



Cutan Hand Hygiene Installation Guide

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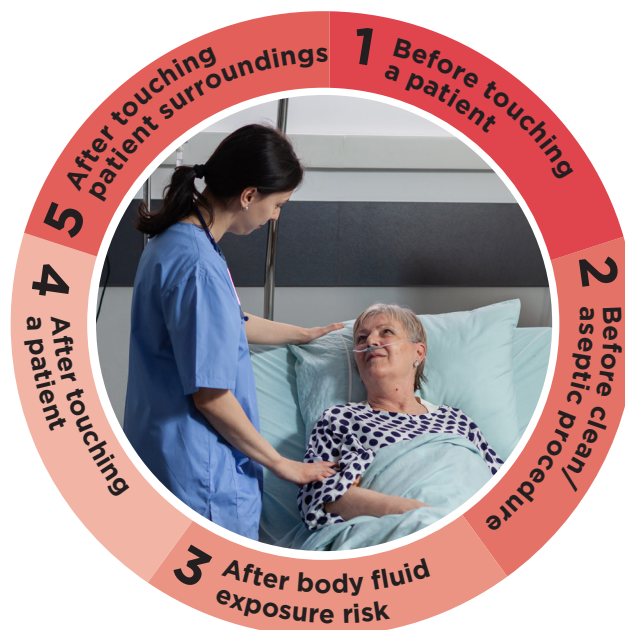
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Importance of Hand Hygiene (HH)

Healthcare associated infections (HAI) are a major and growing issue in the quality and safety of healthcare, in both the hospital and community settings. They are a major cause of morbidity and mortality around the world. In Australia, it is estimated that there are approximately 200,000 HAIs each year which can be preventable with appropriate healthcare measures, including hand hygiene ⁽¹⁾.

Making Hands Matter in the workplace



*Adapted from the WHO Alliance for Patient Safety 2006

Improving hand hygiene among healthcare workers is currently the single most effective intervention to reduce the risk of hospital-acquired infections in Australian hospitals.⁽²⁾

Reducing the transmission of pathogens by hands can be achieved by following the Five Moments for Hand Hygiene, as illustrated in the diagram above.

Healthcare workers (HCW) must perform hand hygiene before and after every episode of patient contact. The critical points include before and after every patient contact, before undertaking an aseptic procedure, after a procedure or body fluid exposure risk and after touching a patient's surroundings. Hand hygiene is also performed after the removal of gloves.

Per the National Health and Medical Research Council, hand hygiene should also be performed in non-clinical situations.⁽³⁾

(1) Cruickshank M & Ferguson J (eds) (2008) Reducing Harm to patients from Health care Associated Infection: The Role of Surveillance. Australian Commission for Safety and Quality in Health Care. p3.

(2) Hand Hygiene Australia website; URL <http://www.hha.org.au/home/5-moments-for-hand-hygiene.aspx>; accessed October 2016.

(3) NHMRC. Australian Guidelines for the Prevention and Control of Infection in Healthcare. Commonwealth of Australia; 2010.

Product placement and supply

According to the World Health Organisation, having an alcohol based hand rub (ABHR) readily available to healthcare workers is critical to the successful implementation of a hand hygiene program.⁽⁴⁾ Dispensers act as a visual cue for HH behaviour, and their strategic and ubiquitous placement makes the product highly accessible for frequent use.⁽⁵⁾ The placement of ABHR needs to be consistent and reliable, with input from clinical staff in the decision-making process, as they have the best understanding of the workflow in their area.

Where possible ABHR should be placed at the foot of every bed, or within each patient cubicle. Clear signage regarding appropriate use should be present. Ensuring ABHR is readily available at the point-of care, including patient beds, on trolleys and in clinical areas, can reduce many of the potential barriers to good HH.

Point of care is defined as the place where three elements come together: the patient, the HCW, and the care or treatment involving contact with the patient or his/her surroundings. A hand hygiene product should be easily accessible and as close as possible – within arms reach of where patient care or treatment is taking place. Point of care products should be accessible without having to leave the patient zone.⁽⁶⁾

There is no advantage in placing dispensers next to sinks as this can cause confusion for some HCWs who may think they need to rinse their hands with water after using ABHR. Special consideration is necessary when locating ABHR in clinical areas where ingestion or accidental splashing of ABHR is a particular risk (accidental ingestion of ABHR has been reported, but is uncommon).⁽⁷⁾

Such areas include:



Paediatrics – ABHR should be located with care near children.



Mental Health – ABHR should be located with care near psychotic, schizophrenic or suicidal patients, patients undergoing alcohol- or drug-withdrawal, or where there are cognitively impaired patients.



Public areas – ABHR needs placement in high traffic areas with clear signage regarding appropriate use and the need for parents to carefully supervise their children.

(4) World Health Organisation. WHO Guidelines on Hand Hygiene in Health Care. First Global Patient Safety Challenge Clean Care is Safer Care. 1 ed. Geneva: World Health Organisation Press; 2009.

(5) World Health Organisation. World Alliance for Patient Safety. Manual for observers. Annex 17 WHO Multimodal hand hygiene improvement strategy. Geneva: World Health Organisation Press; 2007.

(6) Hand Hygiene Australia. 5 Moments for Hand Hygiene. Commonwealth of Australia; 2012.

(7) Roberts HS et al. An unusual complication of hand hygiene. *Anaesthesia*; 2005; 60(1): 100-101.

HH Dispenser Placement

Australian Standard AS 1071:2015 provides recommendations on the placement of hand hygiene materials to optimise compliance.⁽⁸⁾

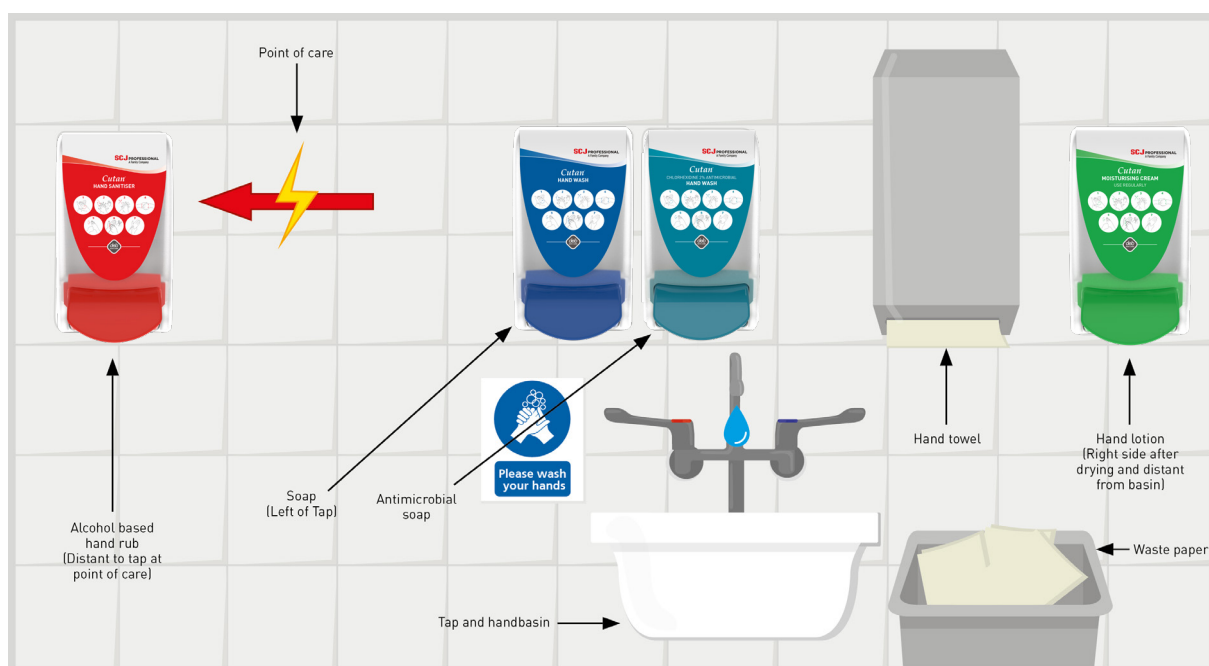
These recommendations include:

- Soap shall be the closest product to the basin. When there is soap and antimicrobial soap at the basin, the antimicrobial soap shall be closest to the tap. Where practical, soap shall be left to the tap, dispensing within the catchment of the basin to prevent spill on the floor.
- Hand Towels should be to the right of the tap, where practical and closer to the basin than the Moisturising Cream.
- Moisturising Cream should not be at the basin. When at the basin, it shall be to the right of the hand towels and further from the basin than the soap. Moisturising Cream should not be placed over the catchment of the basin.

***Alcohol Based Hand Rubs shall not be available at the basin - the following locations are suggested:**

- On the end of every patient bed (fixed or removeable brackets)
- Affixed to mobile work trolleys (Intravenous, Medication, Dressing trolleys)
- High Staff Areas (Nurses Station, Pan Room, Medication Room, Patient Room Entrance)
- Multi Use Patient Care Areas - Examination/Outpatient Consultation Rooms
- Entrances to Each Inpatient Unit, Outpatient Clinic or Department
- Public Areas - Waiting Rooms, Reception Areas, Hospital Foyers, Near Elevators
- Doors in High Traffic areas

Placement of **Social Soap, Antiseptic Soap, Hand Towels, Hand Moisturiser and Alcohol Based Hand Rub** in relation to the basin



Product Safety Considerations

Hand Hygiene Australia's 5 Moments for Hand Hygiene ⁽⁶⁾ provides the following recommendations regarding product safety.

Storage and Safety

Ensure a safety data sheet (SDS) for ABHR is available in areas where ABHR is stored (check with local OH&S regulations). All ABHR products are flammable with flash-points ranging from 21°C to 24°C, depending on the type and concentration of alcohol present. They should be stored away from high temperatures or flames. When considering the requirements for minor storage, the total quantities of all flammable liquids must be considered. Minor storage of all flammable liquids is not to exceed 10 litres per 50m² of floor space.⁽²⁾

Paediatric Exposure to Alcohol

ABHR can be placed in paediatric wards/facilities; however care should be taken in this decision. The placement of ABHR within NICU, SCN, maternity wards, and on cots should follow the HHA recommendations of product placement at point of care. The placement within general paediatric wards should remain within the point of care, except in situations of intellectual impairment or alcohol abuse where the child could unintentionally or intentionally harm

themselves. Personal bottles of ABHR could be used in any area where ABHR cannot be placed at the point of care. Further research has shown that use of an ABHR by children in day care centres is safe. Even though children put their hands in their mouth or in contact with other mucous membranes directly after ABHR use, there was nil measurable alcohol detected by breathalyser in any of the children tested.

Recommendations

- ABHR bottles should not be decanted
- Corridors should have at least 1.8m wide with at least 150cm between each ABHR dispenser
- Dispensers should not project more than 15cm into corridor egress
- Wall mounted brackets should be located at a height of between 92cm and 122cm above the floor (avoid placing at eye level)
- Dispensers should not be located over carpeted areas, unless the area is protected by active sprinklers
- Dispensers should not be located over, or directly adjacent to ignition sources (e.g. electrical switches, power points, call buttons, or monitoring equipment)
- ABHR dispensers should be separated from heat sources and electric motors

Product Safety Considerations

Staff Toilets	Cutan Foaming Hand Wash 1L/Cutan Clear Foam Hand Wash 1L Moisturising Cream 1L
Patient Toilets	Cutan Foaming Hand Wash 1L/Cutan Clear Foam Hand Wash 1L
Patient Rooms	Cutan ABHR 400mL complete with s/s bracket for the Bed End Cutan ABHR 1L on wall (near to glove station)
Ensuite Bathroom	Cutan Foaming Hand Wash 1L/Cutan Clear Foam Hand Wash 1L
Clinical Basins In bedrooms, Wards, Consult Rooms, Procedure Rooms	Cutan Foaming Hand Wash 1L/Cutan Clear Foam Hand Wash 1L 2% Chlorhexidine Foaming Skin Cleanser (where required) Moisturising Cream 1L
Utility Rooms	Cutan Foaming Hand Wash 1L/Cutan Clear Foam Hand Wash 1L Cutan ABHR 1L Moisturising Cream 1L
Consult / Treatment Rooms	Cutan Foaming Hand Wash 1L/Cutan Clear Foam Hand Wash 1L 2% Chlorhexidine Foaming Skin Cleanser Cutan ABHR 1L Moisturising Cream 1L
Kitchen/ette	Cutan ABHR 1L
Trolleys (IV, Medication, Wound)	Cutan ABHR 400mL complete with s/s bracket
Wallspace/Corridors outside every Patient Room, Entrances to Wards, Outpatient Clinics or Departments	Cutan ABHR 1L
Emergency Bays	Cutan ABHR 1L in each patient zone and at treatment points
Public Areas Reception Areas, Waiting Rooms, Hospital Foyers, Lift Areas, Doors to High Traffic Areas	Cutan ABHR 1L

Cutan Dispensers

Product Codes

Cutan Foaming Hand Wash 1L	DIS2161
Cutan Chlorhexidine Foaming Hand Wash 1L	DIS2171
Cutan Alcohol Foam 1L	DIS2160
Cutan Moisturising Cream 1L	DIS2162
Cutan 3 in 1 Shower Care 1L	DIS2158
Cutan 3 in 1 Shower Care 2L	DIS2159

Brackets (to fit 400ml)

Stainless Steel	BKT400mL or BKMF400mL
Red Plastic	2305

Products

Cutan Foaming Hand Wash 1L	6330
Cutan 2% Chlorhexidine Foaming Skin Cleanser 1L	CHGDD1L
Cutan Clear Foam Hand Wash 1L	CCHW1L
Cutan Alcohol Foam 1L	CAF1L
Cutan Alcohol Foam 400mL	CAF400ML
Cutan Optidose Alcohol Foam 1L	COP1L
Cutan Optidose Alcohol Foam 400mL	COP400ML
Cutan Moisturising Cream 1L	6325
Cutan Moisturising Cream 400mL	CSM400ML
Cutan 3 in 1 Shower Care 1L	SCB1L
Cutan 3 in 1 Shower Care 2L	8040

Installation Guidelines

The following icons are used throughout this document to help guide you through the dispenser installation process.

