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ASSEMBLY GUIDE

ZIP Acoustic Screen Room Divider 3 Panels

Overview

Assemble a freestanding acoustic room divider by joining three panels together with the built-in zips and fitting the feet for stability.

Before You Start

- Choose a large, clean, flat area (a table or clear floor space) so the panels can lie fully flat.
- Have a second person available to help lift and rotate the assembled divider upright.

Tools You'll Need

- No tools required
- Optional: 2 people for safe lifting and positioning

Parts Included

- Room Divider Panel ×3
- Flat Foot ×3
- Peg Foot ×3

What to Check

- **Middle panel:** Find the panel with zips on both sides (this must be the centre panel).
- **Outside panels:** Each outside panel should have a zip on one side only.
- **Bottom hole alignment:** Locate the pre-drilled holes at the bottom of each panel and keep them all facing the same direction during assembly.
- **Zipper tabs:** Make sure the zipper pulls (tabs) start at the top of the panels before zipping.

Safety Notes

- Two-person lift: The assembled divider can be awkward to handle. Use two people when lifting or rotating it upright.
- Keep fingers clear of panel edges, zips, and feet while joining parts.

Step-by-Step Instructions

1. **Lay all three panels flat on a large, stable surface.**
   - **Check:** Panels are fully supported and not hanging over an edge.
2. **Place the centre panel in the middle (the one with zips on both sides).**
   - **Check:** The centre panel has a zip on each long side.
3. **Place one outside panel next to the centre panel with its zip edge facing inwards (towards the centre panel).**
   - **Check:** The two zip edges line up along the full height.
4. **Place the second outside panel on the other side of the centre panel, again with its zip edge facing inwards.**
   - **Check:** All three panels form one long row, with zips meeting in the seams.
5. **Align the panels so the pre-drilled holes at the bottom are on the same side for all panels.**
   - **Check:** Looking along the bottom edges, the holes appear on the same "side" for each panel.
6. **Start with one seam and zip from top to bottom in one smooth motion.**
   - Tightness: Pull firmly but don't force it.
   - **Check:** The seam is fully closed with no gaps.
7. **Zip the second seam from top to bottom the same way.**
   - **Check:** Both seams are fully zipped and the divider is one connected unit.
8. **Prepare the feet by grouping them into flat feet and peg feet.**
   - **Check:** You have 3 flat feet and 3 peg feet ready.
9. **Slide a foot into the bottom of a panel until the round disc on the foot sits flush against the panel.**
   - Tightness: Push in until it stops; do not hammer or force.
   - **Check:** No gap between the round disc and the panel.
10. **Fit feet to all three panels so each panel has stable contact with the floor.**
    - **Check:** Each panel has feet fully inserted.
11. **Place the flat feet on the outside faces of the two end panels (leftmost and rightmost panels) for best stability.**
    - **Check:** Flat feet are not facing inward towards the centre panel.
12. **With help, carefully rotate the assembled divider upright and place it where you want it.**
    - Warning: Do not lift it alone—use two people to prevent tipping and damage.
    - **Check:** Divider stands upright without wobbling.

13. **Adjust the feet so they sit evenly on the floor.**
    - **Check:** All feet make solid contact and the divider doesn't rock.

Finishing Checks

- Both zips are fully closed from top to bottom.
- All feet are fully inserted (round discs flush to the panels).
- Flat feet are on the outside of the end panels.
- Divider stands stable and doesn't rock when lightly pushed.

Troubleshooting

Zips won't start or keep separating:

- Make sure you've got the correct centre panel (zips on both sides) and that the zipper tabs start at the top. Realign the panel edges and try again—don't force the zip.

Zip gets stuck partway down:

- Stop, unzip slightly, and straighten the seam so both panels are aligned top-to-bottom. Pull straight down rather than sideways.

