

# MAINTENANCE AND SAFETY RULES

hushfree.Access.M \* HUS-AP-004

This document should be kept for the future reference. Mind the mobile components.

## 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 then clean the surface. To clean glass elements, use chemicals products specifically adapted for glass and mirrors cleaning.

## 2 CASE AND FLAT SURFACES

Once a week, clean the surface from top to bottom with a damp microfibre cloth that does 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 rough sponges.**

## 3 VENTILATION SYSTEM

Once every six months, clean the fan with a vacuum cleaner equipped with a flexible nozzle.

**Do not insert the vacuum hose between the fan blades.**

## 4 TABLE TOP (OPTIONAL)

Clean regularly the entire surface with a microfibre cloth soaked in the cleaner or water. Let it dry. Do not apply the cleaner directly on the surface.

**Do not use abrasive or polishing products and rough sponges**

## 5 FLOORS

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 small invisible spot.**

## 6 HANDLES

Clean everyday the handles inside and outside the booth with a damp microfibre cloth. After cleaning, wipe the handles dry.



\* The product image is presented for information purpose only. Variations are possible depending on the version of the product available on the market concerned.

## 7 UPHOLSTERED ELEMENTS

Before cleaning, the upholstered element should be cleaned using an electrostatic dust brush or a Hoover fitted with a soft brush.

Do not use solvents, chemical thinners or pastes containing abrasive substances to remove dirt and stains from the fabric.

Any liquids spilt on the upholstery must be removed immediately from the surface using a cotton or paper cloth, so as not to spread the liquid too thinly over the surface.

## 8 PLASTIC COMPONENTS

Once a week, clean the surface from top to bottom with a damp microfibre cloth. The use of 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 rough sponges.**

## 9 POWDER-COATED ALUMINIUM COMPONENTS

Do not use solvent-based detergents. Do not use preparations containing abrasive agents such as powders, pastes or cleaning milks which may scratch the surface. Do not use rough sponges.

## 10 HUSHBOOKING / HUSHASSISTANT

Once a week, clean the surfaces from top to bottom with a damp microfibre cloth. The use of solvent-based substances may damage the surface. Do not use preparations containing abrasive agents such as powders, pastes and cleaning milks, which can scratch the surface. Do not use aggressive cleaning products.

## 11 SIGNAL INDICATING THAT THE BOOTH IS OCCUPIED

Once every six months, clean the fan using a Hoover with a soft nozzle.



hushoffice

Producent: Fabryka Mebli Biurowych Mikomax sp. z o.o. | 93-231 Łódź ul. Dostawcza 4, Polska  
Dystrybutor: Mikomax sp. z o.o. | 93-231 Łódź ul. Dostawcza 4, Polska

hushoffice.com

# MAINTENANCE AND SAFETY RULES

hushfree.Access.M \* HUS-AP-004

This equipment may be used by children aged 8 and over, by persons with reduced physical or mental capacity and by persons with no experience or knowledge of the equipment if supervision or instructions on how to use it safely are provided, so that the user is aware of the potential danger related to the use of the booth. Unsupervised children must not clean or service the equipment.

**WARNING:** The product does not contain any user-serviceable parts. In the event of a malfunction, contact your supplier.

## VENTILATION AND LIGHTING SYSTEM SETTINGS

When you enter the booth, the fans and the lighting in the ceiling start operating at 50% speed and intensity. The facial lighting is activated using an additional knob. To adjust the ventilation and lighting output, use the knobs designed for adjustment. To increase the lighting and ventilation performance level, use the knob by turning it to the right. To decrease the lighting and ventilation performance level, use the knob by turning it to the left. Do not unplug the booth after use, this will ensure adequate air exchange. When you leave the booth, the ventilation system will continue to operate for the time set on the motion sensors.

## UPHOLSTERY

Strong pressure at any point on the upholstered parts of the furniture should be avoided, particularly with hard or sharp objects. This could lead to deformation, permanent tears or damage to the upholstery fabric.

## BOOTH ASSEMBLY AND DISASSEMBLY

The assembly and disassembly should only be carried out in accordance with the assembly instructions by a trained assembly team and using tools specially intended for this purpose.

## 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:**  x4

## MOVING THE BOOTH

 To move the booth, use the factory installed castors, after lifting the feet.

**WARNING:** before moving, the cabin must be disconnected from the power source.

**It is recommended to move the booth on rigid or carpeted surfaces.**

Unevenness and unevenness on the surface can damage the internal and external structure. Moving the booth without lifting it - can damage its internal and external structure.

## INTENDED USE OF THE BOOTHS


The hushFree.M product is an acoustic cabin intended for temporary use inside commercial spaces (offices, shopping centers and other public buildings) or domestic spaces for a maximum four people.


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.**

## TABLE (OPTIONAL)

The table must be used for its intended purpose and with due care.

 For the sake of user safety, do not stand on the table top, sit on it or lean against its edges. The permissible load on the table top must not be exceeded.



hushoffice

Producent: Fabryka Mebli Biurowych Mikomax sp. z o.o. | 93-231 Łódź ul. Dostawcza 4, Polska  
Dystrybutor: Mikomax sp. z o.o. | 93-231 Łódź ul. Dostawcza 4, Polska

hushoffice.com

# MAINTENANCE AND SAFETY RULES

hushfree.Access.M \* HUS-AP-004

## SOFAS (OPTIONAL)

Sofas must be used for their intended purpose and with due care of their condition. For user safety reasons, it is particularly important not to stand on their surface, jump or sit on the backrests, armrests, etc. Sofas should be used evenly across the entire seating surface in order to increase their service life.

Place sofas only on levelled surfaces. To ensure their stability and firmness while sitting, the entire foot surface and base should be in contact with the ground; do not lean or rock. The user should not lean or rock on the sofa.

Sofas should not be positioned less than 1 m from active heating sources such as radiators, heaters, etc. Sofas must be protected from direct sunlight.

## FLOORS

The surface of the floor must be levelled to ensure the best acoustic properties of the booth and to make it easier to adjust the door.


## PERMISSIBLE LOADS

Maximum load of tabletop – **15 kg**.  
Maximum load of the two-person sofa – **220 kg**.  
Maximum weight of TV – **22 kg**.

## TV BRACKET MOUNT (OPTIONAL)

Avoid exceeding the maximum load of the bracket.  
Avoid vertical and horizontal forces that could break the fixing screw threads.  
Maximum TV screen size that can be installed in the booth: **40"**

## 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.



## 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 5W.

INPUT: 230V, 50Hz, 10A (the plug)  
OUTPUT 1: 230V, 50Hz



**hushoffice**

Producent: Fabryka Mebli Biurowych Mikomax sp. z o.o. | 93-231 Łódź ul. Dostawcza 4, Polska  
Dystrybutor: Mikomax sp. z o.o. | 93-231 Łódź ul. Dostawcza 4, Polska

**hushoffice.com**