Here is a summary of what each icon means:



When you see this icon, you will find additional information, pointers and suggestions to help improve the installation process.



This icon points out important bits of information to keep in mind as you proceed.



This icon points out important information to keep in mind. When you see this icon, please stop and read it.



Based on 75 years experience in workplace skin care, SCJP knows just about everything when it comes to dispenser installations and technical knowledge related to our products. When you see this icon we will let you in on some trade secrets to help the installation process run a bit smoother or just keep you informed.

In some workplace environments, special safety precautions are required for both your personal protection and for others. Additional considerations need to be made for infection prevention requirements in healthcare and food safety protocol in food processing environments.



Safety First -

Protective clothing and footwear required

- It is the expectation of SCJP that all contractors utilise all appropriate Personal Protective Equipment (PPE) and adopt a safe work method, to ensure their own safety.
 - Depending on industry (i.e. healthcare, food processing or industrial) protective clothing such as safety glasses, gloves, masks, hearing protection, hard hat, hair net and certified safety shoes/boots may be required.
 - Please see section on industry specific tips for recommended protective clothing and footwear depending on industry.
 - Additionally, please speak with appropriate contact at customer facility (i.e. Facilities Manager, Operations Manager, Production).
-



A Complete List of Tools Required

Standard

- 1 and 2 Litre SCJP Dispenser Keys
 - Cordless Drill and spare battery
 - Hammer Drill (concrete, ceramic, etc) plus for Healthcare, a drill complete with dust collector
 - #2 Phillips screw driver bit for drill
 - 6.5mm high speed, masonry and glass & tile drill bit needed for each of following surfaces (metal, wood, tile, and concrete)
 - 8G x 25mm Button Head Self Tapping Screws (3 screws required on 1-Litre dispenser/4 screws required on 2 Litre for plasterboard, tile, wood, and concrete surfaces)
 - 25mm x 6mm Wall Anchors (3 anchors required on 1-Litre dispenser/4 anchors required on 2 Litre for plasterboard, tile, and concrete surfaces)
 - Curved Metal Scraper
 - Razor Blade Tool (paint remover)
 - Phillips Screwdriver
 - Regular/Slot Screwdriver
 - Hole Punch or Awl Tool (7mm)
 - Small Level
 - Fine Tip Magic Marker
 - Rag or Paper Towels
 - Isopropyl Alcohol
 - Kwik Seal Tube and Tile Adhesive Caulk (silicone) (mold and mildew resistant)
-



Additional Useful Tools to Have

- 8G x 25mm Button Head TEK Screw (3 screws required on 1-Litre dispenser/4 screws required on 2 Litre for metal surfaces)
- Heavy Duty Utility Knife with extra blades
- Glazier Scraper/Knife
- Adjustable Plumbers Pliers
- Adjustable Wrench
- Vice Grips
- Small Tape Measure



How to Install SCJP Dispensers on to a Variety of Surfaces

Painted Plasterboard

How to Remove

- Remove dispenser cover using key if needed. If no key available, please check with maintenance staff
- Remove cartridge
- Remove all screws
- Check for additional adhesive and cut with curved metal scraper if necessary
- Remove dispenser and make sure that surface is smooth, clean and free of any debris (i.e. adhesive tape, dirt, grime, etc) for installation

How to Install

- Open SCJP dispenser with key included
- Remove dispenser cover to make installation easier
- Hold dispenser back plate against wall
- Use level to make sure straight and mark required holes
- Drill holes with 6.5mm drill bit and insert wall anchors
- For extra strength, adhesive pads may be used
- Fix back plate with screws
- Place cartridge in dispenser and ensure proper placement to engage pump unit
- Close dispenser (reapply cover if removed)
- Press button until product appears



How to Install SCJP Dispensers on to a Variety of Surfaces

Concrete/Brick

How to Remove

- Remove dispenser cover using key if needed. If no key available, please check with maintenance staff
- Remove cartridge
- Remove all screws
- Check for additional adhesive and cut with curved metal scraper if necessary
- Remove dispenser and make sure that surface is smooth, clean and free of any debris (i.e. adhesive tape, dirt, grime, etc) for installation

How to Install

- Open SCJP dispenser with key included
- Remove dispenser cover to make installation easier
- Hold dispenser back plate against wall
- Use level to make sure straight and mark required holes
- Drill holes with 6.5mm drill bit and insert wall anchors
- For extra strength, adhesive pads may be used
- Fix back plate with screws
- Place cartridge in dispenser and ensure proper placement to engage pump unit
- Close dispenser (reapply cover if removed)
- Press button until product appears



How to Install SCJP Dispensers on to a Variety of Surfaces

Mirrors

The only dispenser recommended for peel and stick installations on a mirror are 1-litre foam, lotion, cream or TFII dispensers only. **NO EXCEPTIONS.** Mirrors must be affixed to the wall properly.



How to Remove

- Remove dispenser cover using key if needed. If no key available, please check with maintenance staff
- Remove cartridge
- Remove adhesive with curved metal scraper
- Remove dispenser and use razor blade tool to remove any remaining adhesive
- Remove dispenser and make sure that surface is smooth, clean and free of any debris (i.e. adhesive tape, dirt, grime, etc) for installation

How to Install

- Clean with Isopropyl Alcohol and dry well
- Open SCJP dispenser with key included
- **Remove dispenser cover to make installation easier**
- Remove adhesive paper
- Use level while holding dispenser back plate against mirror and check positioning
- **Hold dispenser at 45° angle to confirm dispenser is level before pressing on to mirror** Press and hold for 30 seconds to ensure adhesion
- If the situation indicates, silicone caulking may be spread all the way around the dispenser to prevent cleaning chemicals, water, etc from seeping in over time and weakening the adhesive
- Remove cap from cartridge
- Place cartridge in dispenser and ensure proper placement to engage pump unit
- Close dispenser (reapply cover if removed)
- Press button until product appears



How to Install SCJP Dispensers on to a Variety of Surfaces

Tile (ceramic, porcelain, etc.)

