

IAC Acoustics 350 Maxi Booth

Assembly Instructions





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IAC Acoustics 350 Maxi Audiology Booth Assembly Instructions

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Section 1

Introducing your new 350 Maxi Audiology Booth

The IAC Acoustics 350 Series Maxi Sound Shelter is designed to provide a sound controlled environment for hearing testing. It is supplied in kit-form for assembly on site.

The booth is equipped with its own sensor operated ventilation and lighting system and a pre-wired jack panel (for connection to an audiometer). It is ready to use within hours of delivery.

Dimensions (once installed)

External: 1000mm wide x 1069mm deep x 2253mm high

Internal: 894mm wide x 948mm deep x 2000mm high

Handing

The Booth is available in two configurations as standard. Type 1 (right-hand) and Type 2 (left-hand). It is important to know which configuration you have before you begin installation.

Weight

The weight of each main component is as follows:

Door Panel:

Window Panel:

Solid Side Panel:

Rear Panel:

Base Panel:

Roof Panel:

Electrical Draw

350 Series Maxi Sound Shelter: 0.42A/420mA @ 12vDC (approx 5 Watts)

Jack Panel

The pre-wired stainless steel jack panel contains the following:

9 No. 1/4", S4 Type BBB stereo sockets

1 No. Type A, female USB socket

Section 2

Instructions for Use

On Delivery

The booth will be delivered secured on a pallet. The components should be unpacked in a waterproof location and safely transported to the build area. Please bear in mind the weight of each component and make use of pump trucks and lifts, where possible.

Installation

If not handled by IAC should be carried out by at least two able bodied personnel following the instruction guide detailed within section within section 4.

The booth must be installed within the room it is designated as once built it will be too large to pass through standard doorways.

Operating Instructions

The IAC 350 Maxi Booth is not supplied with internal seating. We would suggest that a stool or chair be positioned inside the booth ensuring patient comfort during testing.

The operator should be seated outside of the booth in front of the observation window. The lower portion of the glass is frosted to prevent patient distraction.

An audiometer should be connected through the jack panel using patch cords, provided by and in accordance with the audiometer manufacturer's recommendations.

There should only ever be one person inside the booth while tests are being carried out. We would recommend that the operator be responsible for opening / closing the door and checking all equipment is connected correctly. Patients should be supervised at all times.

Please refer to section 5 for details of the electrical set up including the sensor operated lighting and ventilation system.

Cleaning

The internal perforated surfaces of the booth should be regularly cleaned with moist anti-bacterial wipes, not spray.

The hard external surfaces can be cleaned using the same anti-bacterial wipes or a non-abrasive spray, if preferred.

Section 2

Instructions for Use Continued

Transport

The 350 Booth is typically supplied on castors. This enables the booth to be built in the centre of a room and then pushed into position. The two front castors are lockable and must be utilized when the booth is in situ. This booth should not be transported in its pre-assembled form.

Maintenance

Once the IAC 350 Booth is installed it requires no regular maintenance other than cleaning as above. The door seal can begin to show wear after time so we would recommend keeping an eye on this.

Section 3

Checklist of Parts

Please check that you have all the component parts/fixings listed below before you begin the build.

No. of Parts	Component Part / Fixing	Check
QTY 1	Fully assembled base panel complete with fitted black gasket	
QTY 1	Window panel assembly	
QTY 1	Rear wrap around panel assembly	
QTY 1	Side panel assembly	
QTY 1	Door assembly	
QTY 1	Roof assembly	
QTY 1	Name plate & serial number plaque	
QTY 1	Rear support bracket	
QTY 1	Rubber mat	
QTY 1	Carpet	
QTY 1	Carpet trim	
QTY 1	Coat hook and 2 fixing screws	
QTY 3	Brass hinge spacers	
QTY 2	Panel access hole plugs (large)	
QTY 2	Base plate access hole plugs (small)	
QTY 21	M8 x 20 CSK HD machine screws	
QTY 43	M8 x 25 dome HD socket machine screws	
QTY 5	M4 x 10 Posi machine screws (for carpet trim)	
QTY 1	Tube clear silicon	
QTY 39	M8 shake proof washers	
QTY 2	Allen keys (x1 5mm and x1 6mm)	
QTY 1	Friwo Power Supply Unit (rated at 12V, 30W) with 2m lead	
QTY 3	Adapters	
QTY 1	3m long extension lead	

