

# LOOP SOLO MANUAL

# Loop Solo Assembly Instructions

(2 people recommended)

## Materials Needed

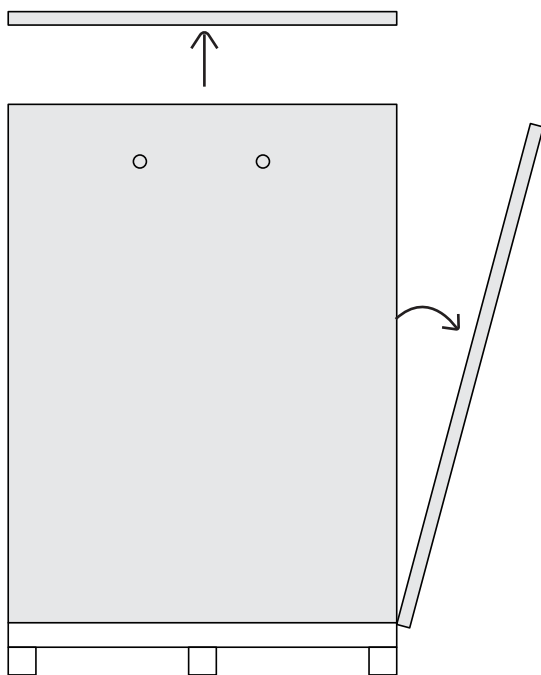
- Drill
- #2 Robertson bit
- Four wheeled furniture dolly

## Materials Provided

- Foam
- Allen key
- Powercord
- Wrench

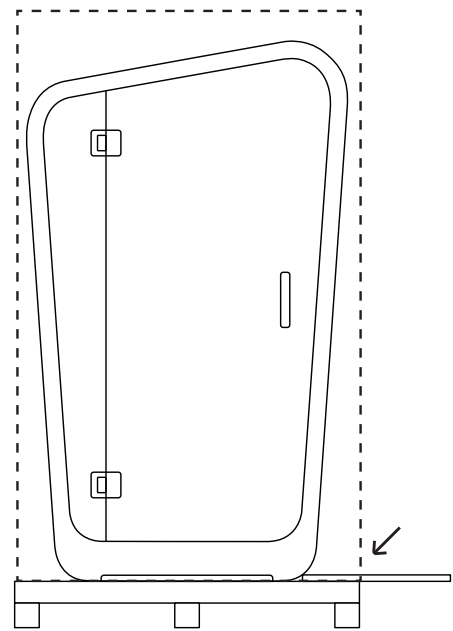


**STEP 1** Remove crate lid using a drill and a #2 robertson bit then remove indicated side. Remove three cross members across top of crate.