- Always screw into grout when possible
- If tile is larger than 5cm square consider using adhesive pads along with silicone compound. Then silicone should be spread all the way around the dispenser to prevent cleaning chemicals, water, etc from seeping in over time and weakening the adhesive
- 2 litre dispensers must always be screwed using 4-screws



How to Remove

- Remove dispenser cover using key if needed. If no key available, please check with maintenance staff
- Remove cartridge
- Remove adhesive with curved metal scraper
- Remove dispenser and use razor blade tool to remove any remaining adhesive
- Make sure that surface is smooth, clean and free of any debris (i.e. adhesive tape, dirt, grime, etc) for installation

How to Install (with screws and adhesive pads – PREFERRED METHOD) Clean with Isopropyl Alcohol and dry well

- Open SCJP dispenser with key included
- **Remove dispenser cover to make installation easier**
- Use level while holding dispenser back plate against tile and check positioning
- **Align the dispenser back plate top hole on grout line**
- Mark required holes
- Drill hole(s) and insert anchor(s)
- Remove adhesive paper
- Fix back plate with top screw on grout line
- Check to confirm level
- Press and hold for 30 seconds to ensure adhesion
- Remove cap from cartridge
- Place cartridge on to pump unit in dispenser and ensure proper placement to engage pump unit
- Close dispenser (reapply cover if removed)
- Press button until product appears



How to Install SCJP Dispensers on to a Variety of Surfaces

Tile (ceramic, porcelain, etc.)

- Always screw into grout when possible
- If tile is larger than 5cm square consider using adhesive pads along with silicone compound. Then silicone should be spread all the way around the dispenser to prevent cleaning chemicals, water, etc from seeping in over time and weakening the adhesive
- 2 litre dispensers must always be screwed using 4-screws



How to Install

(with adhesive pads only)

- Open SCJP dispenser with key included
- Use level while holding dispenser back plate against tile and check positioning
- Mark require holes
- **If taping, hold at 45° angle to confirm dispenser is level before pressing on to tile**
- Press and hold for 30 seconds to ensure adhesion
- If in shower area or subject to water then silicone should be spread all the way around the dispenser. This helps to prevent water from seeping in over time and weakening adhesive
- **If 2 litre dispenser is being applied with adhesive only, wait minimum of 2-hours or maximum of 8-hours before inserting cartridges. If 1-litre dispenser is being installed no additional wait time is required before inserting cartridge**
- Remove cap from cartridge
- Place cartridge in dispenser and ensure proper placement to engage pump unit (Remember - only 1L dispensers should be applied)
- Close dispenser (reapply cover if removed) and press button until product appears



How to Install SCJP Dispensers on to a Variety of Surfaces

Showers

- Always apply silicone around dispenser for sealing to help prevent mildew and bacteria
- 2 litre dispensers must always be screwed using 4-screws. For 1-litre please use screws when possible



How to Remove

- Remove dispenser cover using key if needed. If no key available, please check with maintenance staff
- Remove cartridge
- Remove adhesive with curved metal scraper
- Remove dispenser and use razor blade tool to remove any remaining adhesive
- Make sure that surface is smooth, clean and free of any debris (i.e. adhesive tape, dirt, grime, etc) for installation

How to Install (with screws and adhesive pads – PREFERRED METHOD)

- Clean with Isopropyl Alcohol and dry well
- Open SCJP dispenser with key included
- **Remove dispenser cover to make installation easier**
- Use level while holding dispenser back plate against tile and check positioning
- **Align the dispenser back plate top hole on grout line**
- Mark required holes
- Drill hole(s) and insert anchor(s)
- Remove adhesive paper
- Fix back plate with top screw on grout line
- Check to confirm level
- Press and hold for 30 seconds to ensure adhesion
- Remove cap from cartridge
- Place cartridge on to pump unit in dispenser and ensure proper placement to engage pump unit
- Close dispenser (reapply cover if removed)
- Press button until product appears



How to Install SCJP Dispensers on to a Variety of Surfaces

Showers

- Always silicone around dispenser for sealing to help prevent mildew and bacteria
- 2 dispensers must always be screwed using 4-screws. For 1-litre please use screws when possible



How to Install

(with adhesive pads only)

- Open SCJP dispenser with key included
- **Remove dispenser cover to make installation easier**
- Use level while holding dispenser back plate against tile and check positioning
- **If taping, hold at 45° angle to confirm dispenser is level before pressing on to tile**
- Press and hold for 30 seconds to ensure adhesion
- **If in shower area or subject to water then silicone should be spread all the way around the dispenser. This helps to prevent water from seeping in over time and weakening adhesive**
- Remove cap from cartridge
- Place cartridge on to pump unit in dispenser and ensure proper placement to engage pump unit
- Close dispenser (reapply cover if removed)
- Press button until product appears



How to Install SCJP Dispensers on to a Variety of Surfaces

Other (i.e. metal or wood)



How to Remove

- Remove dispenser cover using key if needed. If no key available, please check with maintenance staff
- Remove cartridge
- Remove all screws
- Check for additional adhesive and cut with curved metal scraper if necessary
- Remove dispenser and make sure that surface is smooth, clean and free of any debris (i.e. adhesive tape, dirt, grime, etc) for installation

How to Install

- Open SCJP dispenser with key included
- **Remove cover for ease of installation**
- Holding dispenser back plate against wall, mark required holes
- **Use level to make sure straight and mark required holes**
- Fix back plate with screws (If metal - use self tapper screw and if wood - use standard screw)
- Remove cap from cartridge
- Place cartridge on to pump unit in dispenser and ensure proper placement to engage pump unit
- Close dispenser (reapply cover if removed)
- Press button until product appears

Industry Specific Tips



Healthcare (Hospitals and Aged Care Facilities)

- Clean up recommended with HEPA vacuum or wet rag underneath to catch dust
- Also, the use of an awl tool is recommended to avoid drilling into drywall
- SCJP or Infection Control Practitioner (ICP) will advise if items such as face mask, gowns, hair net or other infection prevention items are required
- Check with ICP to ensure patient room protocol before installing point of care dispensers
- Common courtesy to check washroom areas before entering
- Please ensure clean work area during installation and when completed
- Contractors should carry out hand hygiene after touching patient surroundings



Food Processing (Food Production Facilities)

- Stainless steel fasteners are required to help prevent rust
- Food processing users may have safety training required prior to start of dispenser installations
- SCJP or Food Safety Manager will advise if items such as hairnet, gloves, protective gown/footwear, safety glasses and ear protection are required.
- Check with facility maintenance to close washroom access during installation
- Common courtesy to check washroom areas before entering
- Please ensure clean work area during installation and when completed



Manufacturing (Light and Heavy Duty Production Facilities)

- Manufacturing customers may have safety training required prior to start of dispenser installations
- SCJP or other safety management will advise if items such as hard hat, gloves, hearing protection and steel toe boots are required
- Check with facility maintenance to close washroom access during installation
- Common courtesy to check washroom areas before entering
- Please ensure clean work area during installation and when completed

