



PURPOSE

This document outlines the procedures for the distribution, collection, cleaning, maintenance, and ordering of 3D glasses as well as direction to have the dishwashers repaired. This document covers 3D glasses for Premium Large Format (PLF) experiences such as IMAX and Dolby, as well as RealD 3D glasses for traditional 3D experiences.

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HOW TO ORGANIZE 3D GLASSES

- **Keep** the designated boxes/bins of 3D glasses and clutter out of guest view.
- **Ensure** racks are well organized and kept out of main pathways in the box office, greeter or Guest Services areas.
- **Keep** all racks well maintained and organized when in guest view.

WHERE TO DISTRIBUTE 3D GLASSES

Prior to each 3D presentation, provide a clean pair of 3D glasses to each guest. Approved distribution options include:

- **Ticket Drop/Greeter (Recommended)** – Distribute 3D glasses at the ticket drop, if necessary, to control access. However, never place the cart where it would interfere with the flow of foot traffic, detract from the aesthetics of the lobby, or impede the Greeter's ability to provide all guests with superior service. Do not distribute 3D glasses from the ticket drop during high volume walk-ins.
- **Auditorium Entrance** – Place carts at the auditorium entrance only when a 3D film is programmed. Only distribute 3D glasses at the auditorium entrance to guests who possess a 3D ticket for that showing.
- **Holdout Line** – The theatre may also elect to roll the cart along the holdout line to distribute glasses prior to seating to expedite the seating process.



HOW TO DISTRIBUTE 3D GLASSES

1. **Greet** guests and **check** tickets.
2. **Identify** necessary 3D glasses.
 - a. **Traditional 3D:** Provide RealD 3D glasses.
 - b. **Studio Screenings:** All high-volume locations that host studio screenings (Chicago, Manhattan and Los Angeles, for example) must provide new PLF 3D glasses for each screening.
 - c. **IMAX/Dolby PLF 3D:** Identify the appropriate glasses and continue with the operational processes below.

Glasses Type (all co-branded)	AMC-IMAX ADX2	AMC-IMAX Laser GT	AMC- Dolby Laser
Format	Digital IMAX locations	IMAX laser GT locations	Dolby Cinema locations
Available sizes	Adult or child	Adult	Adult
Quantity	500 units	100 units	100 units
Warranty	30 days after purchase	30 days after purchase	30 days after purchase
Notes		Feature lenses with a hydrophobic coating, which do not require drying assistance.	
When distributing PLF 3D glasses, <u>do not</u> take any type of collateral from the guest.			

3. **Inspect** the 3D glasses visually before giving them to each guest, to ensure that the glasses are clean and not damaged in any way.

HOW TO COLLECT 3D GLASSES

After each 3D presentation, collect all the 3D glasses for cleaning.

- **RealD 3D Glasses –**
 - Place the RealD 3D recycling bins prominently outside of your RealD 3D auditoriums.
 - Guests can place used RealD 3D glasses in the bins without assistance.
- **PLF (IMAX/Dolby) 3D Glasses -**
 - Ensure PLF 3D glasses are collected in the appropriate bins to minimize damage to the lenses.
 - Ensure that appropriate space is available on the carts to allow for the effective collection of glasses.
 - Greet each guest and request that the guests place the 3D glasses carefully into the collection bins.
 - Do not mix unclean glasses with clean glasses.



HOW TO INVENTORY & ORDER 3D GLASSES

With each hard count, inventory adult and child PLF 3D glasses in CrunchTime to ensure the necessary amount on hand. RealD 3D glasses do not need to be inventoried. Theatres must maintain a minimum number of PLF 3D glasses equal to three times the auditorium seat count.

- Order IMAX 3D glasses through [CrunchTime](#) in the Tools menu of Backstage.

Format	Type	Crunchtime Item Id	IMAX Product ID
Laser	Adult	012782	121153-01
Laser	Child	012783	121152-01
Digital (Xenon)	Adult	099910	104135-01
Digital (Xenon)	Child	099913	104881-01
Laser GT	Adult	012288AMC	120354-01

- Dolby 3D glasses are force shipped direct from Dolby in advance of Dolby 3D releases. Theatres are unable to order more.
- Order RealD 3D glasses through the [RealD 3D Glasses Portal](#) in the Tools menu of [Backstage](#). If you do not have the account number and password, send a request to realdglASSES@reald.com.

