SCREENFLEX PORTABLE ROOM DIVIDER OPERATING INSTRUCTIONS
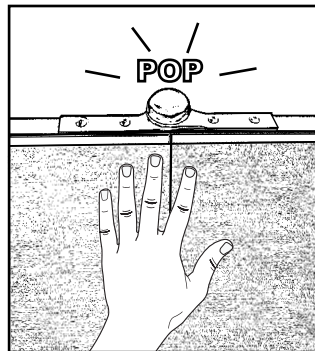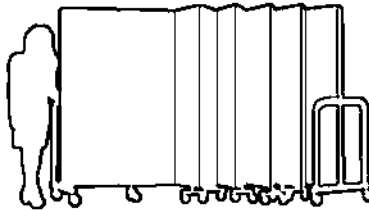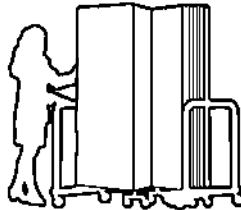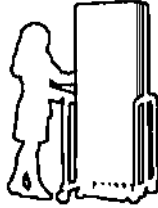
Please Read All Instructions Carefully Before Using Dividers

FREESTANDING & WALLMOUNTED DIVIDER OPERATING INSTRUCTIONS

Ready to use, no assembly required. (WALLmounted dividers require wall attachment).

To Open

To Close

1. Roll FREEstanding Unit to the area where it is to be used. *Leave in a locked position while it is being moved. (*WALLmounted: Pull panels out from wall using the handle).

2. Unlock FREEstanding panels by pulling storage latch handle back and PULLING frame to free panels. *Do not kick the storage latches with your foot. This may cause the storage latch to break.*

3. Pull or push panels to reach desired configuration, by use of the handle and/or by pushing the panels at or below the height of the handle. Nudge each panel into position by gently putting pressure on the back side of the hinge (See illustration). The caster brakes can be used to further secure the location of the unit.
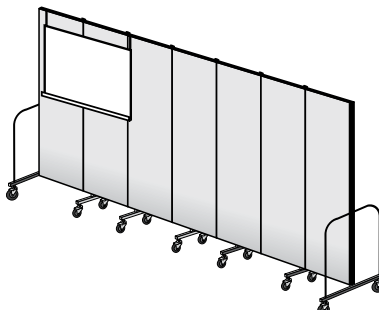
   WARNING - DO NOT push FREEstanding unit at high speeds over door thresholds or other protrusions in the floor.

   Complete installation instructions are included inside the WALLmount shipping carton. A template is provided for easy and accurate installation.

POP

Panels pop into place.

1. Remove all pins, papers and protruding objects from the panels.

2. Unlock caster brakes and fold all panels back together into stack by folding them against one another.

3. Fold FREEstanding panels tightly into frame on each side until you hear the click of the storage latch retaining the panels. (Fold WALLmounted panels snugly against wall).

PULL TO OPEN

FULLY CLOSED POSITION

4. Roll FREEstanding unit to the next location or to a storage area. **Make sure panels are locked in the closed position before moving.**

5. Taller units may have straps to wrap around panels before moving.
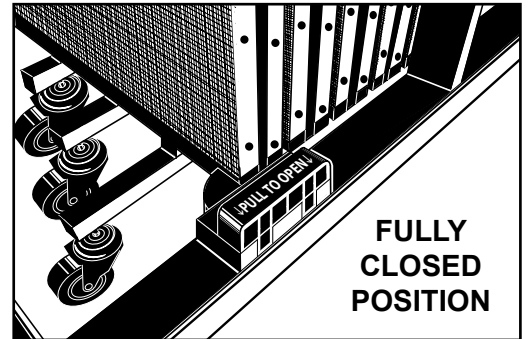
   Please limit movement through low doorways.

Hang Markerboards on the 1st or 2nd panels closest to each end frame. Do not hang more than 20 lbs. on each side.

NOTE: Excessive use of attached items may interfere with the divider's proper operation.

SCREENFLEX
Portable Room Dividers

585 Capital Drive
Lake Zurich, IL 60047
800-553-0110

www.screenflex.com

THANK YOU FOR YOUR ORDER

We are certain your new Screenflex Room Divider(s) will provide you with many years of service. To learn some very basic "How to" maintenance tips - **Please visit www.Screenflex.com/howto**

Screenflex Product Return Policy

All Screenflex Partitions are custom manufactured to order. Should it be necessary to return a Screenflex product, please comply with the following Screenflex return procedures:

- All returns must be made within 60 days of invoice date.

- All Screenflex products are subject to a minimum 25% restocking fee.

- The customer is responsible for return freight charges and any resulting damage to product during return shipment.

- All products must be returned in good, resalable condition or the resulting labor and parts charges needed to restore the product to its original value will be deducted from the credit issued.

- Screenflex will not accept the return of non-standard fabrics, colors, or partitions that have been modified in any way.

IMPORTANT: Before returning any Screenflex product, customer service **MUST** be contacted at 800-553-0110. Any product arriving at the Screenflex warehouse without return authorization will be refused.

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