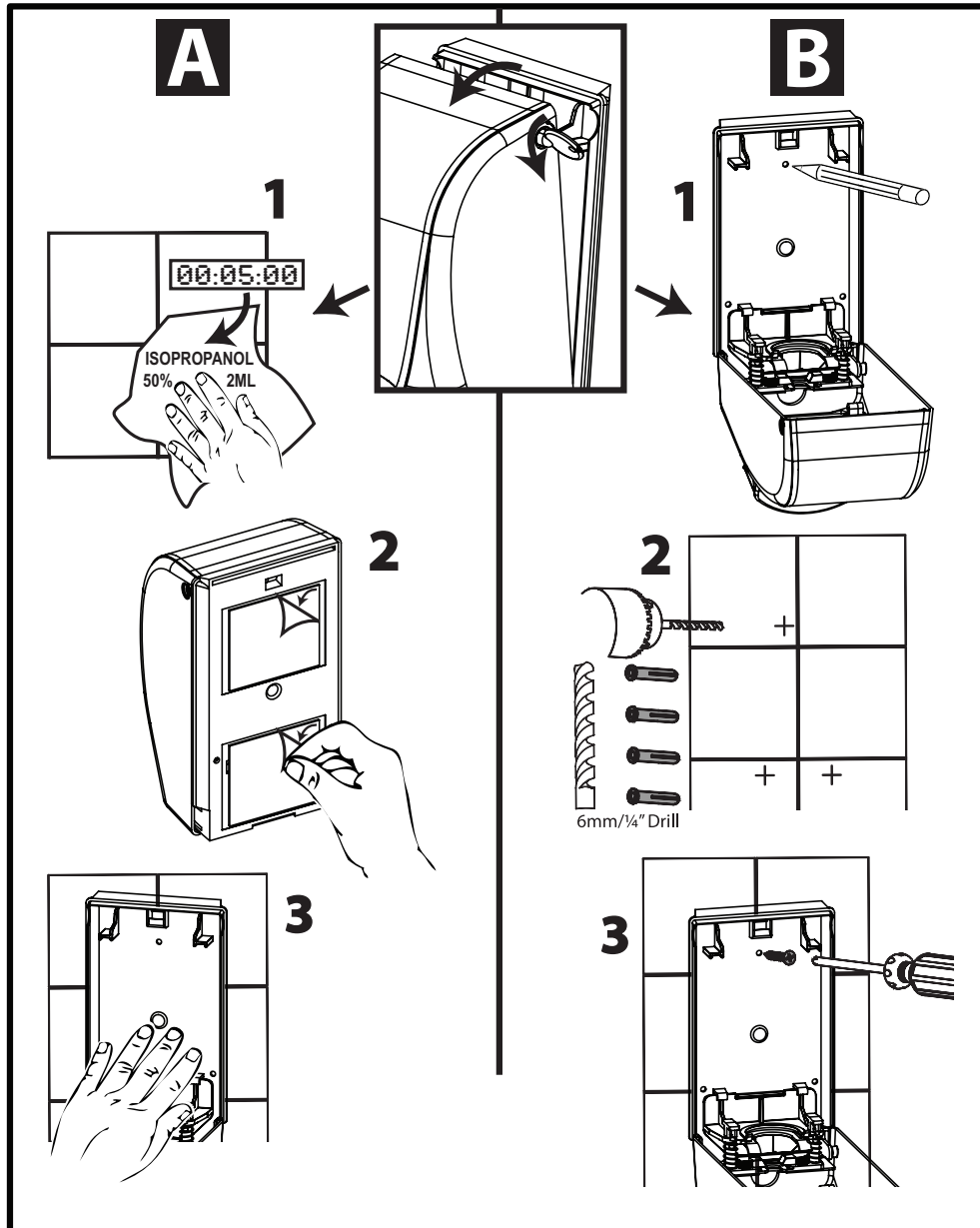


Commercial (Washroom and Public Areas)

- Check with facility maintenance to close washroom access during installation
- Common courtesy to check washroom areas before entering
- When in offices/public areas please be courteous to staff/public to minimise disruption
- Please ensure clean work area during installation and when completed

