

LOOP CUBE MANUAL

Loop Cube Assembly Instructions

(2-3 people recommended)

Materials Needed

- Drill
- #2 Robertson bit
- Four wheeled furniture dolly
(will require 2 if assembling a glass-back booth)
- Socket wrench

Materials Provided

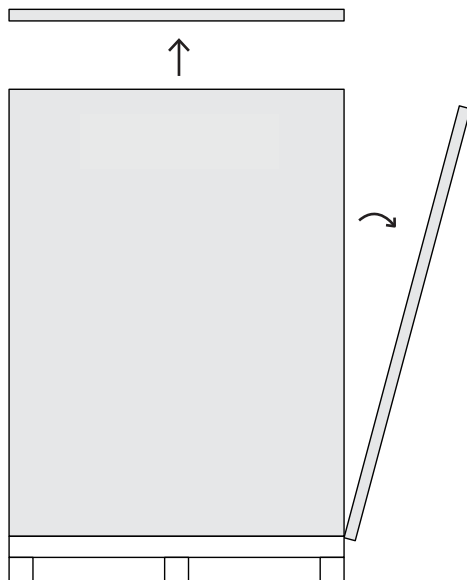
- Foam

In hardware box:

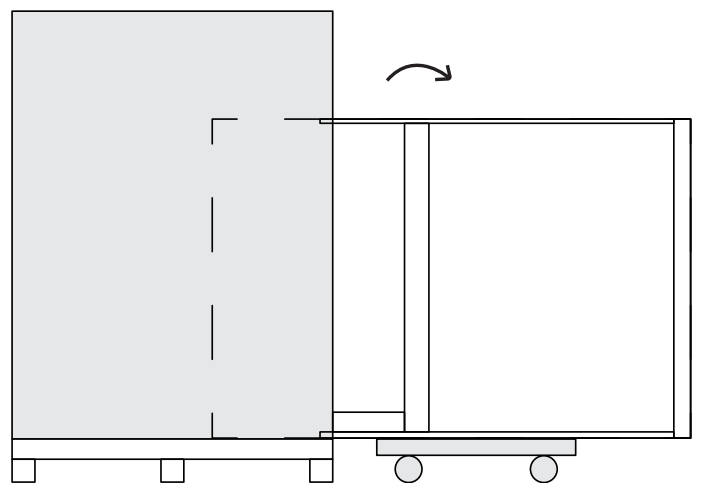
- Allen key
- (8) bolts
- (2) bubble rubber
- Powercord



STEP 1 Remove lid for crate 1 of 3 containing the Central section of Loop Cube. Using a drill and a #2 robertson bit then remove cross members and the one side marked "removeable".



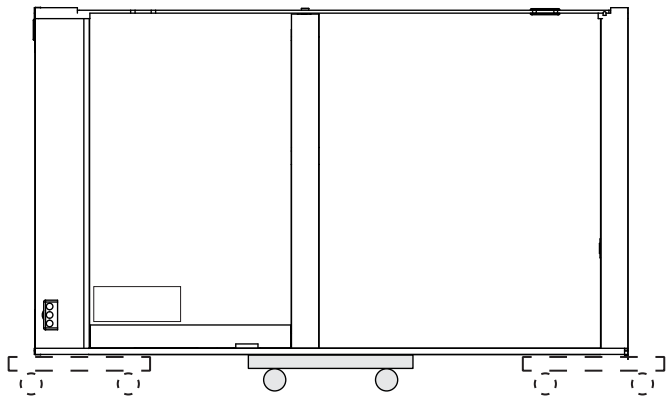
STEP 2 Using two people, flip section onto four wheeled dolly



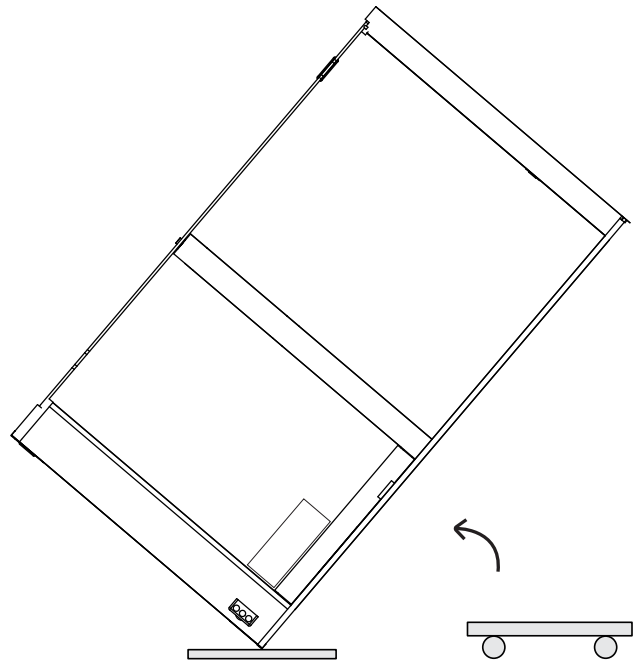
STEP 3 Using two people, manouver Center section into final location.

