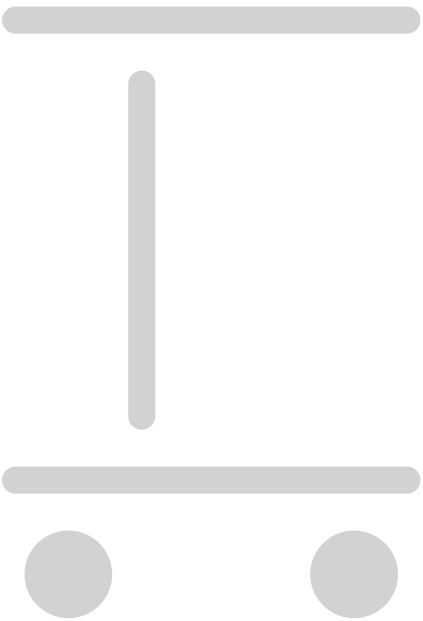
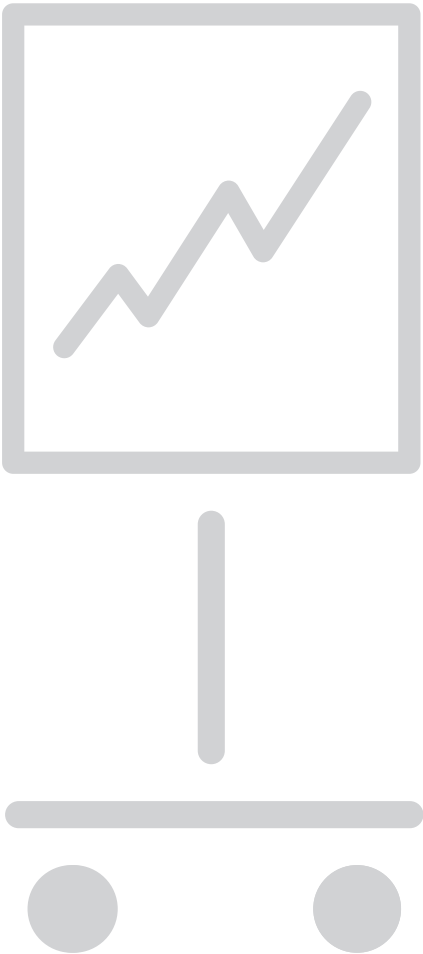


User Manual



Mobile Elements

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1 General information

1.1 About the Mobile Elements product range

The Mobile Elements conference furnishing system from Steelcase Werndl AG essentially consists of the following products:

Product information

- Base carrier with 4 lockable castors
- Optionally with electrification
- Optionally with compartment for plug connection
- Optionally with telescopic base for height-adjustment, with or without gas-pressure spring support
- Accessories and optional components

Our products undergo constant quality control checks during manufacture 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 label for its Mobile Elements 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, the function, application and maintenance of the Mobile Elements conference furnishing system and its components.

Purpose of the user manual

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

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

The user of the Mobile Elements conference furnishing system is responsible for becoming acquainted with the safety information and for observing it at all times.

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



This user manual is a part of the Mobile Elements conference furnishing system. It is only valid as a complete document. This user manual belongs to the scope of delivery, even if resold. This user manual can be viewed on the Steelcase Werndl AG website. The website address can be found 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.**

Tips and important information

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 equipment;
- 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 are 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 authorised and qualified technicians or our service hotline (see 9.2 Repairs And Spare Parts on page 28).

Extensive assembly, maintenance and disposal activities should 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 Mobile Elements conference furnishing system has been designed exclusively for use as office furnishing. Any other use or use beyond this scope is regarded as improper use. 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:

- Overloading
- Outdoor use
- Use in damp rooms

Prohibited use

2.3 Safety regulations

The user of the Mobile Elements conference furnishing system is responsible for complying with the safety regulations and warnings stated in this user manual at all times.

