

Haworth Collaborate™

User's information & Accessories installation

(Asia Pacific region)

1. Use

- You have purchased a Haworth Collaborate™ product for collaborative and flexible use in office areas.
- The Haworth Collaborate Fabric Screen has the accessory addition of rails to hold a Haworth Collaborate Tablet Markerboard. The Haworth Collaborate™ Carts are supplied with a PET felt liner to cover and protect the shelf surface.
- The carts must not be used to lift people or loads over 75 Kg.
- The Haworth Collaborate™ Screens must not be used in wet areas (bathrooms) or in rooms with a high flammability risk.
- Incorrect use or use other than in accordance with this manual will invalidate the warranty.

2. Safety Information

- To operate these products safely, you must read and follow these instructions in full.
- Anyone wishing to use the Haworth Collaborate™ family must have access to this manual. This manual must be kept within easy reach.
- Do not operate the product if there is any visible damage.
- When operating the carts, ensure that no obstacles (e.g. furniture) or parts of the body can be crushed!
- This product may be used by people with reduced physical, sensory or mental capacity, or with no experience and knowledge, provided they are supervised or have been instructed in its safe use and the associated risks.
- Do not allow children to play with the appliance.
- If any part of this product is damaged, it must be replaced by the manufacturer or its customer service or similarly qualified persons, in order to avoid any possible risks.

3. Features and general information

- Load capacity: The maximum average load capacity for carts is 75 kg.
- PET felt is designed to withstand temperatures up to 120°C, ensuring reliable performance in various environments and with different appliances and objects.
- For manufacturer and furniture type information, please refer to the label inside the packaging.
- Clean the Haworth Collaborate™ Screen Markerboard with any markerboard spray cleaner to remove marker marks from daily use. For a deeper clean, use a cloth with mild soap and warm water and dry with a soft cloth.
- Clean the PET Felt as follows: Vacuum clean regularly. Do not wash. Treat spillages immediately. Professional dry clean or wipe clean with a pH neutral soap and damp cloth.
- For best performance and to maintain the quality of your whiteboard, we recommend using only dry erase markers. These markers are specifically designed for whiteboards and are easily erased without leaving a residue or staining the surface. Avoid using permanent markers or other types of ink as they can damage the board and are difficult to remove.

4. Accessories Use

Haworth Collaborate™ Tablet Markerboard

After installing the Collaborate screen rail (see installation instructions). Please follow the steps below to install the Haworth Collaborate™ Tablet Markerboard:

Grasp the Haworth Collaborate™ Tablet Markerboard by the side handle.

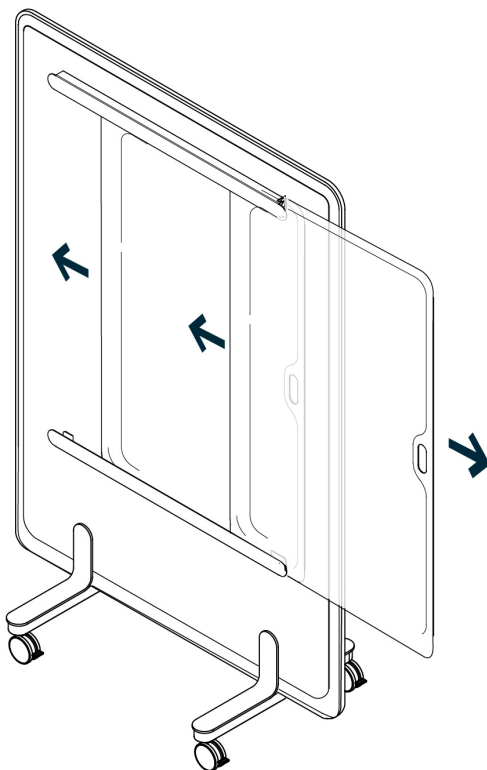
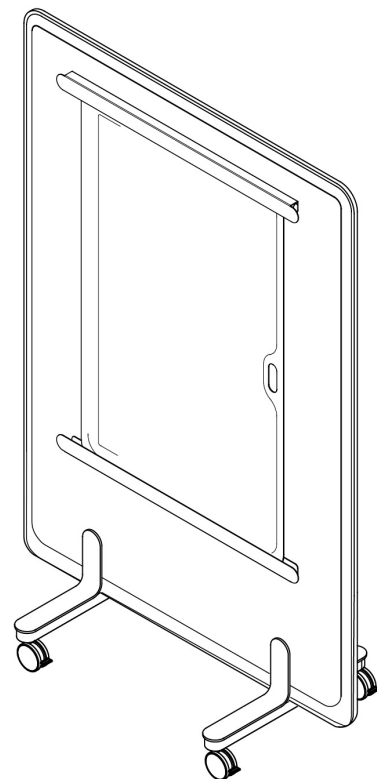
The side handle makes it easy to handle the markerboard.