Divider feels unstable:

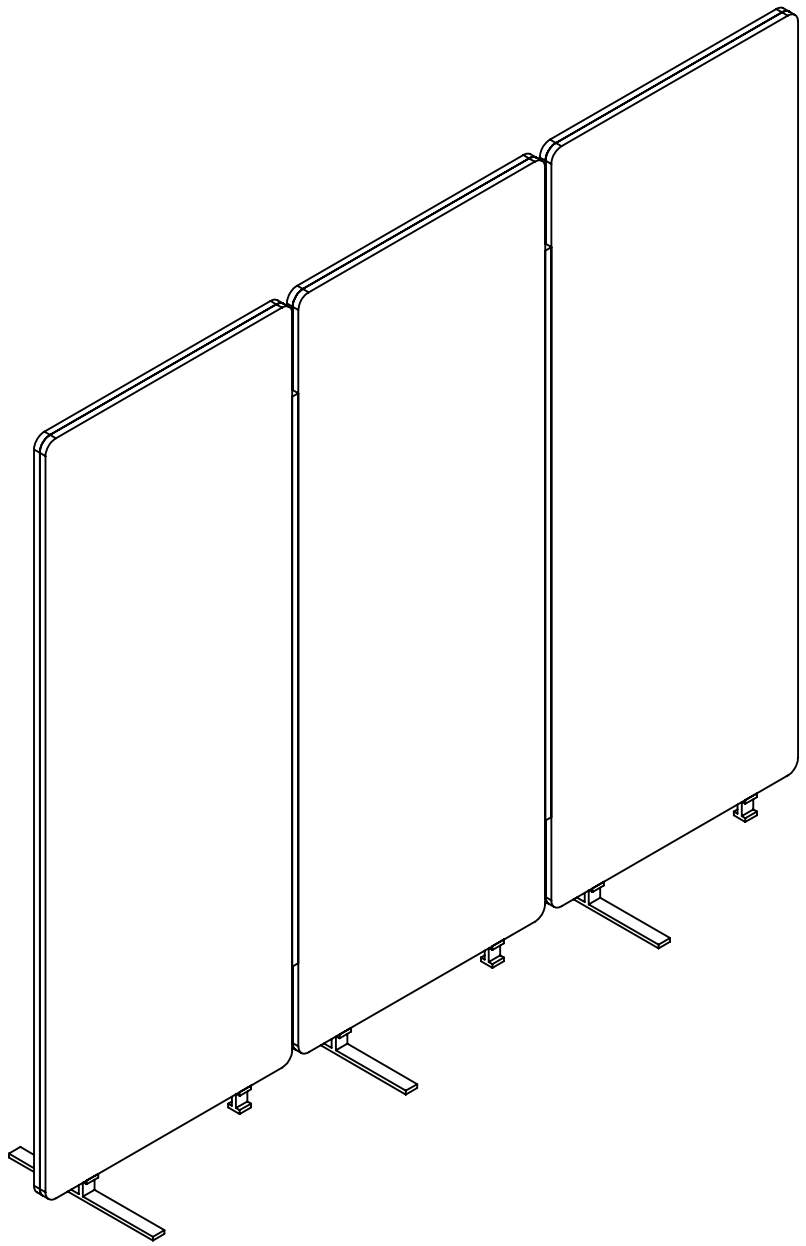
- Check the flat feet are on the outside of the end panels and all feet are fully pushed in until the round disc is flush. Make sure the floor is level.

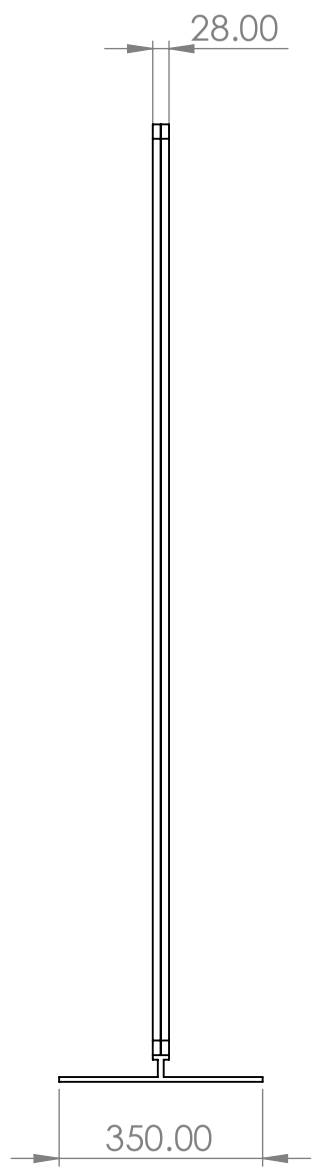
Feet won't slide in fully:

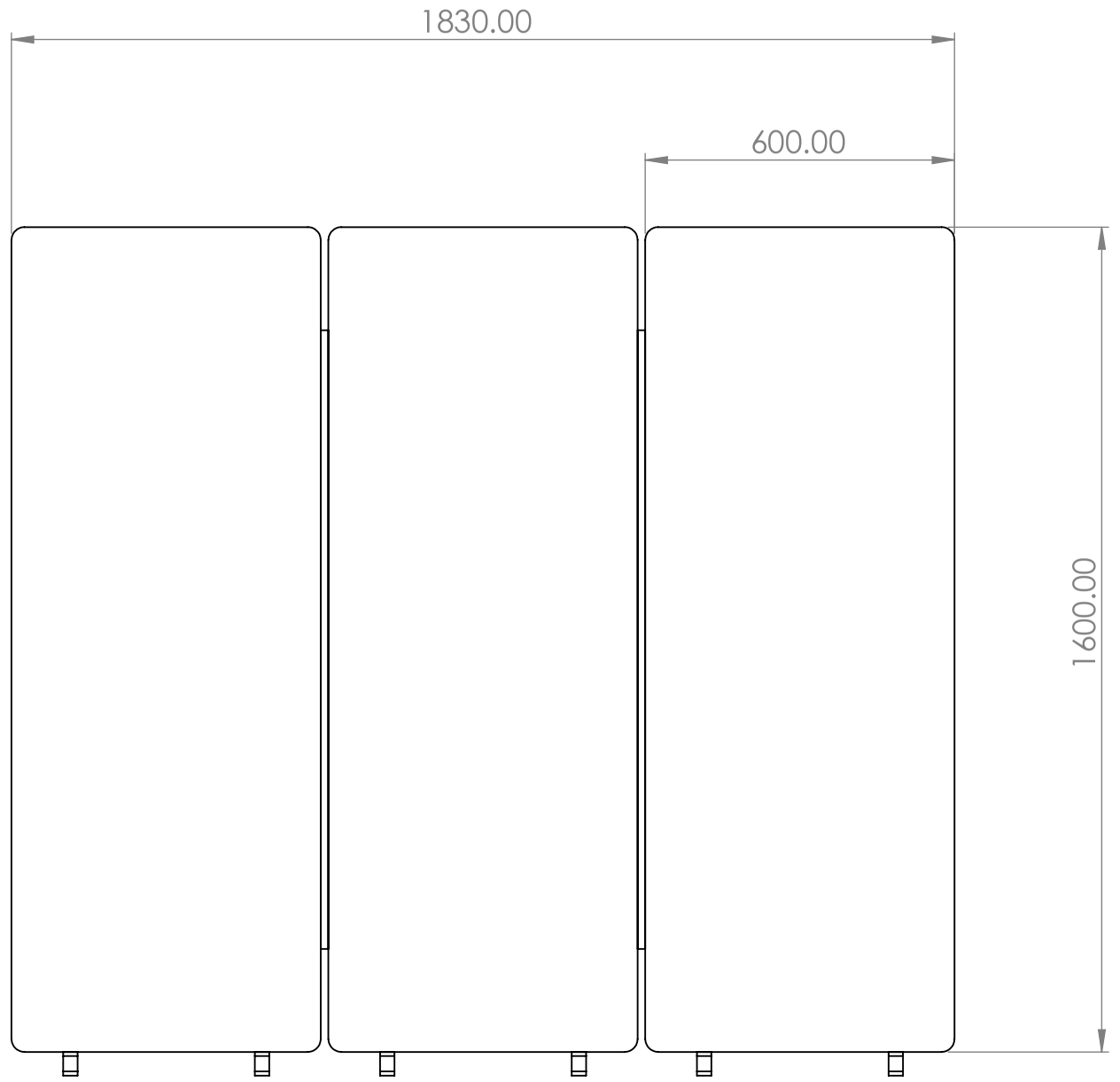
- Confirm the foot is oriented correctly and the panel is lying flat. Remove and reinsert with steady pressure—do not hammer.

