pushbuttons until LEDs 1 through 4 flash. The following shall occur:
   • The operator shall enter program mode.
   • The "CLOSE POSITION" LED shall illuminate red and remain lit.

2. With the door in the closed position, PRESS and RELEASE the "ENTER" pushbutton. The following shall occur:
   • The "CLOSE POSITION" LED shall flash green briefly.
   • The "OPEN POSITION" LED shall illuminate red.

3. With the door in the fully open position, PRESS and RELEASE the "ENTER" pushbutton. If the ENTER button is not accessible with the door in the fully open position, PRESS and RELEASE one of the activation pushbuttons. The following shall occur:
   • The "OPEN POSITION" LED shall flash green briefly.
   • The "AUTO SETUP" LED shall illuminate red.

4. With the door in the closed position, PRESS and RELEASE the "ENTER" pushbutton. The following shall occur:
   • The door shall rapidly open 30 to 45 degrees and then close.
   • The "AUTO SETUP" led shall illuminate green.
   • The Operator will exit programming mode.

5. If further door adjustments are desired or optional features will be enabled refer to Section 11, and PERFORM adjustments.

6. To reset the controller, PERFORM the following:
   • PRESS and HOLD the "ENTER" button,
   • While holding down the "ENTER" button PRESS and RELEASE the "RESET" button.
   • LEDs 1 through 4 shall flash green briefly

NOTE: Resetting the controller does not reset the RF transmitters.

1. To link an RF switch with a door controller, PERFORM the following:
   a. PRESS and HOLD the "LEARN" pushbutton on the controller until LEDs 1 through 4 flash green. The controller shall remain in the learn mode for 20 seconds or until the RF signal is received.
   b. PUSH the RF pushbutton. CLOSE POSITION LED shall flash green indicating that the operator accepted this RF pushbutton.
   c. REPEAT steps a. and b. as necessary for up to eight ADAEZ transmitters.

2. To remove all RF pushbuttons from memory, PERFORM the following:
   a. While pressing and holding the "LEARN" pushbutton on the controller, PRESS and RELEASE the "RESET" pushbutton.

STEP 32

With door fully functioning, ensure door closer cover is replaced and repeat steps 12 and 13 to install front drop ceiling. If connecting sprinkler system, see additional instructions.

SIDE VIEW

Front Bottom Face   Drop Ceiling   Rear Bottom Face

1) Slide the drop ceiling onto the rear bottom face using the recess between the cleats and main body to "catch"
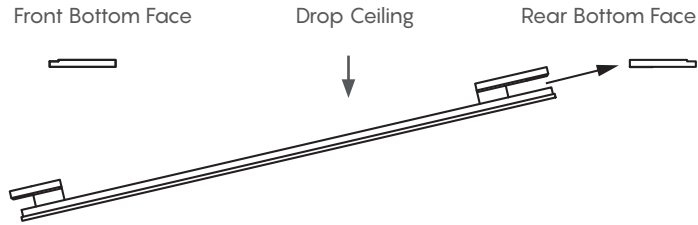
2) Gently angle the front of the drop ceiling upward as you fully engage the bottom face in the cleat recess.

3) Slide the drop ceiling forward untill it stops, catching the front bottom face in the recess on the forward cleats
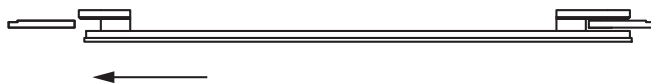
4) Lock the drop ceiling in place by installing provided thumbscrew hardware in the rear bottom face
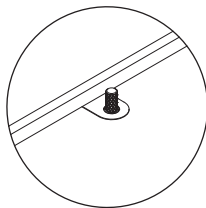
STEP 33

Mount top front caps (A) by aligning clips and pressing downward until fully engaged.

With your Access 2 fully assembled, plug in supplied power cable in rear of base and plug in booth. Allow warm up sequence to run, which will take approximately 2-4 minutes and tests all fans and LEDs one at a time.

