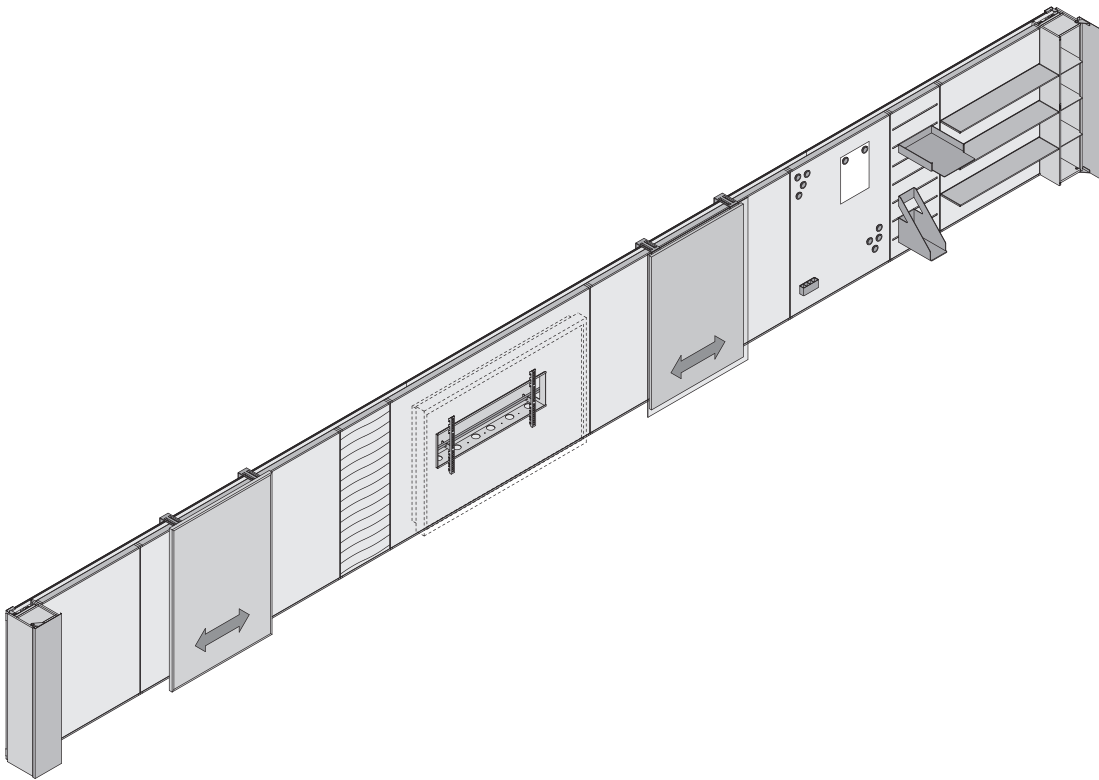


# User Manual



# H. System

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# 1 General information

## 1.1 About the H. System product range

The H. System wall organisation system from Steelcase Werndl essentially consists of the following products:

### Product information

- Base rail as carrier of the static and sliding level
- Different wall elements, e.g. pinnable panel, whiteboard, glass, veneer)
- Accessories and optional components

Our products undergo constant quality control checks during manufacturing and distribution. This guarantees fault-free functionality.

Our products are constructed and manufactured according to the state of the art (in Germany at the time of construction) and established safety regulations. However, risks may arise. Please follow the respective safety instructions! Faults which may compromise safety should be corrected immediately. We reserve the right to make changes to our products for technical reasons.

Steelcase Werndl AG operates a quality management system meeting DIN EN ISO 9001 requirements.

Steelcase Werndl AG is entitled to use the GS mark for its H. System product range.

Furthermore, Steelcase Werndl AG also uses the Community Eco-Management and Audit Scheme's eco-audit seal.

## 1.2 About this user manual

This user manual provides information on the components, function, application and maintenance of the H. System wall organisation system and its components.

### Purpose of the user manual

It provides assistance in locating and correcting any functional faults that may occur.

The safety instructions help to avoid personal injury and material damage.

The user of the H. System wall organisation system is responsible for becoming acquainted with the safety information and for observing it at all times.

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Steelcase Werndl AG assumes no liability for, and provides no guarantee against, damage and operational faults, that may arise due to non-observance of the instructions laid out in the user manual.

---



This user manual is a component of the H. System wall organisation system. It is only valid as a complete document. This user manual is also included in the scope of delivery, even if the product is resold. This user manual can be viewed on the Steelcase Werndl AG website. The website address is stated in the assembly instructions.

Extracts or copies may not be forwarded to third parties or used in any other published form without the prior written consent of Steelcase Werndl AG.

### Copyright

This user manual, provided as part of the technical documentation, is subject to German copyright law.