Section 4

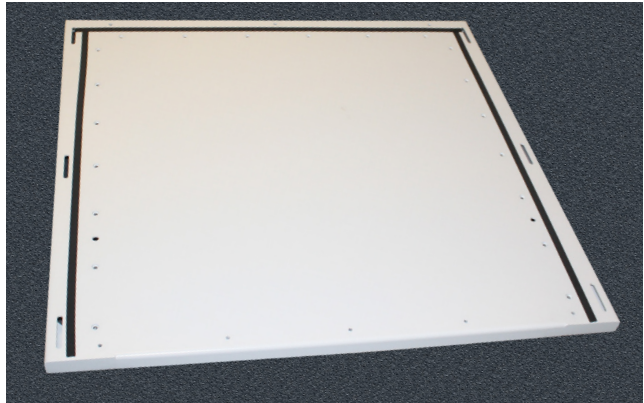
Installation Instructions

IMPORTANT: Before commencement of installation, ensure that the host room floor is level.

Step 1 - Position the Floor Panel

Note: Please ensure the two front castors are locked before beginning the build. Once complete, the castors can be unlocked enabling the booth to be wheeled into final position. The booth must be built in final position if supplied with optional anti-vibration mounts.

On completion of step 1, ensure that the floor panel sits level on all 4 castors (or anti-vibration mounts if they have been supplied)



Step 2 - Position the Rear Panel

Note: The rear panel should be lifted into position by at least two people. One person should then support the panel while the other loosely fixes to the floor with countersunk screws using the Allen key provided within the fixing kit.



Step 3 - Apply Sealant

Note: Apply a continuous bead of silicon in a 'zig zag' pattern to both rear panel slots (on inside face) before fitting the side panels.



Section 4

Installation Instructions

Step 4 - Position Side Panel (Solid – No Window)

Note: The solid side panel should be lifted into position by at least two people. Locate the side panel studs into slots then push into the back until it slots into position (engaged with the rear panel slot) and loosely fix to the floor using countersunk screws. This panel should line flush with the booth floor (base) with no step.

To ensure the side panel is fully located, insert a screwdriver into the purpose designed hole in the panel base and manipulate the panel into final position. The hole should then be filled with a rubber plug, provided in the fixing kit.

Tip: if possible lean the rear panel back away from the unit approx 10 – 15 degrees – this will allow much easier fitting of the side panel.



Step 5 - Fit Rear Supporting Bracket

Note: Loosely fix the rear supporting bracket to the rear and side wall panel using M8 x 25 dome Hd screws.

Insert screws to rear panel by only a couple of threads at this stage – these are used to pull the back panel into position later, see step 7.



Section 4

Installation Instructions

Step 6 - Position Side Panel (Window Side)

Note: The window side panel should be lifted into position by at least two people. Locate side panel studs into slots then push into the back panel until it slots into position (engaged with the rear panel slot) and loosely fix to the floor and rear bracket with countersunk screws. This panel should line flush with the booth floor (base) with no step.

To ensure the side panel is fully located, insert a screwdriver into the purpose designed hole in the panel base and manipulate the panel into final position. The hole should then be filled with a rubber plug, provided in the fixing kit.

Tip: if possible lean the rear panel back away from the unit approx 10 – 15 degrees – this will allow much easier fitting of the side panel.

Step 7 - Secure

Note: Once the panels are fully located, ensuring that the two side panels engage correctly with the rear panel. All fixings should then be secured and tightened up either using the Allen key provided within the fixing kit or a power drill, if preferred/available (although special care must be taken to not overtighten fixings). Please follow the procedure below for best results.

1. Firstly fully tighten all bottom CSK HD screws, then:
2. Fully tighten screws on rear support bracket (step 5) to both side panels only, then:
3. Half tighten rear support bracket screws to back panel working from the centre out, then:
4. Repeat point 3 but fully tighten all screws working from centre out.