Compliance with safety regulations

In addition to this user manual, universally applicable and local regulations regarding accident prevention and environmental protection should also be made 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 humidity at the the set-up location.	60 %
Maximum load:	
• Basic	5 kg
• Presenter	5 kg
• Cable box	5 kg
• Lectern	5 kg
• Catering	5 kg
• Flipchart	2 kg
• Wardrobe	8 kg
• Media carrier for flat screens (32" to 42")	30 kg
• Pinboard	2 kg

3.2 Model overview

The Mobile Elements conference furnishing system includes the following models, some of which are height-adjustable (telescopic variants):

With electrification:

- Basic
- Presenter
- Cable box
- Lectern
- Media carrier

The models with electrification include the following components:

- 3 power outlets in the cantilever arm of the top plate or in the drawer of the cable box
- Storage compartment of the opening hatch for the connecting cable
- 3-m supply line with strain relief in the storage compartment

Without electrification

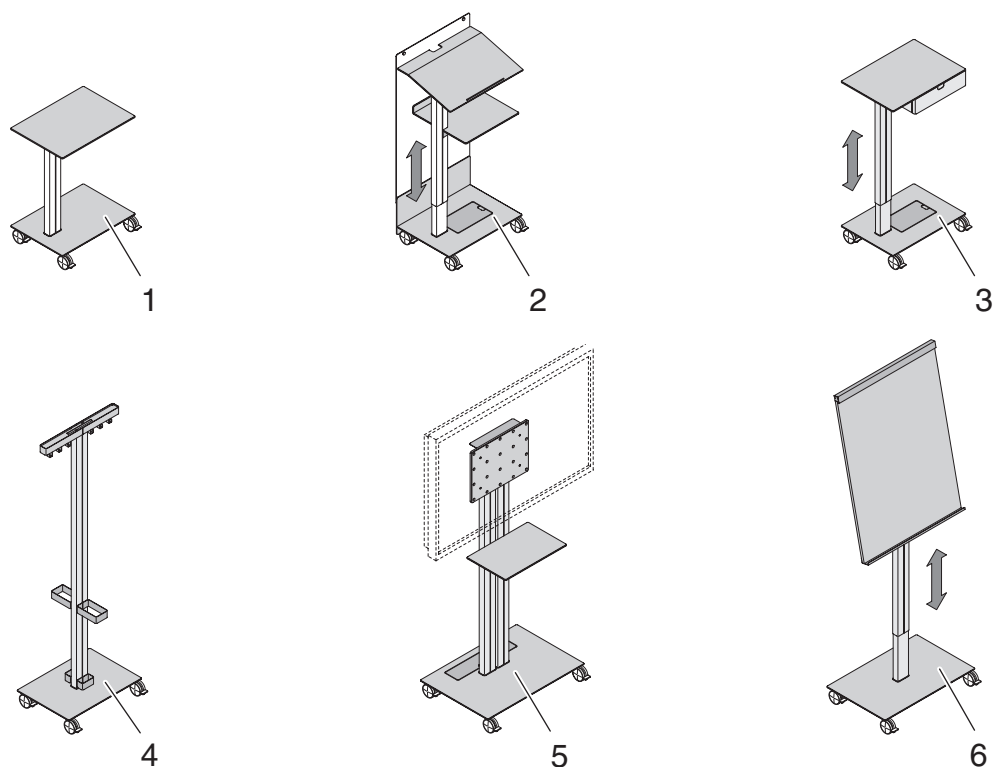
- Basic
- Catering
- Flipchart
- Pinboard
- Wardrobe

The models are available in various materials, surfaces types, and dimensions.

The height adjustment element can be delivered with or without gas-pressure spring support.

A selection of the available models are presented on the next page.

Figure 3-1 Mobile Elements - a selection



- 1 Basic
- 2 Lectern
- 3 Cable box
- 4 Wardrobe
- 5 Media carrier
- 6 Flipchart

Please comply with the instructions for using the products and the 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 28).

Operation of the mobile elements 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



DANGER

Contact with electrical voltage may cause serious injury and death!

The metal parts of the Mobile Elements may become energised if the current-carrying cables and connections are damaged.

► **Do not earth electrical devices on the Mobile Elements.**

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 Mobile Elements conference furnishing system are delivered by 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

- Temperature range: +5°C - +40°C
- Max. rel. humidity: 60%

Steelcase Werndl AG recommends that the installation is performed by the retailer or by an assembly business.

Assembly



CAUTION

Damage to the conference furnishing system is possible!

If you wish to assemble the conference furnishing system yourself:

► **Follow the separate assembly instructions.**

5.3 Disposal of the packaging

The packaging includes the following:

Disposal of the packaging material

- Outer cardboard packaging
- Cardboard edge guard
- Edge guard made of PE-LD foam
- Polyethylene (PE) foil

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.

5.4 Dismantling



CAUTION

Damage to the conference furnishing system is possible!