### 1.3 Explanation of symbols and information

The following symbols (with accompanying explanations here) are employed in this user manual:

**DANGER**

**Imminent danger! Injury possible!**

► **Failure to observe the instruction can result in death or severe health problems.**

---

**WARNING**

**Potentially hazardous situation!**

► **Failure to observe the instruction can result in severe or minor bodily injury.**

---

**CAUTION**

► **Failure to observe the instruction can result in material damage or malfunction.**

---

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Tips and important information

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**i**

Typographic emphasis:

- Listing
- Handling instruction
  - Handling consequence

## 1.4 Exclusion of liability

Steelcase Werndl AG shall assume no liability in one or more of the following cases:

- Improper use of the product;
- Use of the product beyond its intended purpose as office furniture;
- Use of the product with defective or malfunctioning safety and protection devices;
- Improper assembly by unauthorised persons;
- Use of components and adaptations not supplied by Steelcase Werndl AG. We cannot guarantee that externally procured parts have been constructed and manufactured to meet the stress and safety requirements;
- Strategies by third-party suppliers that demonstrably lead to malfunctioning of the product;
- Unapproved changes to the product with regard to its construction and implementation;
- Product loads exceeding the maximum loads indicated by the manufacturer;
- Improper maintenance, maintenance by third parties or maintenance by unqualified persons;
- Inadequate monitoring of the product components (functional checks);
- Improper disposal and return of the product or packaging to the closed substance cycle;
- Resale to third parties if the user manual is not supplied;
- Catastrophes caused by the influence of foreign matter or acts of nature.

Check all of the components regularly and, if damage occurs, contact approved qualified technicians or our service hotline (see 9.2 Repairs and spare parts on page 23).

Extensive assembly, maintenance and disposal activities may only be performed by technicians qualified for these tasks.

Further information and recommendations can be found in later sections of this user manual.

## 2 Basic safety instructions

### 2.1 Intended use

The H. System wall organisation system has been designed exclusively for use as office equipment. Any other use or use beyond this scope is regarded as improper. In the event of improper use, Steelcase Werndl AG shall assume no liability for any damage caused and the guarantee for correct functional operation of the components shall no longer apply.

**Intended use**

Intended use also includes observance of all guidelines in this user manual.

### 2.2 Prohibited use

Improper use, i.e. not for the intended purpose, can cause danger to life and limb as well as damage to property. For this reason, improper use is prohibited. In the event of improper use, Steelcase Werndl AG shall assume no liability for any damage caused and the guarantee for correct functional operation of the components shall no longer apply. Improper use includes:

- Static and inadequately dimensioned substructures
- Overloading
- Outdoor use
- Use in damp rooms

**Prohibited use**

### 2.3 Safety regulations

The user of the H. System wall organisation system is responsible for complying with the safety regulations and warnings stated in this user manual at all times.

**Comply with safety regulations**

In addition to this user manual, universally applicable and local regulations regarding accident prevention and environmental protection should also be set out and observed.

### 3 Product description

#### 3.1 Technical Data

Dimensions:	(see delivery note)
Weight:	(see delivery note)
Temperature range at set-up location:	+5°C - +40°C
Max. relative air humidity:	60 %
Maximum load:	
- Shelf	10 kg
- Panel for 1+1 elements	5 kg
- Vertical box	5 kg



### 3.2 Elements

The H. System wall organisation system is made up of the following components:

- Permanently-mounted panels (static level)
- Sliding wall system (sliding level)

The H. System wall systems are essentially comprised of the following components:

#### Wall system

- Base rails that must be fastened to the wall
- Optional cover rails
- Permanently-mounted panels (static level)
- Sliding system panels (sliding level)

These are available in various materials, surfaces types, and dimensions.

A selection is provided below:

- Whiteboard
- Pinnable panel
- Screen panel
- Power outlets for the screen panel
- Screen cover
- Shelf panel
- Vertical box
- Panel for 1+1 elements
- Glass panel
- Natural wood panel