Note: if installing a glass-backed booth, use two dollies on either end, indicated by the dotted lines.

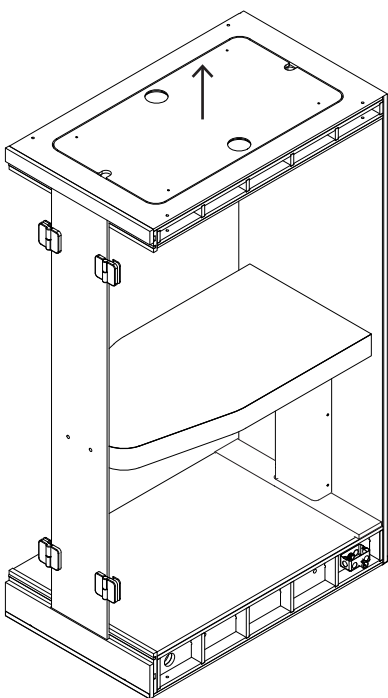
*If seismic protection is required for your installation, please now refer to included instructions on how to properly anchor your Loop



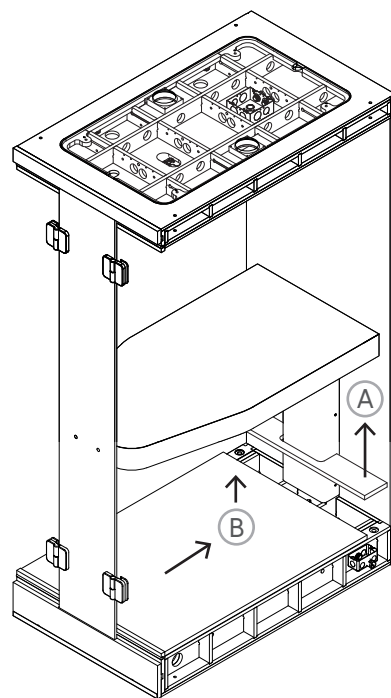
STEP 4 Using two people, place foam on ground under edge of booth and gently tilt off of the furniture dolly. Move center section into place. Remove hardware box from base of centre column.



STEP 5 In preparation to mount sides, unbolt and remove top access door.

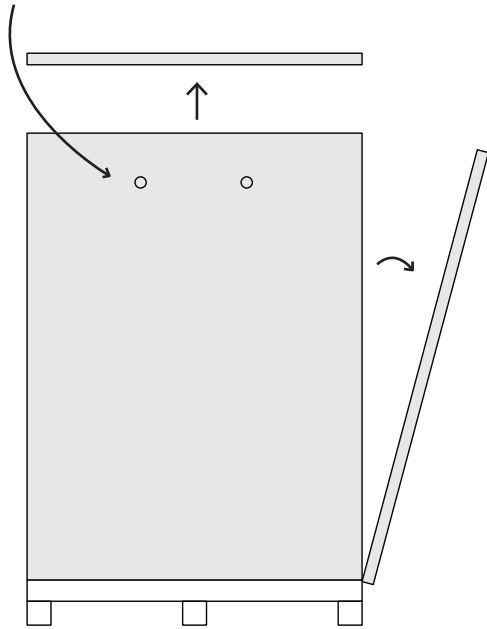


STEP 6 Remove floor panels by gripping sides of small section and pulling upward to release from clips(A). Then slide large panel toward rear of booth to disengage locking clips, when free gently lift upward and away (B)



STEP 7 Open crate 2 of 3 containing Right section using a drill and #2 robertson bit. Start by removing top and cross members, followed by one side marked "removeable".

