**MAINTENANCE**

01) Remove and clean the brush once a week.

02) Replace the pads on the burnisher when they become ¼ inch thick.

03) Lift up the tab and remove the vacuum bag to replace.

04) Replace the secondary filter quarterly.

05) To remove a clog from the hose, press the orange flap to remove the hose and clean with a broom handle.
**Operation**

01) Inspect brush for wear using a credit card and replace if necessary.

02) Make sure all three prongs are on the body of the cord and plug into an outlet. IF ONE OF THE PRONGS IS MISSING, NOTIFY YOUR SUPERVISOR.

03) Lift orange flap and clear out any clogs.

04) Turn the vacuum on.

05) Turn the adjustment knob to the highest setting.

06) Starting at the highest setting, adjust brush height setting by setting until the orange light turns off.

07) To burnish, replace the vacuum head with the burnishing head and a burnishing pad.
### Axcess Total Floor Care

<table>
<thead>
<tr>
<th>Step</th>
<th>Instruction</th>
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<tbody>
<tr>
<td>08)</td>
<td>On the burnishing head, use red or green pads for standard use and yellow pads for restoring gloss.</td>
</tr>
<tr>
<td>09)</td>
<td>Unplug the cord from the wall.</td>
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<tr>
<td>10)</td>
<td>Make sure not to pull down too hard on the strain relief when wrapping the cord.</td>
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<tr>
<td>11)</td>
<td>Wrap the cord for storage starting from the base. Wrapping the cord properly will help prevent cord failure.</td>
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