

# Velo Installation Instructions

These installation recommendations consist of common-sense practices for installing wall panels and similar products. Installers should rely upon their own professional experience and understanding of their unique requirements to be the best guide to a successful installation. Each order is divided into approximately 25% each of four different pattern elements: A, B, C, and D. The product is designed to create a random rather than symmetrical effect to the installation. The back of each panel is marked with the panel type and indicates orientation. Consult the standard pattern graphic below for the correct placement of each element. Other configurations are possible; however, the standard pattern is the repeat for which this product was designed.

## Tools Needed

Bar level or laser level

Chalk line

Tape Measure

Drill

Miter saw with carbide fine tooth blade (for cutting Wall Z-Clips)

Wall screws appropriate for wall type

Heavy-duty construction adhesive (such as Liquid Nails) for installation of End-of-Run Trim or Baseboard Trim (as ordered)

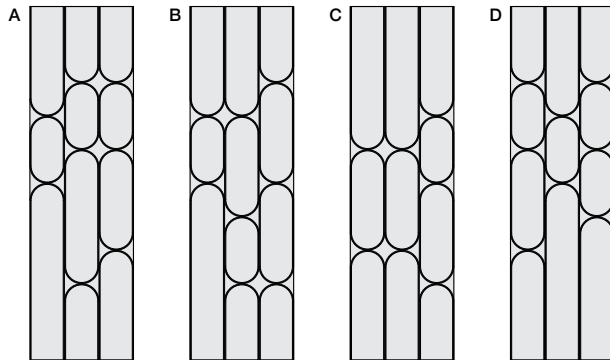
Jigsaw for installation of Baseboard Trim (as ordered)

Blue Painter's Tape for installation of Baseboard Trim (as ordered)

It is recommended to have access to warm soapy water in the event of getting adhesive on the front of the panel. Any adhesive must be removed with warm soapy water before the adhesive has dried.

## Components Provided

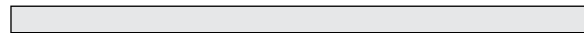
Panels with Z-Clips pre-installed (approximately 25% provided of each pattern element—correct orientation shown)



Wall Z-Clips in 6'-0" (1.8 m) lengths (must be cut to size)



Baseboard Trim (as ordered)



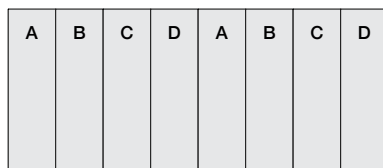
Baseboard Trim End Caps (as ordered)



End-of-Run Trim (as ordered)



