

The Hufcor Partitions for this installation have been custom made to the architect's and owner's specifications. Each partition has been carefully fabricated and installed to provide many years of trouble-free service.

The key to the life of the product is proper operation and care. The correct operation and recommended care are outlined in this Owners Manual for your guidance.

If any malfunction of these partitions occurs, please phone your local Hufcor Distributor for service. This must be done immediately since Hufcor cannot be responsible for damages which result from delays or failure to advise Hufcor or Hufcor's local Distributor.

WARRANTY

Hufcor Partitions are guaranteed against defects in material and workmanship that occurred during the manufacturing of the product. Refer to your Hufcor Limited Warranty for additional details.

**THIS PARTITION WAS
SOLD AND INSTALLED BY:**

DISTRIBUTOR NAME:

ADDRESS:

CITY/STATE/ZIPCODE:

PHONE:

CONTACT PERSON:

EMAIL:

PROJECT INFORMATION:

JOB NAME:

HUFCOR ORDER #:

INSTALLATION DATE:

ADDRESS:

CITY/STATE/ZIPCODE:

NOTES:



PREVENTATIVE CARE & MAINTENANCE

We strongly recommend that you contact your Hufcor Distributor to perform an annual inspection for your partitions (six months if your partitions are used daily). Regular maintenance will keep your partitions in good working condition and make certain they perform properly for many years to come. An annual inspection includes:

- » Clean and lightly lubricate all track running surfaces
- » Check trolleys for any signs of abnormal wear or breakage. Replace as needed
- » Check out-of-plumb panels (indicating loose trolley bolts). Correct by adjusting to plumb and tightening trolley nuts
- » Check any exposed screws in panel horizontal rails - tighten if required
- » Check track misalignment at all joints and intersections - correct any misalignment
- » Check swing closure and adjust as needed
- » Check pivot closure and adjust as needed
- » Operate pass door and adjust as needed

OMNI-DIRECTIONAL PANELS

Omni-Directional Panels consist of individual panels supported by two carriers on each panel. They are designed to negotiate angles and turns. Panels will have top and/or bottom sweeps.

SETTING PARTITION

A typical partition consists of basic panel(s), an optional pass door, and last a closure panel or pivot panel. Conduct all operations **SLOWLY AND SAFELY**. Safe operation requires moving panels into place one at a time. Stand in the center of the panel face. Using both hands, grasp it by the edges as high as possible and gently pull it toward you. (Fig. 1) Carefully maneuver it out of the storage area. (Fig. 2 & 3) Move the panel down the run to the required position.

Helpful Tip: While moving the panels through any intersections avoid stopping. The carriers may stop in an intersection and appear stuck. If this happens, push panel back in direction it came from. Try again and avoid stopping while the panel is in an intersection.

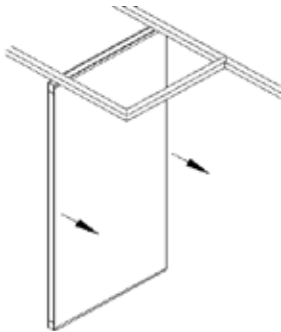


Fig. 1

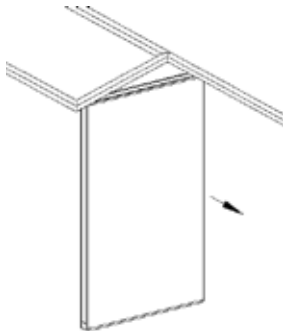


Fig. 2

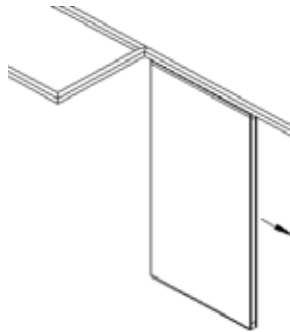


Fig. 3

SETTING FLOOR PINS

WAIST-HIGH ACTIVATED FLOOR PINS (Fig. 4):

Jamb panels (the panel adjacent to a pivot panel) as well as standard panels in some layouts will have a waist-high activated floor pin. Once the panel is in position and over the floor pin socket, follow these steps:

- Locate the spring-loaded pin plunger projecting horizontally out of the edge of the panel. This is located about waist high along the edge of the panel.
- Push in the spring-loaded pin plunger and lower the pin until reaching the limit of the panel edge slot.
- Release the spring-loaded plunger – it should spring forward into the resting position. The floor pin is now set and cannot accidentally release.
- Follow the same steps to raise/release the floor pin except raise the floor pin instead of lowering.

