

Eurobaffle Install Guide

Note

Thank you for choosing Eurospan® for your baffle solution. The following instructions will guide you through the installation of your new acoustic baffle. Please read through all of the instructions before beginning.

A. Inspection

- Freight Damage: Inspect cartons for obvious damage before accepting and note on delivery ticket.
- Concealed Damage: Notify Conwed of any concealed damage within five (5) business days of receipt. Claims beyond five (5) days will be honored at the discretion of Conwed or the freight company.
- Do not install panels of unacceptable quality. Contact your sales representative immediately. Conwed will not be responsible for installation or removal costs of unacceptable panels.

B. Materials Required

- Eurospan® Baffle fabric
- Individual baffle frame assemblies
- Hanging cable and hardware
- Aligning pins
- If baffle is order with lighting
 - LED tape
 - Power supply
 - Light lens

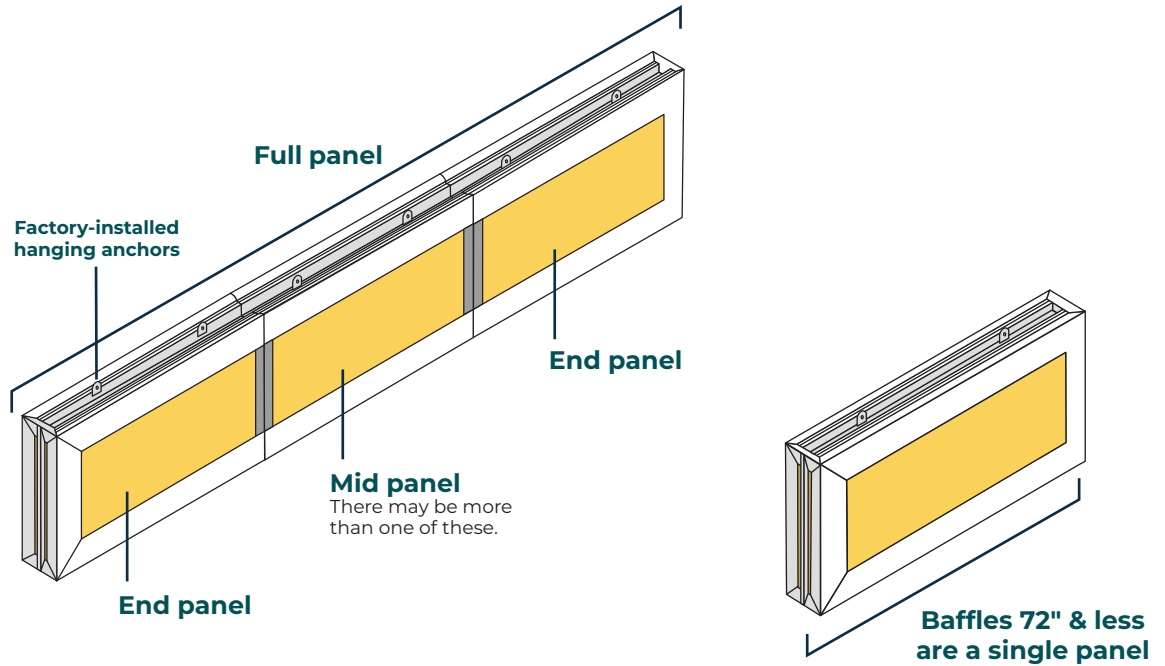
C. Tools Required

- Safety glasses
- Measuring tape
- Step ladder or lift to reach ceiling
- Power screwdriver
- Basic wrenches and screwdrivers to unscrew and reinstall bolts.
- Scissors
- Cotton gloves (provided)
- Eurospan® fabric tuck tool

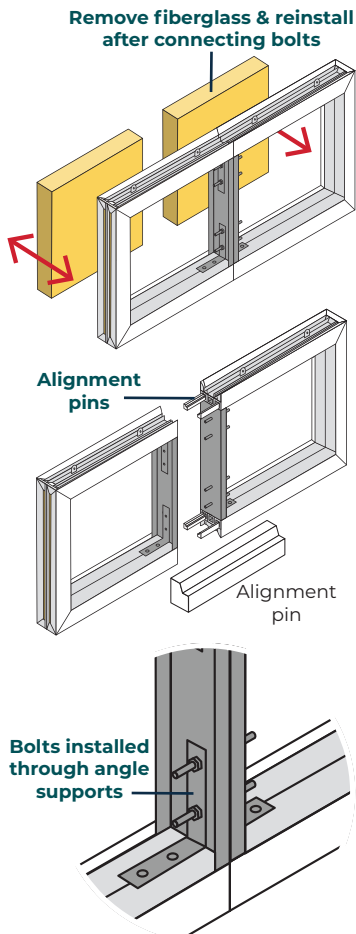
D. Handling and Storage

- Clean white gloves must be used whenever handling wrapped baffles.
- Store panels on a flat, dry, solid surface. Do not store on edge.
- Keep panels dry, clean and free from dust and damage.

