VISION OFFICE INTERIORS
TECHNICAL MANUAL

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VISION OFFICE INTERIORS IS AN AUSTRALIAN MANUFACTURER OF HIGH QUALITY SCREEN SYSTEMS. ALL PRODUCTS USE PRIMARILY AUSTRALIAN SOURCED RAW MATERIALS AND HAVE BEEN ENGINEERED TO ENSURE A LONG LIFE SPAN.

WE ALSO OFFER A SUSTAINABLE PRODUCT MADE ALMOST ENTIRELY FROM RECYCLED MATERIAL THAT IS COMPLETELY RECYCLABLE.

THIS BOOKLET IS TO ASSIST BOTH SALES PEOPLE AND INSTALLERS WITH PRODUCT KNOWLEDGE AND TECHNICAL ADVICE.

1) DIVISION SCREEN SYSTEM

The Division Screen System is a stylish, flexible system with many accessories and options available. There are two basic versions: desk mounted and floor standing with the latter made to free-stand with the addition of either mobile or static feet. The flexible link strip is easy to install and re-configure. The system is 40mm thick.

LINK STRIP

We recommend that all screens should be joined where possible whether they are desk mounted or floor standing. Linking screens provides two main advantages, stability and aesthetics. Due to the flexible nature of the link strip many configurations can be formed.
We cut the link strip to the same height as the screens in house, however should the length of the strip need to be adjusted on site, this can be done with a Stanley knife. The link strip is inserted by removing the corner caps of the screen and feeding down through the groove in the post. Ensure the screens are aligned to make this process easier. Silicone spray can be used should the link strip bind.
There are three link strips available, two way – which forms straight, 45 degree and 90 degree joins, three way – which forms 'T shapes and 120 degree pods and a four way – which forms cruciform shapes.
Link strip is priced per metre.
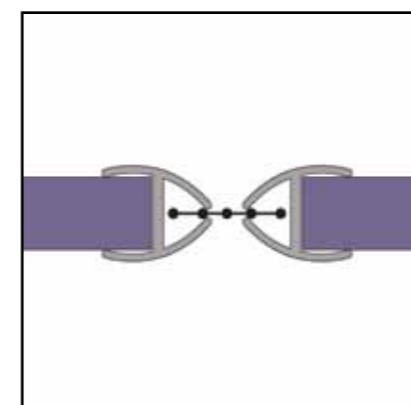
2 WAY JOINER
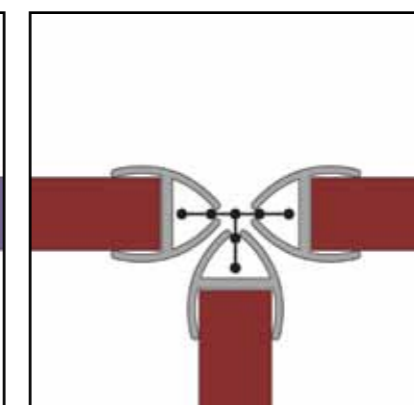
3 WAY JOINER
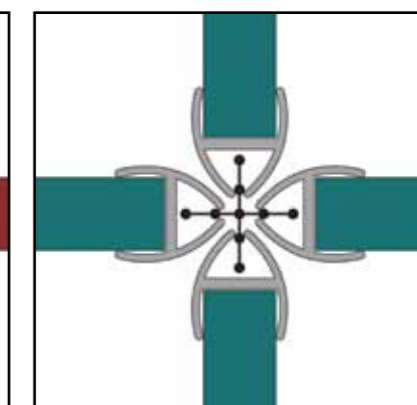
4 WAY JOINER

DESK MOUNTED SCREENS

Desk mounted screens are cost effective and easy to install. There are four brackets to choose from depending on the style of desk on which the screens will be installed. The standard desk mounted screen is 500mm high.

FLY BY BRACKET

All screens over 1200mm wide require 3 brackets per screen. Screens and brackets are sent separately however the screens are pre drilled in house to accept the brackets. First attach the brackets to the screen and then screw up underneath the desktop using chipboard screws.

TYPE ONE BRACKET

All screens over 1800mm wide require 3 brackets per screen. The brackets are inserted into the pre-drilled holes in the bottom of the screen. The screen is then positioned on the desktop and marks are made around the brackets. The brackets are then removed from the screen and screwed down through the top where marked. The screen is placed back onto the brackets. This bracket requires no overhang.