Care & Maintenance

- **Routine cleaning:** Vacuum with a soft brush attachment to remove dust and lint.
- **Spot cleaning:** Use a slightly damp cloth with mild detergent. Dab gently—don't soak the material. Let it air-dry fully before use.
- **Avoid harsh products:** Do not use bleach, solvents, or abrasive cleaners (they can damage the acoustic surface).
- **Handling and moving:** Move the divider with two people when possible. Lift from the panels rather than dragging the feet across the floor.
- **Storage:** Store upright in a dry, indoor area away from direct sunlight and moisture. Avoid placing heavy items against the panels to prevent dents or warping.







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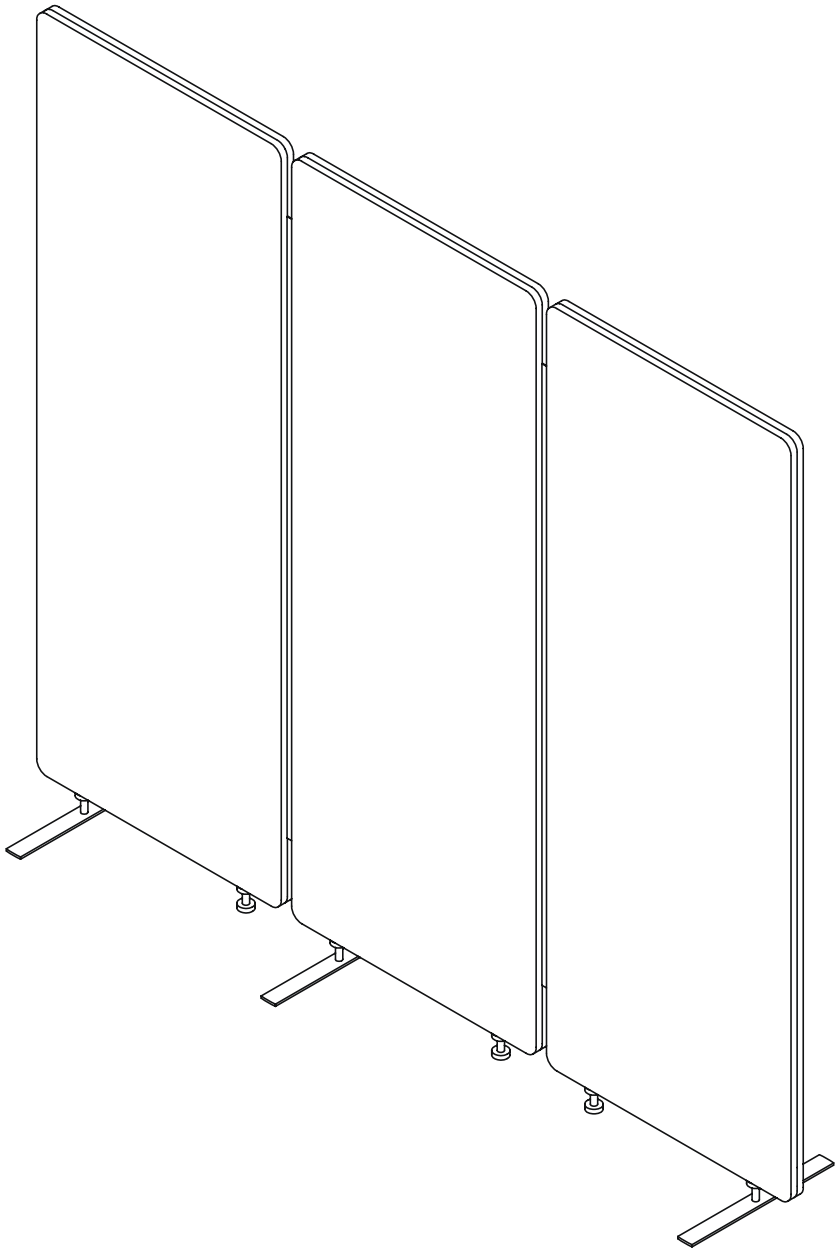
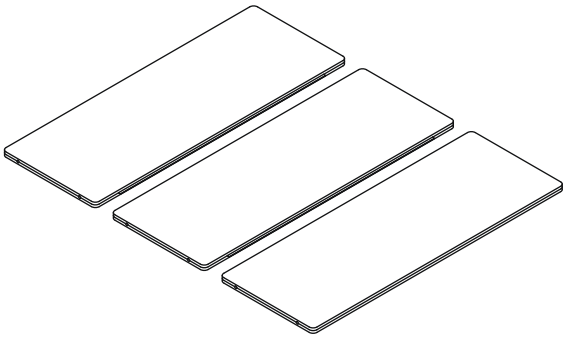
ZIP



