

# User Guide

**Support:**

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## DISCLAIMER

**While effective in preventing the spread of viruses and bacteria, using Smart Spacer is not guaranteed to prevent infection.**

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### WHY USE TRANSPARENT PARTITIONS?

Although partitions have been widely in use in healthcare and food service settings for decades, their use in the “new normal” world is distinct from either of these.

Partitions are proposed to serve these critical functions:

- Intercepting the respiratory droplets that are thought to transmit COVID-19 and other viruses and bacteria;
- Re-enforcing physical distancing requirements, even when users are wearing a mask;
- Allowing for people to eat together, comfortably, when they cannot wear a mask; and
- Reducing reliance on masks to social distance while still remaining safe,

However, if staff and/or clients will be unmasked on opposing sides of these partitions, it is essential that the partition has been designed, installed, and maintained such that it effectively prevents the co-mingling of droplets (and aerosols) produced by both parties.

### WHY SMART SPACERS™?

Today, being in a group, in-person, is a challenge at best. Acrylic dividers are everywhere you turn. Smart Spacers™ give you the ability to gather together sensibly — whether for business or social.

Smart Spacers are designed to seat groups of 3, 4, 5, 6 or even 8 people together. Better yet, Smart Spacers™ have extra safety features at its core, and even allow for couples to sit together at a social event.

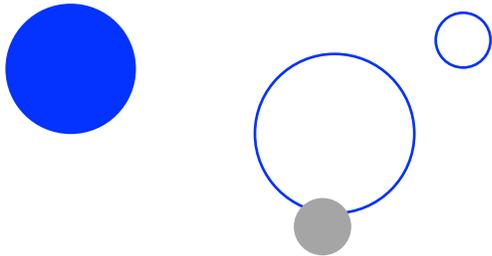
### VERSATILE.

Whether for meetings, business events, social events, weddings, restaurants, retirement homes, country clubs, media/production facilities, corporate use, lunchrooms, and many others uses, Smart Spacers™ allow people to be together while social distancing.

**Smart Spacers™ are incredibly flexible.** Whether you use all of the panels, some or most ... or you need to keep it simple ... or you'd like to integrate table decor or lighting ... imagination is the only limitation.

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## OVERVIEW

The Smart Spacer is a patent-pending divider system for surfaces — aka tables. Using a combination of center hardware, acrylic (aka plexiglass) panels, and clamps, Smart Spacers divide the table with pie shaped partitioned areas.



*Medium Sized, Six Panel Smart Spacer™*

# PARTS OF YOUR SMART SPACER™ SYSTEM

Your system comes with the following parts:

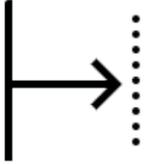
Part Name	Quantity	Image
Rod (Slotted – either 4, 6 or 8 slots depending on model)	1 for round tables. 1-4 for rectangle or conference tables	
Base (Slotted with timing pins in center. Number of slots depends on your sytesm.)	1 for each rod	
Cap (Slotted with Decorator Holes. Number of slots depends on your sytesm.)	1 for each rod	

Screws	2 required for each rod + extra	
Hex Tool	1	
Acrylic Panels	<p>6 or 8 depending on round table model.</p> <p>Four or more for other tables.</p> <p>Connector panels have all corners squared.</p>	
Clamps	<p>6 or 8 depending on round table model.</p> <p>4 or more for rectangle and conference tables.</p>	



### EASY-TO-ASSEMBLE

Designed to assemble quickly in as little as 5-6 minutes for a six panel system. And, stow it away even quicker!



### SAFETY OVERHANG

A substantial amount of overhang beyond the edge of the table allows you to freely, and more easily, talk to people on each side of you.



### MULTIPLE SIZES & DESIGNS

The right size and partitions for your needs. A variety of sizes, as well as six and eight panel systems available..