TYPE TWO AND THREE BRACKETS

All screens require two brackets, screens over 1800 require three. Brackets are inserted into the holes pre-drilled in the bottom of the screen and are then clamped onto the desk. Using the 3mm Allen key provided, tighten the bracket firmly but do not over tighten. This bracket requires 40mm overhang. The type two bracket sits the screen on one desk: the type three bracket sits the screen between two desks. This is the only difference between the brackets.

FLOOR STANDING SCREENS

Floor standing screens are available up to 2100mm high and require feet, brackets, link, wall start, or a combination, for stability.

FLOORSTANDING SCREENS

WAVE TOP

FREESTANDING SCREENS

MOBILE FOOT

The mobile foot makes any Division screen up to 1800mm high relocatable. Each screen requires two feet and the screens are prepared in house to accept the bolts that attach the feet. The foot slides onto the bottom of the screen and then the threaded bolt passes through the foot as well as the screen and out the other side of the foot before being tightened with nuts on both sides. Nuts and bolts are supplied. There is provision in the bottom of the foot to screw up into the base of the screen. This is recommended for added rigidity.

FRICTION FOOT AND ELLIPTICAL FOOT

The Friction and Elliptical feet make any Division screen up to 1800mm high freestanding. Each screen requires two feet. The foot slides onto the bottom of the screen. This foot does not require bolts or screws.

ROUND FOOT

The Round foot is best used in conjunction with link, brackets or a wall start. It can be used on a freestanding screen up to 1200mm high maximum. The foot needs to be assembled prior to use by threading the pin into the disc and tightening underneath with the nut provided. This foot is best used as a stabilising foot and is considered an excellent health and safety feature.

ATTACH TO DESK BRACKET (ATD)

The ATD bracket is a simple, cost effective method of securing a floor standing screen to a desk. The brackets are handed, either left or right and require a minimum of 40mm overhang to work. The flange is inserted where the post of the screen meets the fabric and is then screwed up underneath the top. If using this bracket with a desk or workstation with a limited overhang it can be easier to screw the bracket from the side of the desk using a long Phillips head drill bit.
Always use chipboard screws.
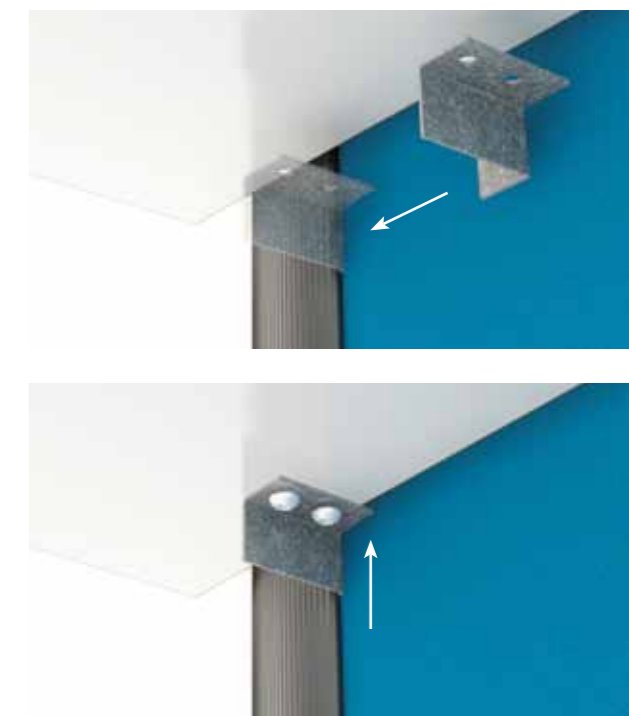
WALL STARTS