The rear support bracket screws act as jacking screws to pull the side panels fully into position and tight into the rear panel slots. Once complete, check and ensure there is no step between the side panels, the rear panel and the floor. (base)

Section 4

Installation Instructions

Step 8 - Position Roof

Note: Before lifting, please check that the locating pins are fitted to roof flange.

Note: the roof panel is one of the heaviest components and extra care should be taken when lifting overhead. At least two people are required to lift and slide the roof into position. Lift the front of the roof so the back slots into position, the front should then be carefully dropped down into place, engaging with the rear and the two side panels.

Note: If the roof does not fall easily into position, one person should slightly lift the front of the roof (from inside the booth) while the other pulls the two side walls together until the fixings locate. Use additional people if required for support during this step.

Note: The front of the roof and side panels are aligned when correctly fitted. **Ensure that this detail is correct with alignment before moving on. this detail is critical for the door alignment / sealing.**



Section 4

Installation Instructions

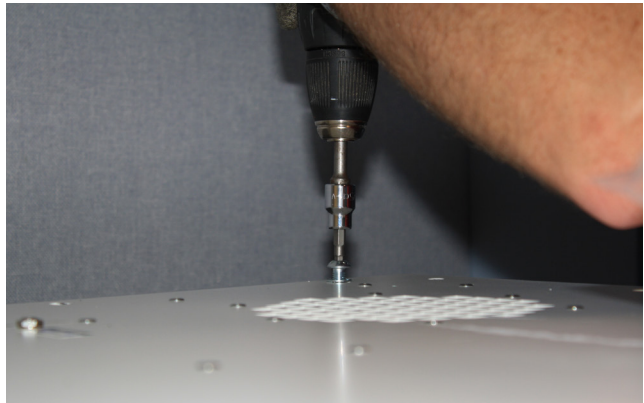
Step 9 - How Your Booth Should Look at this Stage



Step 10 - Secure Roof

Note: Due to the height of this booth, the space available for securing the roof can be limited, we therefore recommend that you use the Allen key supplied within the fixing kit. Fit all screws loosely before final tightening. Please ensure all screws are fully secure before proceeding with the build.

Note: image shows handheld electric screwdriver, not supplied. Care must be taken as to not overtighten screws.



Step 11 - Secure Side Panel to Roof

Note: The side wall without the door hinges fitted will be supplied with two access holes at the top front edge. Using the Allen key provided, fix a screw into each threaded insert (taking care not to drop the screw into the panel), fully tighten and fill holes with black rubber plugs.



Section 4

Installation Instructions

Step 12 - Fit Carpet Trim

Note: Fit carpet trim at the front of the floor panel using M4 x 10 Posi Machine Screws.



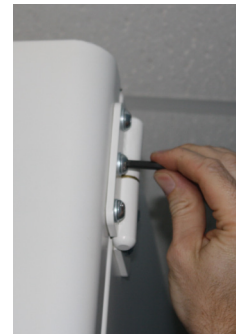
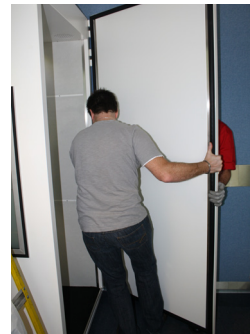
Step 13 - Prepare Door Hinges

Note: Fit a brass washer on all three male door hinges.



Step 14 - Fit Door

Note: Two people are required for lifting the door leaf. The female hinges fitted to the leaf should be positioned over and simply slotted down onto the male hinges. Extra care must be taken at this stage so as to not damage the door seal during handling.