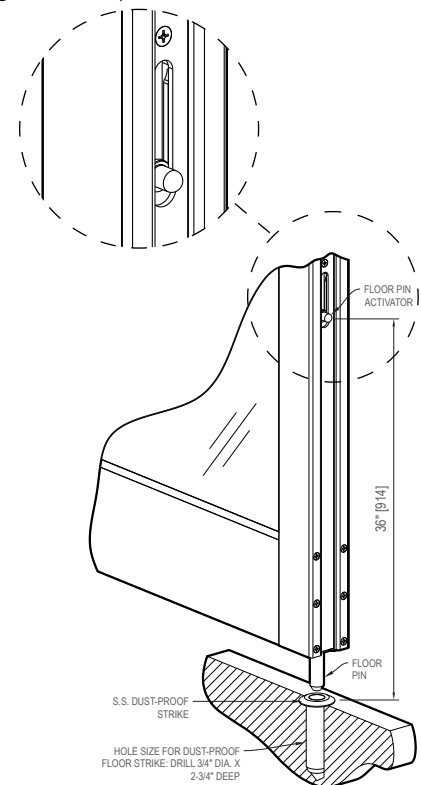


Fig. 4

FACE ACTIVATED FLOOR PINS AND OPTIONAL LOCK (Fig. 5)

Face Pins - Pivot panels and trail panels in some layouts may have face activated floor pins. Once the panel is in position and over the floor pin socket, push down on the round knob that is attached to the face pin until it reaches the limit of travel in the slide slot. The floor pin is now set, and the panel is locked in place and cannot accidentally release.

Optional Thumb turn or Key Cylinder: Pivot Panels are frequently specified to include the optional floor lock. If your Pivot Panel is equipped with a floor lock, once the face pin is lowered into the floor socket, rotate the lock (either key or thumb turn) until it is fully engaged. Now the face pin cannot be raised. To unlock, turn the lock the opposite way until it is fully disengaged. The pin can now be raised.

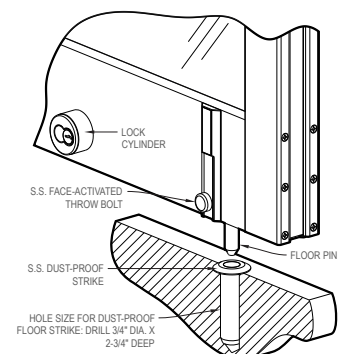


Fig. 5

SETTING & STACKING THE PARTITION

PIVOT PANEL OR LEVER CLOSURE PANEL ON SAME SIDE AS STACK

1. To set the wall, move panels one at a time away from the stack
2. Upon the first panel reaching the end of the run, push panel tight against the wall or wall jamb and set the floor pin (if applicable)
3. Move each subsequent panel from the stack and push panel firmly against the previous panel, ensuring that the panels are tightly interlocked. Set any floor pins along the way (if applicable)
4. If the last panel is a Pivot Panel, set the Jamb Panel (the panel adjacent to the Pivot Panel) into position and drop the waist high activated floor pin (Fig. 4). The Pivot Panel can now be operated.
5. If the last panel is a Lever Closure Panel (Fig. 6) – to set the panel and seal the opening:
 - a. Push the Lever Closure Panel into position ensuring that the panel is tightly interlocked with the adjacent panel. Ensure that all panels in the run are seated and tightly interlocked with each adjacent panel.
 - b. A cover plate with Hufcor logo hides the lever activation port. Rotate this plate out of the way (Fig. 7 & Fig. 8)
 - c. Insert lever handle onto the lever receiver WITH THE LEVER HANDLE END POINTING UPWARDS (Fig. 9). Note that the lever handle and receiver are “keyed” so that the system will only work if the handle end is pointing up.
 - d. Once the lever handle is attached to the lever handle receiver, rotate the lever handle downwards, 180° until it is pointing down towards the floor. (Fig. 10). The opening is now sealed and will provide the best sound blocking acoustics.
 - e. Remove the lever handle and store in a safe place. Allow the lever port cover plate to rotate back down to cover the activation port. (Fig. 11 & Fig. 12)
6. To stack, reverse these steps starting with moving the Pivot Panel to the fully opened position or retracting the Lever Closure Panel (make sure to start with the lever end pointing down to the floor)