### BETTER SOUND: EASY TO TALK

Smart Spacer's patent-pending system uses thinner acrylic making it easier to talk than traditional dividers.



### STRONG, LIGHTWEIGHT

The core of the system is made of aircraft grade aluminum to give the acrylic panels the rigidity they need.



### FLEXIBLE DESIGN

Smart Spacers can be used on any surface, and the design allows you to use as few as 3 panels.



#### PRECISION MANUFACTURED

Smart Spacer's rods and caps are machined within 5/1000ths of an inch — just a bit more than a human hair.



#### QUALITY BY DESIGN

Smart Spacers were designed with the user in mind, with quality, simplicity, and ease as the focus of product details.



#### DECORATOR FRIENDLY

The Smart Spacer™ is easy to decorate, and because it's aluminum and clear acrylic, it matches all color schemes. There are even “Decorator holes” in the top cap for lightweight (only) attachment.



#### CREATIVE LIGHTING

Because acrylic sheets transmit light so well, you can use them to your advantage by uplighting the sheets. Or, get creative in outlining the edges.

## FIRST USE OF ACRYLIC PANELS: REMOVING ACRYLIC COVER

When you first receive the Smart Spacers™, the acrylic panels will have a paper or plastic cover on each side of the panel. The paper/plastic can be removed in a variety of ways. One tip is to use a piece of PVC pipe, or a long wooden dowel and roll off the paper.

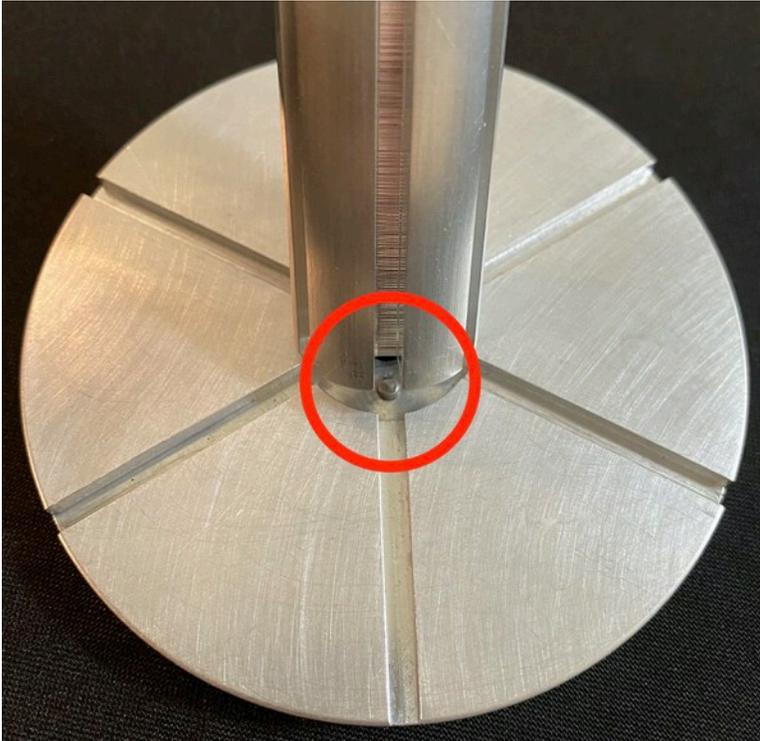


*Rolling off the Plexiglass Protective Cover*

## ASSEMBLY

It's best to assemble in the following order.

1. Slide the base onto either end of the slotted rod.
2. Align the pins into the slots of the rod so rod fits completely into base.



