Disposable Cubicle Curtains Assembly Instruction

Items Needed:

Main items needed (including in this product kit):
*Tracks
*Curtains

Other items needed (not included in this product kit):
*Splice
*Screws/Bolts
*Carriers
*Pull Outs
*End Caps
*Screws Drivers

Note: Verify the drop ceiling is installed and functioning properly before installing track.

1. Layout track sections on the floor. Join bends to straight sections of track with a splice. Trim track sections as required by layout.

2. Attach the track assembly and splice to the ceiling with one of the following methods:
   - Option 2a. On a ceiling grid, attach with sheet metal screws at each grid.
   - Option 2b. With wood blocking*, attach with pan head wood screws through the ceiling tile and into the blocking.
   - Option 2c. On sheet rock, attach with toggle bolt assemblies through the sheet rock. With all methods, fasteners should be spaced 24”.

3. Slide the carriers onto the track by removing the screw holding the inner cap of the carrier removal end cap and pull out the inner cap. Slide the carriers into the track. Replace inner cap and screw. If using plastic or metal end caps, attach end cap after installing carriers.
   - Option 3a. If using the Pop Out Carrier:
     3a1. Snap carrier onto body.
     3a2. Place carrier hooks into curtain grommets. Lock carriers into place.
     3a3. Slide carriers on the track.(See Figure 3) Option 3b.
   - The Carrier removal end cap may also be used to hold the end of the curtain in place.
   - To do this remove the screw holding the inner cap of the carrier removal end cap and pull out the inner cap. Place a beaded chain carrier in the inner cap with the hook and chain hanging through the narrow slot. Insert the inner cap back into the carrier removal end cap and attach with the screw. Place the end grommet of the curtain on the hook.

4. Attach curtains to the carriers.