

User and maintenance manual

Hushclassic

V01 | 01.10.2026



Visualizations are for illustrative purposes only. The final product configuration depends on the selected specification.

Producent: Fabryka Mebli Biurowych Mikomax sp. z o.o. | ul. Dostawcza 4, 93-231 Łódź, Poland
Dystrybutor: Hushoffice Sp. z o.o. | ul. Dostawcza 4, 93-231 Łódź, Poland

hushoffice.com


hushoffice



GENERAL INFORMATION

This document defines the rules for the safe use and maintenance of Hushoffice acoustic pods from the Hushclassic line. Following the recommendations below helps preserve the product's functional and aesthetic properties and ensures its safe operation.

If you have any questions regarding the use or maintenance of the product, please contact the manufacturer or the supplier from whom the product was purchased.

Please retain this manual for future reference.



SAFETY INFORMATION

The products do not contain any user-serviceable parts. In the event of a malfunction, contact the supplier from whom the product was purchased.

Hushoffice acoustic pods may be used by children over 8 years of age, persons with reduced physical, sensory or mental capabilities, and persons lacking experience or knowledge of the product, provided that they are supervised or have received appropriate instructions regarding safe use.

Children must not play with the product.

Cleaning and maintenance must not be performed by children without supervision.



INTENDED USE

Hushoffice acoustic pods shall be used only for their intended purpose and in accordance with the instructions contained in this manual.

Products from the Hushclassic line are intended for use inside commercial buildings such as offices, shopping centres and other public-use facilities.

The maximum number of users depends on the pod model and ranges from 1 to 6 persons.

The ventilation system has been designed to provide effective air circulation inside the pod and ensure user comfort.

The recommended continuous use time is 1 to 2 hours.

After the recommended period of use, the pod door should be fully opened to ventilate the interior.



MAXIMUM NUMBER OF USERS

Do not exceed the maximum number of users specified for a particular pod model.

Pod model	Maximum number of users
Hushphone, Hushhybrid, Hushwork Sit&Stand	1 person
Hushmeet S	2 persons
Hushmeet, Hushmeet L2	4 persons
Hushmeet L3, Hushmeet L4	6 persons



OPERATING CONDITIONS

Pods shall be used only in enclosed and dry indoor environments.

Avoid

- prolonged exposure to temperatures below 15°C or above 40°C
- temperatures exceeding 60°C
- contact with water; relative humidity above 70%
- direct exposure to sunlight

In addition

- avoid applying excessive force to the interior pod walls
- do not lean against the exterior pod surfaces; do not apply downward force to the doors
- avoid contact between footwear and upholstery
- do not smoke tobacco products or any other substances inside the pod
- use protective pads under objects that may scratch the tabletop
- use heat-generating electrical devices only when the pod is occupied
- use the electrical system in accordance with these instructions
- close the door after use



VENTILATION AND LIGHTING SYSTEM

Do not disconnect the pod from the power supply after use.

This ensures proper operation of the ventilation system after the pod has been vacated.

The ventilation system continues to operate for 5 minutes after the pod is vacated.

Upon entering the pod

-  in the Hushphone model, lighting and ventilation start at 100% output
-  in all other models, lighting and ventilation start at 50% output

Lighting and ventilation adjustment

-  turning the control knob clockwise increases intensity
-  turning the control knob counterclockwise decreases intensity

The initial lighting and ventilation output level is factory-set and cannot be adjusted by the user.



MOTION SENSOR

The motion sensor automatically activates the lighting and ventilation system when user presence is detected.

Do not

-  cover the sensor
-  press the sensor
-  interfere with its position



EQUIPMENT

Pod levelling

the pod must be installed on a level surface; this ensures optimal acoustic performance and proper door operation

Desk / Table

the desk or table shall be used only for its intended purpose

The following are not permitted

-  standing on the tabletop
-  sitting on the tabletop
-  leaning on the edges of the tabletop
-  exceeding the permissible tabletop load

Hushwork Sit&Stand

to adjust the tabletop height, pull the lever located underneath the tabletop with both hands and set the tabletop to the desired height

during height adjustment, ensure that the tabletop does not come into contact with other equipment components or nearby objects

Monitor / TV

maximum permissible loads and screen sizes are specified in the **Permissible loads** section

Hushstool

the seat provides 360° rotation and height adjustment

rocking on the seat or pushing against the pod walls may damage the seat mounting components

Upholstered Elements

avoid applying excessive point loads or excessive tension to upholstered elements, as this may damage the fabric





PERMISSIBLE LOADS



Do not sit on worktops or tables

Exceeding the permissible loads may result in damage to pod equipment components and reduced functionality.

The maximum permissible loads specified for individual pod models and equipment components must be observed.

When installing a monitor or TV, ensure that the combined weight of the device and mounting bracket, as well as the screen size, do not exceed the values specified for the respective pod model.

Pod model	Permissible loads
Hushphone	folding worktop: 3 kg
	upper shelf: 10 kg
	lower shelf: 5 kg
	Hushstool: 100 kg
Hushhybrid	worktop: 15 kg
	sofa: 135 kg
	monitor with bracket: 15 kg
	maximum screen size: 26 "
Hushwork Sit&Stand	static worktop load: 15 kg
	dynamic worktop load: 7,5 kg
Hushmeet S	worktop: 15 kg
	sofa: 135 kg
	TV with bracket: 30 kg
	maximum screen size: 42 "
Hushmeet	worktop: 15 kg
	sofa: 270 kg
	TV with bracket: 30 kg
	maximum screen size: 42 "
Hushmeet L2, L3, L4	worktop: 15 kg
	TV with bracket: 30 kg
	maximum screen size: 42 "

Equipment components shall be used only for their intended purpose. Do not lean on worktops or place loads on them that exceed the values specified in the table.