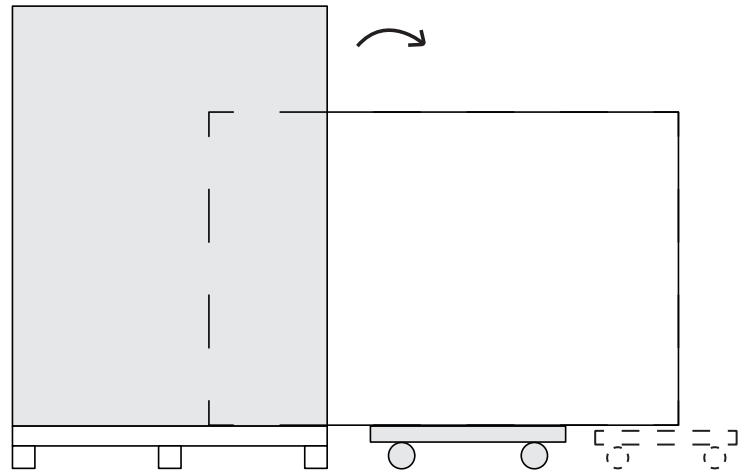
Remove bolts on outside holding section to the crate



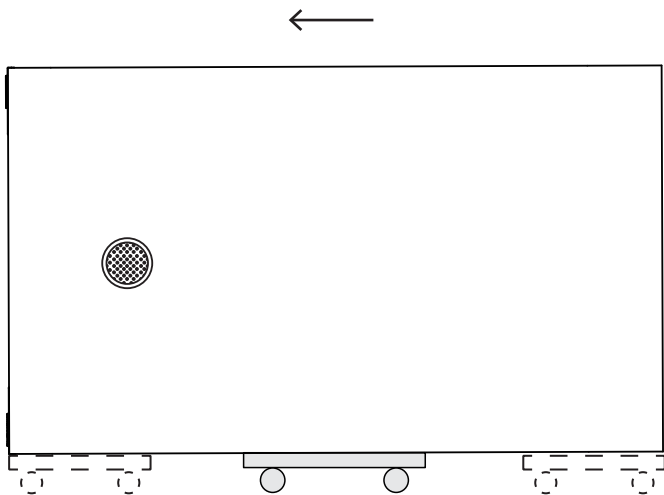
STEP 8 Using two people, flip Right section out of crate and onto four wheeled dolly

Note: if installing a glass-backed booth, use two dollies on either end, indicated by the dotted lines.

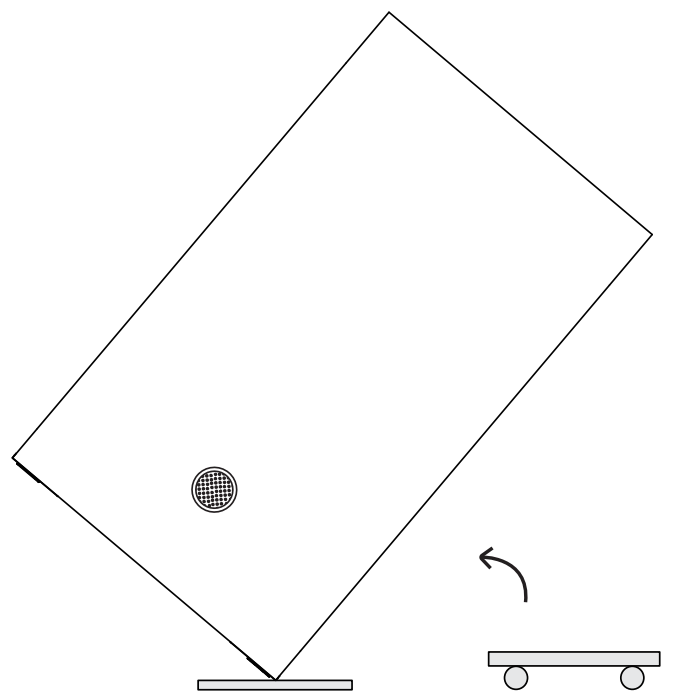
*PLEASE NOTE - glass doors are contained within their respective side's crates. Do not dispose of crates until doors are removed and installed.