Wall Starts will fix a screen to the wall. The Wall Start is supplied in three pieces: a timber infill, post and link strip. The timber infill is attached to the wall using either wall plugs, wall mates or by screwing directly into the timber stud. The post fits over the infill and then the link strip is fed down through the screen and wall start connecting them together. If necessary the Wall Start can be cut down with any type of saw.
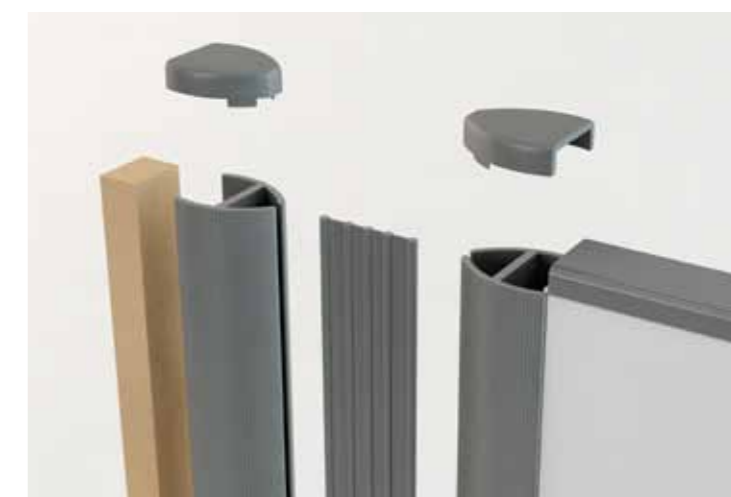
WALL START ASSEMBLY

ACCESSORIES

Division uses 'hook on' accessories that simply hook over the top of the screen. They do not need tools to attach.

TOOL BAR

The Tool Bar accepts paper trays and pen boxes and is load rated to 8kg. The Tool Bar is supplied in three pieces: the plate and two straps. It is adjustable to two different height settings. The tabs of the straps click into the plate and can then be hung over the screen. Paper trays or pen boxes are then locked into the grooves.

SHELF

The shelf is load rated to 15kg and is supplied in five pieces: two ends, two straps and the shelf base. The ends are handed left and right and must be attached to the straps first. The shelf base then clips into both ends.
The complete shelf can now be hung over the screen.

## 2) ADAPTION / GRECO SCREEN SYSTEM

The Adaption and Greco Screen Systems are modern, aluminium slimline style products that look exactly the same yet have one fundamental difference – Adaption is a price competitive product and Greco is a sustainable product. Greco uses a recycled cardboard core and Adaption uses a more traditional timber core. Both systems are strong and lightweight and use the same joiners, brackets and feet. These products are available in either desk mounted or floor standing options and can be made free standing with the addition of two feet. The system is 25mm thick.

LINKING

All screens are supplied with two end-of-run strips to finish the screen. These strips also double as the joiner for the product.
Screen to screen joins can be achieved without the addition of a post. Simply remove the caps from the top of the two screens, remove both end-of-run strips and using one of the strips feed it between the two screens to join.
We use the post to form configurations such as 90 degree, three and four way joins and this is connected to the screens by using the same end-of-run strip.
The post is priced per metre.
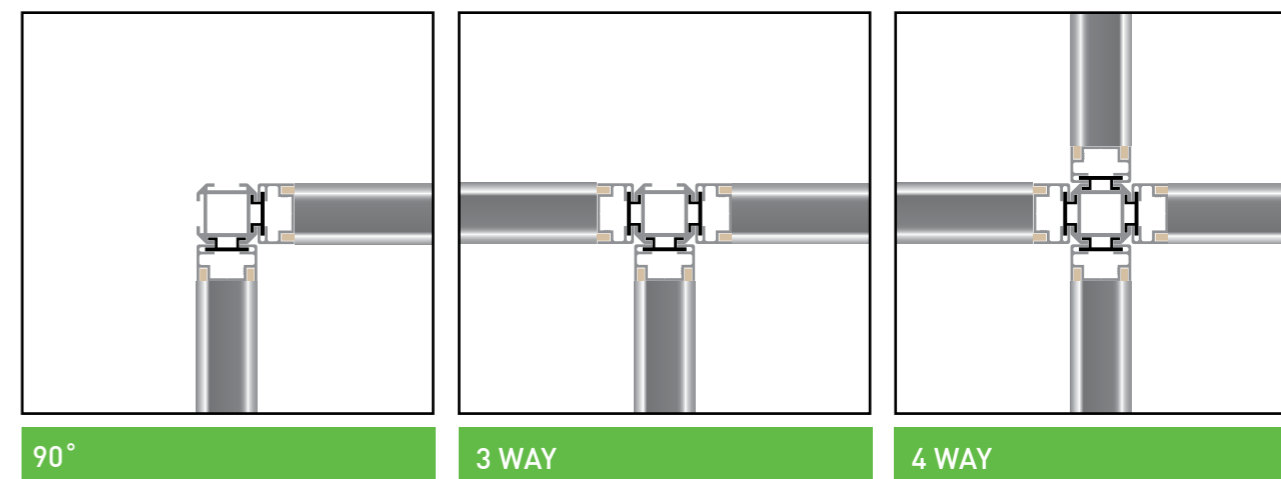
| 90° | 3 WAY | 4 WAY |

DESK MOUNTED SCREENS

Desk Mounted Screens are cost effective and easy to install. There are two brackets to choose from depending on the style of desk on which the screens will be installed. They are typically 480mm high.