If the conference furnishing system needs to be dismantled, e.g. for transportation reasons:

► **Follow the separate assembly instructions.**

Dismantling must be carried out by qualified personnel. For re-assembly refer to 5.2 Installation and setup on page 9.

5.5 Disposing of the conference furnishing system

If the conference furnishing system is to be dismantled for good and disposed of,

- Dismantle the conference furnishing 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 Mobile Elements conference furnishing system if it is in 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!



6.1.1 General safety instructions



DANGER

Contact with electrical voltage can result in serious injury or death!

The metal parts of the Mobile Elements may become energised if the current-carrying cables and connections are damaged.

- ▶ Do not earth electrical devices on the Mobile Elements.

**Electrical
energy**



WARNING

Danger of injury and possible material damage if the Mobile Element tips over!

- ▶ Comply with the maximum load capacity.
- ▶ Mobile Elements with height adjustment: Prior to sliding, move the telescopic tube to its lowest position.
- ▶ When moving, pay attention to obstacles, such as thresholds and cables.
- ▶ Move Mobile Element slowly and carefully.

**Mechanical
hazard**



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 of 0.6 m

**Magnetic
fields**

6.1.2 Basic precautionary measures

- ▶ Always fix the lockable castors of the base as soon as the Mobile Element is at the location intended for its use.
- ▶ For Mobile Elements with height adjustment, always move the telescopic tube to its lowest position before moving the Mobile Element.
- ▶ A When moving a mobile element pay attention to obstacles, e.g. thresholds, cable, or carpeting.
- ▶ Use the utmost caution when moving a loaded Mobile Element.
- ▶ Always comply with the specified maximum load (see 3.1 Technical Data on page 5).
- ▶ Only adjust the height if the Mobile Element is unloaded. Hold the upper part of the Mobile Element with one hand, when activating the adjustment lever. For the version without a gas-pressure spring support, the telescopic support lowers rapidly without braking!
- ▶ Never move a Mobile Element if the power cable of the electrification source or of a device on the Mobile Element is plugged into a power outlet.

**Height
adjustment**

**With
electrification**

6.1.3 Integrated electrification

- ▶ Never move a Mobile Element if the power cable of the electrification source or of a device on the Mobile Element is plugged into a power outlet.



DANGER

Contact with electrical voltage can result in serious injury or death!

The metal parts of the Mobile Elements may become energised if the current-carrying cables and connections are damaged.

- ▶ Do not earth electrical devices on the Mobile Elements.
-



WARNING

Danger of injury and possible material damage if the Mobile Element tips over!

- ▶ Comply with the maximum load capacity
 - ▶ Mobile Elements with height adjustment: Prior to sliding, move the telescopic tube to its lowest position.
 - ▶ When moving, pay attention to obstacles, such as thresholds and cables.
 - ▶ Move Mobile Element slowly and carefully.
-



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 of 0.6 m
-

6.1.4 Super magnets

The magnetic connectors for connecting pinboards are made of 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 of 0.6 m**



ATTENTION

Strong magnetic fields can damage or destroy objects with electronic components and data stored on magnetic media!

- ▶ **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.**
-

6.2 Mobile Elements with electrification

The following models are equipped with electrification:

- Basic (optional with or without electrification)
- Presenter
- Cable box
- Lectern
- Media carrier

The operation procedure for these models is explained in more detail on the following pages.

Basic

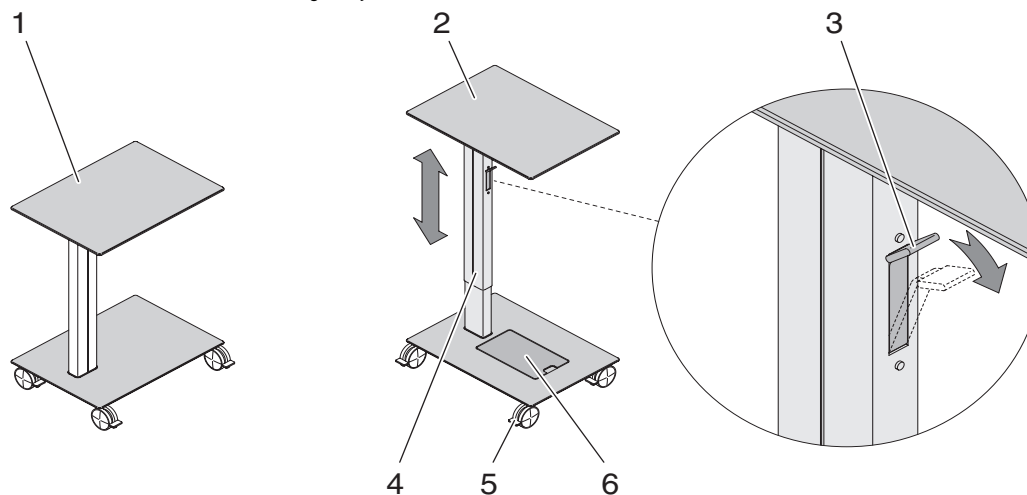


The "Basic" Mobile Element is available in the following variants:

- With or without electrification
- With or without height adjustment

Maximum load: 5 kg

Figure 6–1 "Basic" model, with and without height adjustment



- 1 "Basic" model, rigid version
- 2 "Basic" model, telescopic version
- 3 Locking lever for height adjustment
- 4 Telescopic base
- 5 Lockable castors
- 6 Cable storage space

The height-adjustment unit is delivered with a gas-pressure spring support as standard.

The height-adjustment unit is also optionally available without a gas-pressure spring support. In this case, extra caution is required when making the adjustment.



WARNING

Danger of injury due to the rapid and unbraked lowering of the telescopic tube!

► When adjusting the height, hold the upper plate until the end position is reached.

- Only adjust the height if the Mobile Element is unloaded.
- Hold the upper part of the Mobile Element with one hand, when activating the adjustment lever. For the version without a gas-pressure spring support, the telescopic support lowers rapidly without braking!



WARNING

Danger of injury and possible material damage if the load tips over!

- Comply with the maximum load capacity
- Mobile Elements with height adjustment: Prior to sliding, move the telescopic tube to its lowest position.
- When moving, pay attention to obstacles, such as thresholds and cables.
- Move a loaded Mobile Element slowly and carefully.

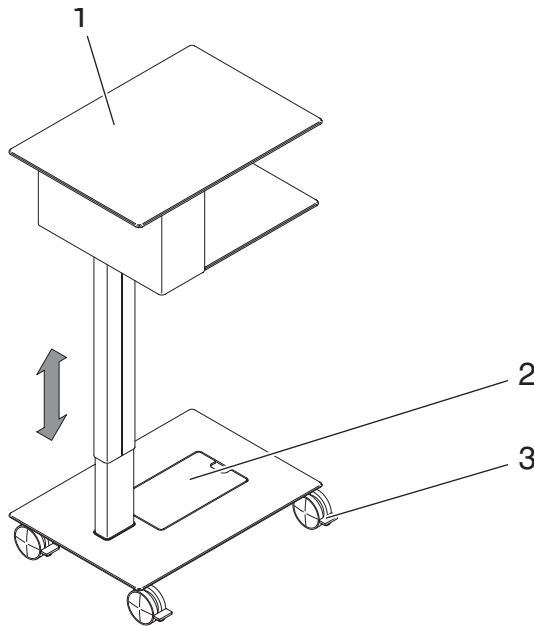
The "Presenter" model has two trays and a cable-concealing feature.

Presenter

Maximum load: 5 kg



Figure 6-2 "Presenter" model



- 1 "Presenter" model
- 2 Cable storage space
- 3 Lockable castors

**WARNING**

Danger of injury and possible material damage if the load tips over!

- ▶ **Comply with the maximum load capacity**
- ▶ **Mobile Elements with height adjustment: Prior to sliding, move the telescopic tube to its lowest position.**
- ▶ **When moving, pay attention to obstacles, such as thresholds and cables.**
- ▶ **Move a loaded Mobile Element slowly and carefully.**