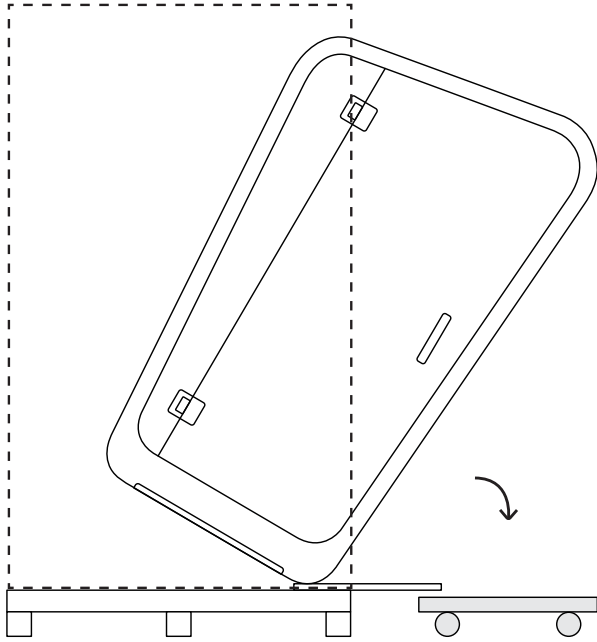


**STEP 2** Place foam under edge of booth. Leave protective packaging in place.

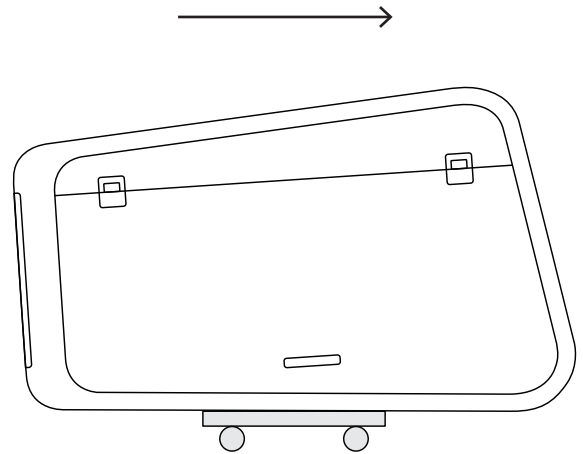
\*You may remove remaining sides of crate, though it is not necessary.



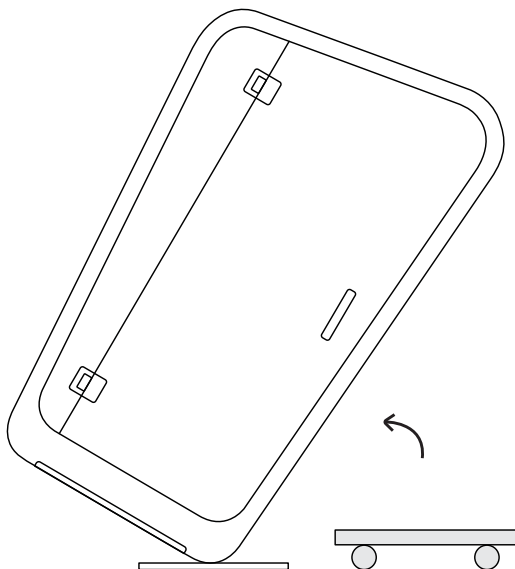
**STEP 3** Tilt booth down onto four-wheeled dolly. Confirm hinges are on top edge so that there is no risk of door swinging open.



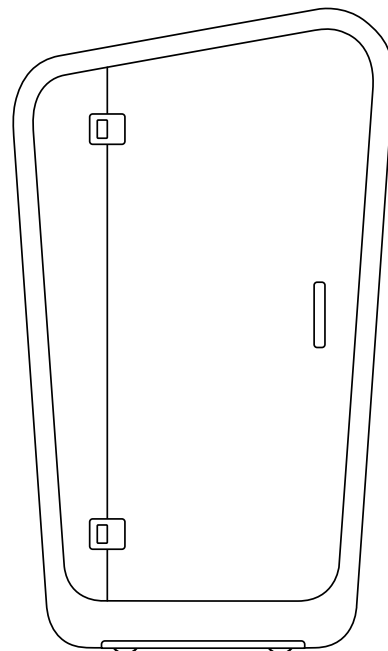
**STEP 4** Move Loop Solo to desired location on wheeled dolly.



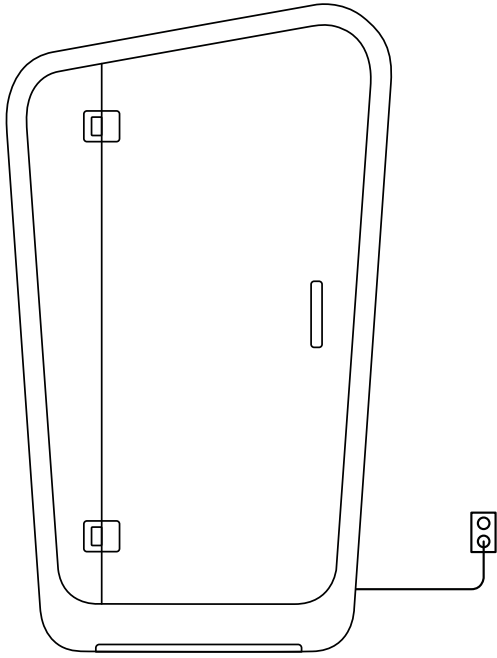
**STEP 5** Place foam on ground under bottom corner. Using two people, tilt booth upright.