3-Panel or Multiple Set Installation

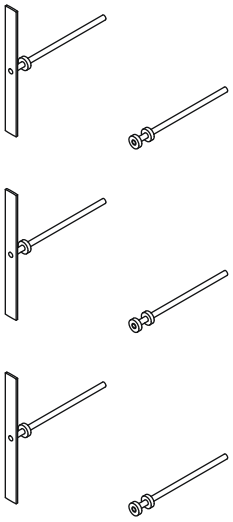
Parts:

Box 1



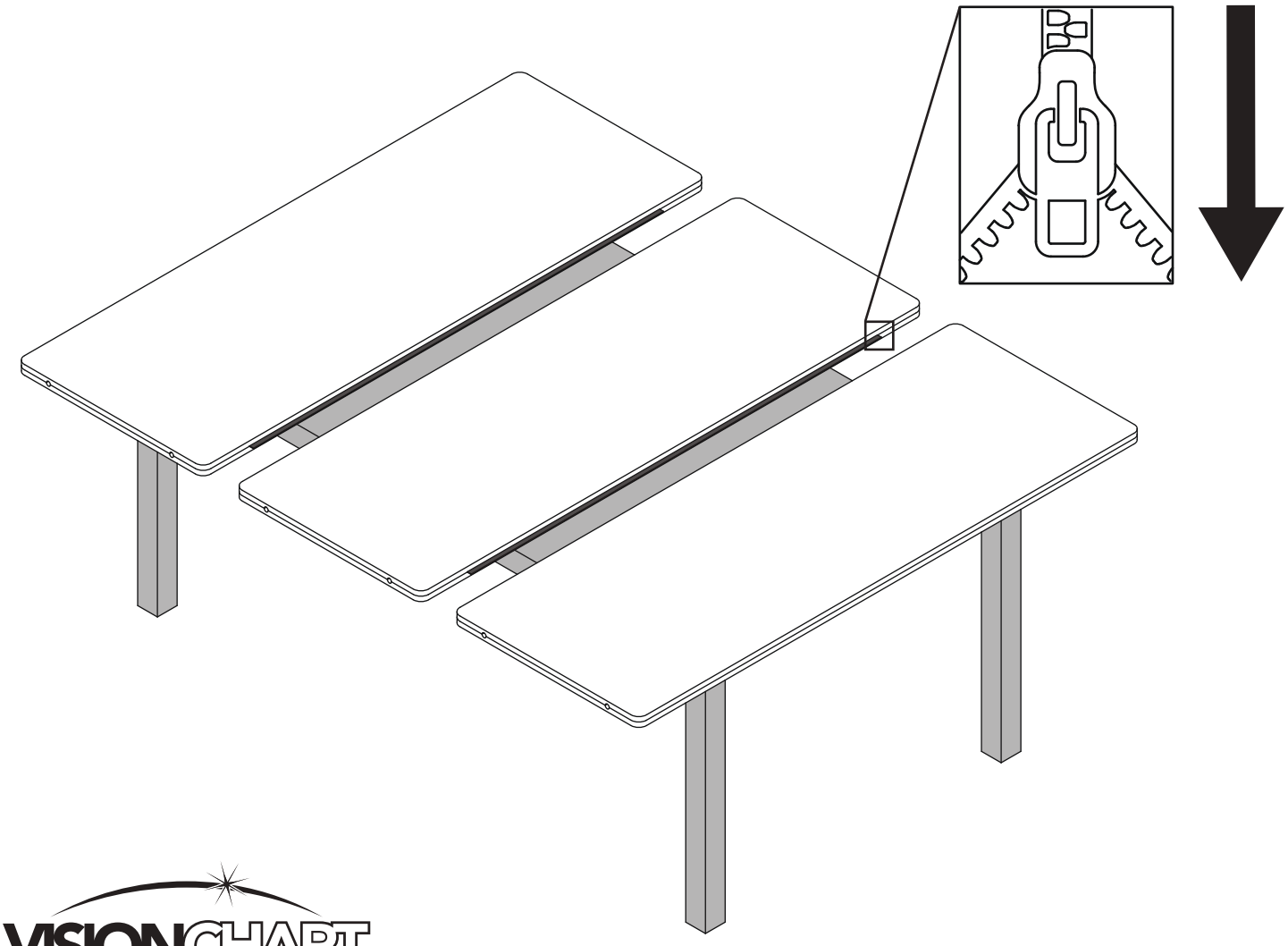
Room Divider Panel x3

Box 2



Flat Foot x3
Peg Foot x3

1. **Start by laying the Room Divider Panels on a large, flat, stable surface. Please note that the Panel with zippers on both sides goes in the middle and the outside Panels should have the zippers facing inwards towards the middle Panel. Find the pre-drilled holes in the bottom of the dividers and make sure they are all on the same side of the table. Next, find the zipper tabs and make sure they are at the top of the Panels. Zip the Panels together by pulling the zipper tabs from the top of the panel all the way to the bottom of the zipper.**