FLY BY BRACKET

All screens over 1200mm wide require 3 brackets per screen. Screens and brackets are sent separately however the screens are pre-drilled in house to accept the brackets. First attach the brackets to the screen and then screw up underneath the desktop using chipboard screws.

CLAMP BRACKET

This bracket is inserted into the holes pre-drilled in the bottom of the screen and are then clamped onto the desk. Using the 3mm Allen key provided, tighten the bracket firmly. This bracket requires 40mm overhang.

SIDE SCREW BRACKET

This bracket is inserted into the holes pre-drilled in the bottom of the screen. It is then positioned and screwed into the profile of the top. This bracket requires no overhang.

FLOOR STANDING SCREENS

Floor standing screens are available up to 1800mm high and require feet, brackets, joiner, Wall Start or a combination for stability.

FOOT

The foot makes any Adaption or Greco screen freestanding, up to 1800mm high. Each screen requires two feet and the foot slides up into the end of the aluminium extrusion. There are provisions in the foot to screw it into the extrusion for added strength. The black end-of-run extrusion then slides down over the top of the foot for a neat finish.

ATTACH TO DESK BRACKET (ATD)

The ATD bracket is a simple cost effective method of securing a floor standing screen to a desk. The brackets are handed, either left or right and require a minimum of 40mm overhang to work. The flange is inserted where the post of the screen meets the fabric and is then screwed underneath the desktop. If using this bracket with a desk or workstation with a limited overhang, it can be easier to screw the bracket from the side of the desk using a long Phillips head drill bit.
Always use chipboard screws.
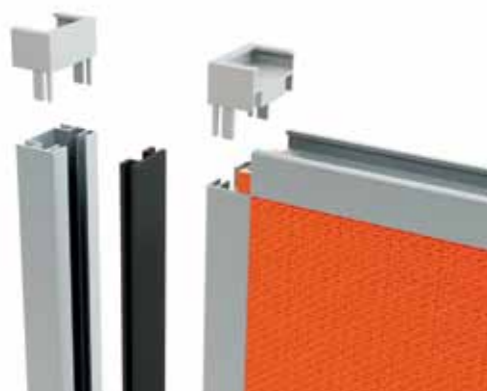
WALL STARTS

Wall Starts will fix a screen to the wall. The Wall Start is supplied in two pieces: post and joining strip. The post is attached to the wall using either wall plugs, wall mates or by screwing directly into a timber stud. The end-of-run strip is then fed down through the screen and the Wall Start connecting them together. If necessary, the Wall Start can be cut down with a hacksaw.

ACCESSORIES

All Adaption and Greco Screens have a built in accessory rail allowing accessories to hang off the top of any screen. The accessories include: paper trays, pen boxes, stationery holders, whiteboards and pin boards.

3) CABLE MANAGEMENT

All Vision Office Interiors screens run power and data services outside the screen. This increases flexibility by facilitating easy reconfigures and add ons. There are two options available: Cable Baskets, which run the services under the desk and Power Rails running services above the desk. In some instances a combination of the two can be used.

For 'island' workstations (workstations not able to access services from a wall) it may be necessary to bring power and data down from the ceiling or up from the floor. There are several options for achieving this.

POWER POLE – (DIVISION SCREEN SYSTEM)

The Power Pole is a 70 x 70mm unit that is supplied in two 1500mm long pieces with a bayonet style fit. The Power Pole is machined in house with brackets and cut outs allowing the pole to join to the screens (in a similar manner to the link strip) and allows cabling to exit the pole.

Typically, the bottom section of the pole is connected to the screens, leaving the top section free to slide up into the roof cavity and drop back down onto the bottom section during installation. The pole is segregated for power and data and is supplied with a ceiling flange to cover the cut out where the pole enters the roof.

POWER BLADES – (ADAPTION AND GRECO SCREEN SYSTEMS ONLY)

The Power Blade is a 400 x 25mm unit supplied in one piece to suit the height of the office ceiling. The blade connects to the screens using the end-of-run joining strip and it is easiest to connect the two together on the floor and then stand them up. The inside of the blade is hollow allowing the cable to run down inside and then exit below the desk height via pre-drilled cable ports. The blade is upholstered in fabric to match the screens and is supplied with an adjustable ceiling flange.