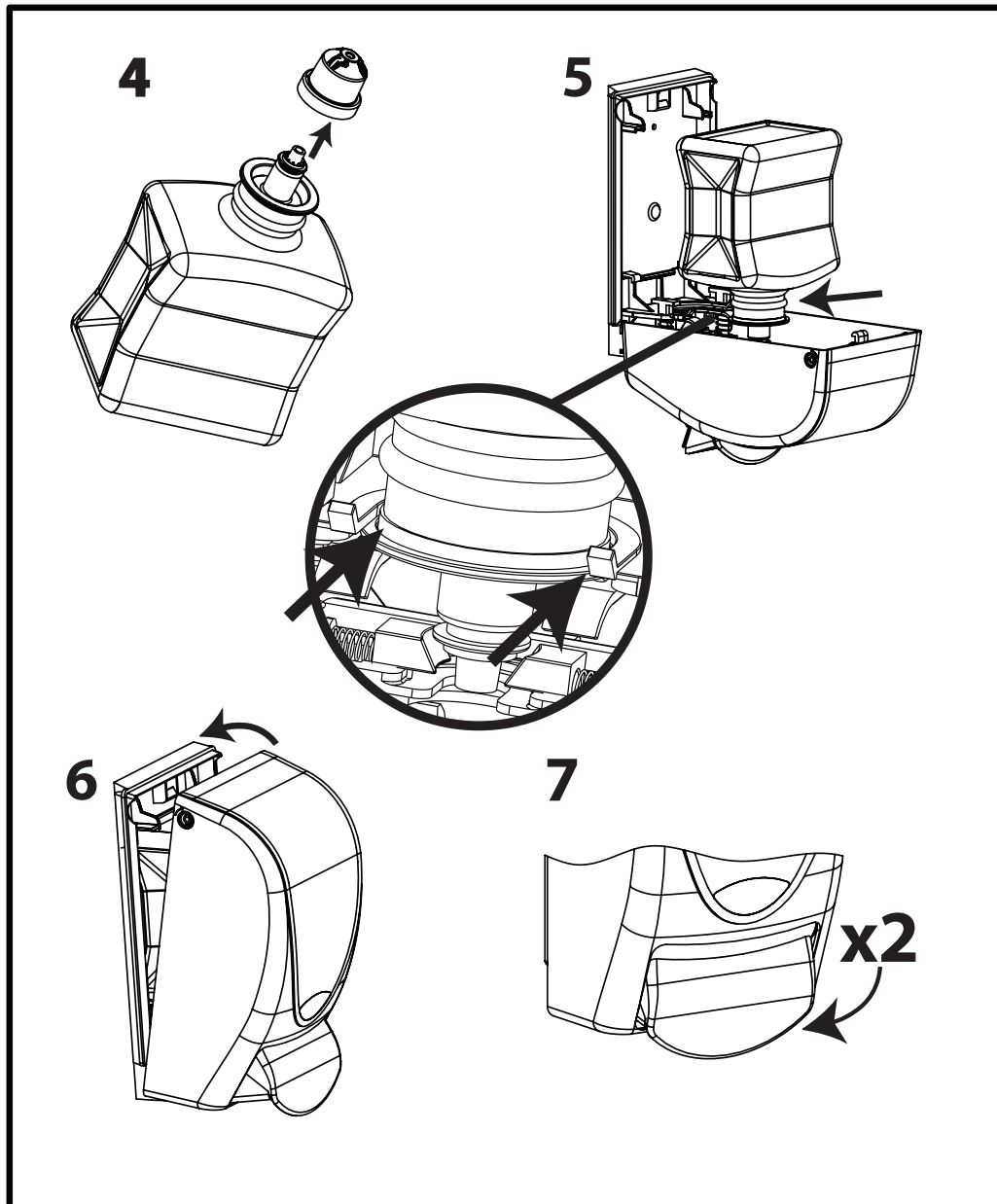
Additional Diagrams

Diagram 1: Installation Instructions of 1 Litre dispenser



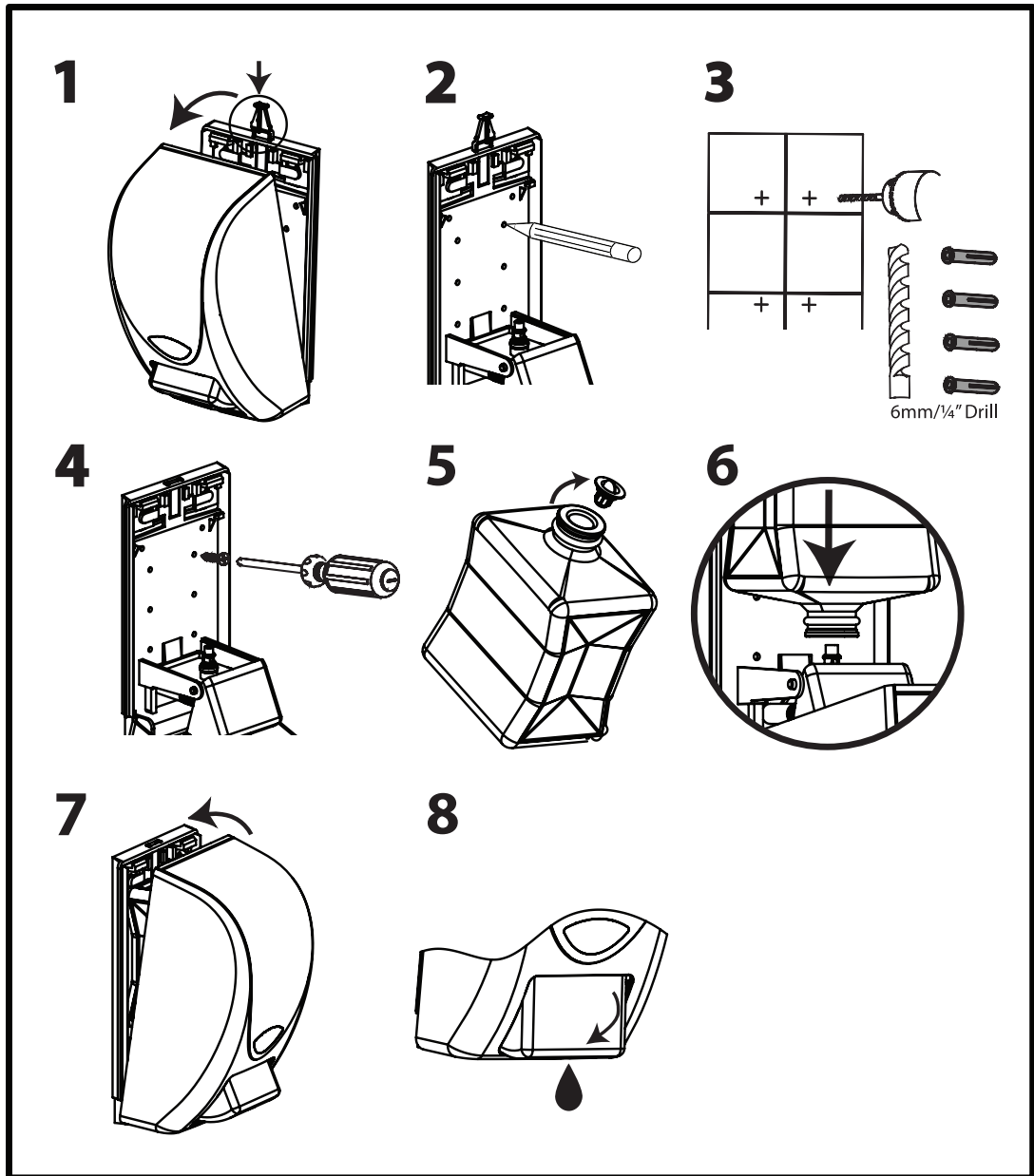
Additional Diagrams

Diagram 2: How to Install a Cartridge in 1 Litre dispensers



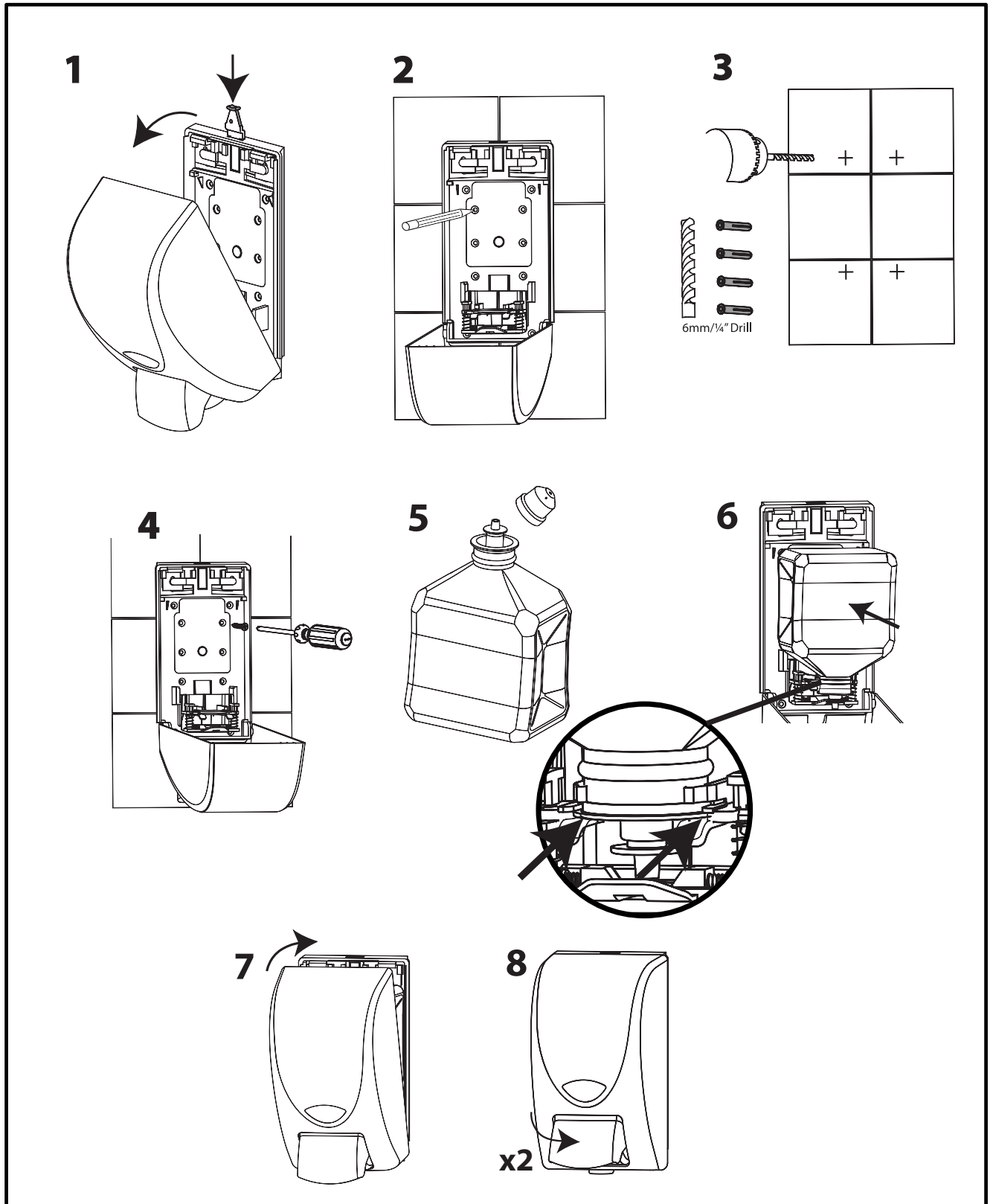
Additional Diagrams

Diagram 3: Installation Instructions of 2 Litre dispensers



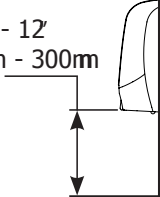
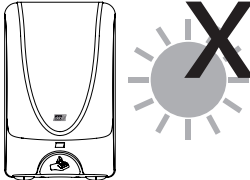
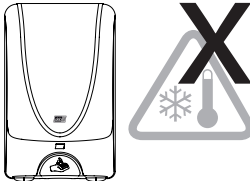
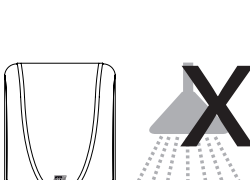
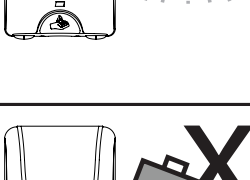
Additional Diagrams

Diagram 4: How to Install a 2 Litre Foam Cartridge in 2 Litre dispenser



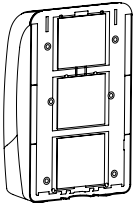

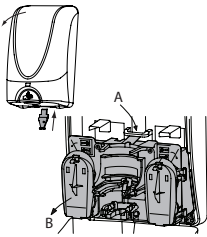
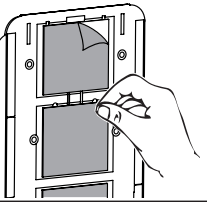
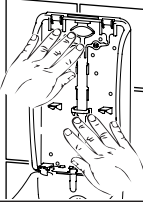
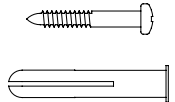
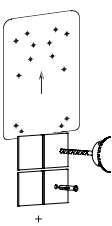

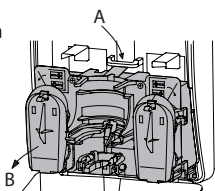
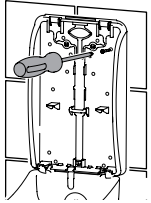
Additional Diagrams

Diagram 5: How to Install a TFII dispenser

Installation	
Ensure the unit is located with appropriate space to each side and below.	8" - 12' 200mm - 300mm 
Do NOT Expose the unit to direct sunlight, UV can damage its high quality finish.	
Do NOT Expose the unit to extreme temperatures above 40°C or below 5°C.	