#### Accessories for the static level

- Whiteboard
- Pinnable panel
- Screen cover
- Glass panel

#### Accessories for the sliding level

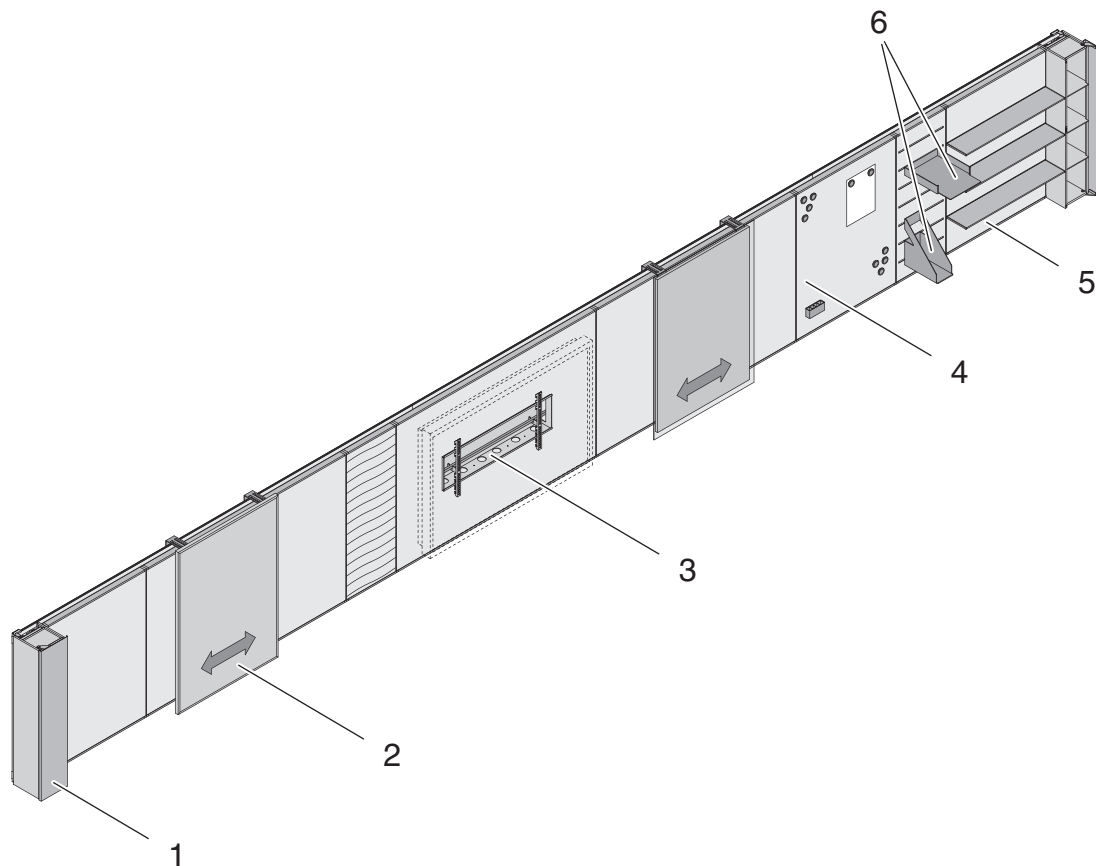
Please follow the instructions for using the components and accessories (see Chapter 6 Application and Settings).

Please contact our Customer Service for detailed information on available system components and for additional orders and subsequent deliveries (see Chapter 9 Customer service on page 23).

### 3.3 H. System - overview

Each illustration shows one of many design variants of the H. System wall organisation system. Their sole purpose is to illustrate the system components.

Figure 3-1 Wall system with static and sliding elements



- 1 Vertical box
- 2 Sliding whiteboard
- 3 Screen panel
- 4 Pinnable panel
- 5 Shelf panel with 3 shelf spaces
- 6 1+1 accessories

---

The attachment of system components is described in Chapter 6.

---

## 4 Transportation and storage

### 4.1 Safety regulations



#### **WARNING**

**Falling loads can cause life-threatening injuries**

- ▶ For transportation, only use sling equipment that is approved and suitable.
  - ▶ Attach load as prescribed
- 

### 4.2 Intermediate storage

If the conference furnishing system is to be stored temporarily prior to setup, the following conditions must be satisfied:

- Undamaged transport packaging
- Sufficient load-bearing capacity of the floor
- Dry floor
- Level floor surface
- Temperature range: +5°C - +40°C
- Max. rel. air humidity 80%

## 5 Assembly, disassembly

### 5.1 Safety regulations



#### WARNING

**Risk of injury!**

System elements that fall off the wall can cause bodily injury.

- ▶ Pay attention to the required load-bearing capacity of the wall:
  - At least 25 kg/running metre for mounting veneer panels and accessories for static level
  - At least 40 kg/running metre for mounting pinnable panels and whiteboard panels for static and sliding level.
  - At least 50 kg/running metre for mounting glass panels
  - At least 50 kg/running metre for mounting screen panel
- ▶ Use the fastening kit that corresponds to the requirements for the wall (wood, plaster concrete, brick, concrete, Actuno)
- ▶ Install the screw fittings using a spacing of approx. 30 cm; the first bore at each end should be approx. 5 cm away from this end.
- ▶ Mount the hinge protection device
- ▶ Mount the stopper



#### CAUTION

**There is a risk of damage!**

Cables projecting out of the wall rails can obstruct the ease of movement of the sliding elements.

- ▶ Install cables properly

### 5.2 Installation and setup

Installation and use of the product requires detailed planning. Steelcase Werndl AG offers the services of its own planning department for this purpose.

As a rule, the partially assembled components of the H. System wall organisation system are delivered via the retail partner.

After unpacking, check the product immediately for damage sustained during transportation and completeness; if necessary, inform the manufacturer of any damage as soon as possible.

**Checking the delivery**

The installation location must meet the following conditions:

**Installation**

- The wall must have a sufficient load bearing capacity:
  - At least 25 kg/running metre for mounting veneer panels and accessories for static level
  - At least 40 kg/running metre for mounting pinnable panels and whiteboard panels for static and sliding level.
  - At least 50 kg/running metre for mounting glass panels
  - At least 50 kg/running metre for mounting screen panel
- Temperature range: +5°C - +40°C
- Max. rel. humidity: 60%

Steelcase Werndl AG recommends having the installation performed by the retailer or by a qualified installation company.