A
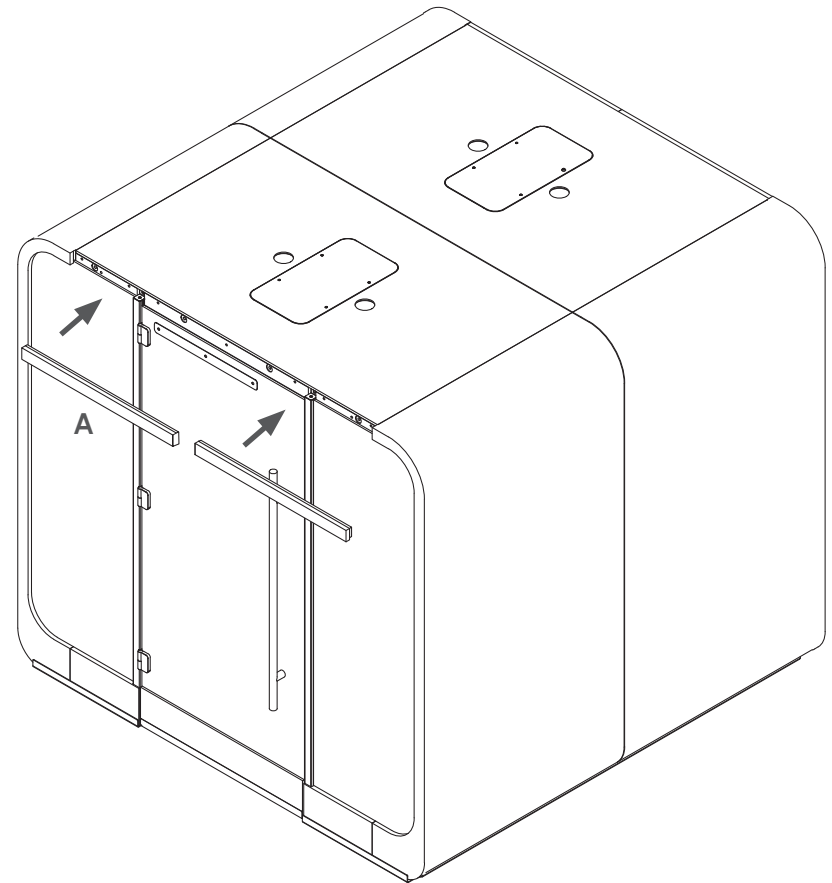
STEP 34

Enjoy your Loop Access 2!
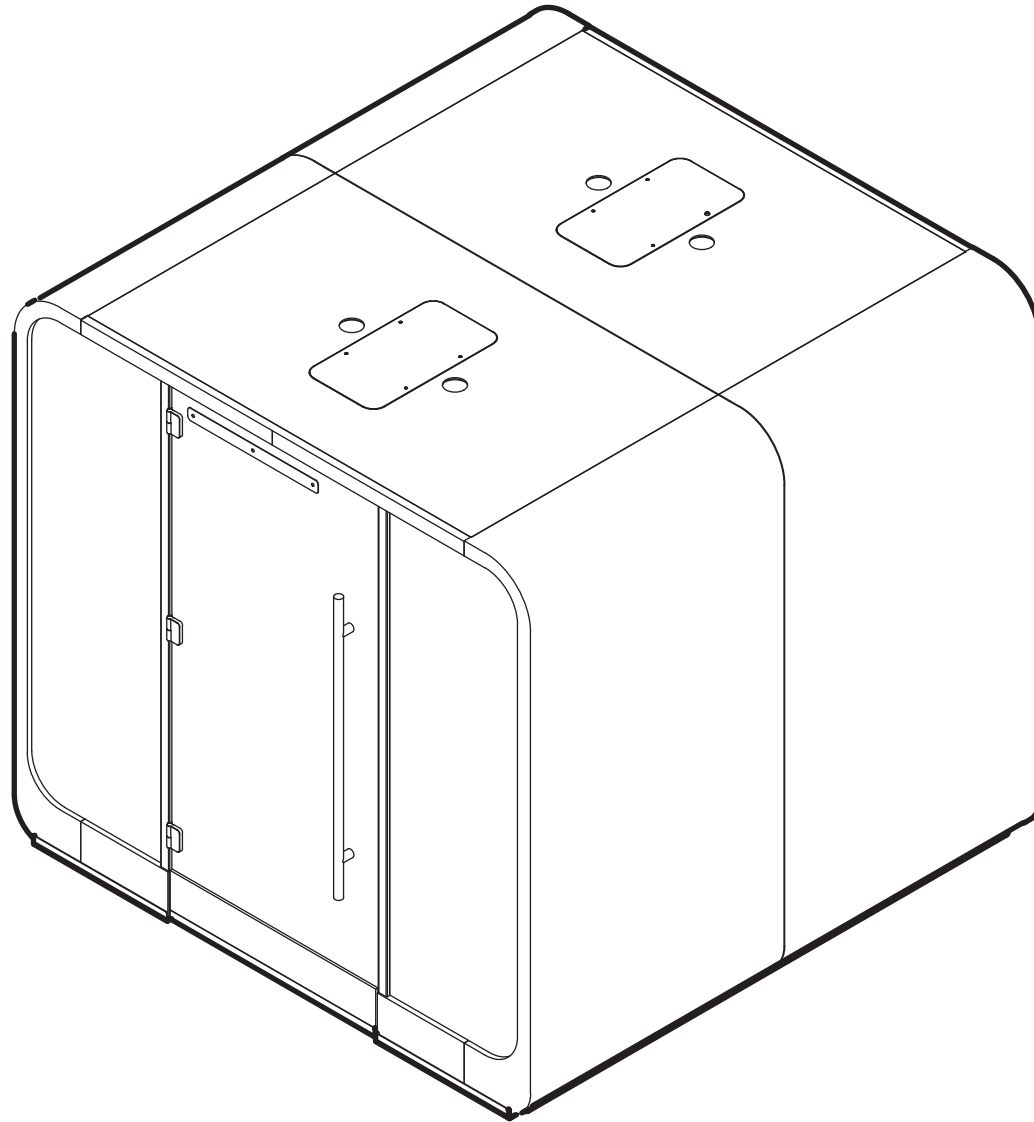
ACCESS 2 – SPRINKLER ALLOWANCE

In an Access 2, the forward module typically receives the sprinkler. Remove top cover from the forward module and drill hole to feed through sprinkler piping (A).

Cut out circular section of indicated perforation from front drop ceiling and cut side sections so remaining part of cut out can "flap" downward (B). Install as you would in a typical ceiling hole. The cut "flap" can be used to remove the drop ceiling without moving the installed sprinkler.