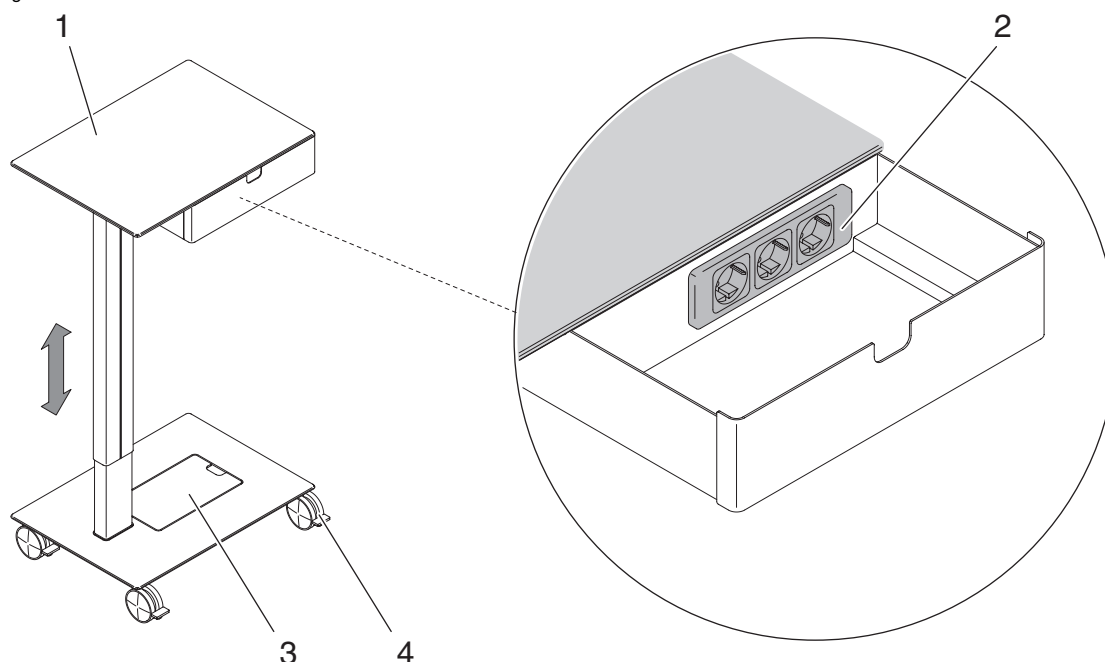
The "Cable Box" model is equipped with 3 power outlets.

Cable box

Maximum load: 5 kg



Figure 6-3 "Cable Box" model



- 1 "Cable Box" model
- 2 Electrification
- 3 Cable storage space
- 4 Lockable castors

The 3-power-outlet unit is located in a drawer beneath the lower plate



WARNING

Danger of crushing when closing the drawer!

- When closing the drawer do not reach into the closure area.



WARNING

Danger of injury and possible material damage if the load tips over!

- Comply with the maximum load capacity
- Mobile Elements with height adjustment: Prior to sliding, move the telescopic tube to its lowest position.
- When moving, pay attention to obstacles, such as thresholds and cables.
- Move a loaded Mobile Element slowly and carefully.

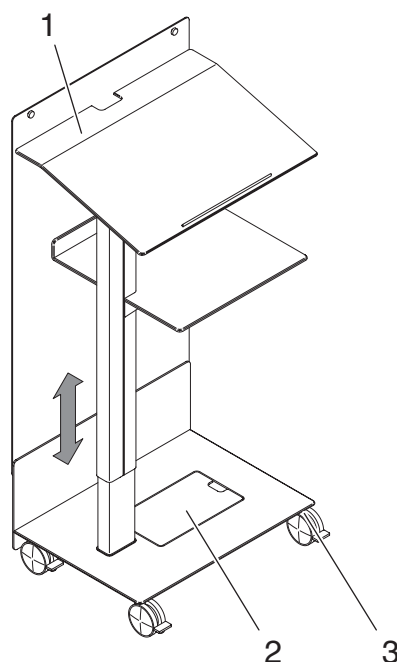
Personal accessories can be fastened to the lectern using a C-clamp.

Lectern

Maximum load: 5 kg



Figure 6-4 "Lectern" model



- 1 "Lectern" model
- 2 Cable storage space
- 3 Lockable castors

The upper plate of the lectern has a 15° slope.



WARNING

Danger of injury and possible material damage due to objects slipping off the lectern!

- ▶ Do not place fragile objects on the upper plate
- ▶ Comply with the maximum load capacity
- ▶ When moving, pay attention to obstacles, such as thresholds and cables.
- ▶ Move a loaded Mobile Element slowly and carefully.

