8 in 1 Facial System



INSTRUCTION MANUAL

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Preface

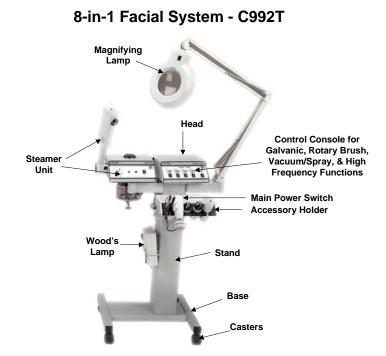
Congratulations on the purchase of the 8-in-1 Facial System from Universal Companies, Inc. We hope this unit brings maximum efficiency and convenience to your salon or spa and quickly becomes a true asset to your skin care business.

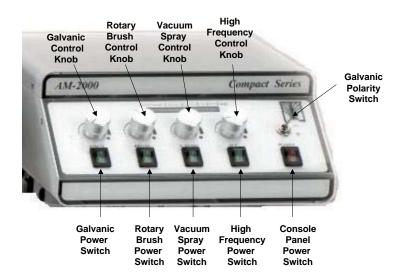
This manual is intended to assist your staff in assembling and using the 8-in-1 Facial System properly. Universal Companies urges you to read this manual thoroughly before operating the unit.

Note: The 8-in-1 Facial System unit is intended for professional use only. Please check with the licensing board in your state to obtain specific certification requirements for operating this equipment. This manual is not intended to replace classroom instruction for skin care procedures, nor is it intended to replace proper Esthetics or Cosmetology training for the use of general skin care equipment.

We thank you for your purchase and hope you enjoy the Universal 8-in-1 System.

Diagrams of Classic 8- in – 1





8-in-1 Facial System Control Panel

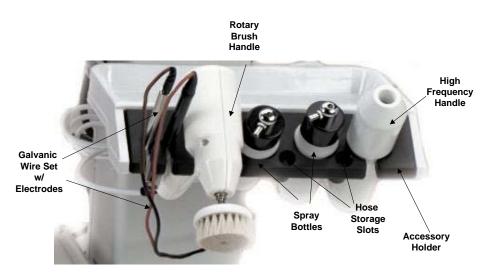
Assembly

- 1. Take all parts out of the boxes and identify each.
- 2. Set the base upright.
- 3. Set the head on top of the base unit and attach it using the buckle latches located on each side.
- 4. Plug the power cord into one of the electrical receptacles located on the back of the unit.
- 5. Insert the magnifying lamp into the magnifying lamp mounting-bracket, loosen the adjustment knobs, and reposition the lamp into an "out of the way" position and re-tighten the adjustment knobs.
- 6. Plug the magnifying lamp power cord into one of the electrical receptacles located on the back of the unit.
- 7. Insert the assembled steamer unit into the steamer mounting-bracket
- 8. Plug the steamer power cord into one of the electrical receptacles located on the back of the unit.

Note: All cords/hoses should be channeled between the two (2) brackets, which attach the accessory tray to the base.

- 9. Galvanic component:
 - Separate the Galvanic cables by pulling them apart.
 - Insert the plugged end of the galvanic wires into the galvanic receptacle by holding the plug with the guide slot facing you to line the prongs up correctly. Gently push it into place.
 - Tighten the retainer ring to hold it firmly in place.
 - Push the passive (rod) electrode onto the plug at the end of the black wire.
 - Place the attached passive electrode in the passive electrode holder on the accessory tray.
 - Place the working electrode into the working electrode holder on the accessory tray.

- 10. Rotary brush component:
 - Insert the plugged end of the rotary brush cord into the rotary brush receptacle. To line the prongs up correctly, hold the plug with the guide slot facing you. Gently push it into place.
 - Tighten the retainer ring to hold it firmly in place.
 - Place the rotary brush handle in the rotary brush handle holder on the accessory tray.



8-in-1 Facial Attachments Holder

- 11. Vacuum/spray component:
 - Push the black-tipped hose securely onto the vacuum nozzle. Push the gray-tipped hose securely onto the spray nozzle.
 - Place the unattached hose ends in the hose slots on the accessory tray.
 - Place the spray bottles in the spray bottle holders of the accessory tray.
- 12. High-frequency component:
 - Insert the plugged end of the high-frequency cord into the high-frequency receptacle. Hold the plug with the guide slot facing you to line the prongs up correctly. Gently push into place.
 - Tighten the retainer ring to hold it firmly in place. (C992T only)
 - Place the high-frequency handle in the high-frequency holder on the accessory tray.

- 13. Wood's lamp component:
 - Remove the protective shield over the lamp (the shield is for protection during shipping and storage.
 - Attach the hood to the Wood's lamp. (Use hood when lights cannot be dimmed)
 - Slip the cord and handle through the non-elastic opening of the hood. Keep the seam on top.
 - Adjust the elastic opening around the bottom of the Wood's lamp until a proper fit is achieved.
 - Plug the Wood's lamp power cord into one of the electrical receptacles located on the back of the unit.
 - Place the Wood's lamp into the Wood's lamp holding tray located on the side of the base.

Operations/Precautions

FOR PROFESSIONAL USE ONLY

To reduce the risk of electric shock:

- □ Always unplug the 8-in-1 Facial System when not in use.
- Do not use while bathing.
- Do not place (or drop) into water or any other liquid.
- Do not reach for a unit that has fallen into water. Unplug immediately.

To reduce the risk of burns, electric shock, fire, or injury:

- Do not leave the 8-in-1 Facial System unattended when in use.
- Do not allow children to operate the 8-in-1 Facial System.
- □ Extreme caution should be used when 8-in-1 Facial System is used on or near invalids.
- □ The 8-in-1 Facial System should be used only for its intended purpose as described in this manual.
- Do not use attachments that are not recommended by the 8-in-1 Facial System manufacturer.
- Do not operate the 8-in-1 Facial System unit if:
 - It has a damaged cord or plug.
 - If it is not working properly.
 - If it has been dropped or damaged.
 - If it has been dropped into water.
- □ If damaged, return the 8-in-1 Facial System to an authorized service center for examination and repair.
- □ Keep the cord of the 8-in-1 Facial System away from heated surfaces.
- Do not use the 8-in-1 Facial System outdoors.
- □ Connect the 8-in-1 Facial System to a properly grounded outlet (preferably a GFCI outlet).

Known Contraindications

Individual contraindications for each function are listed at appropriate places in the manual. Please refer to them as you read the manual and/or perform individual treatments.