$6\frac{13}{32}$ $6\frac{13}{32}$

Mark aluminum Top Cover at indicated location to ensure hole is directly above sprinkler knockout in felt ceiling. Drill hole as per your installation needs if connecting to building system. Hole for mounted suppression unit should be 2" diameter.
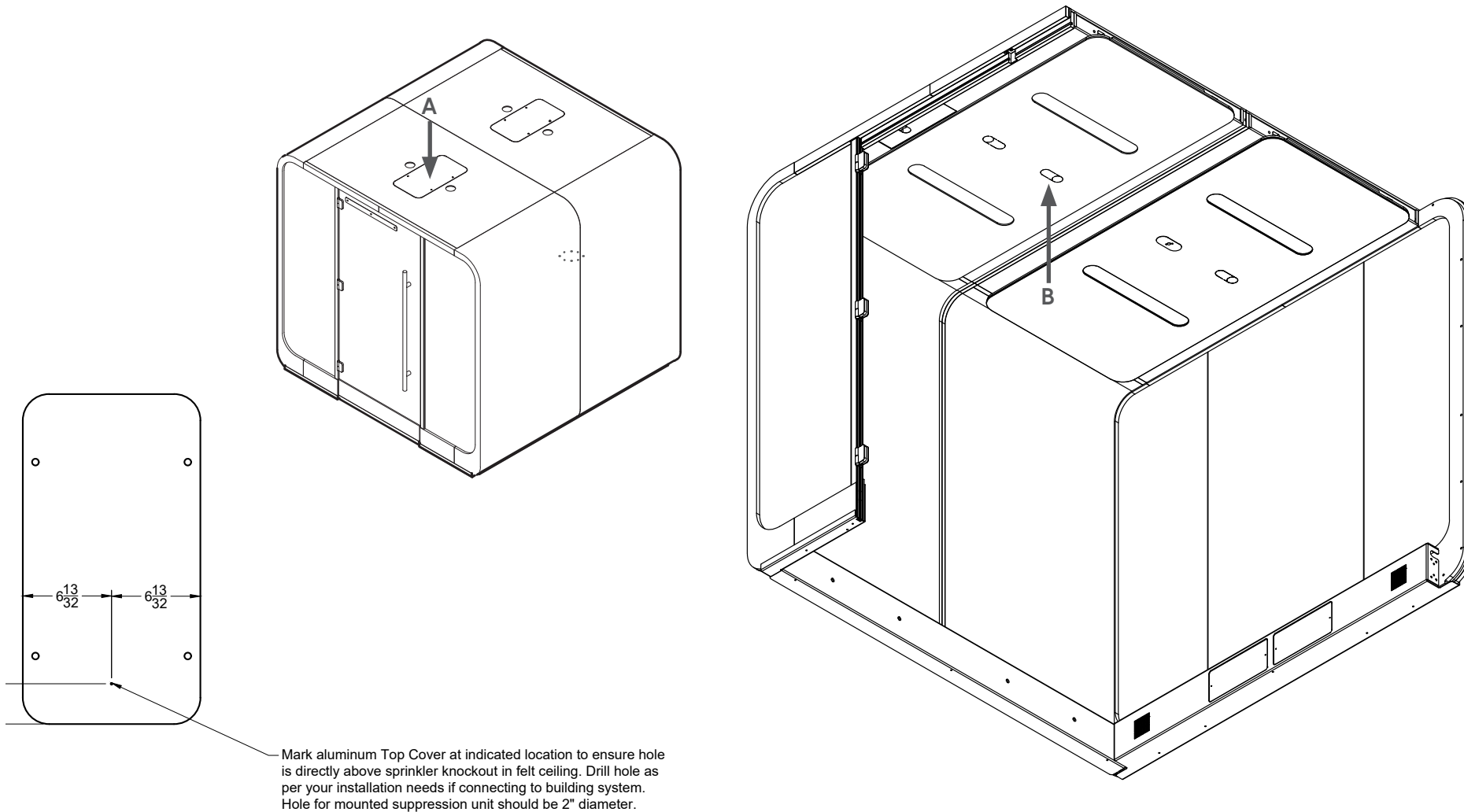
ACCESS INSTALLATION FINE TUNING

Access Installation — fine tuning adjustments.
**requires two persons for most processes

1)   Ensure 3⁄4" x 3⁄4" "D" profile bubble rubber is engaging the floor along entirety of base (making note that openings between sections will receive supplemental sections of bubble seal to complete the perimeter. Cut and install supplemental bubble rubber in openings, affix to metal base.

2)   If there are areas where the bubble rubber is not engaging with the floor, adjust the feet to ensure the bubble rubber engages fully and compresses slightly to create a proper seal. To do this, one individual will need to use leverage to release pressure on threaded foot while the other rotates the foot to further engage it.

3)   After ensuring seal engages along full perimeter, use level to do any fine-tuning levelling. This is most important across the gap for the door.

4)   Relieving pressure on the base and adjusting feet may have caused the front of the frame to shift, ensure proper spacing for door gap (approximately 38.5"). If you find gap spacing is off, determine which side looks out and lift/shift back into proper spacing position and test door opening/closing to ensure there are no issues.

5)   Observe gap on either side of door. It should be equal distance along length on either side, if you find the spacing gets wider or thinner toward bottom, adjust frame as necessary to equalize the gap.