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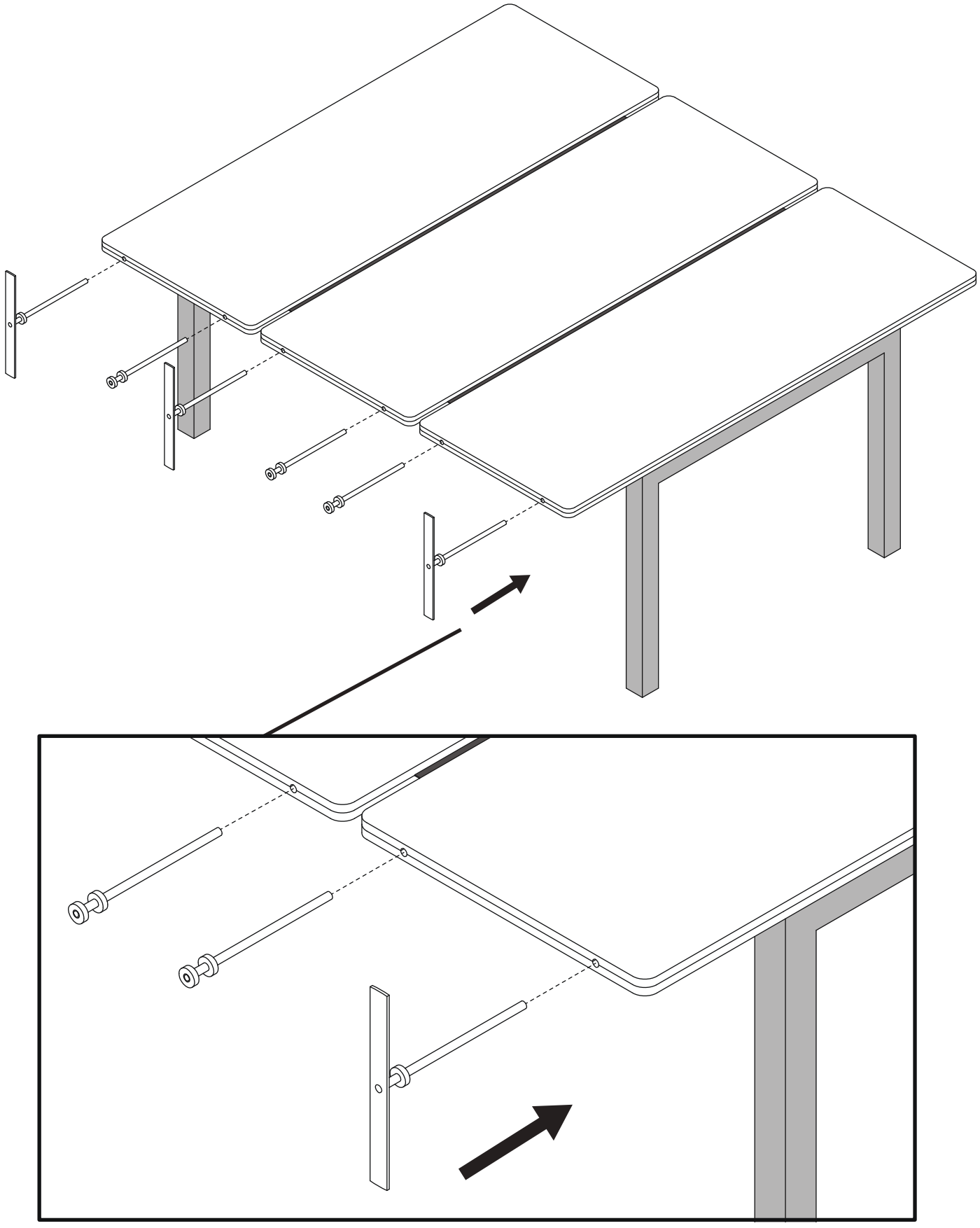
2 **Once the Panels are zipped together, gather the sets of feet for the Panels. Slide the feet in until the round disk on the foot is up against the Divider Panel. Please note the foot placement shown below. The Flat feet need to go on the outside of the end Panels for optimal stability.**