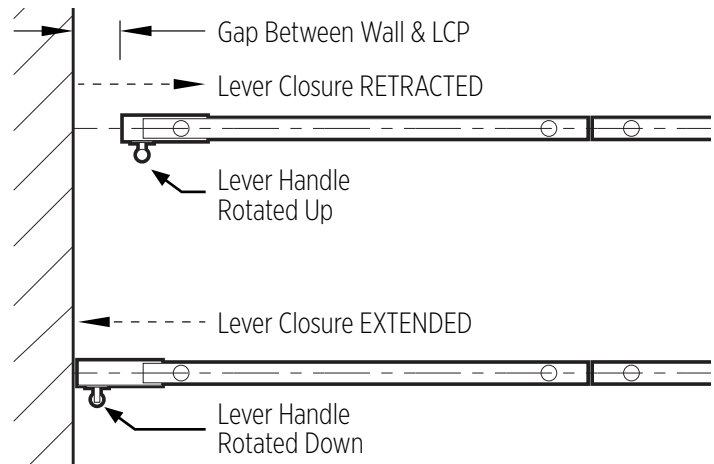


Fig. 6

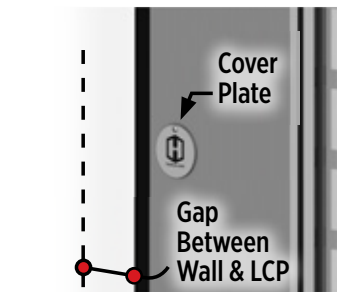


Fig. 7

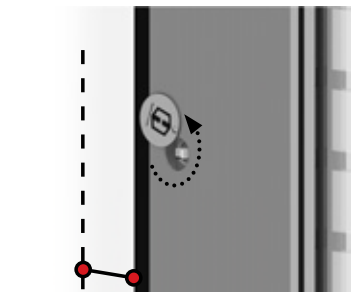


Fig. 8

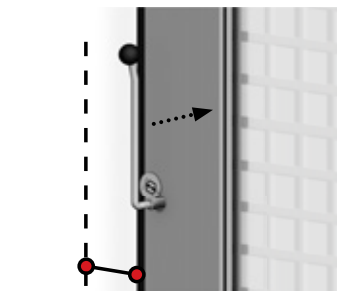


Fig. 9

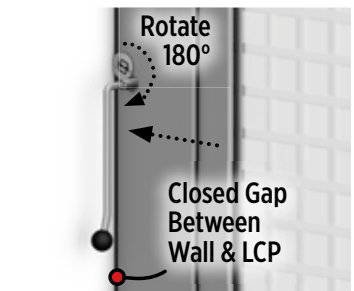


Fig. 10



Fig. 11



Fig. 12

SETTING PASS DOOR PANEL

1. Move Pass Door panel and its strike panel in the run, set the edge activated floor pin at strike panel into its floor plate as described above. (Fig. 4)
2. Once the strike panel has been locked into the floor, slide Pass Door panel into position, the hinge vertical side (see Fig. 13 & Fig. 14) should align where the top and bottom pins are over receptacle holes.
3. Check also that the top edge pin (at strike side of the panel) in the top rail of the Pass Door is engaged to the adjacent strike panel (see Fig. 15 & Fig. 16).
4. To extend FLOOR (bottom) and TRACK (top) pins on the hinge vertical side of the Pass Door panel insert the 5/16 hex tool and TURN CLOCKWISE +/-180degrees. (see Fig. 17 & Fig. 18) The pins are spring loaded and should engage the FLOOR and TRACK hole receptacle.
5. **Guide the FLOOR pin in first**, until is shown flush (Fig. 21) with the hinge block. Once you have confirmed the FLOOR pin (bottom) is fully down, guide TRACK pin (top) into position (Fig. 22). Slightly pull or push the hinge vertical side away from the strike to check TRACK pin is fully extended. If the TRACK pin is not fully extended the linkage at the top of the door will not allow it to open.