6)   If your Access has a hydraulic closer: If the spacing looks appropriate but the door is not closing hard enough to engage seals you will need to adjust the "latch" speed of the door and potentially the "sweep" speed. The latch speed increases the speed/force of door closing in the last few degrees of the swing to ensure enough pressure to seal. This can be adjusted by removing the metal plate above the door closer on the inside of the booth. It is held in place by two magnets and can easily be removed with appropriate leverage. Increase the latch speed by 1⁄4 turn adjustments and test. If after 3⁄4 of adjustment it is still not engaging bubble seal properly then increase the sweep speed by 1⁄4 turns.

The adjustment valves are found on the right side of the hydraulic closer. With it installed, the lower adjustment valve will change the latch speed and the higher valve controls the sweep speed. Turning counter-clockwise will increase the speed.

7)   If your Access has an electronic door opener: If the opener has trouble at the start of opening or is not closing fully then the opening at the base of the frame is too small. Determine which side is too tight and adjust as needed.

15)   Check to ensure the drop seal trigger is engaging with the trigger plate. The trigger plate is located at the base of the hinge-side extrusion and can be loosened and moved using an allen key. The red trigger on the door base can be extended/retracted by using allen key on the trigger. Note that the trigger does have a point where it will not extend the drop seal any further but can still be extended—DO NOT EXTEND THE TRIGGER PAST THE POINT WHERE THE SEAL IS FULLY ENGAGING. To do this will create issues with door closing fully and could bend/break the trigger.

Important Safety Instructions

When using an electrical furnishing, basic precautions should always be followed, including the following:

Read all instructions before using the Loop Phone Booth.

DANGER To reduce the risk of electric shock:

· Always unplug this furnishing from the electrical outlet before cleaning.

· Only use the electrical cord provided with the product.

DANGER To reduce instability:

· Ensure levelling feet have been engaged on base of booth

WARNING To reduce the risk of burns, fire, electric shock or injury to persons:

· Unplug from outlet before putting on or taking off parts.

· Close supervision is necessary when this furnishing is used by, or near children, invalids, or disabled persons.

· Use this furnishing only for its intended use as described in these instructions. Do not use attachments not recommended by the manufacturer.

· Never operate this furnishing if it has a damaged cord or plug, if it is not working properly, or if it has water damage.

· Keep the cord away from heated surfaces.

· Never operate the furnishing with the air openings blocked. Keep the air openings free of lint, hair, and the like.

· Never drop or insert any object into any opening.

· Do not use outdoors.

· Do not operate where aerosol (spray) products are being used or where oxygen is being administered.

· To disconnect, remove plug from outlet.

· Desk is intended for a maximum load of 150 lbs.

Operating Instructions

1. Plug the female end of the included power cord into the socket in the back of the phone booth.

2. Plug the male end of the included power cord into a wall outlet.

3. If your booth is network enabled, plug standard Cat6 cable into the receptacle at the back of the booth and then into a wall outlet.

4. The Phone Booth fans and lights turn on and off automatically from a motion sensor upon entering and exiting the phone booth.

5. To charge computers, phones, or other electronics, plug them into the power (or USB) receptacle in the desk. Maximum load for the receptacle is 5 Amps. If booth is overloaded, it will trip the breaker on the booth. This breaker can be reset by pushing the reset button located in the grommet at the back of the booth.

6. Enjoy!

User Maintenance

To ensure your booth continues to function properly, perform the required maintenance procedures as outlined below:

· Tighten hinge bolts with allen key approximately 1 week after installation and every 6-8 months following to ensure there is no shifting of the door from repeated use.
· Every 6-8 months, use compressed air and blow into the lower rear and upper fans from the exterior of the booth. This will clear off any dust buildup. Following this procedure, clean the interior of the booth with a vacuum and/or damp cloth.

Limitation of Liability

In no event shall Onetwosix Design, nor its directors, employees, partners, agents, suppliers, or affiliates, be liable for any indirect, incidental, special, consequential or punitive damages, including without limitation, injury, loss of profits, goodwill, or other intangible losses, resulting from (i)incorrect installation, (ii) inability to adhere to safety and operating instructions, and (iii) failure to consult engineer to confirm proper seismic installation procedure.