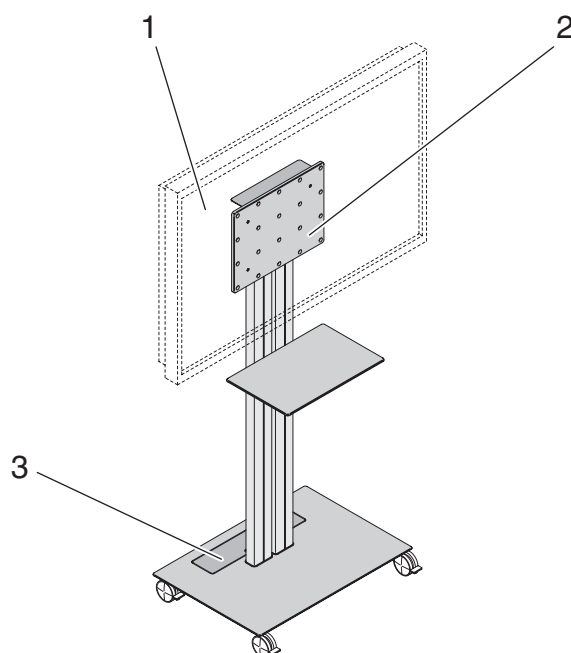
Flat-screen monitors with screen sizes ranging from 32" to 42" can be fastened to the "Media Carrier" model.

Media carrier

Maximum load: 30 kg



Figure 6-5 "Media Carrier" model



- 1 "Media Carrier" model
- 2 Adaptor plate for fastening a flat-screen monitor
- 3 Storage space for triple power outlet unit and connecting cable



WARNING

Danger of injury and possible material damage if the Media Carrier tips over!

- ▶ Keep in mind the maximum screen size!
- ▶ Comply with the maximum load capacity
- ▶ When moving, pay attention to obstacles, such as thresholds and cables.
- ▶ Move a loaded Mobile Element slowly and carefully.

If a screen is to be fastened on to the Media Carrier

- ▶ Only use the fastening material and the spacers provided by the manufacturer of the screen

Comply with the separate assembly instructions provided for this purpose.



6.3 Mobile elements without electrification

The following models do not have electrification:

- Basic (optional, with or without electrification). See “Basic” on page 15 for the description.
- Catering
- Flipchart
- Pinboard
- Wardrobe

The operation procedure for these models is explained in more detail on the following pages.

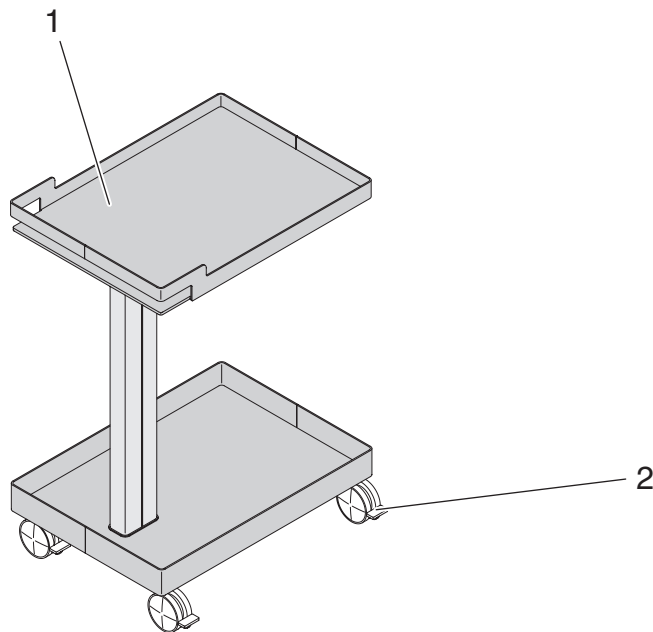
The upper plate of the "Catering" model is fitted with a circumferential rail.

Catering

Maximum load: 5 kg



Figure 6-6 "Catering" model



1 "Catering" model

2 Lockable castors



WARNING

Danger of injury if the load (e.g. hot drink) tips over!

- ▶ Comply with the maximum load capacity!
- ▶ When moving, pay attention to obstacles, such as thresholds and cables.
- ▶ Move a loaded Mobile Element slowly and carefully.