IMPORTANT: If the bottom pin is not engaged in the floor receptacle prior to use, opening the door may result in an operation issue where the door dislocates from its alignment and does not open properly.

6. Open and swing the door.

STACKING/STORING PASS DOOR

7. Close the Pass Door and ensure top latch is secure prior to storing or moving it to a stack position.
8. To retract FLOOR (bottom) and TRACK (top) pins on the hinge vertical side of the Pass Door panel insert the 5/16 hex tool and TURN COUNTER CLOCKWISE +/-180degrees (Fig. 19 & Fig. 20). The top and bottom pins should retract from the top track and floor receptacle respectively (Fig. 21 & Fig. 22).
9. Confirmed bottom and top pins are retracted and door is latched before moving Pass Door panel to storing or stack location.

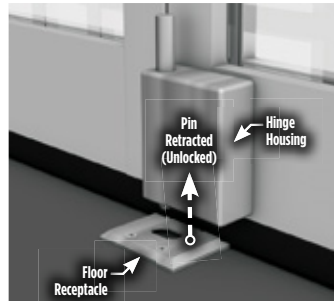


Fig. 13

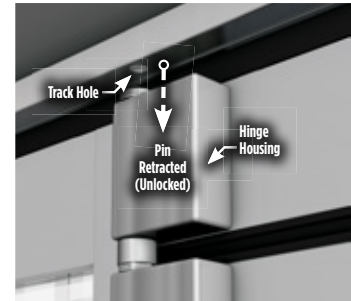


Fig. 14



Fig. 15



Fig. 16

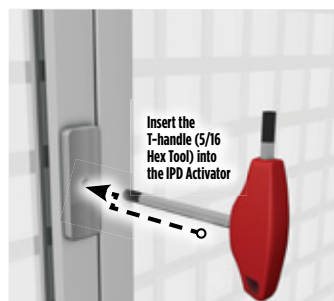


Fig. 17

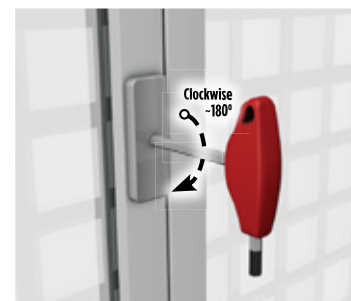


Fig. 18

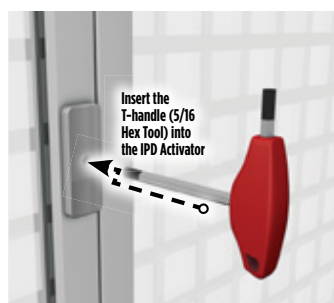


Fig. 19

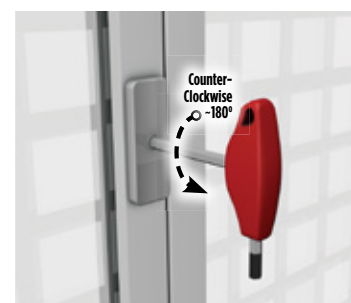


Fig. 20

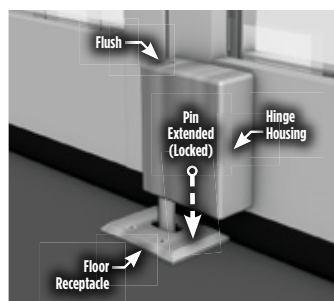


Fig. 21

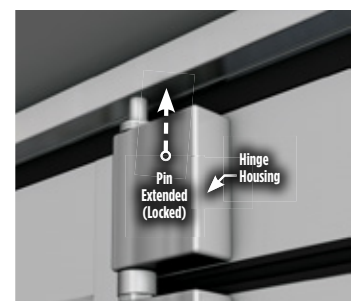


Fig. 22

SETTING & STACKING THE WALL

PIVOT PANEL OR LEVER CLOSURE ON OPPOSITE SIDE OF OPENING FROM STACK

1. Ensure that the Pivot Panel is fully open and out of the way
2. Move panels one at a time from the stacked position until all panels have been unstacked
3. Starting with the last panel that was unstacked, push that panel firmly against the wall or wall jamb and set the floor pin (if applicable)
4. Move each subsequent panel pushing firmly against the previous panel, ensuring the panels are tightly interlocked and setting any floor pins along the way (if applicable)
5. If the last panel is a Pivot Panel, set the Jamb Panel (the panel adjacent to the Pivot Panel) into position and drop the waist high activated floor pin. (Fig. 4) The Pivot Panel can now be operated.
6. If the last panel is a Lever Closure Panel – to set the panel and seal the opening:
 - a. Push the Lever Closure Panel into position ensuring that the panel is tightly interlocked with the adjacent panel. Ensure that all panels in the run are seated and tightly interlocked with each adjacent panel.
 - b. A cover plate with Hufcor logo hides the lever activation port. Rotate this plate out of the way. (Fig. 7)
 - c. Insert lever handle onto the lever receiver WITH THE LEVER HANDLE END POINTING UPWARDS. (Fig. 9) Note that the lever handle and receiver are “keyed” so that the system will only work if the handle end is pointing upwards.