**Assembly**

### 5.3 Disposal of the packaging

The packaging is composed of the following:

- Cardboard edge guard
- Edge guard made of PE-LD foam
- Polyethylene (PE) bubble wrap

These materials are recyclable. The manufacturer will remove the packaging if the product is assembled by Steelcase Werndl AG or one of Steelcase Werndl AG's approved assembly businesses. If you assemble it yourself, please sort the various materials and return them to the closed substance cycle.

**Disposing  
of the  
packaging  
material**

### 5.4 Dismantling

Dismantling must be carried out by qualified personnel. For re-assembly refer to 5.2 Installation and setup.

### 5.5 Disposing of the wall organisation system

If the wall organisation system is to be dismantled for good and disposed of,

- ▶ Disassemble the wall organisation system into its components;
- ▶ Separate the different parts according to
  - Reusable components;
  - The material groups to be disposed of (wood, metals, plastics, electrical parts)

and return them to the closed substance cycle. The national regulations should be adhered to.

## 6 Application and Settings

### 6.1 Safety

Only use the H. System wall organisation system if it is in a technically perfect condition and in compliance with the instructions in the user manual.

---

It is essential to ensure that the included assembly instructions are on hand!

---



### 6.2 General safety instructions



#### **DANGER**

**Contact with electrical voltage will result in serious injury or death!**

The metal parts of the wall organisation system may become energised if the current-carrying cables and connections are damaged.

► Do not earth electrical devices on the wall organisation system!

---

**Electrical  
energy**



#### **WARNING**

**Risk of injury!**

System elements that fall off the wall can cause bodily injury.

► System elements

- do not lift
- do not tilt
- do not slide beyond the sealing caps of the rail ends

► Mount the hinge protection device

► Mount the stopper (if needed)

---

**Mechanical  
hazard**



#### **WARNING**

Adjoining system elements of the sliding level can crush body parts.

► Slide and hold system elements by hand until their end positions have been reached

---



#### **WARNING**

Strong magnetic fields cause active auxiliary medical devices, such as pacemakers, insulin pumps and hearing aids, to malfunction!

► Persons with active auxiliary medical devices must maintain a safety distance of 0.6 m

---

**Magnetic  
fields**

**ATTENTION**

**The screen surface projects beyond the slide level of the slide elements!**

**Sliding the elements over the screen damages the surface of the screen and the sliding elements!**

- ▶ **Do not move slide elements across the screen.**
- ▶ **Mount stoppers if necessary**

**Possible  
material  
damage**

**ATTENTION**

**Damage to the surface is possible**

**Ink from permanent marker pens cannot be removed.**

- ▶ **Use non-permanent overhead marker pens**
- ▶ **Use special whiteboard cleaners and water; clean with a soft cloth**

### **6.2.1 Basic precautionary measures**

- ▶ If sliding elements are attached, ensure that the elements do not strike each other when sliding.
- ▶ Mount the stoppers at the points where elements can make contact in the respective end positions.
- ▶ S Ensure that the hinge protection device is mounted.

### 6.3 Elements of the static and sliding levels

As a rule, the elements of the static level are permanently positioned.

The various elements can be hooked into the wall rail or unhooked from the wall rail.

A precise description of the required handling steps is provided in the separate assembly instructions.

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Only persons who have been instructed in how to hook and unhook the elements should execute this task, and only then in accordance with the assembly instructions provided.

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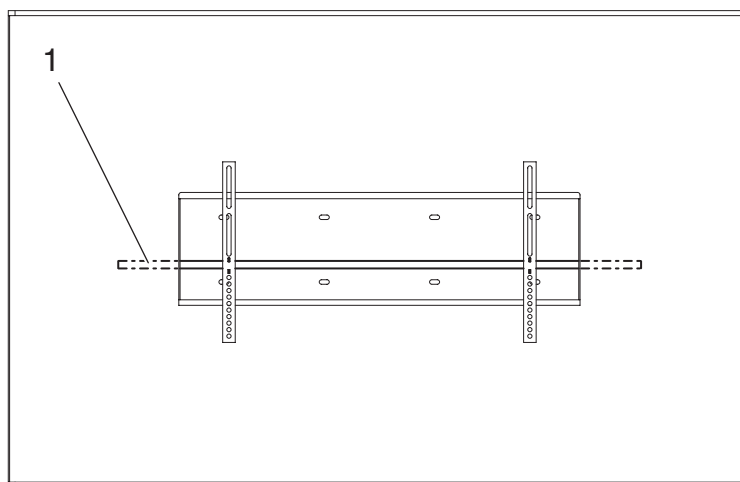
The screen panel is fitted with an hinge protection device. A securing bar fixes the screen in place on the panel.

**Screen panel**

If a screen is to be hooked in the screen panel:

- ▶ Only use the fastening material and the spacers provided by the manufacturer of the screen
- ▶ Ensure that the securing bar is pushed in after the screen has been hooked in.

Figure 6-1 Securing bar



1    Securing bar

If the screen is to be removed:

- ▶ Remove the adjacent panel as described in the assembly instructions
- ▶ Pull the securing bar out of the screen panel (see the assembly instructions)
- ▶ Remove screen



A screen cover, consisting of two sliding panels, protects the screen, when it is not being used.