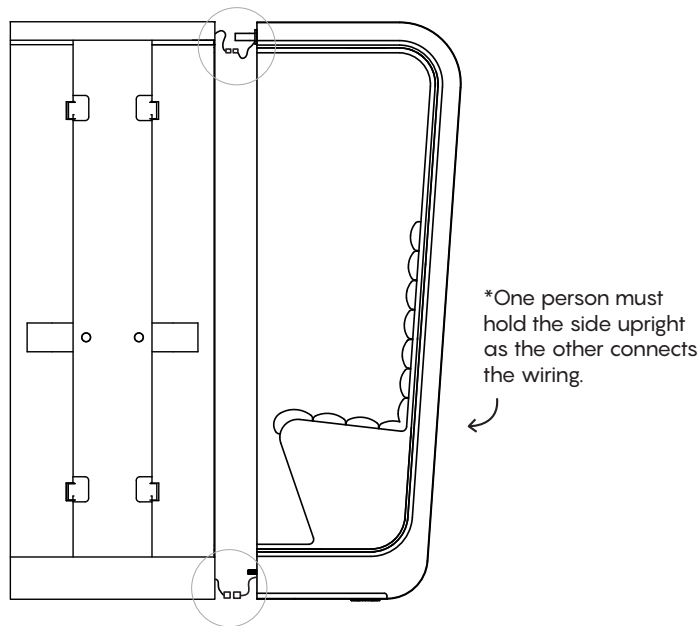
STEP 9 Move Right section into final location



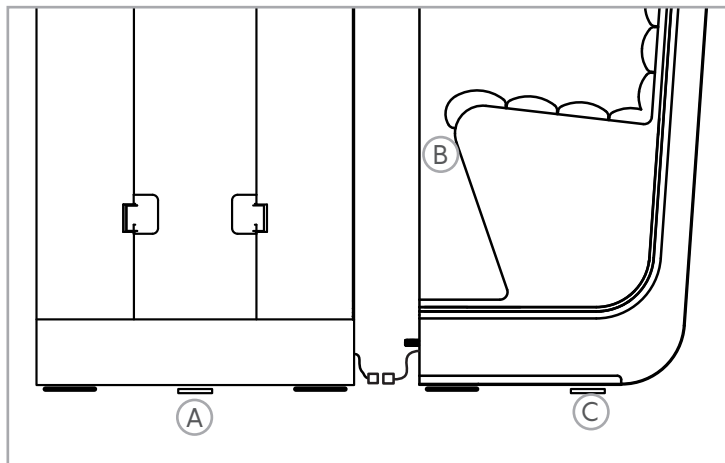
STEP 10 Using two persons, place foam on ground under edge of booth and tilt off of the furniture dolly.



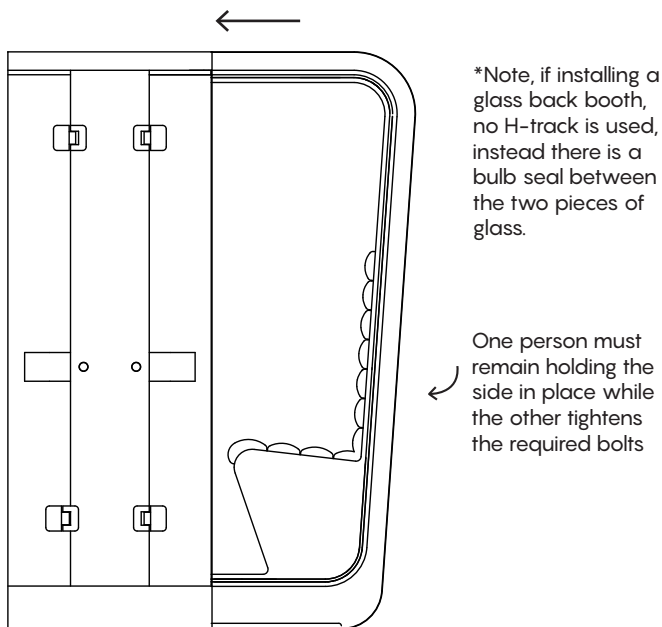
STEP 11 Move Right side into position, leaving 4-5" between faces. While one person holds the side steady, the other will snap quick connector electrical wiring from Center section to Right section in rear area of top and bottom. Tuck wiring securely out of way to avoid damaging them when mating the two sections.



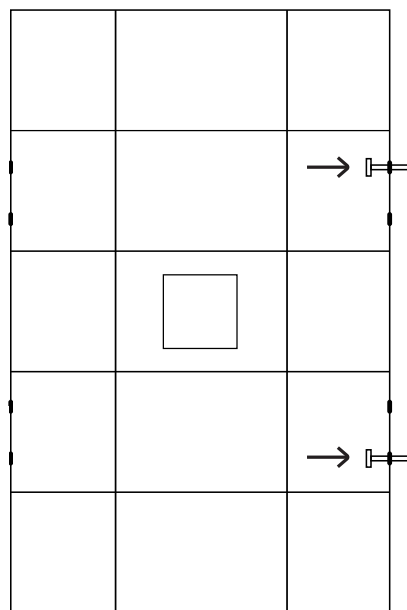
STEP 12 At this time, you will want to level the centre section to aid in alignment between side and centre. Remove interior floor from centre section and adjust leveling feet (A) using allen key. If required, bottom seat cushion can be removed by removing screws under front of seat cushion (B) and adjusting side leveling feet (C).