To ensure user safety and product durability, loads should be distributed evenly across worktops and shelves.

Models equipped with monitors or TVs shall be used only with screens that comply with the requirements specified for the respective pod model.



ASSEMBLY AND DISASSEMBLY

Detailed assembly and disassembly instructions are provided in the assembly manual supplied with the product.

Assembly and disassembly of the pod shall be carried out exclusively by trained personnel, in accordance with the assembly manual and using the designated tools.



RELOCATING THE POD

Before relocating the pod



disconnect the main power cord from the power outlet



remove all loose items that are not an integral part of the product

Pods should be moved only on hard floor surfaces or carpeted flooring.

Uneven surfaces may damage the product structure.

Do not move the pod across the floor without using the designated transport method specified for the respective model.

Failure to do so may result in damage to the product structure.

Pod model	Relocation method
Hushphone, Hushhybrid	using the factory-installed castors after raising the levelling feet
Hushwork Sit&Stand, Hushmeet S, Hushmeet, Hushmeet L2	using a pallet truck, without disassembly
Hushmeet L3, Hushmeet L4	using a pallet truck after partial disassembly

Before relocating the pod, ensure that the floor surface is suitable for safe transportation.

The manufacturer is not liable for deformation, indentations or discoloration of carpets or other floor coverings resulting from the properties of the floor surface or the manner in which the product is used.





POWER SUPPLY

The Hushclassic pods shall be connected to an electrical installation installed in accordance with the applicable regulations and standards.

Recommended electrical installation protection



residual current device (RCD),
30 mA



circuit breaker, Type B, max. 16 A

After installation, connect the product to a single-phase 230 V / 50 Hz power supply using the power cord supplied with the product and verify the operation of the lighting system and power outlets.

Do not exceed the maximum load of the power outlet, which is 800 W.

During the warranty period, any intervention in the pod's electrical installation by unqualified persons is prohibited.

Any repairs, modifications or service work shall be performed exclusively by qualified personnel and only after consultation with the manufacturer. Failure to comply with these requirements may result in the loss of warranty coverage.

If the power cord is damaged, stop using the product immediately.

To avoid hazards, replacement of the power cord may only be carried out by the manufacturer or by a suitably qualified person.

Power consumption in standby mode

0,3 W

Power outlet

230 V AC, 16 A, 50 Hz

USB-C charger

5/9/12 V DC, max. 20 W

USB A+C charger

5 V DC, 3,0 A, max. 15 W



WASTE ELECTRICAL AND ELECTRONIC EQUIPMENT (WEEE)

Do not dispose of waste electrical and electronic equipment with household waste.

Waste electrical and electronic equipment should be delivered to an appropriate collection point or returned to the point of purchase. Information about the nearest collection point can be obtained from local authorities or relevant websites.

Waste equipment delivered to specialised treatment facilities undergoes recovery and recycling processes.

Components that may pose a risk to the environment are removed first, while the remaining materials are recovered and reused as secondary raw materials.

The crossed-out wheeled bin symbol displayed on the product, packaging or accompanying documentation indicates that the product must not be disposed of together with other waste. It is the user's responsibility to hand over waste equipment to a designated collection point for proper treatment and recycling.

Proper disposal of waste equipment helps reduce the negative impact of waste on the environment and human health, while contributing to the conservation of natural resources through the recovery and reuse of materials.





MAINTENANCE

Case and flat surfaces	weekly	Upholstered elements	every six months
	clean with a damp microfibre cloth  do not use abrasive cleaning agents or rough scouring pads remove any spilled liquids immediately		vacuum all upholstered surfaces using a soft brush attachment in the event of soiling, use neutral cleaning products intended for upholstery
Glass elements	weekly		before applying any cleaning product, it is recommended to test it on an inconspicuous area of the fabric  do not use solvents, thinners or abrasive cleaning agents any spilled liquids should be absorbed immediately
	clean using a soft cloth and cleaning products intended for glass and mirrors apply the cleaning product to the cloth rather than directly to the surface		
Handle	daily		natural pilling (formation of small fibre balls) may occur over time on Wool upholstery fabrics; this is a normal characteristic of this type of material during use; pilling can be removed using a fabric shaver suitable for upholstery fabrics  do not iron
Worktop	weekly		
	clean regularly with a microfibre cloth dampened with water or a suitable cleaning product  do not use abrasive or polishing agents	Floor covering	weekly vacuum the entire surface in the event of soiling, use cleaning products intended for carpet flooring; before use, it is recommended to test the product on an inconspicuous area
Plastic components	weekly		
	clean with a damp microfibre cloth  do not use solvents, abrasive cleaning agents or rough scouring pads	Ventilation system	every six months disconnect the product from the power supply before cleaning vacuum the fan using a soft vacuum cleaner attachment  do not insert the vacuum cleaner nozzle between the fan blades
Powder-coated aluminium components	weekly		
	clean with a soft cloth  do not use solvent-based detergents, abrasive cleaning agents or rough scouring pad		