## Screen cover



### WARNING

Adjoining system elements of the sliding level can crush body parts.

- Slide and hold system elements by hand until their end positions have been reached

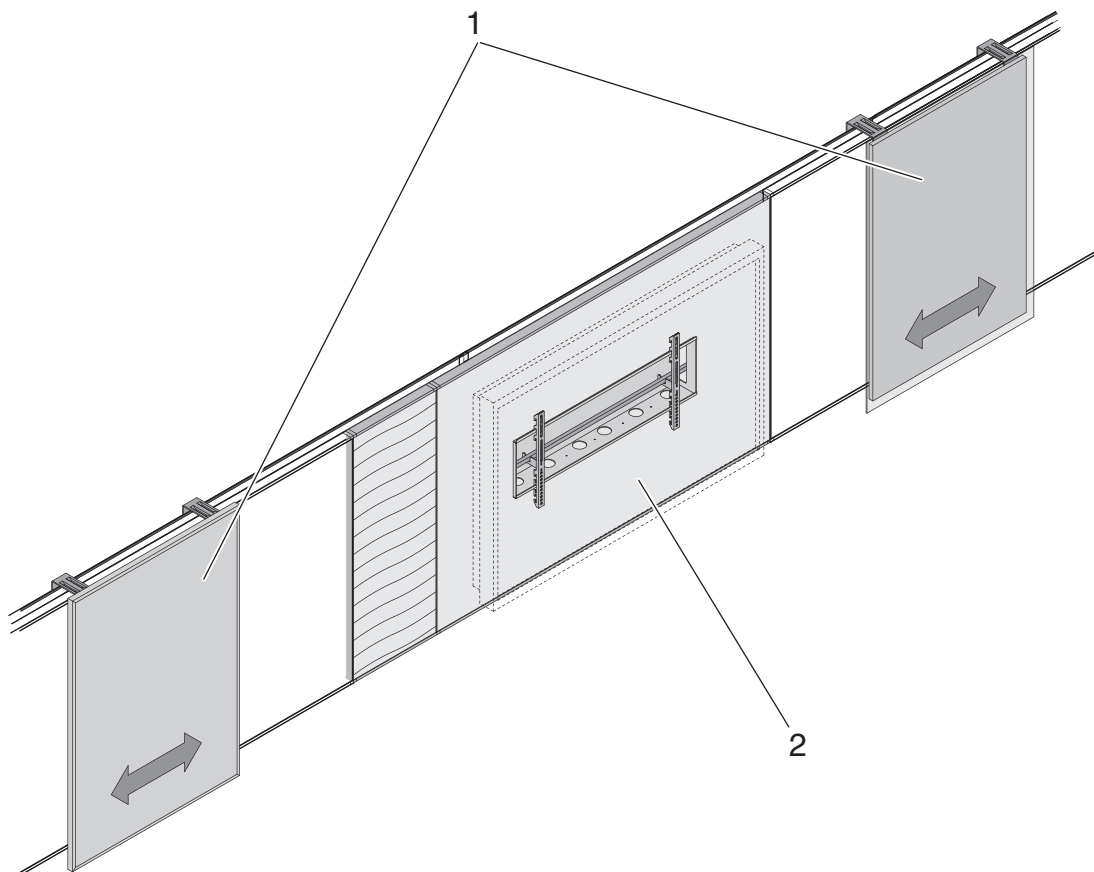


### ATTENTION

Insufficient distances between the screen surface and the panels of the screen cover can damage the screen surface and the rear of the panel!

- Ensure that there is sufficient space between the screen surface and the panels of the screen cover