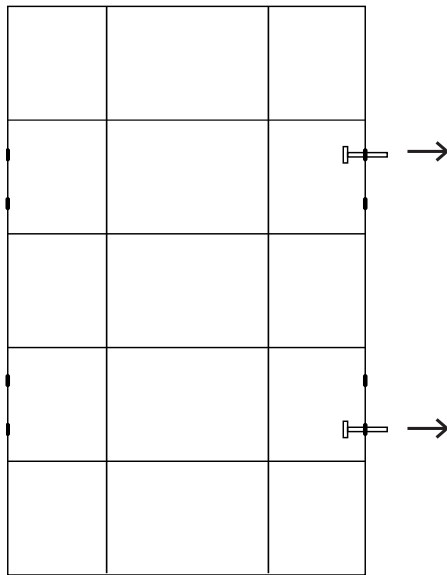
STEP 13 Retrieve one piece of H track from the Right Side crate and apply to rear vertical edge of Center section on right side*. Line up mounting plates and slide Right section into place ensuring proper alignment of dominos at front and H-Track at back. One person must remain holding side in place, proceed to next step.



STEP 14 Open the top access panel located in the Center section, insert and tighten provided bolts to secure Right side. These are located in a box found on the interior of the Center section. Once these bolts are secured, the side no longer needs to be held in place.

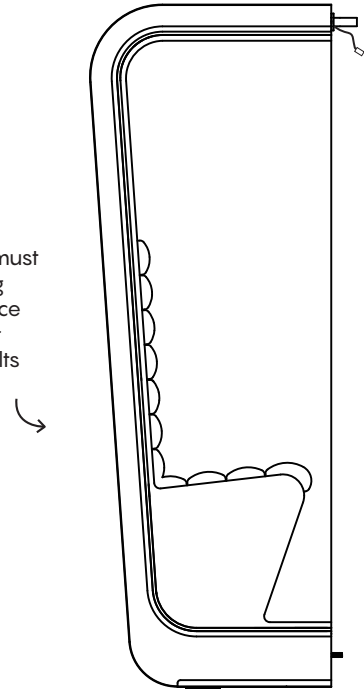


STEP 15 Looking on interior of floor panel in middle section, bolt to sides using provided hardware. Once both sides are bolted in place you may reinstall the floor panels by reversing the method to remove them.

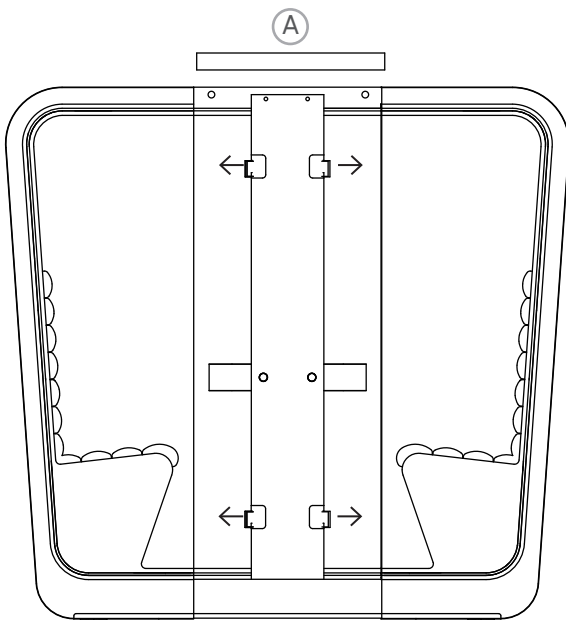


STEP 16 After Right side is secure, repeat steps 5 through 13 for Left section in crate 3 of 3. Please note the Left section has only an upper electrical connection

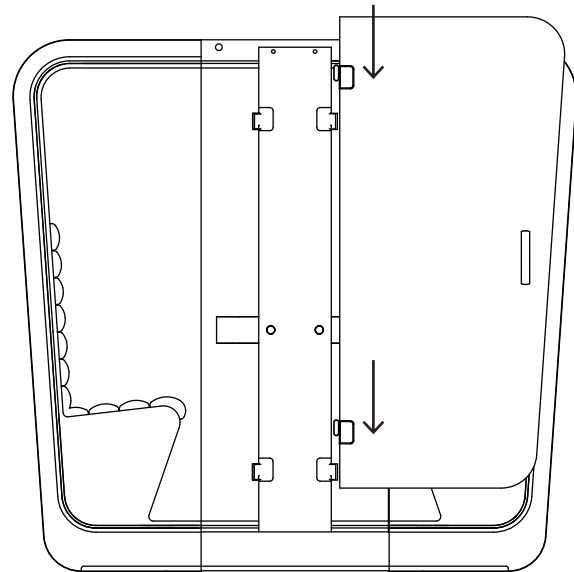
*One person must remain holding the side in place until the upper connection bolts are secured.