Do NOT Expose the unit to direct water or high levels of steam and moisture. NOT suitable for shower areas, steam rooms or above sinks giving off high levels of steam.	
Do NOT Expose the unit to unwarranted damage by vandalism or by being sited in an area where it is likely to be an obstruction.	


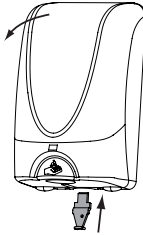
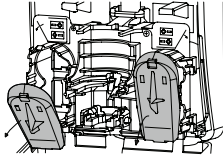
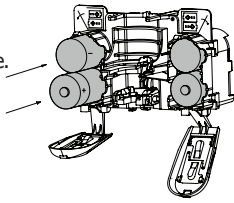
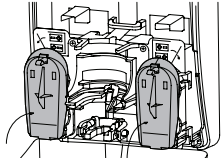
Additional Diagrams

Diagram 6: How to Fit Adhesive Pads and Screws in a TFI dispenser

Fitting - Adhesive Pads	
<p>Use only the Adhesive Pads provided with the dispenser.</p> 	
<p>1</p> <p>Prepare the surface with the Alcohol wipe provided.</p> 	<p>2</p> <p>Open the dispenser using the key provided and remove the mechanism - see page 3.</p> 
<p>3</p> <p>Remove the backings from the Adhesive pads.</p> 	<p>4</p> <p>Apply firm pressure. Allow 5 mins curing time before fully loading the dispenser.</p> 
<p>Note! Mechanism must be replaced before closing the dispenser cover.</p>	
Fitting - Screws	
<p>Use the fitting kit provided.</p> 	
<p>1</p> <p>Mark holes using drill template provided, drill 7/32" (6mm) and fit rawl plugs.</p> 	<p>2</p> <p>Open the dispenser using the key provided.</p> 
<p>3</p> <p>To remove the mechanism push tab A and rotate out B.</p> 	<p>4</p> <p>Fix securely on all 4 corners.</p> 
<p>Note! Mechanism must be replaced before closing the dispenser cover.</p>	