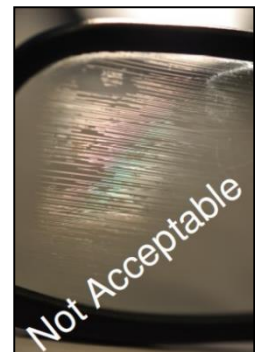
HOW TO ORDER COLLECTION BINS, STORAGE CARTS, TRAYS

- Order** IMAX storage carts, trays, and collection bins from IMAX Aftermarket Sales at ams@imax.com. The initial supply of carts and racks are ordered by the TSC as part of the IMAX installation.
- Open** a DSSPⁱ ticket to request a replacement of Dolby Cinema carts and trays.
- Order** RealD 3D glasses, collection bins and return/recycling boxes through the [RealD 3D Glasses Portal](#). If you do not have the account number and password, send a request to realdglASSES@reald.com. Alternatively, call 888-43REALD for questions.

HOW TO INSPECT PLF 3D GLASSES

PLF 3D glasses must be properly inspected, cleaned, and replaced at the end of their life cycle to ensure a quality presentation.

- After each use, **hold** every pair of PLF 3D glasses to light and **visually inspect** for imperfections such as:
 - Broken frames
 - Damaged arms
 - Damaged lenses
 - Striations (horizontal or vertical scratches on the lenses)
- Immediately **discard** all defective glasses; do not put them back into rotation.





HOW TO CLEAN PLF 3D GLASSES

After inspecting all PLF 3D glasses (and disposing of defective glasses), **clean** the glasses using the appropriate PLF-specific job aid at the end of this user guide.

Approved Cleaning Products

- Order cleaning products through the Vistar, Grainger, and Staples order guides on [Cinema Solutions](#). Only the approved chemicals listed in the table below can be ordered.
- Email [0411-Purchasing](#) if the theatre has expired chemicals or non-approved chemicals on site.

Diversey Suma Nova Mechanical Dish Detergent	Jet Dry Rinse Aid	Rubber Maid 7.6 gal. Container
Diversey Rinse Aid Suma Slect A 7	Diversey Sanitizer Liqu-A-Klor	Delimer (IMAX only see below)
Medicine dropper (measurements in milliliters)	Water container (measurements in liters)	

Equipment Breakdown

In the event of an equipment break down, follow these steps:

- Contact** Diversey and your Facilities Engineer (FE) for any machine repair. Diversey will investigate the issue and complete the repair with the assistance of IMAX, Dolby, and/or local vendors.
- Clean** glasses by hand using Lysol Sanitizing Wipes or a similar product, followed by dipping into a sanitizing solution and drying. Never use bleach wipes, as the bleach may damage the lenses.

DELIMER INSTRUCTIONS (IMAX ONLY)

Store delimer in the IMAX projection booth. Each IMAX location must have a blue safety container for delimer storage. This cabinet must be locked at all times with a theatre provided padlock. To order this cabinet, **contact** [0411-Purchasing](#) to assist with the order.

Only IMAX and Diversey technicians can contact the theatre bi-annually to schedule and perform deliming on the machine. Associates should neither handle delimer nor perform the deliming process. **Contact** your Facilities Engineer if the machine needs to be delimed outside of the scheduled visits.



Theatres are responsible for ensuring the *Delimer Log* is stored inside or near the blue cabinet. This log must be completed anytime the delimer is used.



3D Glasses User Guide

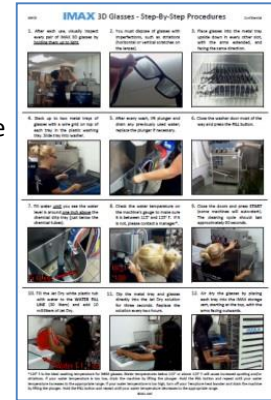
AMC ☒

AMC Classic ☒

AMC Dine In ☒

TRAINING

Managers and crew members responsible for cleaning glasses must understand the job aid(s) and view any training videos available on the training laptop. IMAX and Dolby Cinema each have their own job aid. (IMAX shown to the right.)