Place the edges of the Tablet Markerboard in the inner gap of the rails.

Still holding the Tablet Markerboard in a vertical position, carefully place the edges in the inner gap of both rails, the top and bottom, at the same time.

Slide the Tablet Markerboard into the centre of the rails.

Carefully slide the Tablet Markerboard in to position it in the middle of the rails. Do not slide the Tablet Markerboard further than the edge of the rail.

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ATTENTION: Ensure that the Tablet Markerboard is securely positioned to prevent it from falling off the rail.

Haworth Collaborate™ Tablet Markerboard

To correctly place and take out the markerboards from the Haworth Collaborate™ Board cart without damaging the edges, Please follow the below-mentioned steps:

Grasp the Haworth Collaborate™ Tablet Markerboard by the side handle.

Use the side handle to grip the markerboard easily and use your other hand to grip the opposite edge.

Slide the Tablet Markerboard until the edge is released from the guide plate.

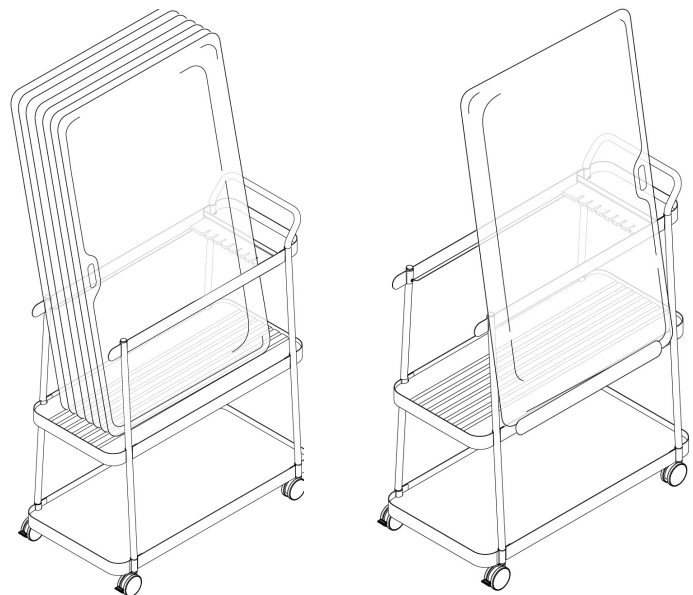
Still holding the Tablet Markerboard vertically, carefully slide it out of the guide plate.

Lift the Tablet Markerboard and remove it from the cart.

While still holding the Tablet Markerboard, carefully lift it with both hands and take it out of the cart through the front space. You can then place it in the markerboard rail following the same steps as above.



Note: To prevent the cart from tipping over or falling, it is advisable in case of multiple markerboards (max. 7 plus 1 on the side) to distribute their placement to maintain balance.



5. Faults and remedies (Tablet Markerboard)

Haworth Collaborate™ Tablet Markerboard does not hold (rails work)

Possible cause:

- **Rail is defective.** Contact Customer Service for replacement.
- **Tablet Markerboard does not stay in place.** Check the placement in the rail.
- **Rails aren't fixed.** Make sure that the rails are securely fastened to the screws.
- **Screws are not tight.** Tighten with a screwdriver.
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6. Further information

End of life disposal

When you no longer require the products, please note the following for disposal:

Note! Ensure eco-friendly disposal of all components (separate the plastic and metal parts for collection). Also ensure eco-friendly disposal off all the other components according to the local requirement.