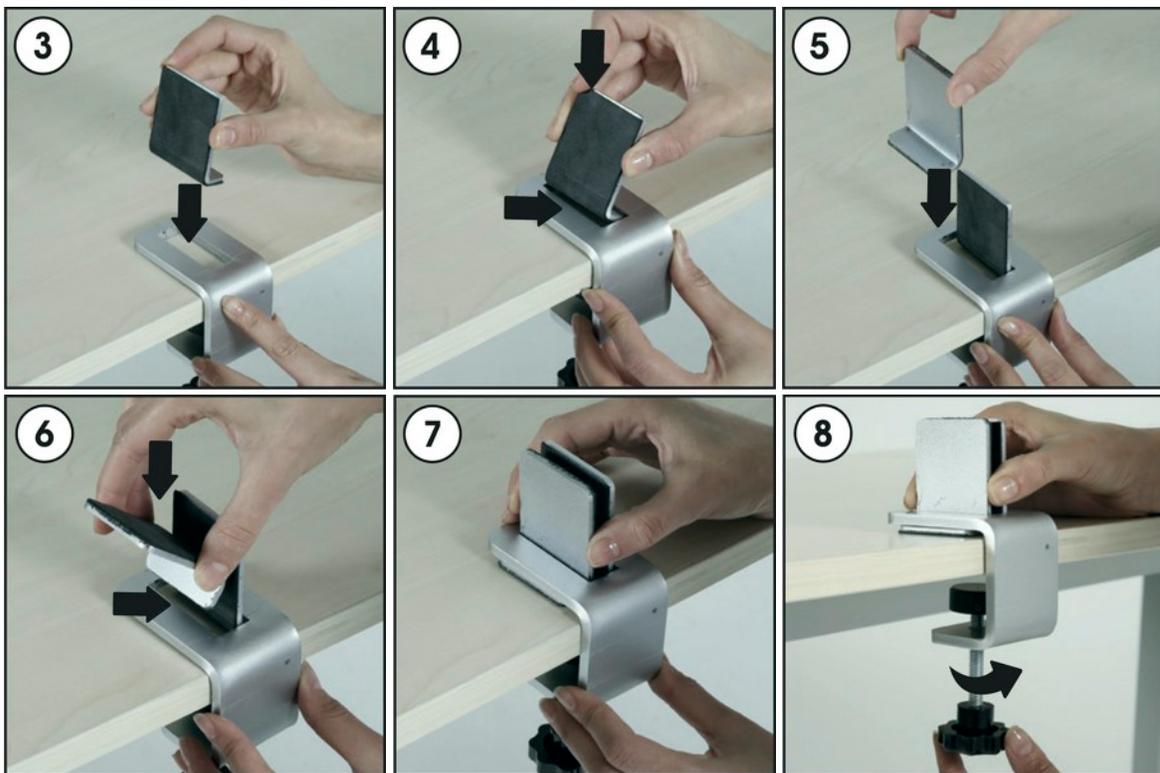
3. Insert screw on bottom of the base, and hand tighten with hex tool.
4. Place rod/base in the center of the table — the closer it is to the center, the easier panel installation will be.

Note: If you are assembling a multi-rod system for a rectangle or conference table, do steps 1-4 for all the rods in your system, and place proportionally spaced on the table.

- Each clamp has three pieces, and assembles as follows (table placement and acrylic panel placement are shown for example, don't place yet on table, or insert acrylic).



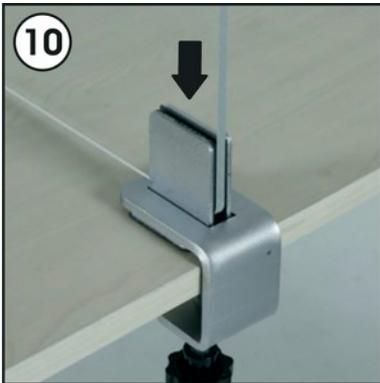
- Place the clamps on the table. but do not tighten yet.