Figure 6-2 Screen cover

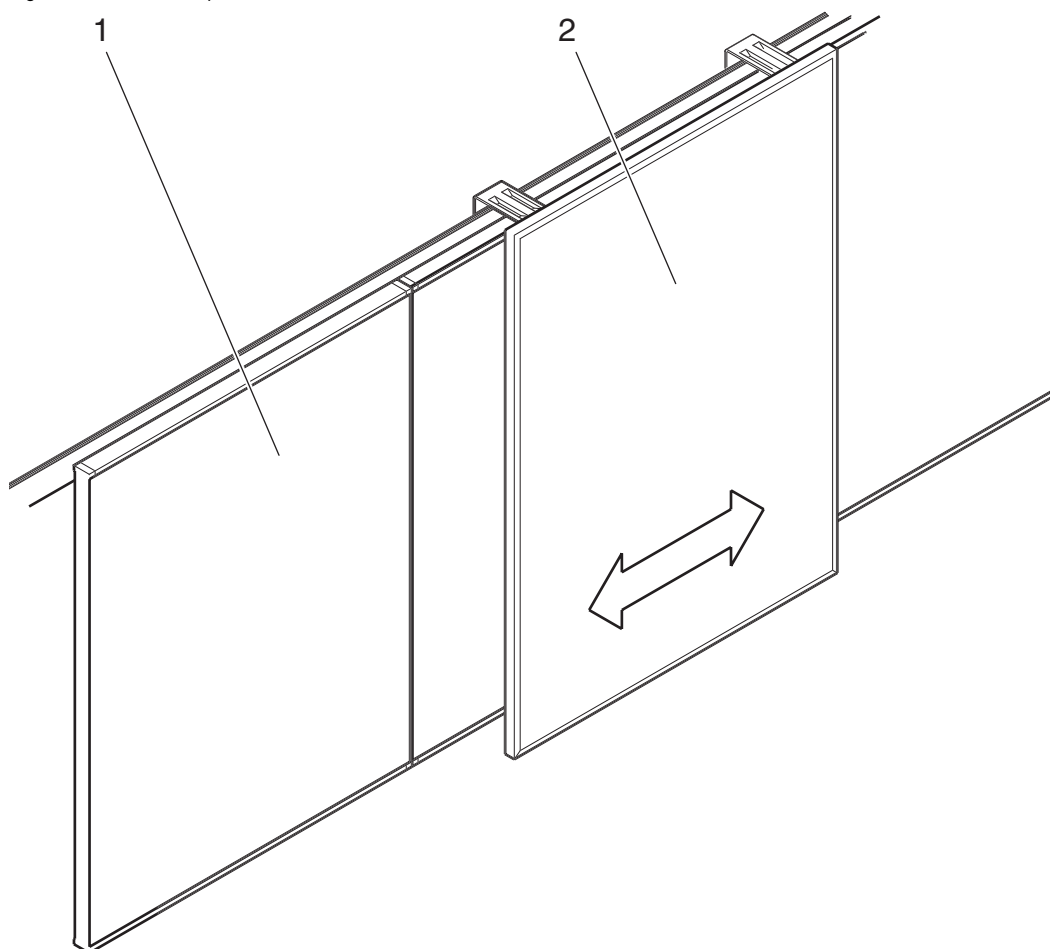


- 1 Screen cover
- 2 Screen panel (shown without hooked-in screen)

**Pinnable  
panel**

The pinnable panel is available as an element of the static and sliding levels.

Figure 6-3 Pinnable panel



- 1 Pinnable panel, static level
- 2 Pinnable panel, sliding level

The surface of the pinnable panel is made of felt or fabric.

**ATTENTION**

Lettering and unsuitable fixing materials can damage the felt surface!

- Do not write on the surface
- Only use pinboard pins

**ATTENTION**

The screen surface projects beyond the slide level of the slide elements!

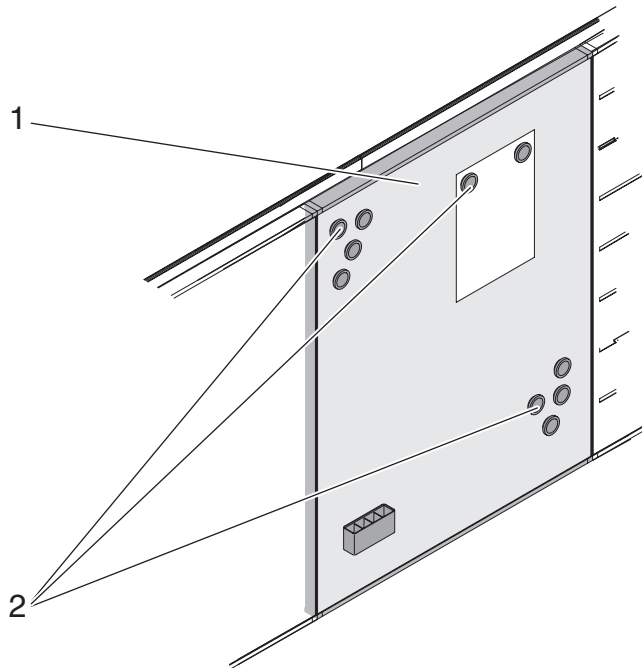
Sliding the elements over the screen damages the surface of the screen and the sliding elements!

- Do not move slide elements across the screen.
- Mount stoppers if necessary

**Whiteboard,  
static level**

The whiteboard is available as an element of the static and sliding levels.

Figure 6-4 Whiteboard, static level



- 1 Whiteboard, static level
- 2 Super magnets

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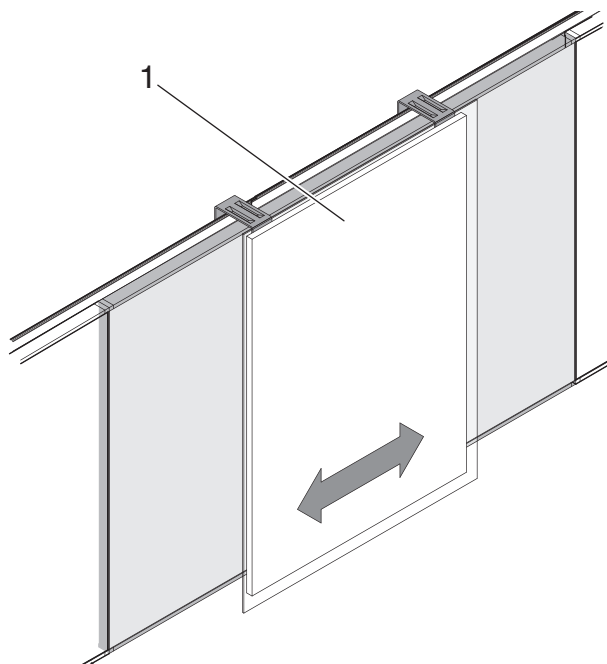
Note the instructions for use of the super magnets (see “Super magnets” on page 17).