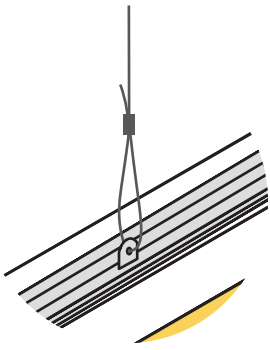
E. Panel Identification



F. Baffle Frame Assembly



1. Review layout drawings and determine location of individual panels. Panels are labeled to correspond with installation drawings
2. Layout panels in the correct order on the floor. Be sure that the factory-installed hanging anchors are all on the top of the baffles.
3. Working between two baffle sections at a time, remove the fiberglass while wearing gloves and remove the bolts securing the steel joining channel to angle supports but do not remove the joining channel.
4. Insert alignment pins in the top and bottom frames to assist with lining up the sections.
5. Slide the two baffle sections together and reinstall the bolts and nuts through both baffle sections and angle supports and tighten.
6. Continue down the entire length of the baffle until the other end panel is installed. For extra long baffles, it may be necessary to assemble sections of the baffle and do the final joining once the segments are hung.
7. Reinstall fiberglass with gloves.

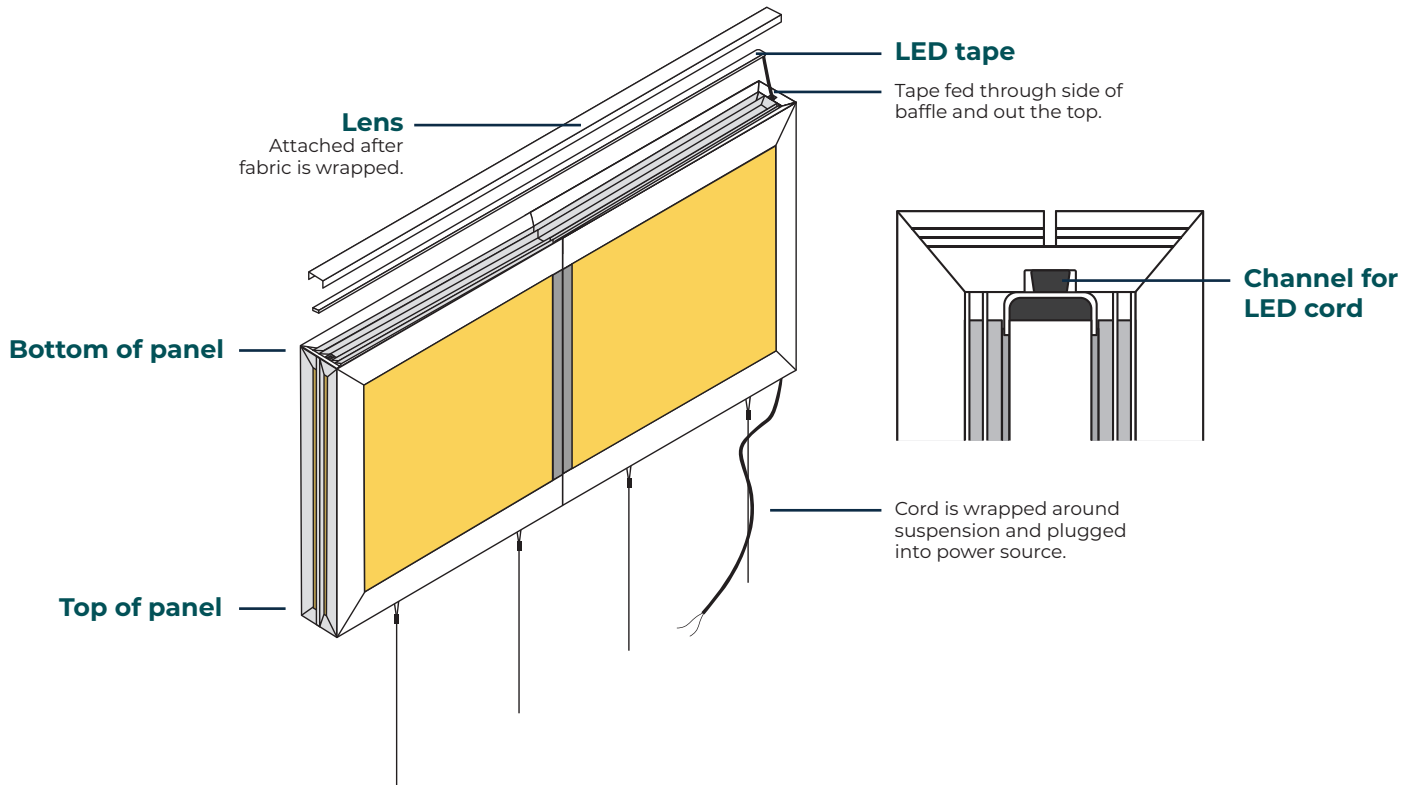


G. Hanging the baffle

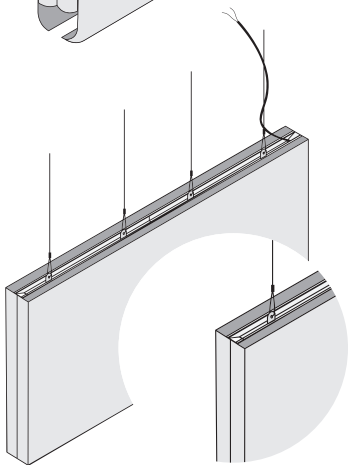
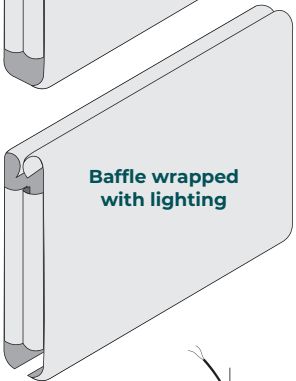
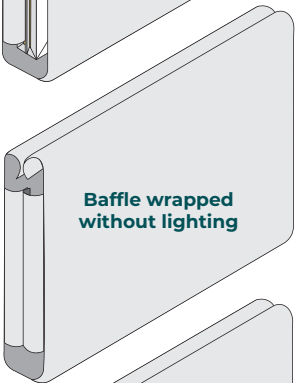
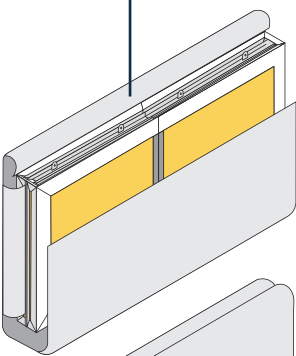
1. Install cables for hanging the baffle according to manufacturer guidelines. Be sure spacing corresponds to the layout on the installation drawings. If using express hanging system, view the install guide at conwed.com/mounting-express-hanging-system.
2. Suspend baffles vertically to the pre-installed baffle hangers. Ensure that there is a connection to every hanger that is in the baffle. The number of preinstalled hangers will vary depending on length of the baffle. Be sure all cables have the same tension.

H. Light Installation

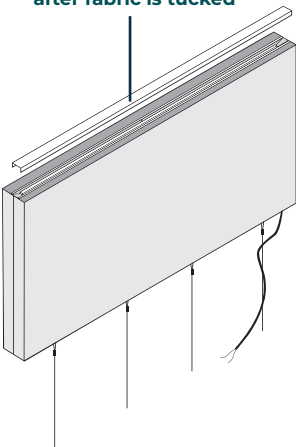
1. If the baffle has lighting, fish the LED lead up through the side of the baffle and out through the top. Secure the LED tape into the aluminum track on the bottom of the baffle by removing the liner from the adhesive. Trim any excess LED strip only where indicated.
2. Install lens after fabric is wrapped (See Step I-14).



Fabric is tucked into track using Eurospan tuck tool



Lens snapped into place after fabric is tucked



I. Wrapping the Baffle

1. On shorter baffles, it may be easier to wrap the baffle prior to suspending it from the ceiling.