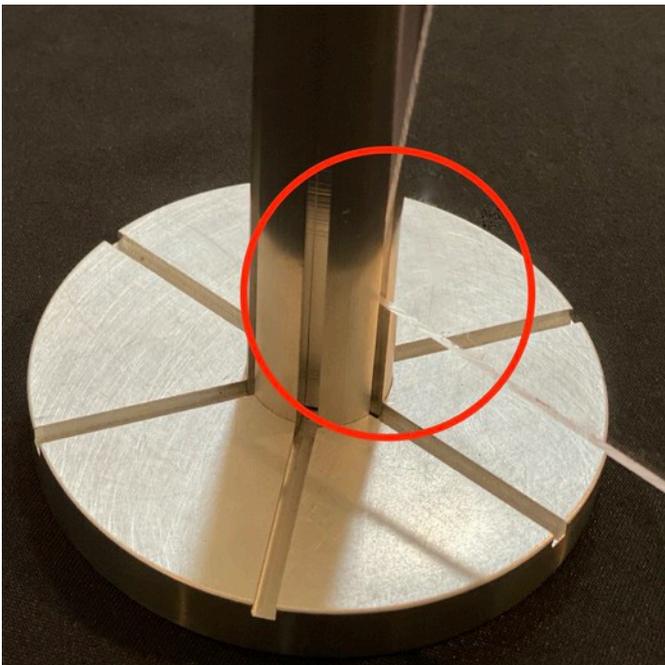
- Place each clamp (the quantity depending on your Smart Spacers™ model) will be placed around the edge of the table, loosely. They should align with the slots in the rod/base assembly in the center of the table. **Note: Do not tighten yet.**
- Place the panel between the pads of the first clamp. The end with the rounded corners should extend about a foot past the end of the table.

**TIP:** It's best to place the panel into a LOOSE clamp first, and then pull the panel towards the rod. Make sure that the clamp is aligned with where the slot on the bottom cap is pointing — if it's off, it's more difficult to place.

Note: If you are assembling a multi-rod rectangle or conference table system, start at one end of the table and complete all the panels for a rod set before proceeding to the next rod set.



9. Then place the end of the panel (with the straight edge corner) at an angle into the rod about 1-2 inches above the base, and slide the panel down the slot until it fits into the slot of the base.



10. Tighten the first panel, hand tight only. **Do not overtighten.**



11. Confirm that the rod/base are still in the center of the table.

12. For the second panel, do the same for the slot immediately across (opposite) from the first panel. This gives the most stability during the installation process. Hand tighten the clamp.

Note: If you are doing a multi-rod rectangle of conference table, do the end rod first, with 3 clamps. The fourth slot will take a connecting panel with all square corners, and connect to the net rod set. Connecting panels have no clamps – and are held in place by the rod cap.

13. Proceed with the remainder of the panels, hand tightening the clamp after each.

**Important Note: If you find the panels are not fitting into the slot, the most likely cause is that the slot is not pointing directly at the clamp location.**

14. Check that all the panels are well seated, and slid as far into the rod and base slots as possible.

15. Next is to place the top cap on top of the panels and the top of the rod. The easiest way to do this is to angle the cap onto the two furthest (from your vantage point) panels, and then angle the cap down until all the panels and the rod fit into their positions.

16. If you have difficulty, slightly rotate the cap back and forth to help you align to the panels.

17. Once the cap is flush, insert and tighten the screw with the hex tool. This should be hand tight plus  $\frac{1}{4}$  turn further. If you are struggling, stop, the cap is likely misaligned.

18. If you are doing a multi-rod rectangle or conference table system, repeat steps 8-17 until all the rod sets are completed.

19. Confirm all the clamps are now tightened around the table, and all the panels are securely in their slots in the rod, and the base.

**Important Note:** It is critical that you check that all the panels are locked in place, and don't slide out — if they do, the cap or clamps are likely not tight enough. Make sure that to do one final check on all the clamps for tightness. They should keep the acrylic panels in place.

## CLEANING

### CLEANING AND DISINFECTING

There's a difference between cleaning and disinfecting.

**Cleaning** refers to the removal of germs, dirt, and impurities from surfaces. Cleaning does not kill germs, but by removing them, it lowers their numbers and the risk of spreading infection.