---



**Whiteboard,  
sliding level**

Figure 6-5



1 Whiteboard, sliding level

**WARNING**

Adjoining system elements of the sliding level can crush body parts.

- ▶ Slide and hold system elements by hand until their end positions have been reached

**ATTENTION**

The screen surface projects beyond the slide level of the slide elements!

Sliding the elements over the screen damages the surface of the screen and the sliding elements!

- ▶ Do not move slide elements across the screen.
- ▶ Mount stoppers if necessary

Only use special non-permanent overhead marker pens on the whiteboard.

**Only use  
overhead  
marker pens**

**ATTENTION**

Damage to the surface is possible

Ink from permanent marker pens cannot be removed.

- ▶ Use non-permanent overhead marker pens
- ▶ Use special whiteboard cleaners and water; clean with a soft cloth

**Super  
magnets**

Notices can be fixed in place using the included super magnets. The super magnets have an extremely high field strength, and thus an extremely high force of attraction. This can damage or destroy electronic devices and devices with data stored magnetically, such as

- Pacemakers
- Hearing aids
- Insulin pumps
- Monitors
- Floppy disks
- Video cassettes
- Watches
- Credit cards and EC cards

**WARNING**

**Strong magnetic fields cause active auxiliary medical devices, such as pacemakers, insulin pumps, or hearing aids to malfunction!**

- ▶ **Persons with active auxiliary medical devices must maintain a safety distance equivalent to at least 50 times the diameter of the magnet**

**ATTENTION**

**Strong magnetic fields can damage or destroy objects with electronic components and data stored magnetically!**

- ▶ **A Maintain an adequate safety distance**

---

Body parts, such as fingers, ear lobes, etc. can be pinched and injured when positioned between two super magnets.

**WARNING**

**Super magnets that are drawn to one another can crush body parts.**

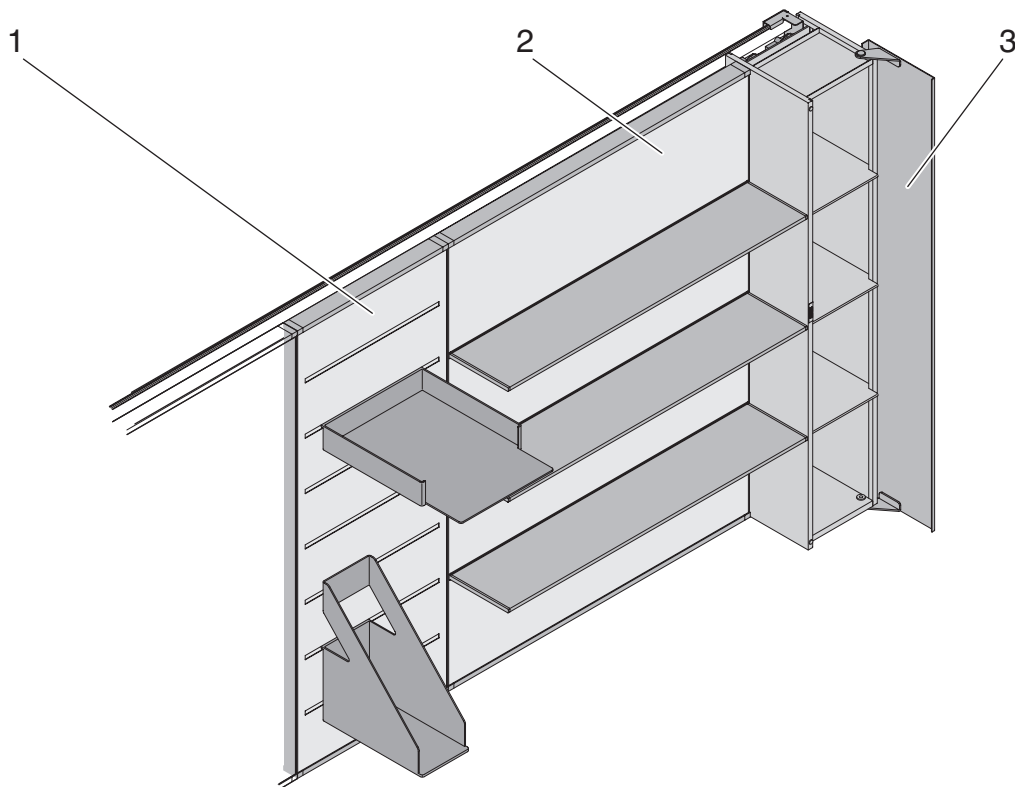
- ▶ **Do not allow super magnets to snap together**
  - ▶ **Do not place body parts between two super magnets**
-

## Shelf and 1+1 organisation elements

The shelf panel is available with a surface of medium-density fibreboard (MDF) covered with felt or fabric.