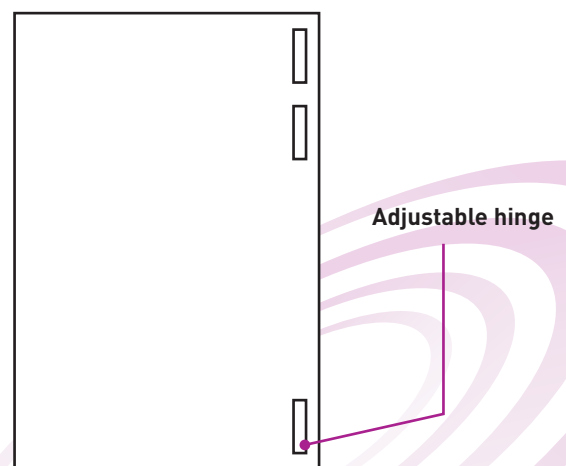


Step 15 - Adjust Door

Before step is carried out, ensure that one person holds the door in place and is positioned correctly.

Note: Adjustment is only possible from the bottom hinge. The two top hinges need to be fixed. This can be done by loosening off the hinge bolts (only slightly do not fully unscrew) the door can then be pushed level and against the front edge of the booth to seal tightly. Retighten all screws use the Allen key supplied within the fixing kit.

Important note: The bottom hinge is supplied with slotted holes for final adjustment. this may require a number of minor adjustments to achieve a good seal and alignment.



Section 4

Installation Instructions

Step 16 - Fit Mat

Note: Fit rubber / vinyl mat mat onto floor



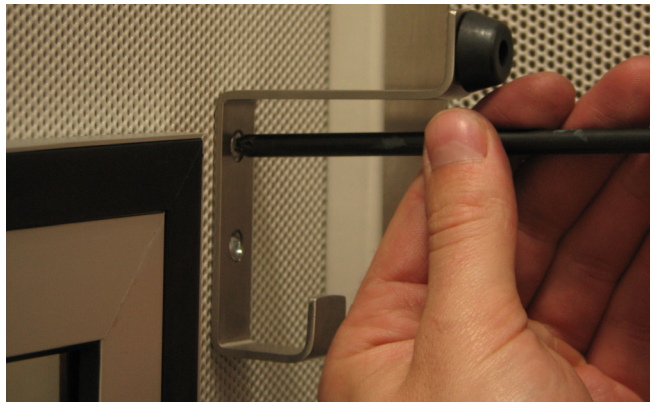
Step 17 - Fit Carpet

Note: Fit carpet ensuring the front edge is tucked securely under the carpet trim.



Step 18 - Fit Coat Hook

Note: Fit coat hook in desired location, we would recommend next to the window at the back of the booth.



Section 4

Installation Instructions

Step 19 - Attach Serial Plate

Note: Your 350 Maxi Booth will have been delivered with a serial plate stating the individual reference number for this booth. Please attach the plate somewhere which will be easy to access and visible. This number is important as in the unlikely event that you experience a problem with the booth or require any technical assistance, the exact specification can be easily obtained from our records.



Step 20 - Lock Castors

Note: Once everything has been fitted and the booth positioned, switch the front castors to the locked position and that the booth is positioned level and secure.



unlocked



locked

Section 5

Electrical Prodecure

Initial Set Up

Electrical Connection:

1. Connect extension lead to power supply
2. Connect extension lead to the small jack socket located on the roof of the booth
3. Connect power supply to 220/240V mains power point

LED Lighting and Ventilation:

The lighting and ventilation is controlled by a PIR sensor which will activate as soon as the door is opened/the booth is entered. The sensor may take up to 2 minutes to activate on the very first use or after disconnection from the mains.

The sensor is programmed to shut down the lights and ventilation 10 minutes after the last movement is detected within the booth and the door is closed.

Shut Down:

The booth should be isolated from the mains when not in use.

Section 6

Warranty & After Sales Support

Warranty

All IAC Acoustics products are covered by a 12 month warranty from the date of purchase.

Faults

In the event of a fault or should you have any health and safety concerns regarding the IAC Acoustics 350 Maxi Sound Shelter, please contact us.

Spare Parts

Spare parts are available from the manufacturer IAC at the address below:

IAC Acoustics	
IAC House	
Moorside Road	Tel: +44 (0) 1962 873 000
Winchester	Fax: +44 (0) 1962 873 111
Hampshire	Email: winchester@iac-acoustics.com
SO23 7US	Website: www.iac-acoustics.com