

# SCREENFLEX PORTABLE PARTITIONS OPERATING INSTRUCTIONS AND PARTS LIST

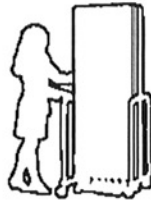
*Please Read All Instructions Carefully Before Using Partitions*

## FREESTANDING & WALLMOUNTED PARTITIONS OPERATING INSTRUCTIONS

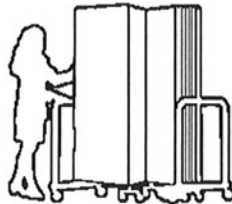
Ready to use, no assembly required. (WALLmounted partitions require wall attachment).

### To Open

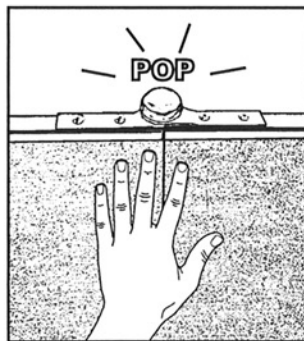
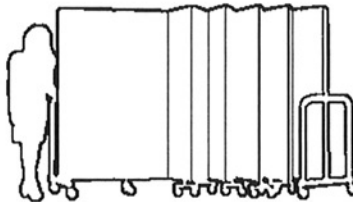
1. Roll FREEstanding Unit to the area where it is to be used. *Leave in a locked position while it is being moved.* (WALLmounted: Pull panels out from wall using the handle).



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



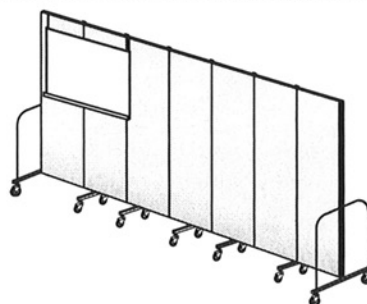
Panels pop into place.

**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.*

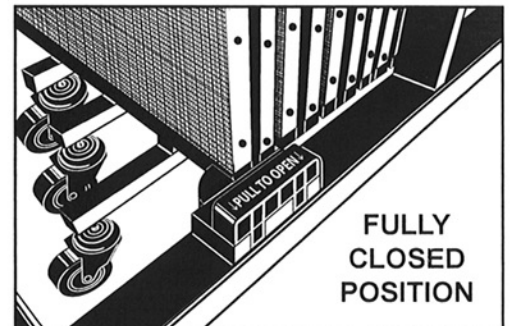
Hang Markerboards or pictures on the 1st or 2nd panels closest to each end frame. Do not hang more than 20 lbs. on each side.

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



### To Close

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 screenlock retaining the panels. (Fold WALLmounted panels snugly against wall).



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.

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