 - d. Once the lever handle is attached to the lever handle receiver, rotate the lever handle downwards until it is pointing towards the floor. (Fig. 10) The opening is now sealed and will provide the best sound blocking acoustics.
 - e. Remove the lever handle and store in a safe place. Allow the lever port cover plate to rotate back down to cover the activation port. (Fig. 11)

STACKING / STORING PARTITIONS

1. If the partition has a Pass Door, close and make certain that it is latched. (See instructions for Pass Door above.)
2. If partitions has a Lever Closure, retract the Lever Closure expanding panel by inserting lever handle into the lever receiver WITH THE LEVER HANDLE END POINTING DOWNWARDS. (Fig. 9) Rotate the lever handle upwards until it is pointing up towards the ceiling.
3. If partition has a Pivot Panel: Open Pivot Panel as far as it will go.
4. Lift up on the floor pins on all the other panels.
5. Separate panels and move to storage area. Repeat until all panels are in the storage area. If there is more than one storage area, please be sure the panels are stacked in the correct storage area.

TROUBLE SHOOTING GUIDE

PROBLEM	CAUSE	TREATMENT
Panels hanging out of plumb	1. Loose or broken trolleys 2. Broken trolley support beam	1. Tighten loose carriers to return panel to plumb. 2. Replace broken carrier or support beam
Panels sticking or hard to move	1. Dirt in the track 2. Misaligned track joints 3. Broken trolley	1. Clean track 2. Align joints 3. Replace trolley
Abnormal noise during movement	1. Broken trolley 2. Misaligned track joints	1. Replace trolley 2. Align joints
Broken or worn trolleys	1. Bad track joints 2. Abusive handling at "T" or "L" intersections	1. Realign track joints. Replace trolleys. 2. Replace trolleys and retrain personnel

CARE & MAINTENANCE

» ANODIZED ALUMINUM RAILS:

The anodized surface of your Hufcor partition may be cleaned with warm water and mild soap. Sponge the surface clean and wipe dry with a soft cloth. A soft brush may be used if dirt is difficult to remove. A "magic eraser" cleaning pad also works well.

CAUTION: DO NOT USE LACQUER THINNER OR OTHER STRONG CHEMICALS. MANY FLOOR-CLEANING MATERIALS CONTAIN CHEMICALS HARMFUL TO THE ALUMINUM. CARE SHOULD BE TAKEN WHEN USING SUCH COMPOUNDS NEAR THE PARTITION.

» SMOOTH GLASS SURFACES:

Smooth glass surfaces can be cleaned with standard glass cleaners.

CAUTION: IF THE GLASS IS SURFACE ETCHED OR HAS ANY SPECIAL SURFACE DECORATIONS, SEE SPECIFIC CLEANING INSTRUCTIONS SUPPLIED WITH THE PANEL SHIPMENT.