**Disinfecting** refers to using chemicals to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface after cleaning, it can further lower the risk of spreading infection.

### EFFECTS OF CHEMICALS ON ACRYLIC

It's important to remember that prolonged exposure to cleaning products can cause your acrylic panels to change color, stiffen or crack. Over time, you may find that the acrylic panels may become hazy.

### AVOID USING ALCOHOL

**Note:** It's best to AVOID using alcohol to clean any type of plastic or acrylic product — including plexiglass. While plexiglass panels are more resilient, they are still a plastic, and therefore, alcohol might cause crazing and cracking, sometimes even severely. This is because alcohol is a good solvent, and as such, has the ability to attack the surface of acrylics and dissolve the polymer chains.

Best practices are to first clean to remove debris, then disinfect with an approved disinfectant, and then immediately following the use of disinfectant, spray your acrylic with a cleaning product specifically designed for acrylic.

## CLEANING TIPS

- Use of microfiber cloths cleans 50% better than comparable cotton towels and reduces the risk of scratching acrylic panels.
- Allow enough contact time after applying the disinfectant. If the contact time is too brief, the surface will not be thoroughly disinfected.
- CDC guidelines are at <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cleaning-disinfection.html>
- EPA List N: Disinfectants for Coronavirus at <https://www.epa.gov/pesticide-registration/list-n-disinfectants-coronavirus-covid-19>
- Wear disposable gloves when cleaning and disinfecting surfaces. Gloves should be discarded after each use.

## VIGILANCE IS KEY

The chemical resistance of acrylic products depends on the concentration of the cleaner/ disinfectant, contact time, temperature of the solution and plastic, and stress level of the part. Repeated and/or extended chemical exposures, heat, elevated stress or any combination of these conditions could degrade the plastic or its chemical resistance. Therefore, it is imperative that the plastic be inspected routinely for chemical attack and overall degradation, and replaced as needed, similar to other forms of protective equipment such as masks, gloves, safety shields and barriers.

## DISCLAIMER

The statements, technical information and recommendations contained herein are believed to be accurate as of the date hereof. Since the conditions and methods of use of the product and of the information referred to herein are beyond our control, Smart Spacer, Xplain Corporation and Tech Minded expressly disclaims any and all liability as to any results obtained or arising from any use of the product or reliance on such information; NO WARRANTY OF FITNESS FOR ANY PARTICULAR PURPOSE, WARRANTY OR MERCHANTABILITY OR ANY OTHER WARRANTY EXPRESS OR IMPLIED, IS MADE CONCERNING THE GOODS DESCRIBED OR THE INFORMATION PROVIDED HEREIN. The information provided herein relates only to the specific product designated and may not be applicable when such product is used in combination with other materials or in any process. The user should thoroughly test any cleaning or disinfectant solution and application before using on acrylic panels in Smart Spacers.

## DISASSEMBLY AND STORAGE

### DISASSEMBLY

Disassembly is quick to do with the following steps:

1. Unscrew and remove the top cap
2. One panel at a time, loosen the clamp and remove the panel. Leave the clamp on the table.
3. Once all panels are removed, remove and store all the clamps.
4. Remove base from rod.
5. Don't forget to put the screws and hex tool into storage bag for next use.

### STORAGE

Plexiglass (aka acrylic), from any vendor, can scratch easily. Make sure to store the plexiglass flat so as not to take on a curvature, and with protection between panels.

Should you have plexiglass pieces that are stored vertically without proper support, they could become curved. Simply lay them flat for a while to remove the curve. The amount of time depends on the ambient temperature and amount of curve to remove.