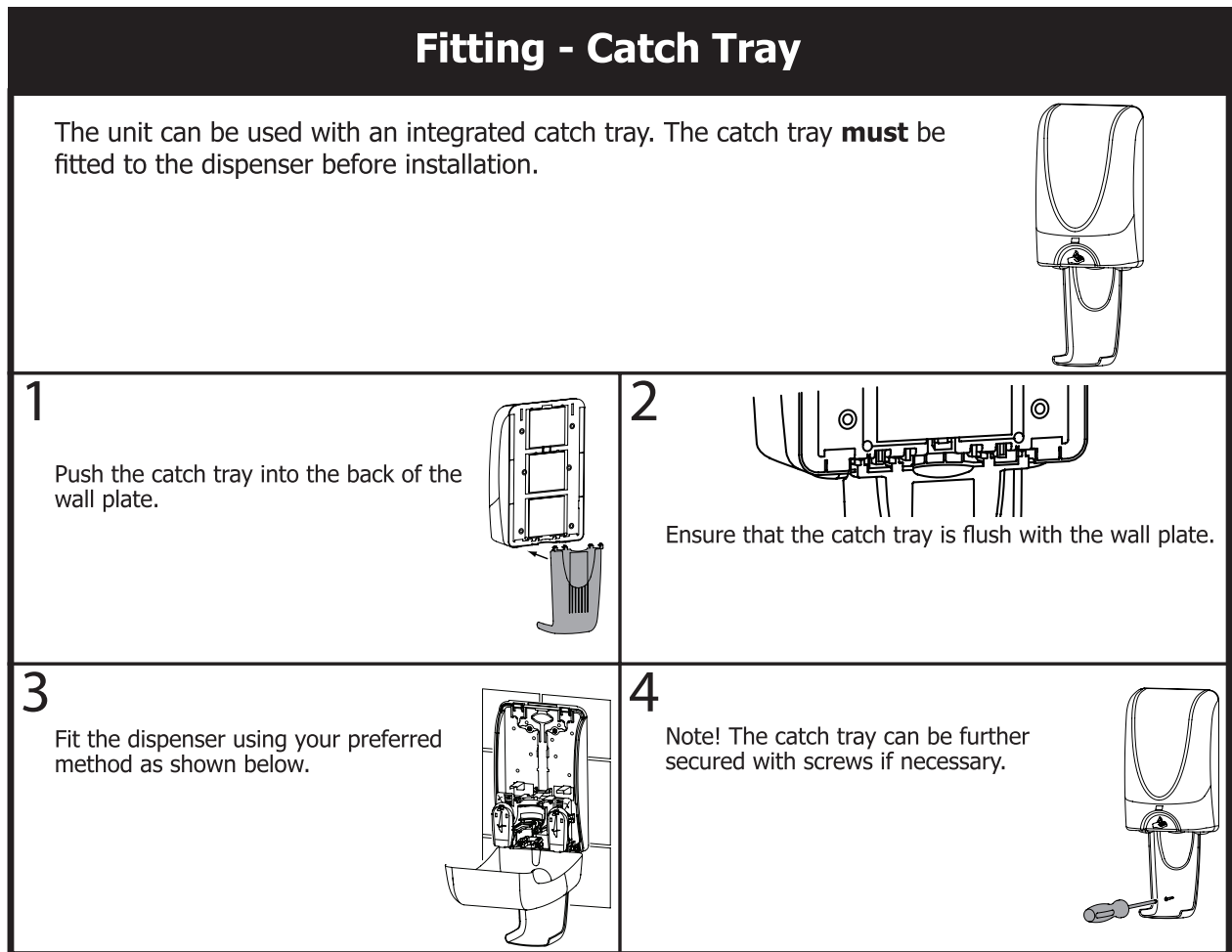
Additional Diagrams

Diagram 7: How to Change Batteries

<h2>Batteries</h2>	
<p>SC Johnson recommends the use of 4 high quality Alkaline D-cell Batteries to maximise the unit's operating time and reduce maintenance costs.</p> 	
<p>1 Open the dispenser using the key provided</p> 	<p>2 Open battery doors</p> 
<p>3 Insert the 4 batteries, 2 per side.</p> 	<p>4 Close battery doors</p> 
<p>Note! Mechanism must be replaced before closing the dispenser cover.</p>	

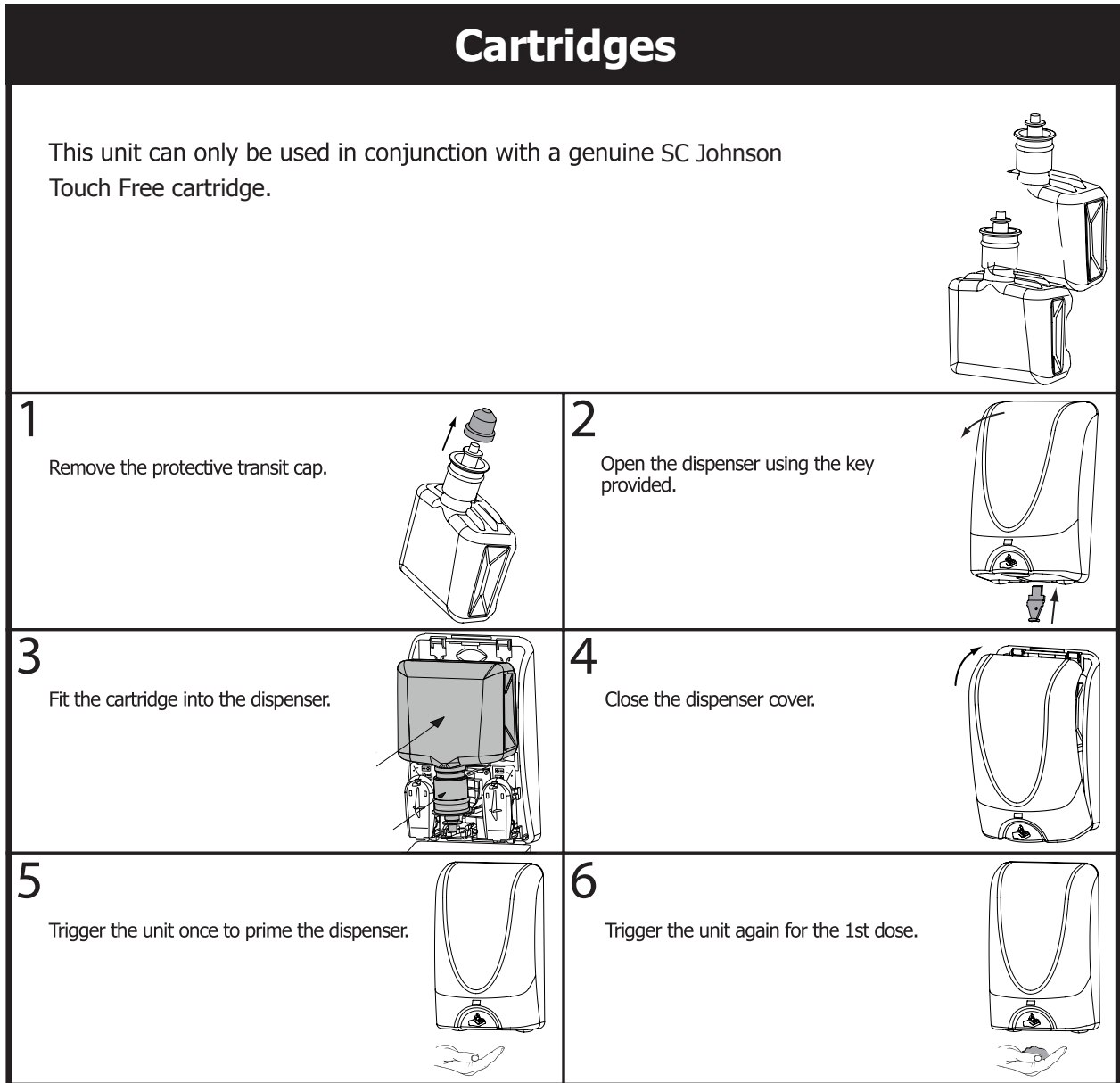
Additional Diagrams

Diagram 8: How to Install Catch Tray onto TFI dispensers



Additional Diagrams

Diagram 9: How to Install a Cartridge in TFII dispensers





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