The panel for 1+1 organisation elements is available with MDF surfaces or steel plates coated with epoxy resin.

Figure 6-6 Panels for shelf and 1+1 organisation elements



- 1 Panel for 1+1 organisation elements
- 2 Panel for shelf
- 3 Vertical box, shown with open doors



### WARNING

**Danger of crushing when closing the doors!**

► When closing the door, do not reach into the closure area.



### ATTENTION

**Writing on the felt surface can cause it to become damaged!**

► Do not write on the surface

If 1+1 organisation elements are hooked in place, the panel cannot be run over by panels of the sliding level.



## 7 Maintenance

### 7.1 Safety Regulations

All maintenance and repair work must be performed by appropriately qualified technicians.

Only use tools appropriate to these tasks



#### CAUTION

**The wall organisation system can be damaged if unauthorised spare parts are used!**

- ▶ In principle, only components provided by Steelcase Werndl AG may be used as spare parts. The use of other parts requires the consent of Steelcase Werndl AG.
  - ▶ The indicated maintenance and inspection intervals must be observed.
- 



#### CAUTION

**Damage to the wall organisation system is possible**

**If the wall organisation system needs to be dismantled, e.g. for transportation reasons:**

- ▶ Follow the separate assembly instructions.
- 

### 7.2 Maintenance tasks

Maintenance tasks may only be carried out by authorised and qualified personnel. For more information, please contact our Customer Service department (see 9.2 Repairs and spare parts on page 23).

Steelcase Werndl AG shall assume no liability for the following cases, for which the guarantee shall also no longer apply (see 1.4 Exclusion of liability on page 3):

#### Exclusion of liability

- Inadequate monitoring of the product components (functional checks)
- Improper maintenance and care
- Maintenance performed by third parties
- Maintenance performed by unqualified and unauthorised persons
- Use of components and adaptations not supplied by Steelcase Werndl AG
- Unapproved changes to the product with regard to its construction and implementation
- Deliberate misuse
- Improper use.

## 7.3 Cleaning And Care



### CAUTION

**Material damage is possible due to unsuitable care measures**

- ▶ **Only use polishing and cleaning agents that are suitable for the respective materials (fabrics, wood, plastics, metals).**
- 

Commercially available household cleaning agents can be used to clean the surfaces of the wall organisation system.



### ATTENTION

**Damage to the surface is possible**

**Ink from permanent marker pens cannot be removed.**

- ▶ **Use non-permanent overhead marker pens**
  - ▶ **Use special whiteboard cleaners and water; clean with a soft cloth**
- 

**Cleaning the  
whiteboard**

Comply with the following cleaning instructions for the whiteboard

- Clean the surface regularly with a liquid whiteboard cleaning agent, high-proof alcohol (e.g. Edding V100 thinner) or commercially available cleaning agents.
- Use water to clean off residue from cleaning agents to prevent a smear film forming.
- It is best to use a cotton cleaning cloth to wipe off the whiteboard markings from commercially available marker pens.



## 8 Troubleshooting

If errors or faults occur when operating the wall organisation system, please check whether it is being operated in accordance with the user manual. In most cases, this manual will help you to locate and correct errors and faults.

If the errors or faults which arise cannot be corrected, please contact our Customer Service department (see 9.2 Repairs and spare parts on page 23).

## 9 Customer service

### 9.1 Delivery, Installation, Briefing

The H. System wall organisation system is generally delivered, assembled and set up by the manufacturer or the retailer.

The user is instructed in the operation of the device by the manufacturer or the retailer.

### 9.2 Repairs and spare parts

Original spare parts and accessories can be obtained from the manufacturer.

If errors or faults which arise cannot be corrected, please contact the Customer Service Department:

Steelcase Werndl AG  
Georg-Aicher-Strasse 7  
D-83026 Rosenheim, Germany

Hotline:  
Telephone: +49 (0) 80 31 405-377  
Fax: +49 (0) 80 31 405-378  
E-mail: support@steelcase.com

**Customer  
service  
hotline**

Country	Customer Service Hotline
France	+33 (0) 3 88 13 37 96
Great Britain	+44 (0) 17 53 68 02 00
Spain	+34 914 759 000 241
Italy	+39 (051) 65 00 708
The Netherlands Belgium Luxembourg Scandinavia The Baltics Poland The Czech Republic Slovakia	+31 30 634 62 41
Other	+33 (0) 3 88 13 37 96

### 9.3 Product monitoring

We would like to continue offering you safe and state-of-the-art products in the future.

If you would like to forward us suggestions for possible improvements in the safety and/or use of this product, please send us the completed information form (on the next page).

## Product monitoring form

Steelcase Werndl AG  
Georg-Aicher-Strasse 7  
D-83026 Rosenheim, Germany

Fax: +49 (0) 80 31 405-378  
E-mail: support@steelcase.com

Product suggestions:

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User manual suggestions:

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Sender:

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