

# MAINTENANCE AND SAFETY RULES

## Hushfree Work HUS-AP-008

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

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.

### 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.

 Do not iron.

### 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

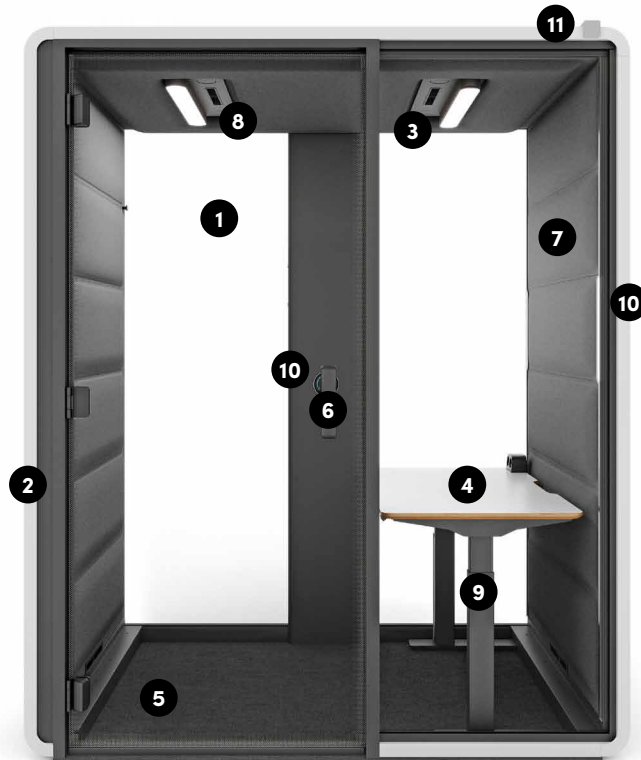
Do not use solvent-based detergents. Do not use preparations containing abrasive agents such as powders, pastes or cleaning milks which may scratch the surface. Do not use rough sponges.

### 10 HUSHBOOKING / HUSHASSISTANT / HUSHMARKERBOARD

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.



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

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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

Upon entering the cabin, the fans and ceiling lights begin operating at 50% speed and intensity. The face lighting is activated separately using hushAssistant. To adjust ventilation and lighting intensity, use the dedicated controls displayed on hushAssistant. To increase the lighting and ventilation levels, move the marker on the display and observe the intensity displayed as a percentage. Do not disconnect the cabin from the power supply after use, this will ensure adequate air exchange. After leaving the cabin, 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:  x1**

### INTENDED USE OF THE BOOTHS





The Hushfree Work 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 of 1 persons.

Due to the need to ensure the highest acoustic parameters, the ventilation was designed in a directional way to push excess polluted air out of the pod. However, it is recommended to open the door completely from time to time. For this purpose recommended time for continuous use of Hushoffice booths is 1-2 h. Thanks to the hushAssistant device, when the use time exceeds the amount of 1 hour, information about the recommended 5-minute break appears on the display screen.


**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

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.

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### PERMISSIBLE LOADS

Maximum load of tabletop – **65 kg**.

### 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