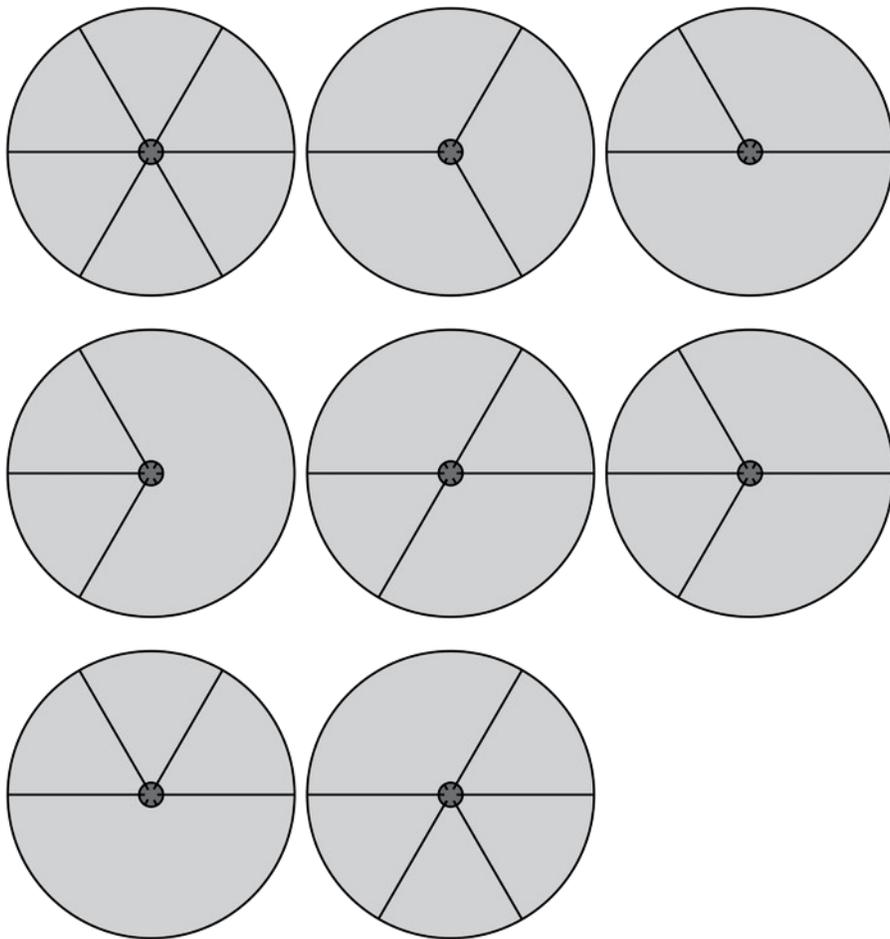
## ROUND TABLE FLEXIBLE CONFIGURATIONS

This section does not apply to rectangle or conference tables.

Core to the Smart Spacer™ design is stability, with support provided by the rod, base and cap assembly at the center. Not only does this give the Smart Spacer™ inherent strength, it also gives the option of removing some of the panels. **Provided that you've secured the Smart Spacer™ with clamps**, you can remove up to all but 3 panels on the six-partition system.

Note: You need to confirm that the Smart Spacers™ is stable whichever configuration you choose. Do not depend on these diagrams alone without checking that the Smart Spacers™ is properly secured.

See examples (shown without panel overhang for simplicity).



## CARE OF ACRYLIC PANELS

Acrylic sheets are strong especially for their thickness and weight, but they can scratch. To keep your acrylic sheets in the best condition, place something soft, such as foam sheets, between each piece of acrylic.

## WHAT'S THE BEST WAY TO REMOVE SCRATCHES?

For the aluminum parts, you can remove minor scratches by using the rougher side of a Scotch-Brite™ Pad with some common dish soap. Make sure to use the pad in the same direction as the grain (e.g., circular motion for the disks, or straight along the rod).

For the acrylic, Novus has minor and heavier scratch removal products that are quite good. See the [Novus brand of cleaners and polishing products](#) available on Amazon.