**STEP 6** Remove protective packaging and move into final location.

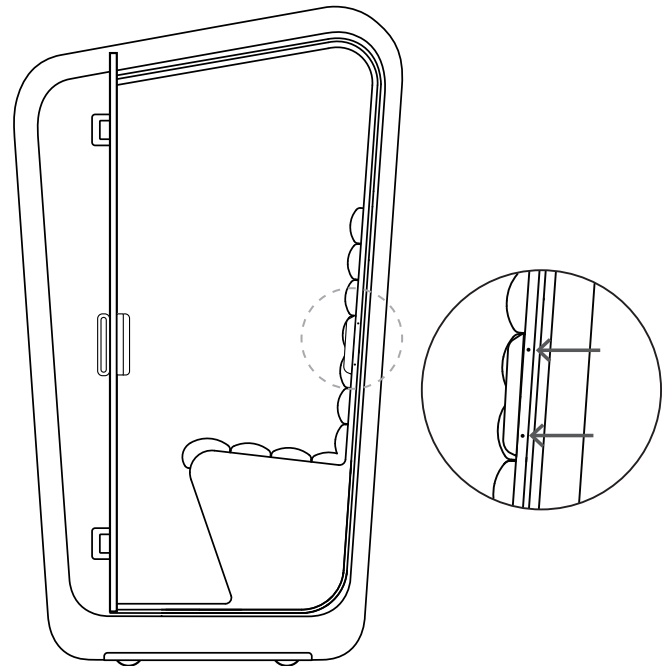


**STEP 7** Tighten all bolts on hinges to 72in/lbs torque using an alley key. Remove door straps and corner protection. Plug phone booth into wall outlet with included power cord that is located inside the booth. Enjoy!



**STEP 8** 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



## 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!

## 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. If seismic installation is required, please contact your sales representative for more information.

# Loop Phone Booths

## User Maintenance Instructions and Schedule

Regular Maintenance (Weekly)	Instructions
Cleaning of vinyl upholstery	Page 1-4
Cleaning of cloth upholstery	Page 5
Cleaning of Laminate exterior/interior	Page 5
Cleaning of felt upholstery	Page 6
Cleaning of Glass and frosted vinyl cleaning	Page 8
Cleaning of PET Felt Interior Ceiling and/or Back Panel	Page 8
Preventative Maintenance (Every 2-3 months)	
Tightening Hinge Bolts	Page 9
Check handle placement, the screws on interior can be loosened, handle can be moved if necessary (if it is hitting the door stop plate/etc.)	Page 9
Checking alignment of door	Page 9
Performance Maintenance (Every 6 months)	
Blow out dust buildup in fans and ducting (Following blowing out of dust, clean interior and exterior)	Page 10

# Cleaning of vinyl upholstery

## Maintenance Code

Regular Maintenance

W/B-Clean with water-based cleanser or diluted household bleach.

Vacuum regularly using the proper attachment to avoid pilling. For non-woven textiles, wipe regularly with damp, clean, soft, white cloth or natural sponge.

## General Recommendations

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. These agents may cause discoloration over time.

Do not over saturate the textile or let water pool in seams.

## 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 luke warm, 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 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 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 Recommendations

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.

## Notes

The information above is a guide to help in the maintenance of Loop textiles. Loop can neither guarantee, nor take responsibility for specific results.

Under no circumstances shall Loop Phone Booths be liable for any incidental, consequential, or other damage resulting from negligence, misuse, mishandling, or exposure of any chemicals used in connection with maintenance. Information relating to chemicals/cleaning solvents, environmental use, and human exposure should be reviewed with appropriate suppliers. All label instructions on their use and precautions should be followed.



