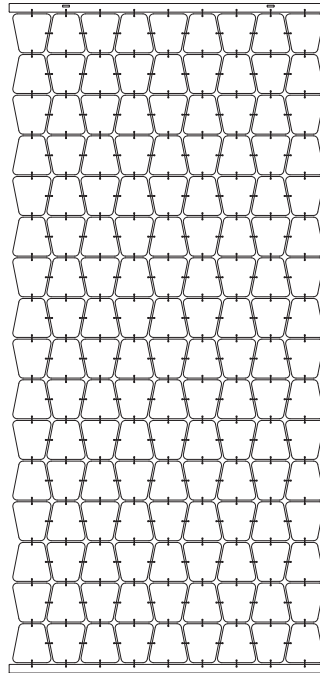


## DIVVY | STENO

Screen

## INSTALLATION INSTRUCTIONS



<b>DESIGNER</b>	Submaterial
<b>PRODUCT NAME</b>	Divvy Screen
<b>PRODUCT NUMBER</b>	SCRN-SUBM-0005-08
<b>FAMILY NAME</b>	Divvy
<b>PRODUCT CATEGORY</b>	Screen
<b>MATERIALS</b>	100% Merino Wool Felt or Sustainably Sourced Cork, Acid-Free Museum Board, Steel Hardware and Aluminum Rings
<b>INSTALLATION METHOD</b>	Ceiling Installation Hardware Pack 2
<b>PURPOSE</b>	Residential
<b>COLOR FASTNESS TO LIGHT</b>	Felt, Class 4-5 (40 hours)
<b>COLORFASTNESS TO CROCKING</b>	Felt, Class 3-4 (wet), Class 4-5 (dry)
<b>WARRANTY AND RETURNS</b>	No warranties are offered on any submaterial products. Most of our products are made to order, therefore we offer returns or exchanges due to manufactures defect only. Items must be returned in the original packaging and have no visible signs of wear or use. If you have a concern, please contact us within 3 business days of receipt of your products. Please retain the original packaging and wait for

### MINOR CLEANING

Like any natural fiber, you should always take a minimal approach to cleaning wool felt. The preferred steps taken for the cleaning process should consist of (in order of intensity): dusting with a lint roller, vacuuming with a clean soft brush, spot cleaning with water and mild detergent, using chemical stain removers. Periodic spot removal of lint can be achieved easily by using a standard tape lint roller. Once per year, it is recommended that the entire surface be given a light vacuum with a soft upholstery brush.

### MAJOR CLEANING

For removal of minor stains, 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. **Always blot, never rub!** Use a clean paper towel to gently blot the detergent into the stain. Press and release; repeat. Using a separate container of water, use clean moist paper towels to blot more water into the stain. Press and release; repeat. Finish by blotting firmly with clean, dry paper towels until the area is nearly dry. There are many solvent-based spot removers available. Although we don't recommend them except in the case of emergency, the best choices for wool felt are dry cleaning fluids. Always test first in an inconspicuous area. Blot the stained area with a clean cloth soaked in dry cleaning fluid, then blot with clean cloth until dry.

## DIVVY | STENO

Screen

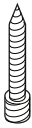
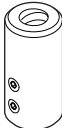
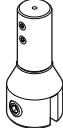

## INSTALLATION INSTRUCTIONS

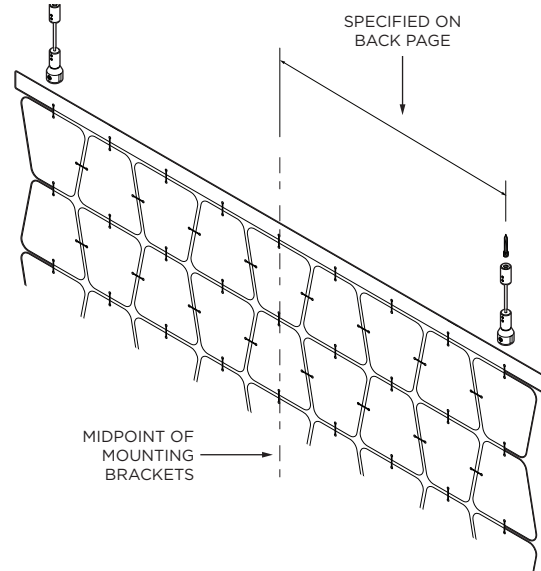
It is highly recommended two people work together for this installation procedure. Using very clean hands, handle the screen by the top bar only. Never grab the screen by the middle or by any individual component.

### RECOMMENDED HARDWARE

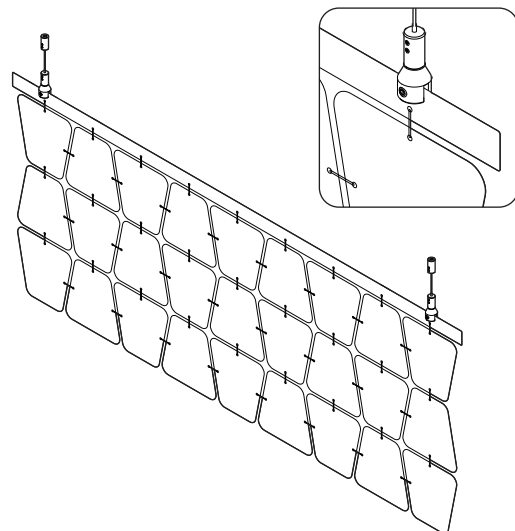
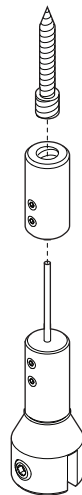
Tape Measure	Power Drill	5/32" Driver Bit	Removable Tape
Pencil	3/32" Allen Key	5/32" Allen Key	

### INCLUDED COMPONENTS

Combo Screw	Ceiling Mount	Bar Mount	Aircraft Cable
			



1. Install combo screws at points marked in previous step using 5/32 hex head Driver.
2. Refer to distance written on back of this pamphlet, start from midpoint and measure out in each direction specified distance to marks for installing ceiling mount.
3. Determine desired location of screen. Using a pencil, mark center point with removable painter's tape.



3. Configure mounting assembly according to diagram above. Thread airline cable through small holes in mounting brackets and use small set screws to tighten airline cable in mounts.
4. Raise Mounting Assembly to Socket Screw and thread onto the screw tightly. Repeat steps 3-4 For both mounting points.
5. With a partner and handling the screen only by the bars on top and bottom, raise screen up to mounting assemblies and insert bar into

6. Using a 5/32 Allen wrench tighten set screw on side of mount to secure bar.
7. Inspect the screen and adjust any parts of the screen which may have shifted during the installation process. Straighten rings as necessary. Be cautious not to put any strain on any individual components.
8. Use small set screws on side of mounting brackets to adjust airline cable to ensure levelness.