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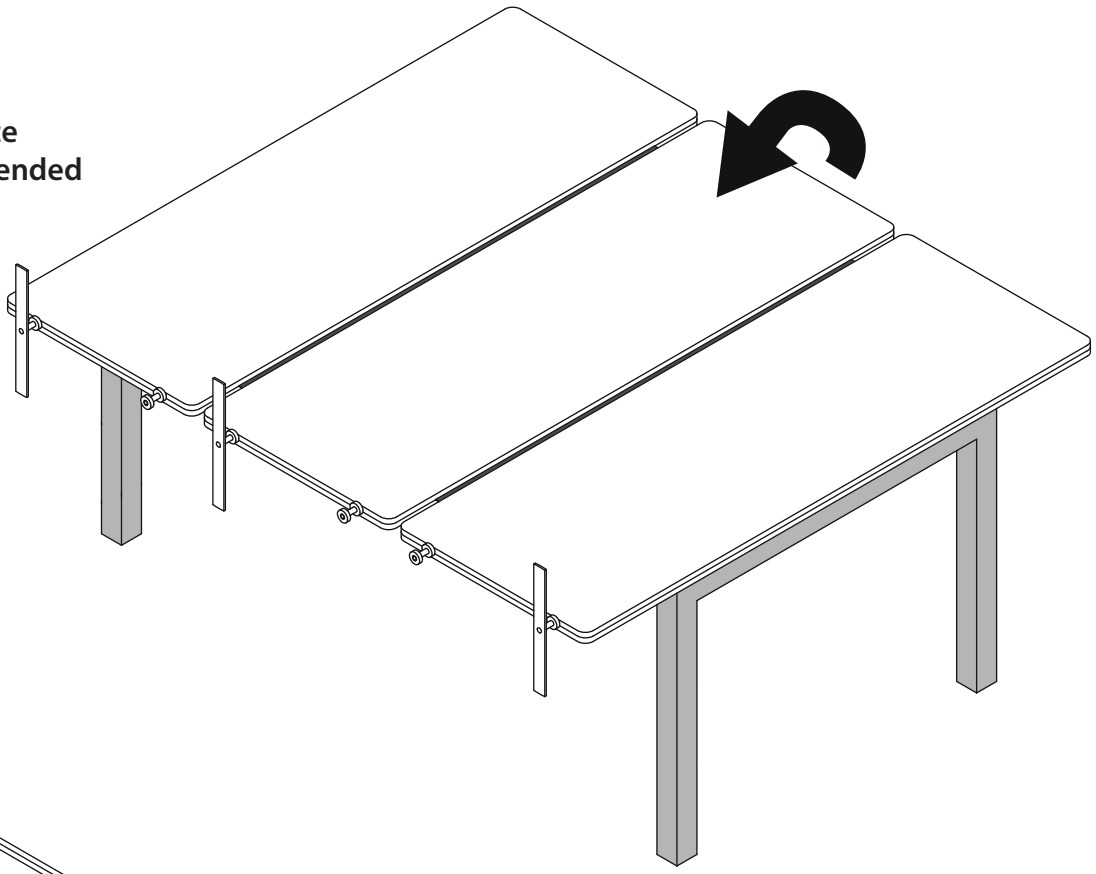
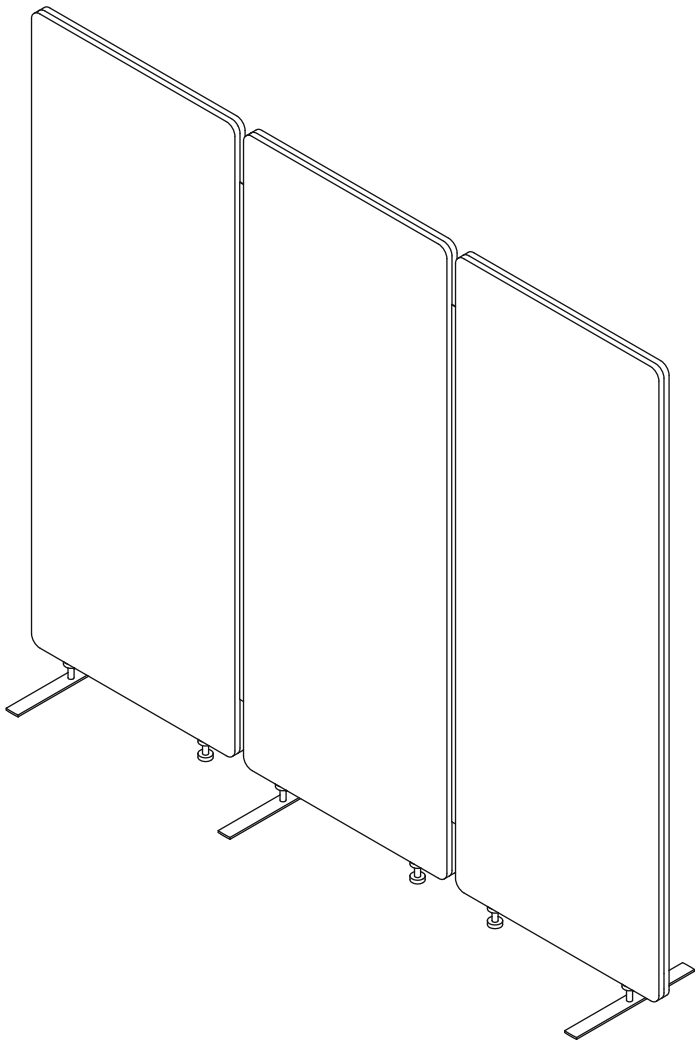
2 **With help, very carefully rotate Divider Panel off of flat surface into a standing position on the floor. For best results, make sure feet are flat and even against the floor.**

Assistance Recommended





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