STEP 17 Hinges are pre-attached to the centre section and the two glass doors. **Do not remove protective film from hinges until installation is complete.** Remove top frame cap (A) to avoid damage during door installation. Set foam on floor in preparation to install doors.

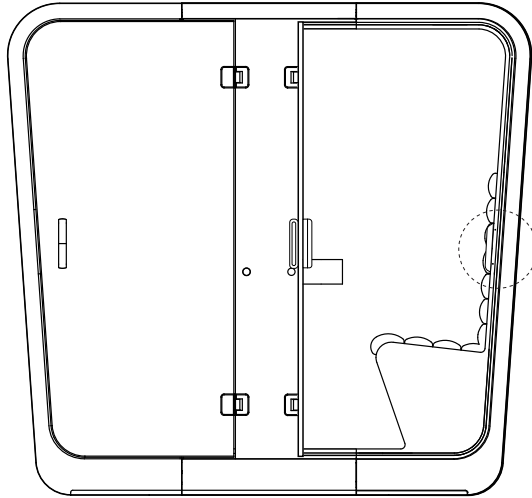
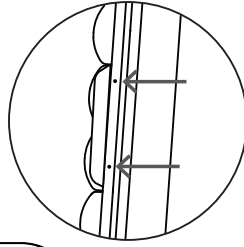


STEP 18 Retrieve right side door from crate 2 of 3. Come perpendicular to booth (NOT shown in image below) and drop door into fixed glass hinges. Tighten set screw on both hinges to prevent lift. Test full swing of door, loosen door-side of hinge and push door tight toward center if not engaging bubble rubber affixed to centre glass. Repeat with fixed glass half of hinge if required. Repeat process for left door and then re-affix the top frame cap.



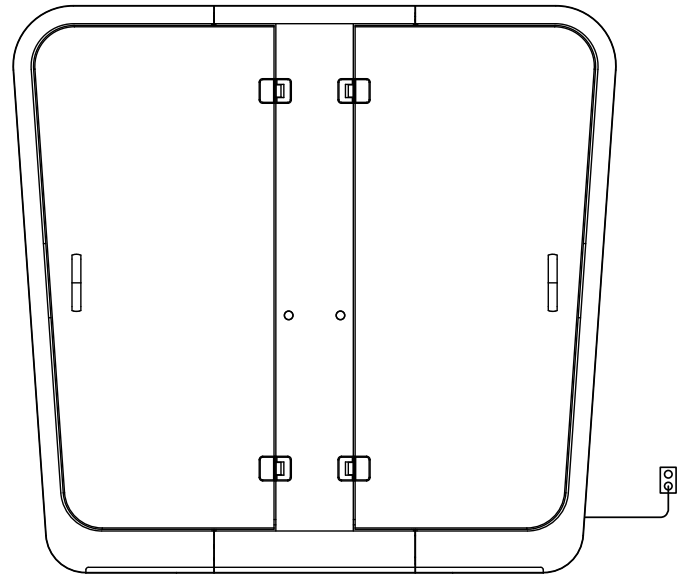
STEP 19 Door stops come calibrated, but may be adjusted using a 9/64 allen key. Move the top and bottom adjustments in 1/4 turn adjustments until the desired magnetic grip is found.
(Optional)

Clockwise = Stronger hold
Counter-clockwise = Weaker hold



STEP 20 Tighten all bolts on hinges to 72 in/lbs torque using allen key. Install provided bubble rubber along seams in ceiling of booth interior. If your booth comes with network capabilities, plug Cat 6 cable (not included) into rear connection.

Plug phone booth into wall outlet with included power cord. **Enjoy!**



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 **laminated** (and exterior **laminated**) 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, coffee pot 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.

Windex® is a registered trademark of SC Johnson. Fantastik® is a registered trademark of DowBrands Inc. Formula 409® and Pine-Sol® are registered trademarks of The Clorox Company.

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.

Loop

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