UMBILICALS – (ALL SCREEN SYSTEMS)

The Umbilical is a flexible power pole, 80mm in diameter, which can be used with any screen. It is fast and easy to install. The Umbilical is supplied already assembled and is installed by either cutting or drilling a circular hole in the roof 80mm in diameter and attaching the Umbilical to a solid surface inside the ceiling cavity. It is supplied with a ceiling flange. The cabling can be seen with this product.
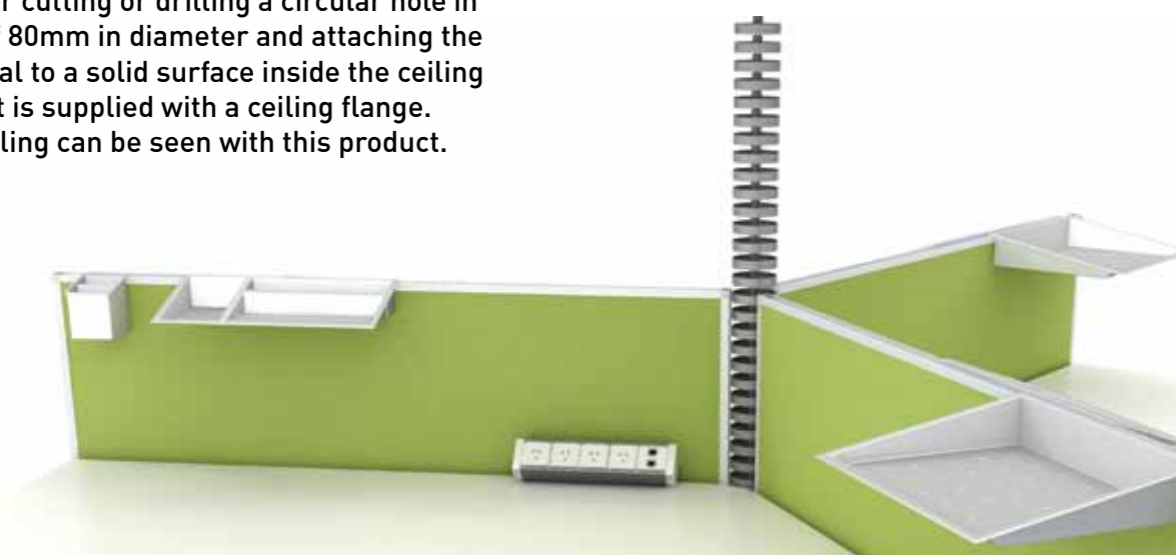
ADAPTION 120 WITH UMBILICAL

CABLE BASKETS – UNDER DESK POWER AND DATA

Cable Baskets are screwed up underneath a desk or workstation. The unit has two tiers to hold the cabling, the top for data and the bottom for power. It is supplied to suit various sized desks and workstations with the option of soft wiring if required. The baskets are supplied with the power and data outlets mounted on plates. These plates are screwed into the cable basket. When the basket is installed on site, it can be fixed to the underneath of the desktop or to the modesty panel.
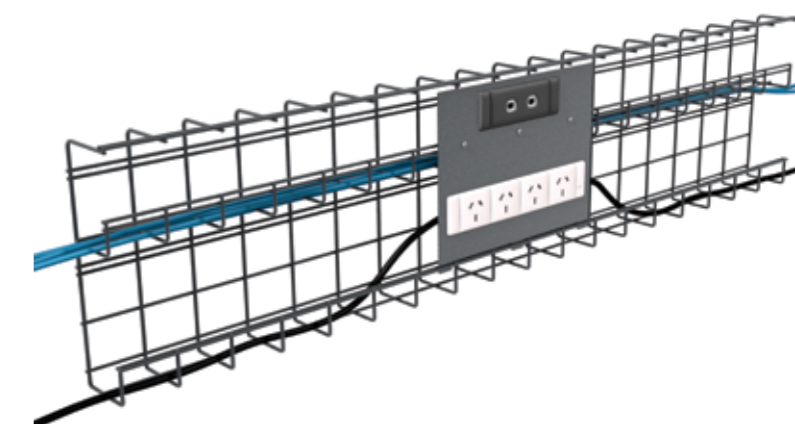
POWER RAILS – UNDER DESK POWER AND DATA

Power Rails are a pre- assembled unit, which clamp onto the back of a desk or workstation allowing services to be accessed from above the desk. The product is supplied, as per specification, with the required power and data outlets already mounted. It then simply clamps over the back of the desk (50mm overhang is required) using the brackets supplied. The cable is still run underneath the desktop so this product needs to be used in conjunction with either cable baskets or cable clips.