# Approved Cleaners

3M	Johnson Wax	Virox Technologies
3M General Purpose Cleaner Concentrate	Virex Tb	Accel Tb Wipes
3M HB Quat Disinfectant Cleaner RTU		Rescue Sporidical Gel / Liquid / Wipes
3M HB Quat Disinfectant Cleaner Concentrate	Kay Chemical Company	Virox 5
3M Neutral Cleaner Concentrate	Kay Chemical Company	
		Wexford Labs
Avmor Ltd	Medline Industries	Wex-Cide 128
Biomor Cleaner and Deodorizer	Micro-Kill Bleach Cermicidal Bleach Wipes	
Biomed Protect	Metrex Research	
Peridox RTU	CaviCide	
	CaviCide 1	
Biotrol	CaviCide Surface Disinfectant / Decontaminant	
Birex SE	C	
	CaviWipes	
Caltech Industries	CaviWipes 1	
Dispatch	CaviWipes XL	
Clorox Professional Products Compan	PDI	
Citrace Hopsital Germicide	Sani-Cloth Af 3 Germicidal Disposable Wipes	
Clorox Healthcare Citrace Hospital	Sani-Cloth Bleach Germicidal Disposable Wipe	
Disinfectant	Sani-Cloth HB Germicidal Wipes	
Clorox Hydrogen Peroxide Disinfectant Wipe	Sani-Cloth Plus Germicidal Disposable Cloth	
Clorox Hydrogen Peroxide Disinfecting Cleaner	Super Sani-Cloth Germicidal Disposable Wipe	
Diversey	RML Rochester Midland Limited	
Accel Prevention Concentrate	Proxi Spray and Walk Away	
Accel Prevention Wipes		
Expose II 256	Reckitt Benckiser	
Oxivir	Lysol Advanced Disinfecting Wipes	
Oxivir Five 16 Concentrate		
Diversey, Inc - Canada	SciCan	
Oxivir Tb RTU	OPTIM 33TB Wipes	
Oxivir Tb Wipes		
Virex II 256	Steris	
Virex Plus	Coverage Plus Germicidal Surface Wipes	
Ecolab	The Clorox Company	
Asepticare TB+II	Clorox Healthcare Bleach Germicidal Cleaner	
Ecolab Inc	Clorox Healthcare Bleach Germicidal Wipes	
Oasis 146 Multi-Quat Sanitizer		
OxyCide Daily Disinfectant Cleaner	Various	
	1:10 Solution of Diluted Household Bleach	

Note: After cleaning, rinse repeatedly with cool, clean water to ensure complete removal of all cleaning solution residue. Left over residue can damage the textile over time.



## Stain Test Report

Each stain is cleaned with a water-based cleanser after five minutes and 24 hours. One stain is left untouched as a comparison control.

After each test site is cleaned and dried, the remnants of the stain are evaluated and rated in accordance with the AATCC Stain Release Evaluation Procedure.

### Rating System

5 - Complete removal

4 - Good, traces of stain remain

3 - Moderate, 75% of stain removed

2 - Fair, 50% of stain removed

1 - Poor, less than 50% of stain removed

Type	Rating 1 hr	Rating 24 hrs
Ballpoint Ink *	5	5
Black Coffee	5	5
Blood	5	5
Chocolate	5	5
Cola	5	5
Iodine	3	1
Ketchup	5	5
Mayonnaise	5	5
Mustard	5	5
Red Lipstick	5	3
Red Wine	5	5
Salad Oil	5	5
Sharpie / Permanent Marker *	5	5
Shoe Polish	5	3
Suntan Lotion	5	5 **
Urine	5	5

\* Ink was cleaned using a 91% solution of isopropyl alcohol.

\*\* Surface bubbling/ blistering

# Cleaning of cloth upholstery

## Maintenance Code

W/S-Clean with water-based cleanser or mild, water-free dry cleaning solvent.

## Regular Maintenance

Vacuum regularly using the proper attachment to avoid pilling.

## General Recommendations

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 agents containing bleach. These agents may cause discoloration over time.

Do not over saturate the textile or let water pool in seams.

## Stain Treatment

Soak up any excess moisture immediately.

For 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 oil-based stains, use a clean, soft, white cloth, a natural sponge, or a nylon, soft-bristle brush with a water-free dry cleaning solvent. Brush the stain with light, quick strokes. Avoid a scrubbing motion. Work from the edge of the stain toward the center.

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.

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 to avoid creating light marks that can be caused by color transfer.

Avoid excess rubbing to prevent discoloration and damage to the face of the material.

Do not saturate the surface.

Allow the textile to dry thoroughly and vacuum before using.

## Approved Cleaners

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Any

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Citric Acid (5%) Denatured Alcohol (Ethanol)

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Hydrogen Peroxide (7%) Isopropyl Alcohol (91%)

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Various

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Water- Based Or Solvent Based Cleaners

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# Cleaning of felt upholstery

Regular cleaning is important in order to keep the upholstery textile looking its best and to prolong its life. Dust and dirt wear down the textile and also reduce its fire-retardant properties.

## Normal cleaning

1. Vacuum frequently, ideally every week. Velour/chenille fabrics should be vacuumed in the direction of the nap. It is important to use a suitable mouthpiece for upholstery fabrics.
2. Remove stains as soon as they occur
3. Extraction clean when necessary

## Stain removal

Act quickly Soak up liquids with an absorbent napkin or cloth Scrape off hardened stains with spoon or dull knife. Any loose particles must be vacuum cleaned.

Use a sponge or white cloth wrung in clean warm water to remove the remaining stain. Regular sparkling water can also be used as the sparkles dissolves the dirt. Shake the bottle for a higher effect.

Do not over saturate the textile. Edge marks can be avoided by dabbing gently in circular motions towards the center of the stain and/or blow-drying it carefully on low speed.

Remove greasy stains by using an appropriate stain removal agent or solvent like white spirit/turpentine or benzine. Always follow the dosage recommended by the manufacturer.

In all cases, we recommend to test stain-removal agents on an inconspicuous area first, to see if there is any effect on the cover.

Make sure to let the fabric dry fully before use.

Above guideline is purely recommendations and cannot guarantee complete stain removal. In all cases, we recommend to contact a professional dry cleaner. It is important to state whether the stain has already undergone treatment.

## Divina family

Removing stains from textiles in the Divina family can be difficult, as the fabric is being pressed after milling in order to achieve the felt-like surface. Particularly on new woolen covers, the fibers will slightly rise when the fabric becomes moist. The moist area will appear darker. The darker area cannot be removed by pressing the textile but will be reduced by spraying water over the entire furniture piece and will also be even out during use.

## Extraction cleaning/carbonated cleaning

Extraction cleaning/carbonated cleaning is meant for major deep cleaning to be performed only when necessary. pH neutral carbon dioxide solutions are recommended as soap should not be used. It is important to use a suitable mouthpiece for upholstery fabrics as extraction cleaning is useable for both upholstery and carpets

Make sure to let the fabric dry fully before use.

If the textile is glued attention must be paid to the temperature of the cleaning agent, max. 55-60°C is recommended. It is also important to avoid excess use of cleaning fluid, do not saturate the textile. If the fabric is very dirty it might be necessary to repeat cleaning.

We do not recommend a steam cleaner as the steam will force dirt deeper into the textile and will move up to the surface later.

Due to excess dye in jeans, dark jeans may leave stains on textiles; cleaning may not always lead to satisfying results.

## Disinfection

Before disinfecting any textile, it should be thoroughly cleaned as recommended above. We recommend the following procedures to disinfect a Kvadrat textile:

Alcohol-based disinfectants / surgical spirit can be used without damaging the textile or changing the colour. Concentration should be between 70-85%.

Steam can be used for disinfecting however be aware that textiles must be exposed to steam for min. 2 min. Water based glue might therefore be dissolved.

Avoid household bleach and chlorine based cleaners

### Polyester and Trevira CS

Alcohol-based disinfectants / surgical spirit can be used without damaging the textile or changing the colour. Concentration should be between 70–85%.

Household bleach and chlorine based cleaners can be used without damaging the textile. Concentration should be 1000 – 1200 ppm. Ready-to-use sanitizers, spray or wipes can also be used. It is recommended to rinse with clean water after disinfection.

Bleach disinfectants can be used without damaging the textiles. Use a 5% bleach concentration, mix 1 part bleach to 10 times water. It is recommended to rinse with clean water after disinfection.

Steam can be used for disinfecting however be aware that textiles must be exposed to steam for min. 2 min. Water based glue might therefore be dissolved.

Upholstery textiles made of polyester including Trevira CS can be washed in temperatures up to 80 degrees Celsius. Be aware of increased shrinkage.

Warning – do not rub the material hard because this could result in loss of colour or potentially damage the surface.

Be careful when using solvents; these could dissolve the padding beneath. Never use concentrated detergents or bleach, ammonia or soap intended for hard surfaces.

## Cleaning of Laminate Exterior/Interior

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.

## Disinfecting Laminate Exterior/Interior

Disinfect laminate exterior and interior using the following

Quaternary Ammonium (Clorox disinfecting wipes, Lysol, Virex, Cavi Wipes)

Alcohols - Isopropanol, Ethanol (Purell professional surface disinfecting wipes)

Sodium Hypochlorite - Bleach (Clorox healthcare bleach germicidal wipes, Ultra Clorox regular bleach 8.25%, Cavi Wipes)

Hydrogen Peroxides (Clorox commercial solutions hydrogen peroxide cleaner disinfectant, Oxivir, Accel)

## Cleaning of Wood Veneer Exterior

Dust regularly with a slightly damp, soft, lint-free cloth to remove dust, fingerprints, etc. 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. Always test the cleaner in an inconspicuous area prior to applying to the whole surface. Prior to applying wood cleaner, wipe the surface to remove dirt and fingerprints 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.

## Cleaning of Glass and Frosted Vinyl

Clean glass with mild, non-abrasive interior glass cleaning solution, such as Windex® and wipe with a clean non-abrasive cotton cloth. The cleaning solution should be a PH range of 3 to 11 (within mild acid and mild alkaline units). The cleaning solution should be free of strong solvents. Avoid unnecessary scrubbing on frosted vinyl while being careful not to lift film edges.

## Cleaning of PET Felt Interior Ceiling and / or Back Panel

For cleaning the PET Felt the steps 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. 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. In a clean office environment, it may not be necessary to do this annually. Please note that slight shedding of PET felt 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 damage the PET felt and change the surface appearance.

For removal of minor stains, Because this material is made from synthetic fibres it cleans very well with virtually no damage to the colors of construction itself, 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. Be sure to test in an inconspicuous area first.

## Door alignment

Check the alignment of the doors on the booths. If the door is loose or not closing properly follow the instructions below.

### Needed:

- 2 people
- Torque wrench with 4mm allen key
- 4mm allen key
- Putty knife (might not be necessary)



1. Loosen 2 bolts only on door side. Loosen until you have movement.



2. If the gaskets are stuck to the glass carefully pop hinge loose with a putty knife



3. Lift/push the door towards the seal as much as you can. Tighten bolts to 72 inch pounds while applying this pressure.

If you still have a gap repeat the same steps but with the other half of the hinge (static glass side).

Also having a second person to apply pressure while someone else loosens/tightens the bolts might have more success.

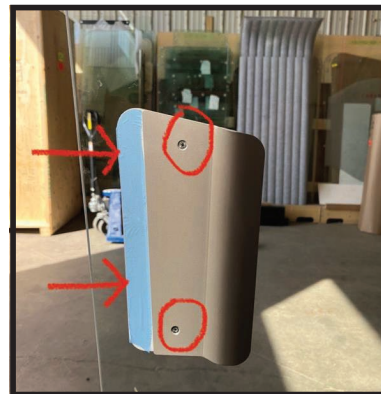
This method also applies to the Cube and Access doors.

## Hinge tightening and handle adjustment



### Tightening door hinge bolts

Using a torque wrench with a 4mm allen key Tighten bolts to 72 inch pounds



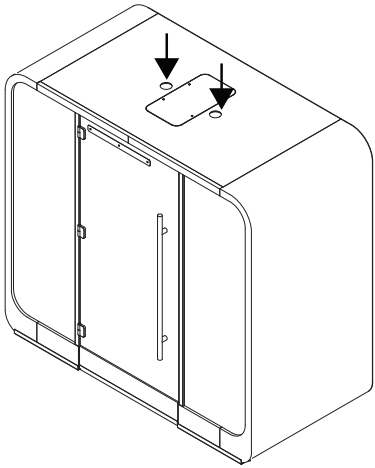
### If door handle is hitting door stop:

Loosen 2 phillips screws and push handle towards the middle of the booth. Tighten screws.

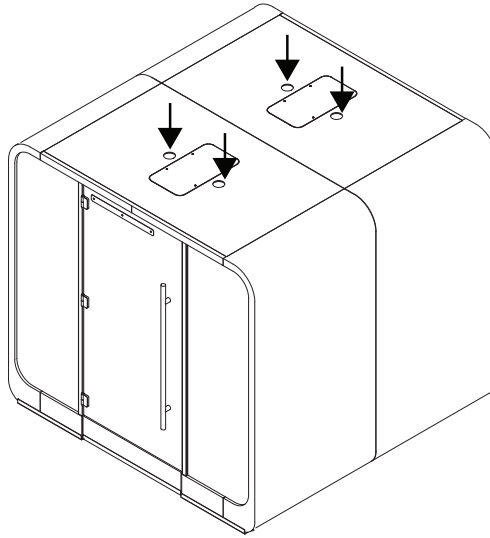
## Fan & Ducting Cleaning

Make sure to power off the booths before cleaning the fans. 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.

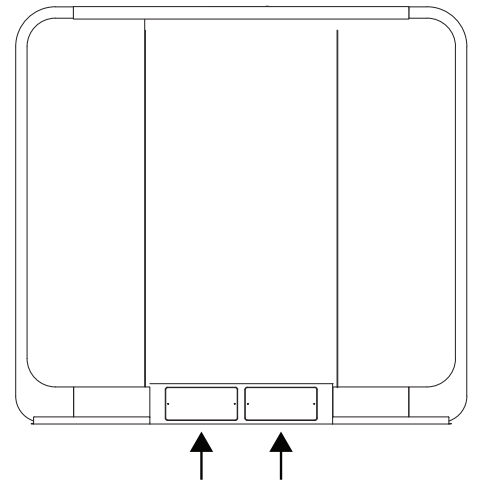
Access 1 outer fan locations



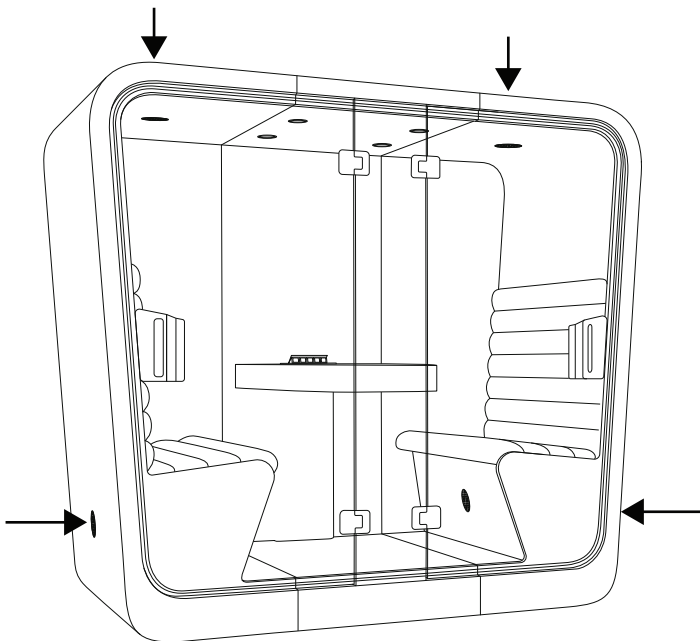
Access 2 outer fan locations



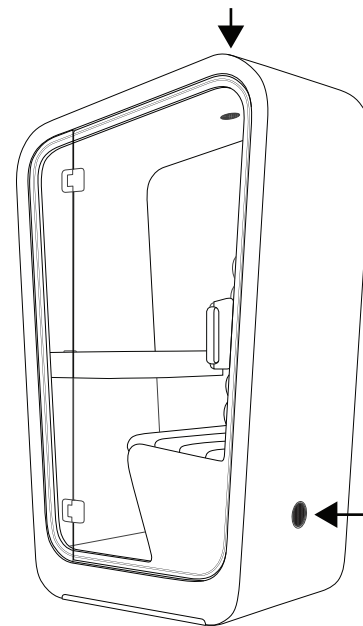
Backside of Access 1 & 2



Cube outer fan locations



Solo outer fan locations





# Loop

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