## REPLACEMENT PARTS

Should you need parts, please reach out to customer service at <https://theSmartSpacer.com/contact> or emailing to [smartspacers@tech-minded.com](mailto:smartspacers@tech-minded.com)

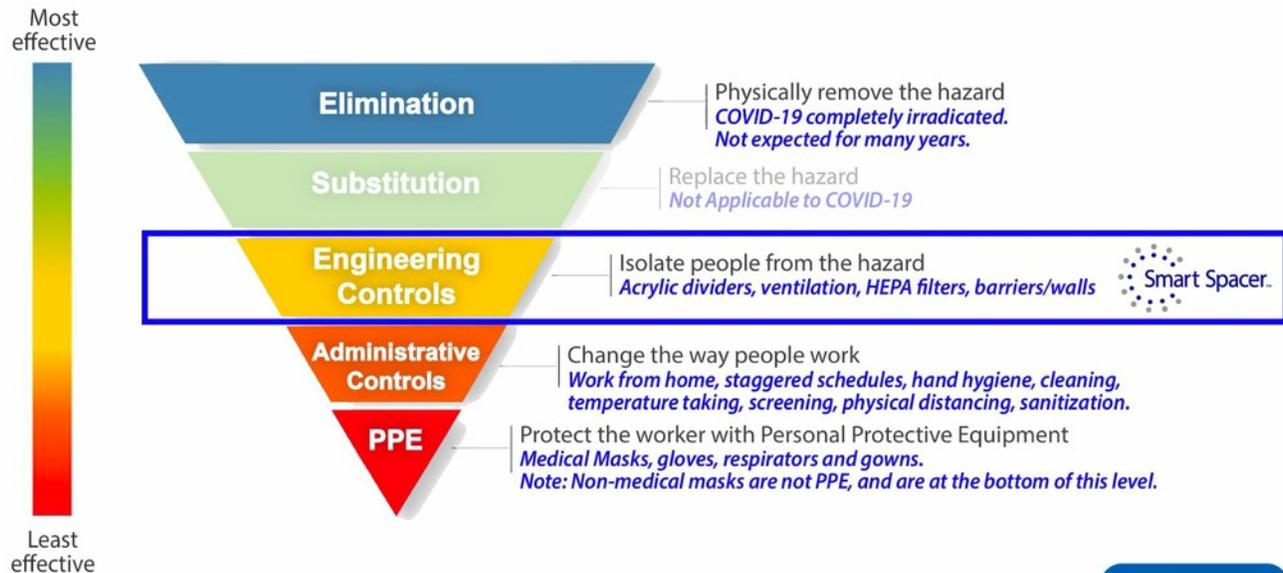
## SAFETY

COVID-19 and Coronavirus brought to the forefront of everyone's mind the potential for people to spread contagions when less than 6-10 feet from each other. The CDC, NIOSH and other organizations have well established how to deal with hazards and dangers — the “Hierarchy of Controls”. In the case of COVID-19, “Engineering Controls” are incredibly effective at isolating people from the hazard.

# CORONAVIRUS DISEASE 2019 (COVID-19)

## Hierarchy of Controls

When Applying Hierarchy: Focus on the most effective methods first, and then move to the next level of control.



[cdc.gov/coronavirus](https://cdc.gov/coronavirus)

Adapted from The National Institute for Occupational Safety and Health (NIOSH), and Center for Disease Control (CDC) for Smart Spacers™.



*Adapted from CDC's Hierarchy of Controls to apply to COVID-19 and Smart Spacers™*

## WARNING

Smart Spacers™ cannot alone protect you– they are intended and recommended to be part of a layered approach of protection including mask wearing when not at a Smart Spacers™ outfitted table or eating, cleaning protocols, distance between tables, and more.

Talk to your local public health officials for specific guidance in your situation. Smart Spacers™ are a tool to assist in keeping people safe, but only work in conjunction with other safety measures such as, but not limited to, distance between tables, mask wearing when not at the table, etc.