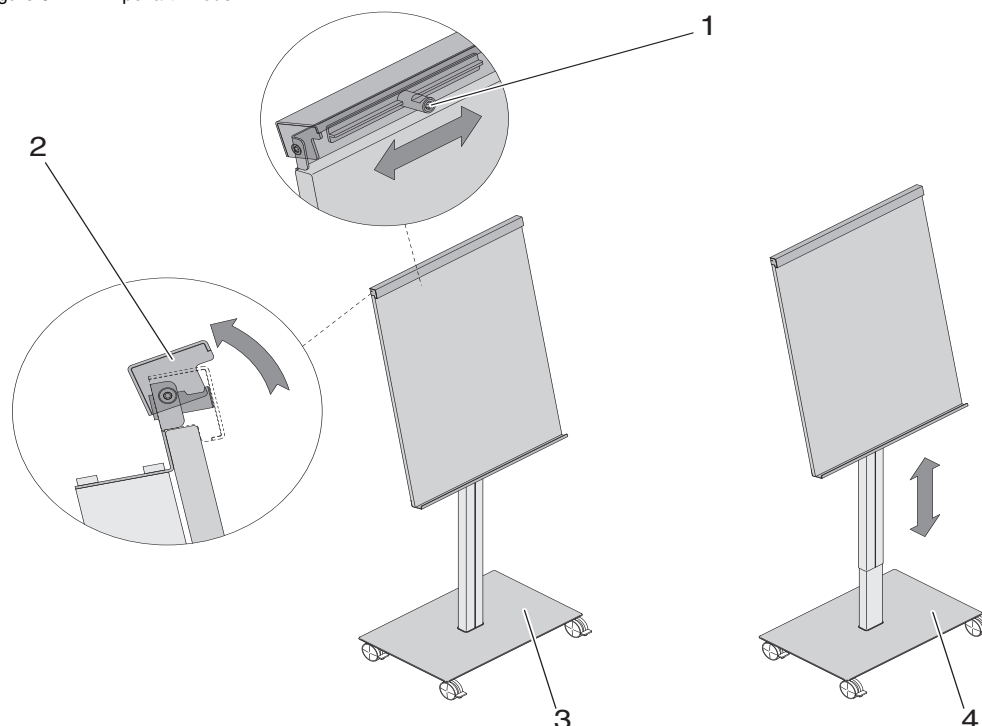
Flipchart



The "Flipchart" model is optionally available, with or without height adjustment.

Maximum load: 2 kg

Figure 6-7 "Flipchart" model



- 1 Adjustable hook-in points for flipchart pads
- 2 Tear-off element
- 3 "Flip-Chart" model, rigid version
- 4 "Flipchart" model, telescopic version

The hook-in points for flipchart pads can be variably adjusted for hole spacings ranging from 375 mm to 525 mm.

Hooking in/Unhooking the flipchart pad



WARNING

Risk of crushing when closing the tearing edge!

► When closing the tearing edge do not reach into the closure area.

- Flip up the tearing edge to open
- Hook in/Unhook the flip-chart pad
- Flip the tearing edge downwards to close



WARNING

Danger of injury and possible material damage if the flipchart model tips over!

- Comply with the maximum load capacity
- Mobile Elements with height adjustment: Prior to sliding, move the telescopic tube to its lowest position.
- When moving, pay attention to obstacles, such as thresholds and cables.
- Move a loaded Mobile Element slowly and carefully.

Pinboard



The front and rear of the pinboard is covered with light felt or fabric.

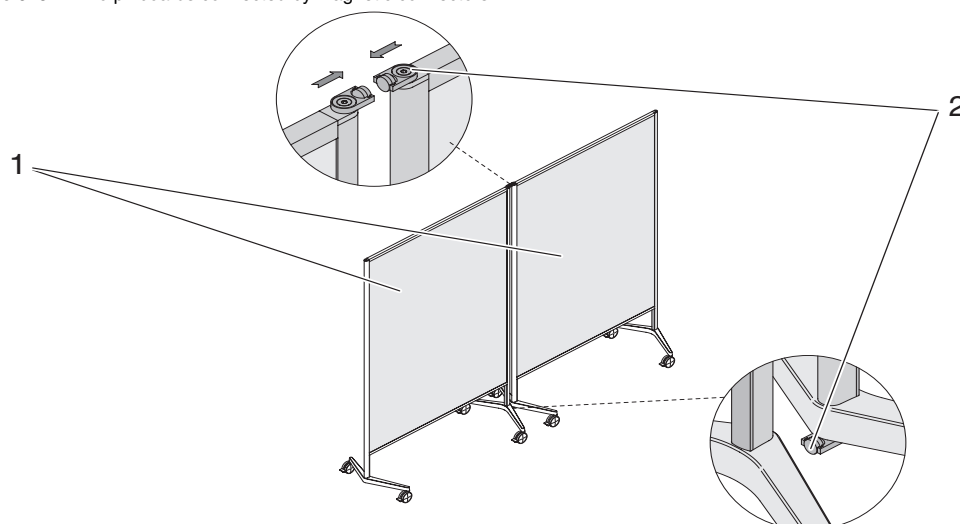
Maximum load: 2 kg

**ATTENTION**

Writing and/or using unsuitable fixing materials on the felt or fabric surface can damage this surface!

