

# MAINTENANCE AND SAFETY RULES

hushmeet \* HUS-BX-008/108/208

## 1 GLASS ELEMENTS

Once a week, clean the surface in circular motions using a damp cloth.

If you use a cleaner, apply it first to the cloth and clean the surface.

To clean glazed elements, use chemical products that are intended to clean glass and mirrors.

## 2 TABLE TOP

Regularly clean the entire surface with a microfibre cloth soaked in the cleaner or water. Allow to dry.

Do not apply the cleaner directly to the surface.

**Do not use abrasive products, polishing products and scouring pads or sponges.**

## 3 HANDLES

Clean the handle inside and outside the booth every day using a damp microfibre cloth. After cleaning, wipe the handles dry.

## 4 VENTILATION SYSTEM

Once every six months, vacuum the fan using a soft attachment of the vacuum cleaner.

Do not insert the hose between the fan blades.

## 5 CASE AND FLAT SURFACES

Once a week, clean the surface from top to bottom with a damp microfibre cloth. Microfibre cloths do not leave fibres and prevent streaks. If any liquid is spilled on the furniture, wipe it immediately before it dries. Do not use products containing abrasive agents, such as powders, pastes and cream cleaners which can scratch the surface. Do not use scouring pads or sponges.

## 6 UPHOLSTERED ELEMENTS

Once every six months, vacuum the surface of all upholstered elements (panels and seats) from top to bottom.

For heavy soiling, use a neutral cleaner.

**Before cleaning, test the cleaner on a hidden area and follow manufacturer's instructions.**

**Use upholstery cleaners that do not contain paraffin, alcohol or other solvents.**

In the case of Wool fabric, lint and pilling occurs over time. This is a natural process for this type of fabric.

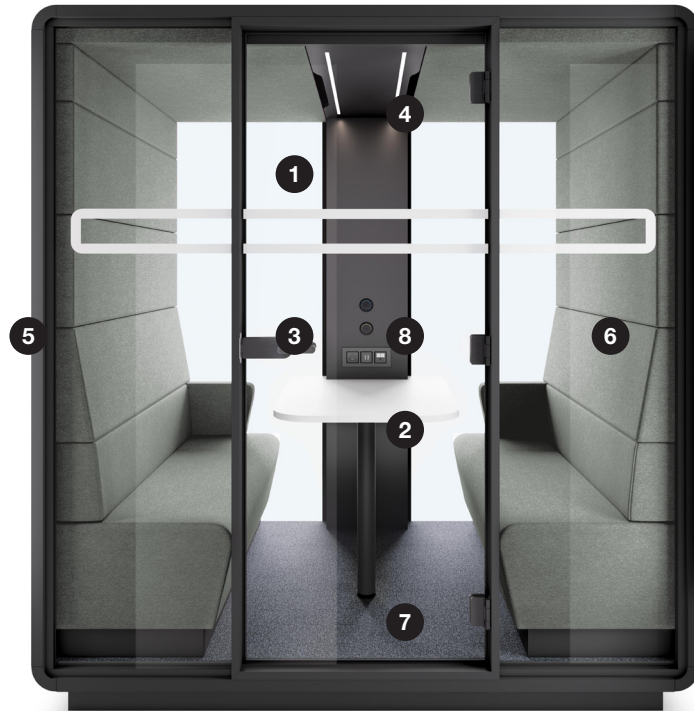
## 7 FLOOR

Once a week, vacuum the entire floor surface. For heavy soiling, use a neutral cleaner. Use products intended for floor coverings.

Before using the cleaner, test it on a hidden area.

## 8 PLASTIC PARTS

Once a week, clean the surface from top to bottom with a damp microfibre cloth. Using solvent-based products may damage the surface. Do not use products containing abrasive agents, such as powders, pastes and cream cleaners which can scratch the surface. Do not use scouring pads or sponges.



\* Product visualisation is for reference only. Variations are allowed depending on the version of the product available in a given market.

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This appliance can be used by children aged from 8 years of age and persons with reduced physical or mental capabilities. Children must not play with the appliance or clean it or carry out maintenance. The booth can be used by persons with no experience and knowledge of the appliance if they have been given supervision or instruction concerning the safe use of the appliance so they understand the potential hazards related to such use.

## VENTILATION SYSTEM AND LIGHTING SETTINGS

Do not disconnect the booth from the power supply after use to ensure adequate air exchange. When you leave the booth, the ventilation system will continue to operate for the time set on the motion sensors.

When you enter the booth, the fans and lighting in the ceiling start operating at 50% speed and intensity. Use the knobs to adjust the ventilation and lighting output.

To increase the light intensity and the level of ventilation efficiency, use the knob by turning it to the right.

To reduce the lighting level and ventilation efficiency, use the knob by turning it to the left.

## UPHOLSTERY

Avoid applying strong spot pressure forces. This may cause tears or splits.

## BOOTH INSTALLATION AND DISASSEMBLY

See installation instructions for information about how to correctly install the booth and about the number of components. The booth should be installed and disassembled by a trained installation crew using tools intended for this purpose as specified in the installation instructions.

## MOTION SENSOR

The motion sensor allows the lighting and ventilation system to be switched on quickly and automatically when motion is detected. Do not press or cover the sensor located in the booth ceiling. When motion is detected again, the sensor will automatically start the operating cycle.

## NUMBER OF USERS

Do not exceed the recommended maximum number of users as specified below.

### Maximum number of users:

HushMeet –  x 4

## MOVING THE BOOTH

**It is required to disconnect the booth from the power source before moving it.**



For a product with plinth, it should be carried out using a pallet truck.



For a product without a plinth, it should be done by factory installed wheels, after raising the feet.

**It is recommended to move the booth over the hard surfaces or carpet.**

Faults and unevenness in the surface may cause damage to the internal and external construction. Moving the booth without it lifting may cause damage.

## INTENDED USE OF THE BOOTHS

Hushoffice booths should be used for purposes for which they are intended and for which they have been designed. Our products have to be used indoors in dry places.

**In particular, the following should be avoided:**



prolonged exposure to temperatures **below 15°C and above 40°C;**



temporary temperatures **above 60°C;**



exposure to **water** and air **humidity above 70%;**



direct exposure to **sunlight.**

## USE



Avoid pushing the walls from the inside of the booth. This may cause damage to the internal and external structure.



Avoid leaning against the booth on the outside and applying forces acting on the door from the top.



Do not allow shoes to come into contact with the upholstery.



Do not smoke in the booth.



Items with sharp edges or rough surfaces can scratch the tabletop. Thus, use pads (especially for wood veneer and varnished furniture).



Electrical and heat-emitting appliances should only be used when users are present in the booth.

The electrical system should be used as specified in the provided instructions.

Close the door after leaving the booth.

**If you have any doubts as to how to use and maintain the furniture, please contact the manufacturer before proceeding with any of the operations described in the instructions.**

## FLOORS

The floor surface should be level to ensure the best acoustic properties of the product and to make it easier to adjust the door.

## TV SCREEN

Maximum size of the TV screen that can be installed in the booth: **40"**

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## INFORMATION ABOUT THE WASTE ELECTRICAL AND ELECTRONIC EQUIPMENT COLLECTION SYSTEM



**Return your waste electrical and electronic equipment to the place of purchase.**

Take your waste equipment to a collection facility. Information about the nearest location can be found on the website or notice boards of local authorities. Collected equipment is delivered to specialised waste treatment facilities where hazardous components are removed first. Other components are recovered and recycled. Each appliance powered by electricity or batteries should be labelled with the crossed-out wheeled bin symbol.

The crossed-out wheeled bin symbol on the equipment, packaging or documents accompanying the equipment means that the product must not be disposed of with other household waste. It is the user's responsibility to take the waste equipment to a designated collection facility for proper treatment. This symbol also means that the equipment was placed on the market after 13 August 2005.



**Do not dispose of your waste equipment with other household waste! If you do, you may get a fine.**

Proper handling of waste equipment prevents potential negative consequences for the environment and human health.

At the same time, we save natural resources by reusing raw materials obtained from recycling.

## PERMISSIBLE LOADS



Do not exceed the recommended maximum loads in the booths as specified below. The loads depend on the booth configuration.  
**Do not sit on the table!**

Maximum load of tabletop – **15 kg / 33 lbs.**

Maximum load of the two-person bench – **300 kg / 330 lbs.**

Maximum weight of TV set with mount – **15 kg / 33 lbs.**



## POWER SUPPLY

Hush can be connected to a power supply which meets the power quality standards defined in the legislation in force. The manufacturer of Hush recommends that the socket supplying power to the booth is protected by a residual current circuit breaker (30 mA) and a type B miniature circuit breaker (max. 16 A). Once the Hush booth is installed, connect it to a 110 V or 230 V single-phase AC source using the provided single-phase plug and check the lighting and socket operation. Do not exceed the maximum single-phase socket load power of 800 W. During the warranty period, it is forbidden to tamper with the electrical system. Any repairs or modifications to the electrical system should be made by a qualified person.

If a non-detachable power cable is damaged, it should be replaced by the manufacturer, a service technician or a qualified person in order to avoid any risk.

Power consumption on stand-by mode 0,3 W.



**hushoffice**

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Distributor: Mikomax sp. z o.o. | 93-231 Łódź ul. Dostawcza 4, Polska

**hushoffice.com**