2. Before unpacking fabric, clean the workspace thoroughly to protect the fabric from getting soiled.
3. Use the provided white gloves when handling the fabric during installation.
4. Locate the tag on the face of the Eurospan® Fabric that indicates the length and width of the piece of fabric. The tag also indicates the finish face side of the fabric that should be exposed once installed.
5. For the initial part of hanging the fabric. Start in each corner on one side of the baffle, drape enough fabric so that it can be wrapped around the entire baffle. Use the tuck tool to insert fabric into the top retaining track. Remove the tuck tool from the track and the fabric should be held in place.
6. Moving down the length of the baffle, continue to tuck the fabric down one side of the baffle. Be sure to keep the fabric even and wrinkle free. The fabric should now be loosely hanging from the baffle on one side and hanging below the bottom of the baffle with enough fabric to wrap up the other side. At this point do not try to tuck the corners.
7. **If this is an unlit baffle, proceed to step 9.**
8. If there is a light specified for this baffle, tuck the bottom of the baffle on the same edge as the top using the same technique. Once the bottom is tucked, trim the fabric off the bottom within ½ inch of the bottom of the baffle. Use the remaining fabric to wrap the other side.
9. Pull the fabric up the other side of the baffle and begin tucking as in step 5. Be sure to keep the tension on unlit baffles around the bottom of the baffle.
10. On the ends of the baffle, pull one side of the fabric and tuck it into the tuck groove. Pull the other side and tuck it into the same groove. Continue the same on the other end.
11. Trim the excess fabric protruding from the track leaving only ½ inch or less of material. Using the tuck tool, push this excess fabric completely into the self-storing track.
12. Once all the fabric has been tucked into the track, the tension should be consistent and uniform on all sides of the baffle and free from wrinkles.
13. Finishing the corners requires pushing the fabric into the corner track groove and then trimming and tucking until all fabric edges are completely hidden. Be sure to trim small amounts at a time so as not to trim too much and not be able to completely wrap this area.
14. If the baffle has a light, install lens at this time.