There may be other, unknown contraindications for this Product. For this reason, you should always recommend that your Client discuss the use of this Product as part of their spa treatment program with their health care professional before commencing treatment. Universal Companies, Inc., its officers, directors, employees and vendors cannot be responsible for any claims, damages, injuries or expenses arising from your Client's use of this Product prior to discussing it with their health care professional or from disregarding the Product's instructions, and you and your Client agree to hold Universal harmless from any such claims. We and our suppliers care about the health and beauty of your Clients. While we make every reasonable effort to maintain strict quality control and training standards, every client is unique and spa treatments do affect people differently. Unless you advise us otherwise, we have to assume that your Client has discussed your spa treatment plan with their health care professional and secured their approval. Doing this will make your Client's spa experience safe and will be supportive of their overall emotional and physical well being. After all, that is the goal of us all.

Prior to Use

- 1. Plug the main power cord into a working 110 AC receptacle (preferably a GFIC receptacle).
- 2. Turn the main power switch (located at the top of the stand on the right side) to the "On" position.

(Note: It is not easy to see. It is located directly under the control unit.)

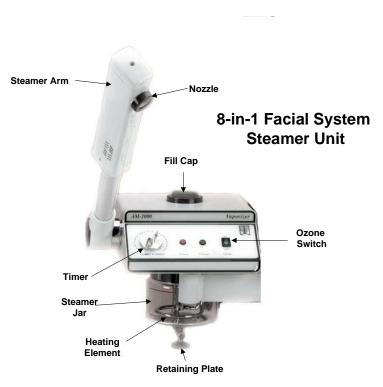
Steamer Component

The steamer is probably the most versatile component of this 8-in-1 system, often being used several times during a treatment. The steamer, with the warm vapor mist, is beneficial because it opens the skin's pores and softens deposits of oil, dirt, and makeup. This allows the skin to be cleansed and exfoliated with ease, while aiding the extraction process. The steamer provides the following benefits:

- Dilation of pores to facilitate cleansing
- □ Softens dead cells for easier exfoliation of the skin
- Deeper penetration of topical products
- Dilation of capillaries for increased circulation and nutrition within the skin
- □ Increased hydration of the skin when used properly

Parts/Accessories

Refer to the complete replacement parts list at the end of this manual for part numbers.



Operation and Precautions

- **Gamma** Fill steamer with water prior to turning it on.
- **u** Turn the steamer off before refilling it.
- □ Use only with distilled water.
- □ Do not overfill.
- Do not add cold water to a hot jar!
- □ The nozzle of the steamer should never be closer than 16" to the treatment area.
- □ Turn the steamer component "Off" when not in use by setting the timer on "0". This will prevent possible damage due to boiling dry. (The timer acts as the On/Off switch)
- □ Check the steamer jar to ensure that it is secure, and that the steamer jar gasket is in place before adding water to the steamer jar.
- □ Always use the adjustment knob on the back of the steamer to position the arm over the client. Failure to use this knob can cause damage to your steamer.

Instructions for Use

- 1. Prior to every client, check the level of water in the steamer jar and refill if necessary.
 - Remove the fill cap and add distilled water.
 - Fill to the top red line on the steamer jar. Do not overfill.
 - Do not add cold water to a hot jar.
 - Never run the steamer without water in the jar and the jar in place.
- 2. To use essential oils:
 - Do not add essential oils to the water.
 - Unscrew the steam nozzle cap, remove the felt strip, and place 2-3 drops of the essential oil on the felt strip.
 - Replace the felt strip and steam nozzle cap.
 - To change oils: remove the felt strip and place a new essential oil on a clean strip.

Note: Do not attempt to add to or change the essential oils on the felt strip while the steamer is on, as this could result in injury!

- 3. Turn the steamer unit on by using the timer. Set it for 20-minutes. When the steamer is cold, it will take approximately 10 minutes for the steamer to preheat and produce steam.
- 4. After the steamer begins producing steam, reset the timer to the desired treatment time based on client's skin type and sensitivity level.

Normal Time Settings for Various Skin Types:

Normal Skin		8 - 10 minutes
Oily Skin		12 - 15 minutes
Sensitive/Dry Skin		3-5 minutes
Rosecea or couperose (broken capillaries))	3-5 minutes

5. If desired, turn the Ozone Light Switch on during last 5 minutes of treatment.

Note: The implementation of the ozone option does not affect the volume of steam, but it does increase the visibility of the steam and adds a mild antiseptic benefit.

6. To aim the steam toward the treatment area, loosen the adjustment knob located at the back of the unit, make the necessary adjustments, and retighten the adjustment knob.

Note: Never move the Steamer Arm without loosening the Steamer Arm Adjustment Knob first. If you attempt to move the arm without loosening the knob, you will damage the arm.

Note: Never position the steamer so that the nozzle is closer than 16" from the face. If the client has large couperose areas or their skin is overly sensitive, you may have to move it farther away

7. After the treatment is complete, turn the steamer component "Off" by turning the timer to "0".

Note: The steamer will automatically shut off when water level is too low.



Maintenance

- 1. Empty and rinse the steamer jar every day. The jar is dishwasher safe. Be sure to use a non-foaming detergent. Make sure that all detergent has been thoroughly rinsed off the jar before it is replaced.
- 2. At least once a week, clean the steamer jar using a solution of one (1) part white vinegar to two (2) parts water.
 - Fill the jar and place it back on the steamer. Let it stand undisturbed for two (2) hours.
 - Do not run the vinegar solution through your steamer.
- 3. Use a hospital-grade disinfectant to clean the outer surface of the steamer unit.

Troubleshooting

If you experience problems with the operation of your steamer, please consult this troubleshooting guide before calling technical services at 1-800-558-5571.

- 1. If unit does not come on, check to ensure that:
 - The main power switch is in the "On" position.
- 2. If there is no steam, check to ensure that:
 - The main power switch of the 8-in-1 is in the "On" position.
 - The steamer unit timer is turned past the 10-minute mark.
 - The steamer jar gasket, located at the top of the jar, is in place, and not worn.
 - The steamer jar is filled to the proper level.
 - The water is boiling and no leaks are present. If there are no leaks and the water is boiling, steam is probably being emitted. You just can't see it. Turn on the Ozone lamp to make the steam more visible. If you still can't see steam, check the Ozone Lamp to see if it is burning. If it is not burning, it will need to be replaced.

- 3. If the ozone doesn't work properly, check to ensure that:
 - The ozone switch is in the "On" position. (The switch will be lighted when it is on.)
 - The ozone bulb is burning steadily. If operating properly, there will be a constant pale blue light inside the steamer arm.
 - If the Ozone Lamp is not burning, replace it.
 - To replace the Ozone bulb:
 - Unplug the steamer.
 - Remove the nozzle cap and felt strip.
 - Remove the end cap.
 - As you are looking inside the steamer arm, you will see 2 Phillip's Head screws. Remove the one on the right hand side.
 - Follow the light cover down to the base and remove the other Phillip's Head screw. That side of the light cover will come off to expose the starter and the bulb.
 - Remove the bulb by rotating one-quarter turn. Then remove it from the slots.
 - Replace the bulb and test it before reassembling.
 - Plug up the unit and make sure the bulb lights. Do not look directly at the light. The light emitted can cause damage to the eye.