POWER RAIL

4) CARE AND MAINTANCE

Vision Office Interiors offers a limited manufactures warranty of five years on all products. With regular attention your furniture will give many years of superior service, performance and satisfaction. Please follow the guidelines detailed on how to care for and maintain your Vision product.

FABRIC CARE

The golden rule for removing stains is speed, as most spots will vanish if treated immediately. First, mop any excess liquid, which may be present, with absorbent tissue taking care not to dry the stain completely or it may set. Then remove as much soil or staining material by carefully brushing, vacuuming or scraping with a blunt instrument.

WHAT TO USE

For the removal of water-borne, non-greasy soil or stains such as tea, coffee, milk, soft drinks, blood and water based paints, gently apply a water based PH neutral cleaning fluid made for cleaning fabric, to the soiled area using a clean cloth or sponge, following manufactures instructions.

For the removal of oil-borne stains such as, grease, lipstick, nail polish and ballpoint ink, use a dry cleaning solution at room temperature and allow the solution to work into the stain, again following the manufacturer's instructions.

HOW TO APPLY

Using quick, light strokes, brush stain with a soft bristle brush. Work from outside toward the centre to prevent rings. Avoid rigorous rubbing, which may damage the fabric or force the stain deeper into the material. Soak up remaining solution and sponge with cool water. Allow the fabric to dry and vacuum thoroughly. If the stain is still evident, repeat the procedure. Several light applications of cleaning solution are more effective than one heavy application.

LARGE AREAS

When a large area of fabric must be cleaned, it is recommended that you employ a specialist cleaning company.

POWDERCOATED METAL

For general cleaning, wipe painted metal finishes with a soft, lint free, damp cloth and a mild non-abrasive soap. Rinse thoroughly and dry. Scuffmarks can be removed using a pre-softened paste wax carefully following manufacturers instructions.

ACRYLIC GLAZING

For general purpose cleaning, Perspex® should be washed simply with clean, cold water to which a little detergent has been added. The use of any solvents such as methylated spirits, turpentine, white spirit or proprietary window cleaning products are neither necessary nor recommended. When cleaning, a chamois leather or soft cloth is preferred.

WHITEBOARD

When used correctly whiteboards require minimal maintenance. Regular use with quality dry markers and clean erasers/ soft cloths/ tissues will 'naturally' help to keep the surface clean. Ideally writing should be dry erased using a clean soft cloth, tissue or board eraser at the end of each day. Where this is not practical, erase at the next earliest opportunity to prevent staining. The exact length of time that can elapse before marks become difficult to remove can vary depending on circumstances. The whiteboard surface, pen used and even the temperature all have a bearing on this. The longer the writing is left on a whiteboard, the more difficult it will become to dry erase.

Occasional cleaning is recommended to keep the surface free from accumulated marks, dust and grease.

Use clean, warm water and a soft cloth to remove minimal deposits. The surface will require thorough drying and buffing prior to use.

For best results, we recommend occasional cleaning with a spray window cleaner. However, when using a spray window cleaner it is essential that the following procedure be followed:

- Always fully dry erase all writing on the board surface as you normally would, prior to commencing cleaning.

- Use sparingly: using too much may hinder cleaning by making it more difficult/time consuming to remove.

- Work the cleaning agent into the surface using a dry, soft cloth.

- On completion, thoroughly buff the surface using a dry, soft, clean cloth, ensuring every last trace of cleaning agent is removed.

- In the event that cleaning agent is not completely removed (and the surface is not thoroughly polished/buffed) subsequent dry marker ink will mix with the cleaning agent residue and will result in smearing/staining of the cleaned surface.

Please Note:

- If in any doubt about the nature of the cleaning agent you intend to use, always try on a small test area of the surface first.

- Under no circumstances should scouring pads or abrasive bathroom/kitchen surface

type cleaning agents be used on whiteboard surfaces. The more abrasive the cloth or cleaner, the more it will wear the surface.

- Only clean whiteboard surfaces occasionally, as and when necessary.