## Standard Pattern



## Installation Instructions

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- 1 Handle the panels individually and with clean hands to reduce the possibility of damage during installation.
- 2 Inspect the panels. Subtle color and texture variations even within the same panel are a normal aspect of this product. In the case of product defect or damage in transit, FilzFelt must be notified within five (5) business days. FilzFelt cannot accept a return or warranty claim on any material that has been installed.
- 3 Allow components to acclimate to the installation environment. After the shipping crates have been opened, the panels should be laid out individually on the floor for at least forty-eight (48) hours.
- 4 While the panels are becoming acclimatized, clean the work surface. It should be smooth, dry, and dust free to allow the best possible installation. A Level 4 Finish wall preparation is sufficient.
- 5 If the order includes Baseboard Trim, this is installed directly onto the wall at the floor in order to provide protection from foot traffic. Baseboard Trim is provided in 8'-0" (2.4 m) lengths which are cut on site as needed to fit the wall. Align Baseboard Trim to sit flush against the wall. Scribe the Baseboard Trim to the finish floor and trim as needed to achieve a good fit. To achieve the most accurate scribe cut through the thick baseboard trim material, it is recommended to tape the felt face with blue painter's tape and use a sturdy jigsaw blade for the cut. Choose a blade with the teeth always pushing into the felt for the best edge quality. To permanently apply this material to the wall, a heavy-duty construction adhesive (such as Liquid Nails) is recommended.
- 6 If the installed Baseboard Trim does not end in a corner, apply the Baseboard Trim End Caps with heavy-duty construction adhesive to the exposed edge to create a finished look.
- 7 Use the bar level or laser level to determine an overall level line for the panel installation. This line will set the level for the entire installation so it is most important to get this right. **IMPORTANT:** Consider whether the product will be scribed to the ceiling or floor or both BEFORE setting this level line.
- 8 If the installation includes Baseboard Trim, it should be installed and level at this point.
- 9 The Z-Clip hanging method is much like hanging a picture on the wall. The clips allow the panels to be easily lifted off or set on the wall. **IMPORTANT:** A clearance of 1" (2.5 cm) from the top of panels to the ceiling is required to lift and lock Z-Clips.
- 10 Wall Z-Clips will be provided in 6'-0" (1.8 m) sections. Cut Wall Z-Clips to length as needed to fit the installation width. While the panel is on the floor with the back side of panel facing up, lay Wall Z-Clips into Panel Z-Clips.
- 11 Determine location of Wall Z-Clips by first measuring location of the pre-installed Panel Z-Clips. Transfer this measurement to the wall, measuring from either the finished floor, Baseboard Trim, or overall level line.
- 12 If the installation does not include Baseboard Trim, refer to step 5 for best practices of scribing the panels to the floor.
- 13 Snap chalk lines on wall at measured heights and ensure they are level.
- 14 Attach Wall Z-Clips with appropriate wall screws (not included) to wall with bottom aligned to chalk lines. **IMPORTANT:** It is recommended to screw into studs, blocking, or use appropriate anchors.
- 15 Place panel on wall at least 3/4" (1.9 cm) higher than desired height and press firmly against wall. Slide panel down to engage Z-Clips. Check to be sure all Z-Clips are engaged.
- 16 If Velo will end at an outside corner or in the middle of a wall, End-of-Run Trim may be ordered to conceal the exposed edge of the acoustic backing. This material will match the color of your order or will be another color as specified by the designer. To permanently apply this material, a heavy-duty construction adhesive (such as Liquid Nails) is recommended.
- 17 If specified, cut-outs for outlets, switches, televisions, and other items may be field-cut into flat areas of the panels. Use a carpenter's square and sharp utility knife or an oscillating multi-tool with a fine tooth blade (80 plus tooth) to cut outlet cut-outs needed to finish the installation. Devices may then be either wall-mounted or panel-mounted as specified by the client. All cutting and finishing of the cut-outs and installation of electrical devices are the responsibility of the purchaser.

## Cleaning Instructions

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Like any natural fiber, a minimal approach should always be taken to clean wool felt since the cleaning method could potentially do more damage than the stain. The cleaning approach should be (1) dust with a lint roller, (2) vacuum with a clean, soft brush, (3) clean with water and mild detergent, (4) clean with chemical spot remover. **Always test any cleaning method first in an inconspicuous area.**

Wool has a low degree of dry soil pick-up compared with other fibers. However, to remove the accumulation of general airborne debris, wool felt may be cleaned with a standard masking tape lint roller. It is always a good idea to use the lint roller first in any area intended to be spot cleaned. Once per year, it is recommended that the entire surface is given a light vacuum with a clean, soft horsehair upholstery brush. In a clean office environment, it may not be necessary to do this annually. Slight shedding of wool fibers is normal and not indicative of any defect. These loosened fibers are easily vacuumed away and will decrease over time.

If a wet spill should occur, blot up the liquid as soon as possible with a dry cloth to avoid absorption. Avoid aggressive rubbing, as this can continue the felting process and change the surface appearance of the felt. For removal of minor stains, if the felt can be removed, it is best to obtain the services of a professional dry cleaning company familiar with wool's special care. If not possible, a mild enzyme-based detergent (such as Tide Free) is recommended. Create a dilute solution by adding three parts water to one part detergent in a clean container. Use a clean paper towel to gently blot the detergent into the stain. Press and release, press and release. Using a separate container of clear water, use clean, moist paper towels to blot more water into the stain. Press and release, press and release. Finish by blotting firmly with clean, dry paper towels until the area is nearly dry.