If the bulb doesn't work, replace the starter. It looks like a flashlight bulb with a white cap on the end. Unscrew it and replace.

Reverse the operation to put it back together.

- 4. If there is leaking around the jar, check the steamer jar and gasket:
 - Gasket
 - Check to see that the gasket is properly positioned.
 - If the gasket is properly positioned, make sure it is not deteriorating or worn out.
 - If the gasket is deteriorating, replace it.
 - Jar
 - Check the jar to see if it is fractured or if there are chips around the edge of it.
 - If the jar is fractured or chipped, discontinue use immediately and replace.

Note: Tighten the knob on the retaining arm assembly to achieve a good seal between the gasket and the steamer jar.

- 5. If the steamer is spitting from the steam nozzle, check to ensure that:
 - The steamer jar is not overfilled.
 - There is no contamination in the water. If the water appears contaminated:
 - Discard the water in the steamer jar.
 - Clean all parts of the steamer jar assembly (element, gasket, jar, etc.) with a non-foaming cleanser (vinegar and water solution)
- 6. If water is boiling out of the fill cap:
 - Immediately discontinue use and call technical services at 1-800-558-5571.

Galvanic

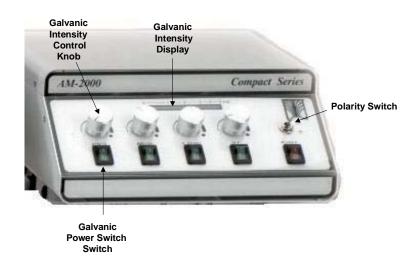
Galvanic is a constant direct current (flows in one direction only) that has been modified to a safe level. The positive current (+ anode) is used to produce an acidic reaction to soothe nerves, decrease the blood supply, and close pores.

The negative current (- cathode) is used to produce an alkaline reaction to stimulate nerves, increase the blood supply, and soften the tissues.

Please note that the polarity you select on your unit will automatically change the ground or passive rod (the one the client holds) to the opposite polarity.

Parts/Accessories

Refer to the complete replacement parts list at the end of this manual for part numbers.



8-in-1 Facial System Galvanic Function

Electrode Types and Their Uses

- **Roller Electrode** Used in larger areas such as the cheeks and forehead during disincrustation.
- **Plate Electrode** Use in larger areas such as the cheek.
- **Ball Electrode** Used for product penetration or when you are doing disincrustation on a small area.
- □ **Pen Electrode** This electrode is a cylinder with a hole in it. It is used to treat fine lines and small areas around the eyes and nose.



Operations/Precautions

- Do not use any products that contain alcohol when using the 8-in-1; use only products that are watersoluble.
- Do not use galvanic current on a client who is pregnant, has heart trouble, or has high blood pressure.
- Do not use galvanic current on a client that has a pacemaker or a heart condition.
- Do not use galvanic on clients who have herpes.
- Do not use galvanic current on clients who are suffering from edema, infection, inflammation, or telangiectasia (permanent dilatation of the capillaries and small blood vessels).
- □ Do not use galvanic current over an area that has broken blood vessels.
- People who take minerals can be more sensitive to galvanic current than people who don't take minerals.
- Do not perform the galvanic procedure on a client who is severely dehydrated. If a client is severely dehydrated, they may receive a galvanic burn that will resemble a sunburn. If the client's skin is dehydrated, it will be dull and flaccid.
- □ The client should feel very little sensation from the current. However, the client may experience a slight tingling feeling or have a slight metallic taste in his/her mouth if the client has fillings.
- □ Always follow disincrustation/purging (-) with Iontophoresis/penetration (+) before the end of the session to calm, soothe, and restore the acid balance.

Instructions for Use

Before Beginning the Treatment

- 1. Before beginning the treatment, both the client and the esthetician should remove all jewelry.
- 2. Cleanse the skin thoroughly.
- 3. Check to ensure that all electrode wire connections are securely attached to the unit.
- 4. Select the desired electrode (roller, plate, ball, or pen) and screw the threaded end of the pen electrode in the galvanic handle of the red wire and finger tighten. Do not overtighten.
 - The handheld electrode attaches to the black wire while the working electrodes attach to the handle with the red wire.
- 5. Before turning the unit "On", wrap the handheld electrode with a thin layer of moist gauze and place it securely in the client's right hand. The client should hold the rod throughout the entire treatment. The cloth should be dampened with a liquid that conducts electricity. Do not use distilled water.
- 6. Before turning the galvanic unit On/Off, turn the intensity of the current to the lowest setting.

Negative Polarity

Note: Negative polarity is used for the disincrustation procedure. Disincrustation is the process of softening and removing hardened sebum. Alkaline solutions stimulate, dilate, and soften.

1. Apply a disincrustation solution onto the client's face leaving a light film.

Note: If you do not have a favorite disincrustation lotion, you can make a paste using baking soda and water. If you use a disincrustation lotion from a skincare company, read the directions and perform the procedure according to their directions.

- 2. Turn the Power Switch to the "On" position.
- 3. Make sure the Intensity Control Knob is turned to its lowest setting.
- 4. Press the Polarity Button to change your galvanic setting to negative. This sets the working electrode (the one held by the esthetician) to negative and the passive electrode (the one the client is holding in their right hand) to positive. The light next to the Polarity Button should be green.
- 5. Place the active electrode on the client's skin.
- 6. Turn the Intensity Control Knob clockwise. As you turn the knob clockwise, the intensity of the current increases. Be sure to monitor the client's comfort level closely. If you turn the knob counterclockwise past the "click" or "safe" point, the current stops flowing.

The standard working level is between 1 and 2 depending on the sensitivity of the client. It is not advisable to work at a level higher than 3. The indicator light will go from green to yellow to red.

7. Glide the active electrode over the client's skin.



Note: It is recommended that you use the galvanic for 5 to 7 minutes in the t-zone. For skin with acne or for skin that is particularly oily, 10 minutes may be necessary.

8. If you lose contact with the client's skin, turn the Intensity Control Knob counterclockwise until you meet resistance. Place the active electrode back on the client's skin. Turn the Intensity Control Knob to the desired level and resume treatment.

Turn the Intensity Control Knob counterclockwise past the "safe" point when you have completed the treatment.

Note: If the two electrodes touch each other or if the intensity of the current flowing through the unit becomes too great, the unit will automatically cut off. You will have to reset the Galvanic unit. Turn the Intensity Control Knob counterclockwise until it clicks. The unit will reset and you can turn it to the proper level and resume treatment.

9. Remove product and proceed with extraction.

Pen electrode disincrustation (for smaller areas)

- 1. To install the pen electrode, unscrew the roller electrode from the black galvanic handle. Place the threaded end of the pen electrode in the galvanic handle and tighten
- 2. Cut a paper stem cotton swab in half.
- 3. Insert it firmly into the end of the electrode, so that the cotton tip is touching the metal.
- 4. Moisten with disincrustation solution.
- 5. Use the pen electrode on smaller treatment areas,



such as around the nose, upper lip and /or deeply creviced/lined areas. The pen electrode may also be used for eye and lip treatments with ampoules on a positive current.

Positive Polarity - Iontophoresis

Iontophoresis/ionization is used to penetrate water-soluble solutions. Acidic solutions balance the pH, soothes, constricts, and firms the skin.

- 1. Select the preferred electrode tip and screw it into the galvanic handle on the end of the red wire.
- 2. Apply a water-soluble ampoule, light cream, or serum to your client's face. Use a product specifically designed for penetration by a galvanic current.
- 3. Make sure the client is holding the handheld passive electrode, which has been wrapped, in a thin, damp cloth. The cloth should be dampened with a liquid that conducts electricity. Do not use distilled water.
- 4. If the unit is not already on, turn the Power Switch to the "On" position.
- 5. Make sure the Intensity Control Knob is turned to its lowest setting.
- 6. Press the Polarity Switch to set the Galvanic unit to the positive (+) mode this sets the working electrode (the one held by the esthetician) to positive and the passive electrode (the one in the client is holding in their right hand) to negative. The light next to the Polarity Button should be red.

Note: The polarity of the electrodes changes automatically. You do not have to physically change electrodes.

7. Turn the Intensity Control Knob clockwise. As you turn the knob, you will hear a click. That is the "safe" point on the Control Knob. As you continue to turn the knob clockwise, the intensity of the current increases. Be sure to monitor the client's comfort level closely. If you turn the knob counterclockwise past the "click" or "safe" point, the current stops flowing.

The standard working level is between 1 and 2, depending on the sensitivity of the client. It is not advisable to work at a level higher than 3. The indicator light will go from green to yellow to red.

- 8. Glide the active electrode over the client's skin for 5 to 7 minutes. Their skin should be kept moist throughout the treatment.
- 9. If you lose contact with the client's skin, turn the Intensity Control Knob counter clockwise until you meet resistance. Place the active electrode back on the client's skin. Turn the Intensity Control Knob to the desired level and resume treatment.
- 10. Turn the Intensity Control Knob counter clockwise past the "safe" point when you have completed the treatment.
- 11. Turn the Galvanic unit off when you have completed the penetration.

Note: If the two electrodes touch each other or if the intensity of the current flow flowing through the unit becomes too great, the unit will automatically cut off. You will have to reset the Galvanic unit. Turn the Intensity Control Knob to counter clockwise until it clicks. The unit will reset and you can turn it to the proper level and resume treatment.

Maintenance

- 1. Clean the electrodes in warm water and mild antibacterial detergent. Rinse well.
- 2. Clean all other surfaces with hospital-grade disinfectant.

Troubleshooting

If you experience problems with the operation of your galvanic, please consult this troubleshooting guide before calling technical services at 1-800-558-5571.

- 1. If there is no current, check to ensure that:
 - The galvanic power, main power and head power switches are set to the "On" position.
 - The intensity control knob is turned to a position that will create a current.
 - The cables are attached securely to the panel and that the electrodes are attached to wires.
 - The cable set has been inspected for breaks or cuts. Replace if damaged.
 - The fuse in the back of the unit is not blown. Replace if necessary.
- 2. If the current suddenly increases during a session, the galvanic unit will shut down automatically, and you will need to restart it
- 3. To restart:
 - Turn the intensity control knob to lowest setting until you hear a click.
 - Reset current to proper level.
 - Do not let the electrodes touch as this will shut down the galvanic.

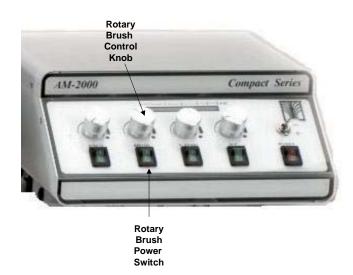
<u>Rotary Brush Unit</u>

The Rotary Brush Unit is used for procedures on the body as well as the face. The variety of brushes adds to the unit's versatility. The main purpose of the rotary brush is to deep-cleanse to remove dirt, excess sebum, and impurities from the surface and pores of the skin, as well as light callous removal on the hands and feet. With the proper cleansers and attachment, the brush unit can be used to achieve light exfoliation. The massaging action of the brush relaxes the client and creates a feeling of deep cleansing and pampering.

The rotary brush unit can be used with warm water or any type of cleanser, including cleansing milk, gels, and foaming cleansers.

Parts/Accessories

Refer to the complete replacement parts list at the end of this manual for part numbers.



8-in-1 Facial System Rotary Brush Function

Attachments and Their Uses:

- □ Small Pumice Attachment This attachment is made of hard solid pumice. *It is not to be used on the face*. It is often used to soften callused areas on the feet. *Note: The treatment area needs to be moistened*.
- □ Large Sponge Attachment It is frequently used at low speeds. It can also be used on skin that is ultra-sensitive. (Note: The sponge is very porous and must be cleaned carefully to remove/destroy bacteria.
- □ Large Foam Attachment The foam attachment is not be used on the face. It is frequently used on dry areas, i.e. dry elbows, ashy knees.
- □ Large Goat Hair Brush It is used for larger areas of the skin, i.e., the décolleté, chin, neck, cheeks, and forehead. It is also used for back treatments.
- □ Small Goat Hair Brush –It is used for smaller, more sensitive areas, i.e. around the nose, the mouth, eyes, etc.



Pumice Attachment

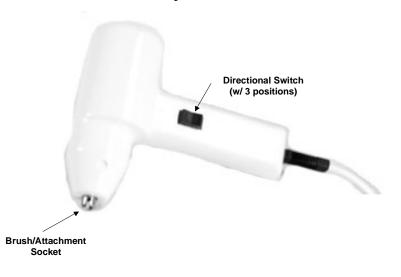
Sponge Attachment

Foam Attachment

Large Goathair Brush

Small Goathair Brush

Rotary Brush Handle



Operations/Precautions

- Do not use on couperous skin.
- □ Use the unit with care to prevent damage to the motor inside the handle
- Do not impede brush rotation while power is "On".
- Do not pull or twist the cord. To unplug the unit, grasp the plug at the outlet and pull gently.
- **□** Return the rotary brush handle to its storage slot when treatment is complete.

Instructions for Use

Prior to Treatment

- 1. Cleanse the treatment area using a light cleanser.
- 2. Steam the treatment area with facial steamer or warm towels
- 3. Choose an attachment that suits the type and condition of the client's skin, the area to be treated, and the objective of the procedure.
- 4. Insert the attachment by pushing it into the rotary brush handle until it is secure.
- 5. Apply cleansing product generously over the entire treatment area. (Add warm water to the cleanser as needed.)

Instructions for Using the Rotary Brush During Treatment

- 1. Moisten the selected brush or attachment with water and remove excess by touching it against a spa towel.
- 2. Place the selected brush or attachment against the skin before you turn the unit on. If you don't, it will splatter when the unit is activated. Using light pressure, hold the brush vertical to the skin. *If you press down too hard, you may irritate the skin and you will definitely deform the brushes over time.*





Right

Wrong

Turn the brush unit power switch to the "On" position. Precaution: you should begin the procedure with the RPM control knob at its lowest setting to avoid product spattering.

- 3. The slower the rotation, the less friction and irritation occurs. Adjust the speed slowly.
- 4. Move the Directional Switch on the Rotary Brush Handle to either the right or the left.
 - To the right Clockwise motion of the brush
 - To the left Counter clockwise motion of the brush

Note: Direction of rotation is optional. Some skin care specialists rotate the brush clockwise during exfoliation, then make another pass across the same area with the brush rotating counter clockwise to get a good exfoliation.

- 5. Adjust the RPM speed slowly. The slower the brush rotates, the less friction and irritation there will be.
 - Use low speed for dry, sensitive skin.
 - Use faster speeds for coarse, thick skin.
- 6. To reverse the rotation of the brush:
 - Turn the RPM control knob to the lowest setting.
 - Move the Directional Switch on the Brush Handle to the "Off" position.
 - Brush should come to a complete stop.
 - Move the Directional Switch to the opposite position it was being used previously.
 - Resume treatment, increasing RPMs slowly.
- 7. To end the procedure or change attachments:
 - Turn the RPM control knob to the lowest setting.
 - Place the Directional Switch on the Brush Handle to the "Off" position.
 - Brush should come to a complete stop.
 - Remove the brush/attachment using sufficient force to pull the attachment straight out of the Rotary Brush Handle. Sanitize with mild disinfectant.
 - End the procedure or choose another attachment and resume the procedure.

Maintenance

- Do not sterilize attachments in an UV sterilizer, as this will discolor the plastic and shorten the life of the natural bristles.
- □ Clean the surfaces of the rotary brush handle using a hospital-grade disinfectant or 90% alcohol.
- Do not immerse the rotary brush handle in any liquid.
- □ Clean brushes after each use:
 - Sanitize with hot, soapy water.
 - Soak in a hospital-grade disinfectant for 10 minutes
 - Rinse and blot dry.

Trouble Shooting

If you experience problems with the operation of the rotary brush unit, please consult this troubleshooting guide before calling technical services at 1-800-558-5571.

If the unit does not work, check to ensure that:

- □ The main switch is set to the "On" position.
- **□** The RPM control knob is turned to a position that will create rotation.
- □ The directional switch is set to one of its "On" positions.
- □ The rotary brush handle is securely attached to the main unit at the rotary brush handle receptacle.
- □ The fuse in the back of the unit is not blown. Replace if necessary.
- **D** The attachments are firmly inserted into the handle.

Vacuum and Spray Component

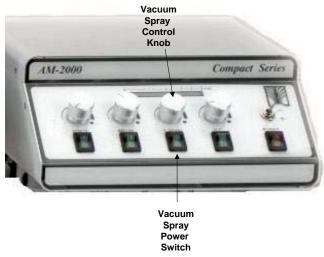
The vacuum component is designed to cleanse the skin and provide mild mechanical massage. The size and style of the cupping glass is an important determining factor in the amount of cleansing versus massage that will occur.

The spray component is used in combination with the vacuum component.

The spray component creates a fine, even mist and can be used during treatment to rinse, moisten, soothe or apply tonics. This component is used to flush out the freshly vacuumed pores after the vacuum treatment. The spray component has two (2) bottles, allowing you to have more than one product prepared and ready to use.

Parts/Accessories

Refer to the complete replacement parts list at the end of this manual for part numbers.



8-in-1 Facial System Vacuum/Spray Function

The vacuum system is equipped with three (3) cupping glasses:

- Blackhead (bent) cupping glass without vent Used to cleanse small contoured areas (nose area, lip area, etc.). It is used for loosening impactions, not for extracting them. To use, the round tip of the cupping glass goes over the end of the hose.
- Wrinkle (flat) cupping glass with vent Uses vacuum and a pulsating massage to temporarily improve lines and wrinkles while improving the condition of the skin. When using the wrinkle cupping glass you are stimulating circulation – improving nutrition to the skin and removing impurities. It is generally used on large surface areas such as the neck, chin, cheeks, and forehead. To use, the tapered end of the cupping glass goes into the hose.
- Straight (round) cupping glass with vent Designed to increase the level of massage, in addition to removing oils, dead surface cells, and impurities. This glass can be used on any area of the face, but is frequently used in small areas such as the nose, upper lip, and between the eyebrows. To use, the tapered end of the cupping glass goes into the hose.

You may use any or all of these cupping glasses during a procedure, depending on the needs of the client



and the area being treated. No other cupping glasses such as lymphatic cupping glasses should be used with the Vac/Spray unit.

The spray component is equipped with two spray bottles. Therapists often use one bottle for normal/oily skin and another bottle for antiseptic or a mild skin lotion for mature, dry or sensitive skin.

Cupping Glasses

Operations/Precautions

When Using Vacuum Function:

- Do not use on couperous, or bruised skin, open wounds or on clients who have had face lifts.
- □ This procedure is safest and most effective when performed after steaming, disincrustation, and/or brush cleansing.
- □ Ensure that the suction power/pressure is not strong enough to pull or drag the skin.
- □ Move cupping glass continuously over the skin.
- □ Avoid delicate eye area.
- Do not use excessive pressure on cupping glasses.

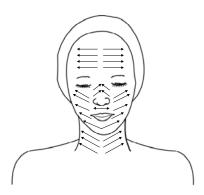
When Using Spray Function:

- \Box Bottles should only be filled to two third (2/3) capacity.
- Do not use flammable products in spray bottles!
- □ Never hook the spray bottle to the Vacuum Hose!

Instructions for Use

Vacuum Function – Getting Started

- 1. Choose the appropriate cupping glass.
- 2. To prevent product or skin impurities from being suctioned into the vacuum hose or assembly, place a piece of cotton in the cupping glass before beginning the vacuum procedure. The cotton should be large enough to trap impurities, and small enough to allow for proper suction.
- 3. Using a slight twisting motion, securely attach one tip of the hose to the cupping glass, and the other tip to the main unit. If using the straight or wrinkle cupping glass, push the tapered end of the glass into the hose. If using the blackhead cupping glass, push the round end of the glass over the hose.
- 4. Turn the power switch to the "On" position. Set the vacuum adjustment knob to the lowest setting. Test the vacuum power on the client's neck below the ear.
- 5. Increase the vacuum power slowly by turning the vacuum adjustment knob to the right until you reach the desired amount of vacuum for the client's skin type and condition. Use with caution.
- 6. Follow the vacuum pattern outlined below.



Vacuum Pattern Guidelines

1. Neck - Begin at the center of the neck and move outward.

2. Under the chin – Begin in the center of the chin and move outward along the jawbone.

3. Chin and Cheeks – Begin at the center of the chin and move outward toward the ear. Continue upward, starting along the edge of the nose and moving outward toward the ear.

- 4. Forehead Begin in the center of the forehead and move outward toward the temple.
- 5. Nose Using a small cupping glass, vacuum the nose, moving upward toward the bridge of the nose. You may need to support the nose with your free hand.
- 6. Between the Eyebrows With the small cupping glass, vacuum the area between the eyebrows.
- 7. Upper Lip With the small cupping glass, vacuum the upper lip. Begin directly under the nose and work outward toward the corner of the mouth.

Vacuum Techniques for Cupping Glasses With Vent:

Note: When using the cupping glasses with vents, you are performing a pulse massage. You **are not** deliberately extracting debris. However, a debris filter should be in place to avoid contaminating the Vac/Spray unit.

- 1. Apply a light moisturizing serum to provide slip for the cupping glass.
- 2. Utilize appropriate technique for desired result.
 - <u>Tapping technique</u> Use the round cupping glass. Move the glass over the treatment area while tapping the index finger over the vent to create a pulsing or massaging action.
 - <u>Glide and release technique</u> Use the wrinkle cupping glass. Move the glass over the treatment area while keeping the index finger over the vent to maintain vacuum. Release the vacuum by lifting your finger from the vent before removing the glass from the skin.
- 3. To create suction, placing your finger over the vent hole. When the finger is raised, suction power is lost.
- 4. Follow the vacuum pattern described above.
- 5. Change the cupping glass by gently twisting it out of the vacuum hose.
- 6. Remove and dispose of the cotton filter.

Note: Change the cotton filter and thoroughly clean the cupping glass with an anti-microbial solution after each client.

7. Return the vacuum adjustment knob to the lowest setting of intensity.

Technique for Using Blackhead Cupping Glass (No Vent):

- 1. Since there is no vent on the blackhead cupping glass, you must be very careful with the amount of vacuum used. Start on a very low setting and increase the amount of vacuum slowly.
- 2. The blackhead cupping glass is used to loosen blackheads, not extract them.
- 3. Begin by placing the tip of the cupping glass on the skin. Then begin adjusting the vacuum pressure.
- 4. Start at outer edge of the blackhead and circle slowly around it to loosen it. You may see the comedone begin to rise out of the skin, but you should not use the cupping glass to extract it.
- 5. Before you break the seal between the cupping glass and the skin, turn the vacuum pressure down to the lowest setting.
- 6. Change the cupping glass by gently twisting it out of the vacuum hose.
- 7. Remove and dispose of the cotton filter.

Note: Remove the cotton filter and thoroughly clean the cupping glasses with an anti-microbial solution after each client.

Spray Component

Precaution: Do not use flammable products in spray bottles!

- 1. Cover the client's eyes with moistened eye pads.
- 2. Fill the bottle two-thirds full with liquid. You may use distilled water, herbal infusion teas to calm the skin, or toners to balance the pH of the skin.

Note: The Vacuum and Spray unit comes with two spray bottles. Therapists often use one bottle for normal/oily skin, and another bottle for antiseptic or a mild skin lotion for mature, dry, or sensitive skin. You may want to fill one with toner and the other with an herbal infusion. If you have different substances in the bottles, be sure to clearly mark them.

- 3. After filling the bottle with liquid, turn the lid gently until it stops. Do not over tighten. If extreme pressure is exerted on the lid, it may crack.
- 4. Attach the bottle to the spray hose (Note: The hose should be securely attached to the main unit and the spray bottle). *Never hook the spray bottle to the Vacuum Hose!*
- 5. The power switch should be set to the "On" position.
- 6. Test the spray by placing index finger on top of the hole. Remove finger from the hole to discontinue mist. Point the spray away from the client when testing.
- 7. Always keep the bottle in an upright, vertical position to prevent clogging and spitting.
- 8. Aim the opening of the spray bottle towards the treatment area, maintaining a distance of no closer than 12" (twelve inches).
- 9. Protect the client's mouth and eye area with your hand.
- 10. Spray the décolleté, the neck area, and the face. It is best to start in the neck area first so that the client is aware of what you are doing. If you began by spraying the face, you may startle them.



11. Turn the Vac/Spray Power Switch to the "Off" position when not in use.

- 12. Disconnect the spray bottle from the hose when treatment is complete.
- 13. Unplug the unit when not in use.

Maintenance

- 1. At least twice a week, clean the bottles in warm water and mild antibacterial detergent. Rinse well.
- 2. Clean all other surfaces with hospital-grade disinfectant.

Trouble Shooting

Vacuum

- 1. If there is no vacuuming action, check to ensure that:
 - The vacuum hoses are tightly connected to the proper socket.
 - The main power switch is set to the "On" position.
 - The vacuum adjustment knob is turned to a position that will create a vacuum.
 - The hose connections at the unit and the accessory are secure and unobstructed.
 - The hoses are not damaged (cut, split etc.).
 - The fuse in the back of the unit is not blown.
- 2. If the vacuum adjustment knob is hard to turn, remember that it will retain some resistance throughout use.

Spray

- 1. If there is no spray action, check to ensure that:
 - The spray bottle is attached securely to the air line.
 - The main power switch is set to the "On" position
 - The panel power switch and spray power switch are set to the 'on' position
 - The hose connections at the unit and the spray bottle are secure and unobstructed
 - The hoses are not damaged. (cut, split etc.)
 - The fuse in the back of the head is not blown. Replace if needed.
- 2. If the spray becomes inconsistent or spotty:
 - Empty the spray bottles and clean with warm water and mild detergent. Rinse well.
 - Soak cap in 90% alcohol for 3 to 4 hours then rinse with warm water. Spray warm water through cap until clean.
 - Do not spray alcohol through the cap. It may create a fire hazard.

High Frequency

The high-frequency instrument transmits high frequency current that can benefit the skin in many ways. The use of High Frequency on the skin's surface stimulates glandular activity, increases the circulation of blood, creates germicidal action, and helps skin-care products penetrate deeper in the skin, and creates deep heating without affecting the muscles.

Parts/Accessories

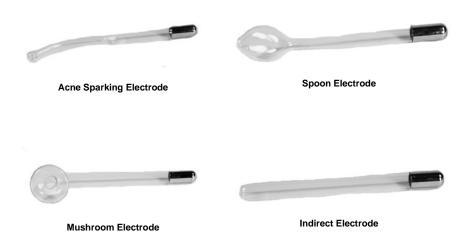
Refer to the complete replacement parts list at the end of this manual for part numbers.



8-in-1 Facial System High Frequency Function

Attachments:

- Mushroom Electrode treats larger areas of the face and body often used in circular motions on the client's face and neck.
- Acne Sparking Electrode (treats acne and inflammation)
- Spoon Electrode (for around the nose, mouth and other curved areas)
- Indirect Electrode held in the client's hand during indirect treatment



Operations/Precautions

Do not use high frequency on a client who is pregnant, has a pacemaker, or has a history of heart disease or epilepsy.

Instructions for Use

How the Electrodes Function

High frequency energy causes some of the atoms inside the glass tube to become charged. Electrons are forced off the atoms, creating charged particles called ions. Electricity flows through the charged particles. Ultraviolet rays are created within the tubes causing the argon gas to glow.

Prior to Beginning Direct or Indirect Treatment

- 1. Both the client and the esthetician should remove all jewelry.
- 2. Make sure the client cannot touch any metal objects be particularly careful that they are not touching the metal frame of the treatment chair or couch.
- 3. The client should remove his/her contact lenses before beginning this procedure.
- 4. Explain to the client what they will feel during the high frequency treatment, describing the sparking sensation in detail.

- 5. Use of electrodes.
 - Before inserting an electrode in the high-frequency handle, inspect the slot where the electrode will be inserted to make sure it is free of dust and/or debris. If there is any dust or debris, remove it.
 - Check the electrodes to ensure that they are firmly seated in the handle (to prevent possible damage to the electrodes).
 - Do not touch the metal end of the electrode.
 - Clean the end with alcohol pad and allow drying before placing electrode in handle.
 - Do not use excessive force when pushing the electrodes into the high-frequency handle. This could break the electrodes.
 - Always insert and pull the electrode straight in or out of the handle. Never twist.
 - Turn the high-frequency unit "Off" when changing electrodes.

Direct Technique (soothing)

1. If you have not already done so (as part of another treatment), apply a non-flammable product (cream or mask) to the skin to provide slip for the glass probe as it moves over the client's skin.

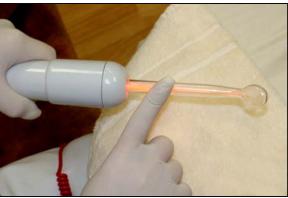
Note: Only use products that are water-soluble when using high frequency. **DO NOT** use any products that contain alcohol or any other flammable liquid. Instead of product, you may use a thin piece of gauze on the face to provide slip.

- 2. Turn the intensity of the current as low as it will go before turning the high-frequency unit "On" or "Off".
- 3. When performing this technique:
 - Hold the high-frequency handle below the taper while performing the technique. Touching the handle above the taper will draw current from the electrode.
 - Place your finger on the electrode.
 - Turn the high frequency unit "On".
 - Position electrode on client's skin.
 - Remove finger from the electrode.
 - Set the intensity level after you have positioned the electrode on the client's skin.

Note: Set the final intensity according to client's comfort level, skin condition, and sensitivity level. Monitor the client's comfort level closely.

Note: If you break contact with the client's skin, repeat Step 3.

4. Proceed with the treatment. Using one of the facial electrodes, start at the neck and using small circular movements, work upward to the jaw, cheeks, chin, nose and forehead.





Indirect Technique (soothing)

- 1. The client should hold the indirect (straight) electrode securely with both hands. One hand should hold the handle while the other hand grips the tip of the electrode.
- 2. Cover the electrode with a cheesecloth or 1-ply gauze for comfort if needed.
- 3. Before turning the high-frequency unit "On":
 - Check to ensure that the client is holding the electrode securely.
 - Make contact with the client by placing one hand on his/her skin at the treatment area.
 - Proceed with massage techniques.



- 4. Turn the high-frequency unit "Off" before removing both hands from the client, whether ending the treatment or changing treatment areas. Do not break contact with the client's skin while current is flowing.
- 5. The client should feel little or no sensation from the high-frequency current during this technique.

Sparking/Fulguration Technique (stimulating)

The client will feel a slight sensation during this technique, due to the exchange of the current between the electrode and the client's skin. Keep the intensity well within his/her comfort level. This technique requires the acne-sparking electrode.

- 1. Insert the Acne Sparking Electrode into the handle.
- 2. Turn the high-frequency power switch to the "On" position.
 - The high-frequency current should be at the lowest setting before turning the switch "On", in other words, the intensity control knob should be turned to the far-left position.
- 3. Hold the electrode a fraction of an inch away from a pustule until you see a slight spark "arc" between the electrode and the skin.
- 4. Slowly increase the intensity of the current by turning the intensity control knob until the client's comfort level is achieved.
- 5. Treat each pustule or comedone for approximately 15-20 seconds each until all have been treated.
- 6. End the procedure by turning the intensity control knob to its lowest setting.
- 7. Place the high-frequency power switch to the "Off" position.

Maintenance

- 1. Use a hospital-grade surface disinfectant to clean the electrodes. Wipe the electrodes with a damp cloth.
- 2. Do not immerse the electrode in any liquid.
- 3. Do not put electrodes in an UV sterilizer.

Trouble Shooting

If you experience problems with the operation of your high frequency unit, please consult this troubleshooting guide before calling technical services at 1-800-558-5571.

If there is no current, check:

- □ The all switches are set to the "On" position.
- □ The handle cord is securely plugged in to the unit.
- □ If one of the electrodes does not work as it should test the other 3 to see if they have the same problem. If it's just the one electrode, replace the electrode. If it is all 3, replace the handle.
- **D** The fuse in the back of the unit is not blown.

Magnifying Lamp Component

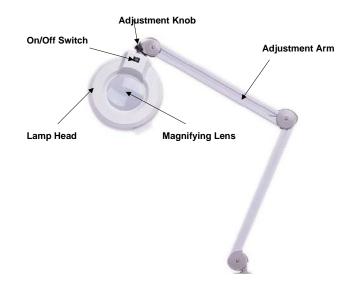
Most therapists consider the magnifying lamp an important diagnostic tool. It is used early in the session to analyze the complete treatment area. It is also used to monitor skin reactions throughout the session. These examinations will determine which products and procedures should be used during a treatment.

The light is fluorescent. The light and magnification make it easier for you to identify areas of the skin with extreme precision. The magnifying lamp is also used during manual extraction.

Important: Failure to use the adjustment knobs to position lamp will void the warranty

Parts/accessories

Refer to the complete replacement parts list at the end of this manual for part numbers.



Magnifying Lamp

Instructions for Use

- 1. Cover the client's eyes with moist cotton eye pads.
- 2. To reposition the lamp:
 - Turn the lamp "Off" using the power switch.
 - Loosen the adjustment knobs.
 - Position the lamp as desired.
 - Retighten the adjustment knobs.
- 3. Tie excess power cords off with a rubber band or twist-tie do not coil around base of lamp.
- 4. Turn the lamp on by moving the power switch to the "On" position.
- 5. Position the magnifying lens close to the client's skin, over the area to be examined. The lamp should not touch the client's skin.

Maintenance

- 1. Clean the magnifying lens after each use with glass cleaner or alcohol.
- 2. Replace the bulb as needed.

Troubleshooting

If you experience problems with the operation of the magnifying lamp, please consult this troubleshooting guide before calling technical services at 1-800-558-5571.

- 1. If the lamp does not come on, check to ensure that:
 - The main power switch of the 8-in-1 unit is set the "On" position.
 - The bulb is firmly seated in its plug.
 - The magnifying lamp component is properly plugged into the main unit of your 8-in-1 system.
 - The bulb is working properly. Bulbs are available from Universal Companies, Inc.

Wood's Lamp Component

A black light (cold quartz bulb) makes the Wood's lamp component a valuable tool, allowing you to analyze the client's skin condition and decide which product and procedures to use during a session. For best results, the Wood's lamp should be used in total darkness. However, the Wood's lamp is equipped with a hood, which makes it possible to use it in a lighted area. The hood should be positioned so that it completely blocks the client's face from any outside light.

Parts/accessories



Refer to the complete replacement parts list at the end of this manual for part numbers.

Operation and Precautions

Note: Prior to the first use, remove the protective cover from the back of the Wood's lamp. If the lamp is going to be stored for an extended time, replace the cover to protect the ultra-violet bulbs.

- 1. The client's skin should be cleansed and allowed to dry before being examined with the Wood's lamp.
- 2. Cover client's eyes with moist cotton pads.
- 3. Darken the room or place the Wood's lamp hood over the client's face, so that all external light is blocked.
- 4. Turn the lamp on by moving the power switch to the "On" position.
- 5. Thoroughly examine the treatment area, keeping the lamp at least two (2) inches from the skin. Under the lamp, problem areas will be clearly visible.

Important: Never look or allow client to look directly into the ultraviolet light. Never allow the lamp to touch the client's skin.



- 6. If client's skin condition indicates bright yellow, he/she may have a viral or fungal infection on their skin. Discontinue the session and refer your client to a physician or dermatologist.
- 7. Use the following chart to interpret the findings. Be sure to fill out a client profile card (cards are available through Universal Companies).

<u>Color</u>	Conditions Indicated
White fluorescent	Thick corneum layer, dry dehydrated skin
White spots or debris	Horny layer of skin combined with dead cells, scars and dry patches
Blue-white	Dehydrated skin lacking moisture
Purple fluorescent	Normal healthy hydrated, lubricated skin
Light violet	Dehydrated
Yellow spots	Clogged pores, comedones
Pink/Reddish	Oily skin
Brown	Hyper-pigmentation
Yellow fluorescent Film	Fungal or viral infection. (Refer client to a physician_

8. When the examination is complete, turn the Wood's lamp "Off" by pressing the On/Off switch. Always store in the holder.

Caution: Do not touch the bulb. This will result in bulb browning.

Maintenance

- 1. Unplug the lamp before cleaning. Do not immerse the lamp or any of its parts in liquid.
- 2. Use a sponge and hospital-grade disinfectant to clean the surfaces of the lamp. Allow it to dry.
- 3. Use a mild glass cleaner to clean the magnified viewing lens.

Troubleshooting

If problems are experienced with the operation of the Wood's lamp, please consult this troubleshooting guide before calling technical services at 1-800-558-5571. If the lamp does not turn on, check to ensure that:

- □ The main power switch of the 8-in-1 unit is set to the "On" position.
- **D** The Wood's lamp is plugged into the main unit.
- □ The bulbs are properly seated.

Overall Dimensions and Specifications

Overall Dimensions Steamer arm Magnifying lamp Electrical High-frequency Galvanic, rotary, and vacuum Magnifying lamp Steamer Weight

28" W x 20" D x 36 – ½" H 23 – ½" 24" (folded) 54" (extended) 110 Volts/60HZ Maximum 1 amp 4 amps 22 watts 10 amps 99 LBS

Replacement Parts and Accessories

Steamer Component

Part Name

Part Name	<u>Part Numbers (Sku's)</u>
Steamer Jar	CP9066T
Element	CP9070T
Steamer Jar Retaining Plate	CP9091
Fuse	CP9082
Steamer Arm Light Cover (2 Pieces)	P93864
Steamer Jar Gasket	CP9009
Steam Nozzle Cap	CP9083T
Felt Strips	C1003T
Ozone Lamp	CP9081T
Fluorescent Starter	P9013
Steamer Jar Handle	P99001

Galvanic Component

<u>Part Nam</u>e

Galvanic Accessory Kit (C992T)

- Wire Set •
- Roller Electrode •
- Rod (Passive) Electrode •
- Ball Electrode ٠
- Pen Electrode ٠
- Plate Electrode •

Part Numbers (Sku's) P93865

Rotary Brush Component

Part Name

Rotary Brush Handle (C992T) Large Goat Hair Brush Small Goat Hair Brush Large Sponge Attachment Large Plaster Attachment Small Pumice Attachment

Part Numbers (Sku's)

P93866 CP9078T CP9077T P9079T P9080T P9081T

Vacuum/Spray Component

Part Name

Hose Set (2 Pcs) Wrinkle Cupping Glass With Ventouse Straight Cupping Glass With Ventouse Blackhead Cupping Glass Spray Bottle (1)

Part Numbers (Sku's) P9050 P9051 P9053 P9052 CP90761T

High Frequency Component

Part Name High Frequency Handle (C992T) Small Mushroom Electrode Large Mushroom Electrode (optional) Acne Sparking Electrode Spoon Electrode Indirect Electrode

Part Numbers (Sku's)

P9080 CP9068T CP9069T P9071 P9072 P9070

Magnifying Lamp Component

Part Name Fluorescent Bulb Part Numbers (Sku's) C1000T

Wood's Lamp Component

Part Name Replacement Bulb Part Numbers (Sku's) P9049

Warranty Statement

The manufacturer (the "warrantor") warrants to the original purchaser that this equipment will be free from defects under normal and proper operation for a period of one (1) year from the date of purchase. This warranty covers all parts and labor for that one (1) year period. This warranty shall not apply to any equipment that has been subjected to abuse, misuse, and alteration of any type or to any defect or damage caused by repair, replacement, substitution, or use with parts other than parts approved by the manufacturer.

The manufacturer shall not be liable for the loss of use of this equipment, loss of time or business, inconvenience or any other indirect, consequential, special or incidental damages due to defects covered by this warranty or any implied warranty.

To implement this warranty, contact the dealer from whom you purchased the equipment. If necessary, you will be asked to return all, or the appropriate part, of the equipment. If warranted, the repairs will be performed at no charge and the equipment returned to you. Unit owner must prepay all shipping costs when returning items for warranty service.

This limited warranty is the only written or express warranty given by the manufacturer. This warranty gives you specific legal rights but you may also have other rights, which may vary from state to state or province to province.

Authorized Technical Service Center:

Universal Companies, Inc. 18260 Oak Park Drive Abingdon, VA 24210 Phone: 1-800-558-5571 Fax: 1-800-237-7199 E-Mail: info@universalcompanies.com