JOB AID - IMAX GLASSES CLEANING

1. After each use, **visually inspect** every pair of IMAX 3D glasses by holding them up to light.
2. **Dispose** of glasses with imperfections, such as striations (horizontal or vertical scratches on the lenses).
3. **Place** glasses into the metal tray upside down in every other slot, with the arms extended, and facing the same direction.
4. **Stack** up to two metal trays of glasses with a wire grid on top of each tray in the plastic washing tray.
5. **Slide** tray into the washer.
6. Manually **lift up** the plunger and drain any previously used water.
7. Replace the plunger if necessary.
8. Close the washer door most of the way and press the **FILL** button.





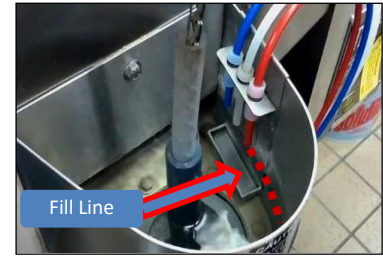
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9. **Fill water** until the water level is around **one inch above** the chemical drip tray (just below the chemical tubes).



10. **Ensure** the water temperature on the machine's gauge reads **between 115° and 125° F**.

If not, contact a manager.



11. **Close** the doors and press **START** (some machines will auto-start).

The cleaning cycle will last approximately 90 seconds.



12. Fill the **Jet Dry** white plastic tub with water to the WATER FILL LINE (30 liters) and add 10 milliliters of **Jet Dry**.



13. **Dip** the metal tray and glasses directly into the **Jet Dry** solution for three seconds.

14. **Replace** the solution every two hours.



15. **Air dry** the glasses by placing each tray into the IMAX storage cart, starting at the top, with the arms facing outwards.





JOB AID - DOLBY GLASSES CLEANING

The washing steps are similar to the IMAX steps outlined (with images) in the previous job aid; however, the drying steps recommended by Dolby are different.

If you do not have a dishwasher specified for Dolby Cinema glasses, please use your IMAX dishwasher. Note that Dolby glasses require a **minimum of 120°** (while IMAX minimum is 115°, ideal temperature is 120°).

Ensure that the Dolby 3D glasses washing machine is used to clean ONLY the glasses. **Never** place other equipment in this washing machine.

1. **Transfer** the glasses from the collection bins to the metal cleaning trays; **visually inspect** each pair of glasses when placing them in the trays and **remove** damaged glasses from inventory.
2. **Place** glasses into the metal trays.
3. **Lift** the plunger/drain ball and **drain** any previously used water; **replace** the plunger/ball, if moved.
4. **Close** the washer door most of the way and **press** the FILL button until the water level is about one inch above the chemical drip tray, approximately even with the bottom edge of the splash guard.
5. **Run** the dishwasher empty at least three times (**close** the doors and press START if not equipped with auto-start) to preheat the washing bin prior to running a series of washes.



For Dolby 3D glasses, the required temperature is 120-140 degrees which is also the temperature range for the CMA C2 dishwasher; temperatures over 140 degrees may damage the glasses.

6. **Put** the trays on the feeder table (stack and wash two trays in each wash cycle as shown to the right) and **slide** the trays into the washer.
7. **Close** the hood to start a new washing cycle.
8. When the cycle is complete, **remove** the clean glasses from the dishwasher.
9. **Shake** the glasses tray vigorously to get rid of any excess water. (**Leave** the just-washed metal trays on the feeder table until the next washing is ready to come out of the washer.)
10. **Use** a microfiber lint-free drying cloth to wipe any excess water off the glasses



Some theatres also use a low-velocity, low-temperature air dryer to more quickly and effectively dry the glasses.

11. As the next wash cycle is finishing, **place** the first metal trays onto the top shelf of the chrome shelf unit for further drying. **Place** subsequent trays below the previous trays.