User Cleaning Instructions

EXTERIOR & INTERIOR

- If exterior is **wood**, dust regularly with a slightly damp soft lint-free cloth. Wipe dry with a dry soft cloth in the direction of the wood grain. Once per month, it is recommended to clean the surface with a quality, water-based cleaner formulated for wood furniture. Wipe the surface to remove dirt and fingerprints and then wipe dry with a clean dry cloth. For minor scuff repair, a repair kit is available for purchase through ONETWOSIX Design Inc. For deeper scratches, it is recommended to contact a professional furniture re-finisher.

- Clean **glass** with mild, non-abrasive interior glass cleaning solution, such as Windex® and wipe with a clean non-abrasive cotton cloth.

- If back panel is **cork**, avoid picking. If necessary for maintenance, vacuum with a soft brush attachment.

- If back panel is **felt**, the cleaning approach should be (1) dust with a lint roller, (2) vacuum with a clean, soft brush, (3) clean with water and mild detergent, (4) clean with chemical spot remover. Always test any cleaning method first in an inconspicuous area. Wool has a low degree of dry soil pick-up compared with other fibers. However, to remove the accumulation of general airborne debris, wool felt may be cleaned with a standard masking tape lint roller. It is always a good idea to use the lint roller first in any area intended to be spot cleaned. Once per year, it is recommended that the entire surface is given a light vacuum with a clean, soft horsehair upholstery brush. In a clean office environment, it may not be necessary to do this annually. Please note that slight shedding of wool fibers is normal and not indicative of any defect. These loosened fibers are easily vacuumed away and will decrease over time. If a wet spill should occur, blot up the liquid as soon as possible with a dry cloth to avoid absorption. Avoid aggressive rubbing as this can continue the felting process and change the surface appearance of the felt. For removal of minor stains, if the felt can be removed it is best to obtain the services of a professional dry cleaning company that is familiar with the special care of wool. If not possible, a mild enzyme-based detergent (such as Tide Free) is recommended. Create a dilute solution by adding three parts water to one part detergent in a clean container. Use a clean paper towel to gently blot the detergent into the stain. Press and release, press and release. Using a separate container of just clear water, use clean, moist paper towels to blot more water into the stain. Press and release, press and release. Finish by blotting firmly with clean, dry paper towels until the area is nearly dry. There are many solvent-based spot removers available. Although they are not recommended except in the case of emergency, the best choices for wool felt are dry cleaning fluids. Be sure to test in an inconspicuous area first. Blot the stained area with a clean cloth soaked in dry cleaning fluid, then blot with a clean cloth until dry.

- Clean interior **laminate** (and exterior **laminate)** using a clean, damp, non-abrasive cotton cloth and a mild liquid detergent or household cleaner. Do not flood the laminate, especially near seams, since water can penetrate and cause the substrate to swell. Dry the surface with a soft, clean, non-abrasive cotton cloth. Do not use abrasive pads, scouring pads, or chemical cleaners as they may permanently dull and scratch the laminate surface making it susceptible to staining. Never use cleaners containing acid, alkali, or sodium hypochlorite. These cleaners will mar, etch, corrode, and permanently discolor the laminate surface. Also, make sure that bottles, rags, and other materials contaminated with these cleaners never contact the laminate surface. Accidental spills or splatters from these compounds should be wiped off immediately, and the area rinsed thoroughly with water. Examples of cleaners containing acid, alkali, or sodium hypochlorite include, but are not limited to: ceramic cooktop cleaners, oven cleaners, chlorine bleach, rust removers, coffeepot cleaners, some countertop cleaners, drain cleaners, some disinfectants, lime scale removers, toilet bowl cleaners, metal cleaners, and tub / tile cleaners. To remove or minimize stains, use full strength Fantastik® All Purpose Cleaner, Formula 409®, Pine-Sol® (original formulation) or other mild household cleaner on the affected area, and allow it to draw out the stain. Blot with a clean, damp, non-abrasive cotton cloth, and then rinse with clean water. When a recommended cleaner changes its formulation, the change may be harmful to the laminate surface. We cannot be held responsible for these changes. Solvents such as denatured alcohol can also be used. Follow all directions and warnings on the solvent label because many are extremely flammable.

- If your booth includes a **white board**, clean regularly with a sponge eraser or clean non-abrasive cotton cloth. For a deep clean, spray a clean non-abrasive cotton cloth with a non-abrasive interior glass cleaning solution, such as Windex® and wipe dry.

UPHOLSTERY (material specific)

· If upholstery is **cloth** clean with water-based cleanser or mild, water-free dry cleaning solvent. Vacuum regularly using the proper attachment to avoid pilling.

· If upholstery is **vinyl (silicone)** clean with water-based cleanser or diluted household bleach (1 part bleach to 9 parts water). Thoroughly rinse with cool, clean water to remove any residue. For ink stains on ink resistant non-woven textiles, a 91% solution of isopropyl alcohol may also be used. Thoroughly rinse with cool, clean water to remove any residue. For non-woven textiles, wipe regularly with damp, clean, soft, white cloth or natural sponge. Clean with water-based cleanser or mild, water-free dry cleaning solvent.

· If upholstery is **felt** clean with mild, water-free dry cleaning solvent. Vacuum regularly using the proper attachment to avoid pilling. For non-woven textiles, wipe regularly with damp, clean, soft, white cloth or natural sponge. Clean with water-based cleanser or mild, water-free dry cleaning solvent. Vacuum regularly using the proper attachment to avoid pilling.

UPHOLSTERY (general)

· Treat stains promptly. The longer a stain remains on the textile, the more difficult it will be to remove. A professional furniture cleaning service is recommended. Always pre-test any cleaning method in an inconspicuous area. Several light applications of a cleaning agent are less harmful than a single concentrated application. Repeat stain treatment several times if necessary. Never use heat to clean textiles. Heat can set stains. Do not use solvent-based cleaning agents such as lacquer thinners, nail polish remover, or pine oil. Do not use agents containing bleach unless diluted properly. These agents may cause discoloration over time. Do not over saturate the textile or let water pool in seams. For stain treatment soak up any excess moisture immediately. For oil and water-based stains, use a clean, soft, white cloth, a natural sponge, or a nylon soft-bristle brush with lukewarm, soapy water. Brush the stain with light, quick strokes. Avoid a scrubbing motion and work from the edge of the stain toward the center. For tougher oil-based stains, confirm the construction of your textile is bleach cleanable. If so, and additional stain treatment is needed, use a 10% solution of diluted household bleach. Thoroughly rinse with cool, clean water to remove any residue. For solid stains (e.g. mud) allow the stain to dry thoroughly and gently break up any hardened areas. Use a nylon, soft bristle brush to remove all loose particles. For insoluble stains (e.g. chewing gum, candle wax, etc.), use a plastic bag filled with ice to rub the stain until the substance becomes brittle. Use a clean, dull, flat knife to gently remove the substance. If the stain persists, blot the area with a clean, soft, white cloth or natural sponge and lukewarm soapy water. For blood and bodily fluid stains, follow the oil-based stain treatment above. If the stain persists, gently dab a pH-neutral cleanser, upholstery spot cleaner, or an equal mixture of water and enzyme detergent (e.g. laundry detergent) on the stain and let it sit for one minute. Rinse stain treatment thoroughly with a natural sponge moistened slightly with cool, clean water and completely remove all cleaning solution residue as left over residue can attract soil over time. Extra care should be taken when cleaning dark colors of woven textiles to avoid creating light marks that can be caused by color transfer. Avoid excess rubbing in order to prevent discoloration and damage to the face of the material. Do not saturate the surface. For woven textiles, allow the textile to dry thoroughly and vacuum before using. Healthcare facilities should follow safety protocols for biological hazards and/or anti-viral treatments during the cleaning process. Always pre-test in an inconspicuous area before cleaning. After cleaning, rinse repeatedly with cool, clean water to ensure complete removal of all cleaning solution residue. Left over residue can discolor over time. For a complete list of approved hospital grade cleansers, contact your sales representative.

Note: The information above is a guide to help in the maintenance of the product. ONETWOSIX Design Inc. can neither guarantee, nor take responsibility for specific results.