- ▶ **Do not write on the surface.**
- ▶ **Only use pinboard pins.**

Figure 6–8 Two pinboards connected by magnetic connectors



- 1 "Pinboard" model
- 2 Magnetic connectors

Multiple pinboards can be connected using magnetic connectors.

**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 of 0.6 m**

**WARNING**

Danger of injury if the pinboard tips over!

- ▶ **Set up connected pinboards, so that the angle between them lies in the range 130° - 230°.**

Comply with the separate assembly instructions in this regard.

**WARNING**

Danger of stumbling over the base elements of the pinboard!

- ▶ **Do not place the pinboard in areas subject to pedestrian traffic.**
- ▶ **Maintain an adequate distance to the pinboard base elements**



The "Wardrobe" model is fitted with a holder for umbrellas, including a removable water collection container.

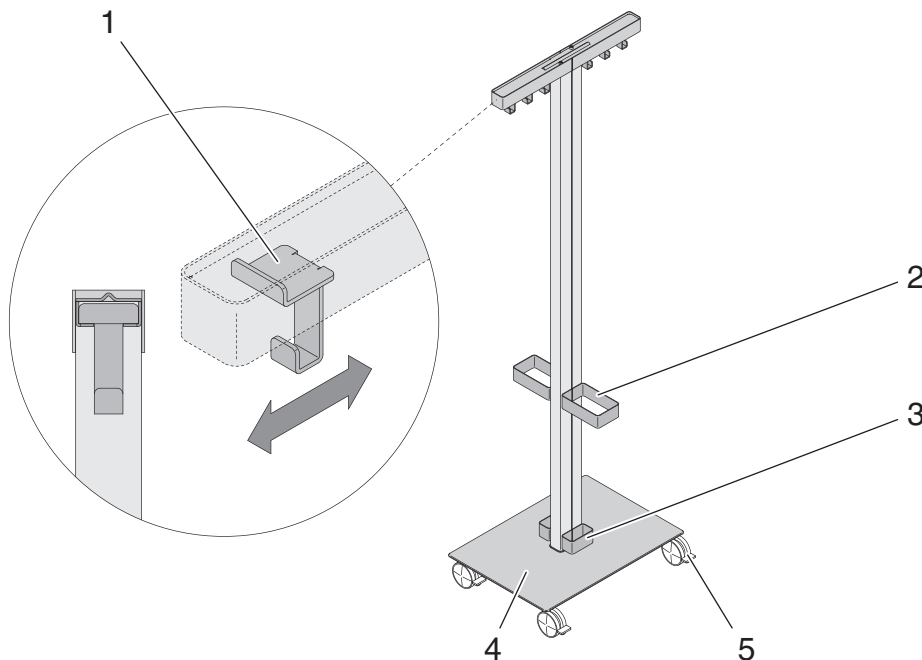
Wardrobe

The six integrated hooks can be freely positioned.

Maximum load: 8 kg



Figure 6–9 "Wardrobe" model



- 1 Sliding hooks
- 2 Umbrella holder
- 3 Water collection container
- 4 Lockable castors
- 5 "Wardrobe" model

**WARNING**

Danger of injury if the wardrobe tips over!

- **Comply with the maximum load capacity!**
- **When moving, pay attention to obstacles, such as thresholds and cables.**
- **Move a loaded Mobile Element slowly and carefully.**

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 Mobile Elements may be damaged by the use of unauthorised spare parts!

- ▶ 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 mobile elements is possible

If a mobile element needs to be dismantled, e.g. for transportation reasons:

- ▶ Comply with the separate assembly instructions in this regard.
-

7.2 Maintenance tasks

Maintenance tasks may only be carried out by authorised and qualified personnel (see 9.2 Repairs And Spare Parts on page 28).

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 conference furnishing system.

8 Troubleshooting

If errors or faults occur when operating the conference furnishing system, please check whether the product is being operated as specified in the user manual. In most cases, this manual will help you to locate and correct the 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 28).

9 Customer service

9.1 Delivery, Installation, Briefing

The conference furnishing system is normally delivered, assembled, and set up by the manufacturer or by 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:

User Manual Suggestions:

Sender:
