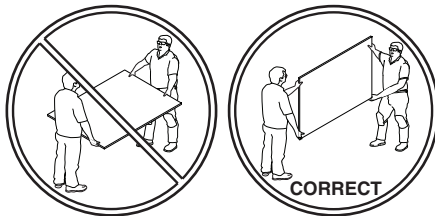


## V.I.A.™ - Fabric, Painted, Veneer, Laminate (HPL & LPL), Ceramic, Ceramic with Eno Skin Installation (FESSS, FESSV, FESSVS, FESSL, FESSLS, FESC & FESCE)

**IMPORTANT:** All inside corner light seals, all base trims, and all electrical and data must be installed prior to skin installation. Thoroughly check for interferences with cables or cord routing before continuing.

- TIPS:**
- Consider what is next to skin before installing skin, in case access to frame is needed.
  - Consider sequencing of other products before proceeding.



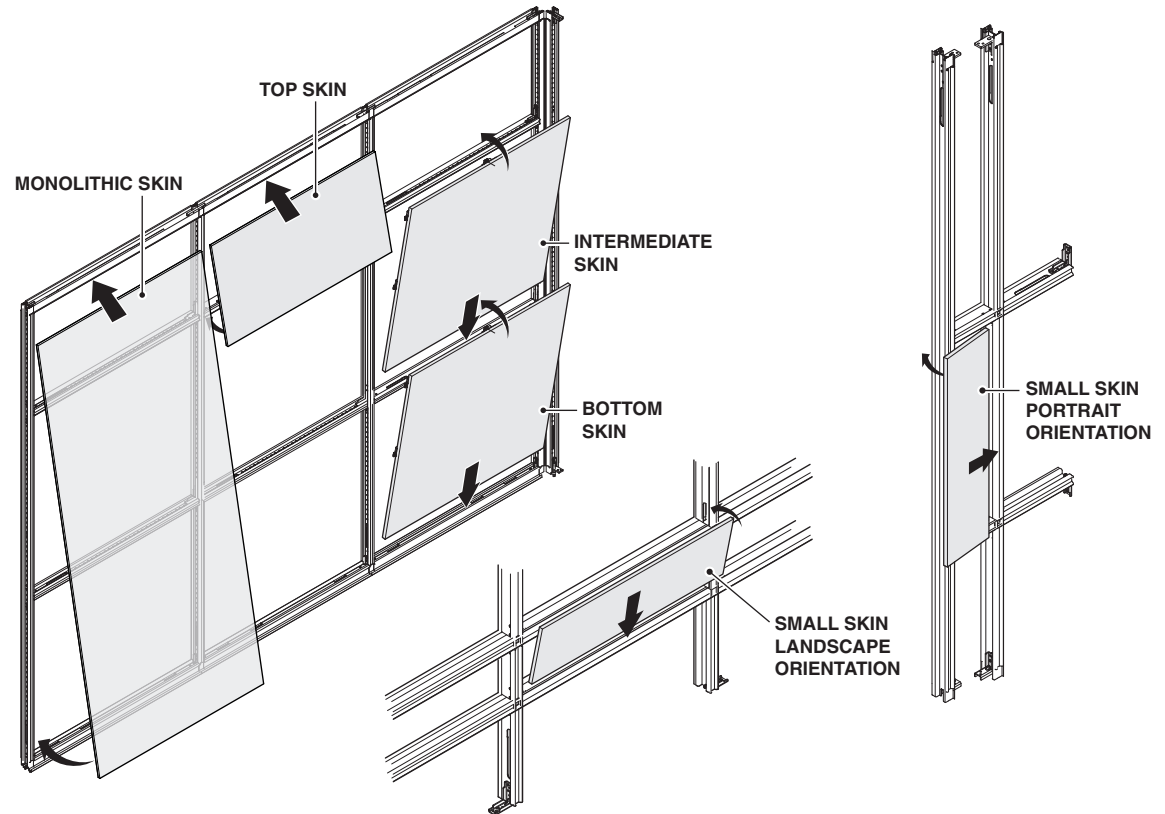
### CAUTION

Two or more people are required to handle the larger skins. Failure to do this could result in product damage or personal injury.

If you have a problem, question, or request, call your local dealer, or Steelcase Line 1 at **888.STEELCASE** (888.783.3522) for immediate action by people who want to help you.

(Outside the U.S.A., Canada, Mexico, Puerto Rico, and the U.S. Virgin Islands, call: 1.616.247.2500) Or visit our website: [www.steelcase.com](http://www.steelcase.com)

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Printed in U.S.A.



By Steelcase Inc. Grand Rapids, MI 49501-1967  
[www.steelcase.com/patents](http://www.steelcase.com/patents)  
Model: FESSS  
Ship Date: 08/30/13 Athens  
Order No.: 05117553-002300  
Barcode: 1PM5P8421  
Assembled By: F529600  
Finishes **4242**  
Def Code:

# S5DAF

PH: 21.717 MH: 21.481  
PW: 6.000 MW: 5.764

**NOTE:** Skins have specific locations within the floor layout. These products will be identified with an Installation Reference Identification Label (IRID), which will indicate the location of the product within the floor plan layout. Detailed information can be found on the label including style/model number, finish, Plan dimensions, Measured dimensions etc....

Tools

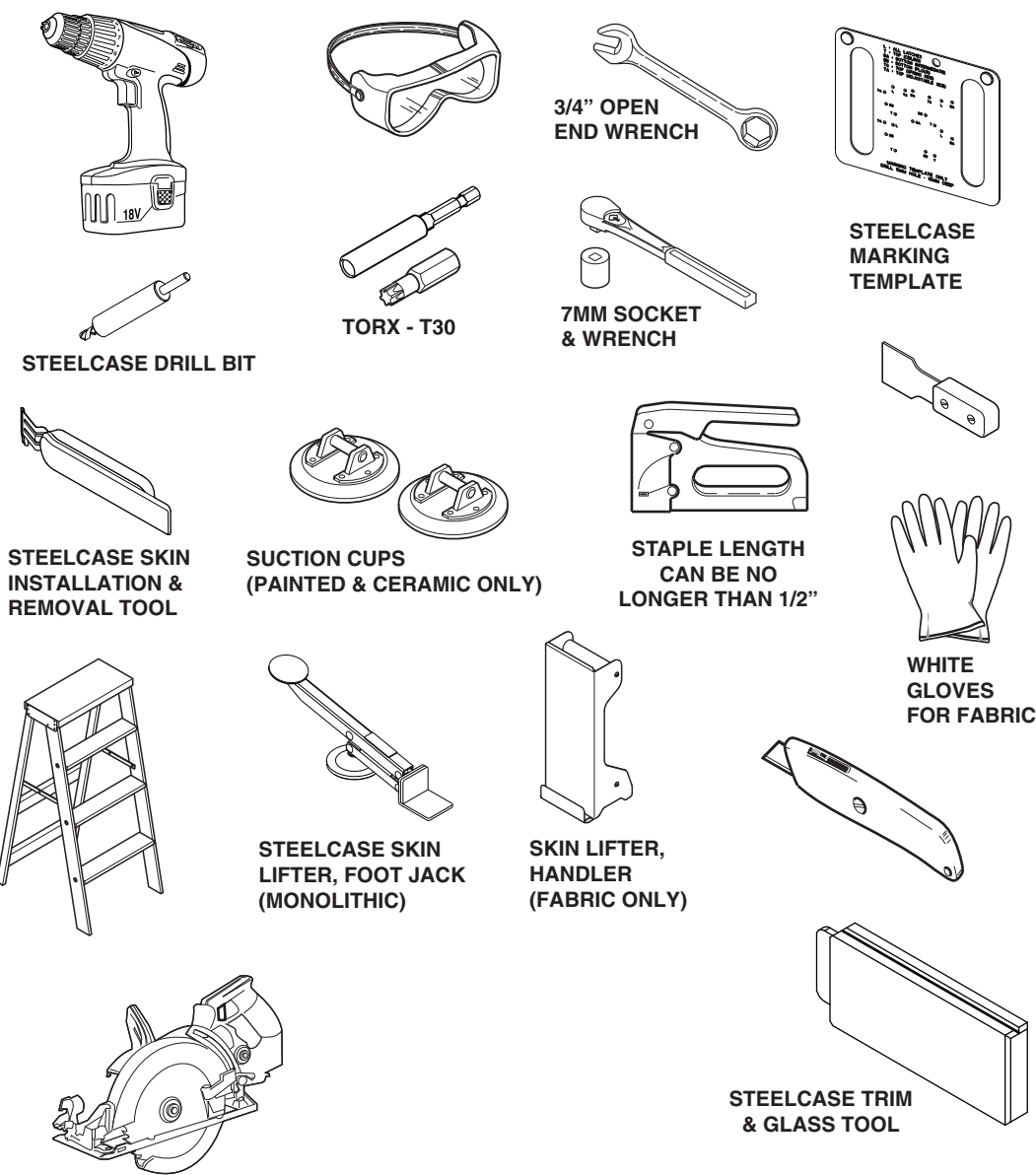


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## TOP & MONOLITHIC SKIN INSTALLATION

**Tip:** It is recommended that the top skins be installed before remaining skins, working down towards the bottom skin.

**Tip:** Acoustic Enhancement may affect installation order - See page 9.

**1.** Unlock all latches on the skin (small activation rod will be sticking out toward skin face when unlocked) by grasping near the bend, pull and rotate.

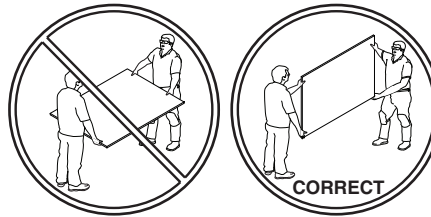
**Note:** The number of latches varies depending on the size of the skin.

**Note:** Narrower width skins (less than 31") will not have a top center, sliding and bottom center brackets so it can be assembled like an intermediate skin.

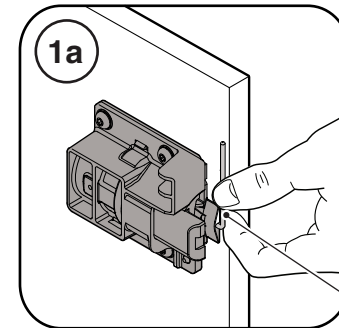
**Note:** Verify locations of center skin latches & bracket do not interfere with structural components. Reference page 15 as necessary.

### CAUTION

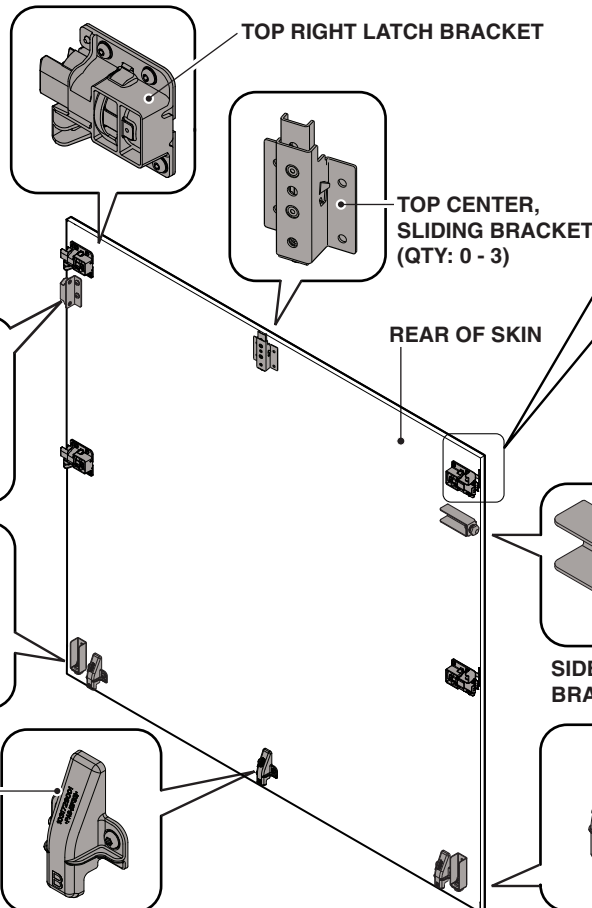
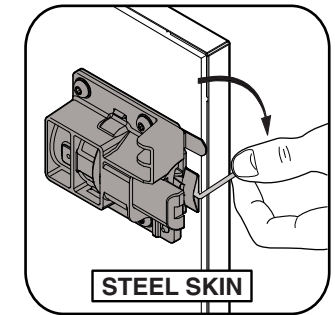
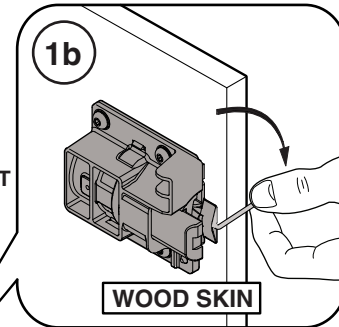
Two or more people are required to handle the larger skins. Failure to do this could result in product damage or personal injury.



**Important:** It's strongly encouraged to wear clean, white gloves when handling skins with fabric to avoid transferring dirt to fabric. Check cleanliness of gloves frequently.



Grasp near the bend, pull and rotate.



\* Side position brackets and springs are dependant on skin size and may not be present on all skins.

Before October 2019

**2.** With bottom of skin tilted outward, lift / slide top of skin up into top structural rail, taking care not to damage seal. On skins that have a height/width ratio of 2/1 or greater, slide skin left towards the top left edge of top bracket making contact with vertical post.

**3.** Once the top sliding bracket(s) are compressed, rotate the bottom of the skin into the opening, while making sure skin is centered between posts.

**Tip: Recommend using Steelcase lifting tools.**

**4.** Slide skin down onto the lower intermediate or lower structural rail.

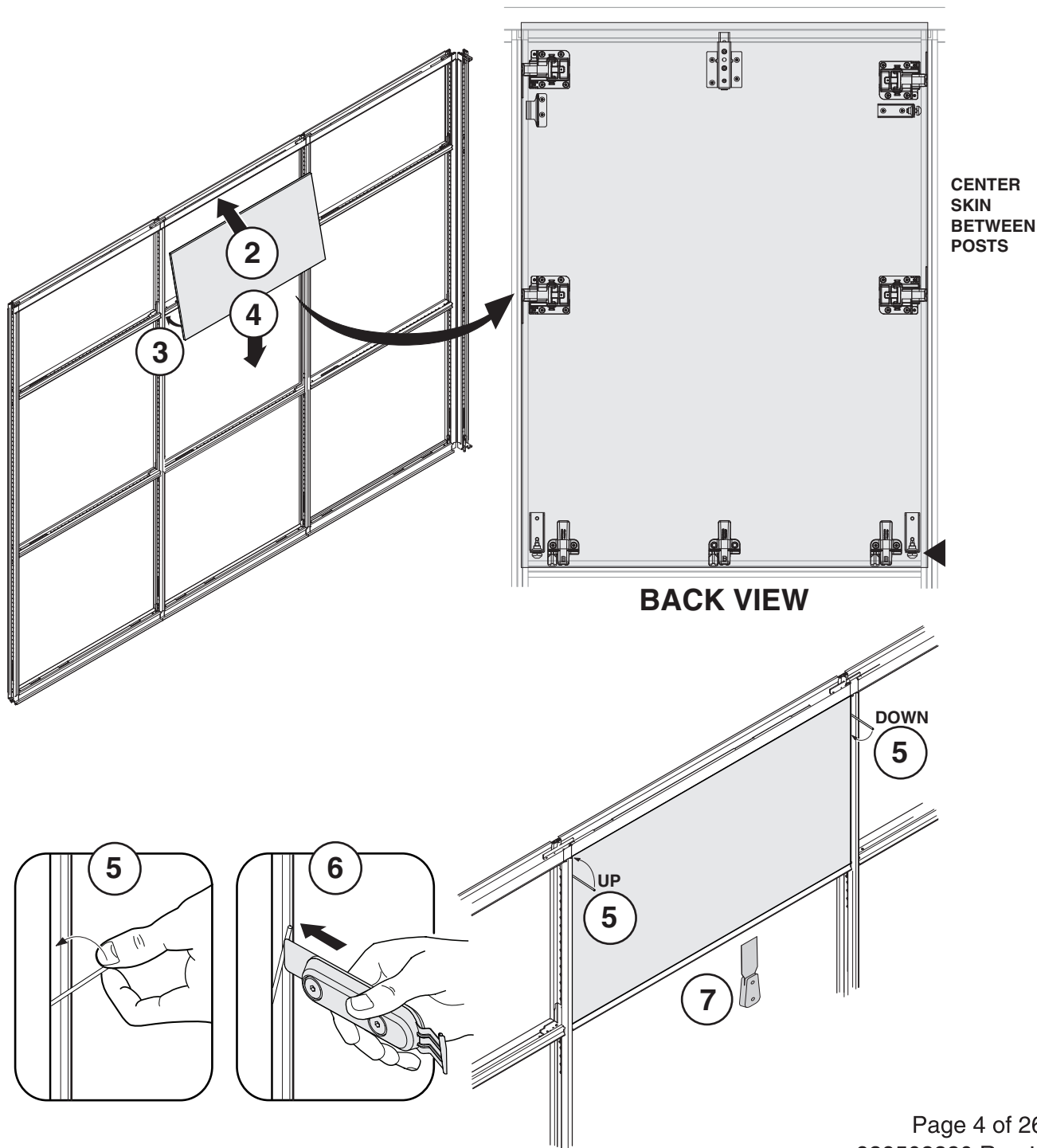
**Tip: May need to pull the skin down into place.**

**5.** While applying pressure to the face of the skin, rotate the actuator rods towards the skin face to be flush to face (clockwise with regard to the face of the skin).

**Tip: Recommend checking for fit before continuing.**

**6.** Use flat end of Skin Installation/Removal Tool to push rods into gap of skin. The rod will automatically retract and no longer be visible. Push rod behind skin as necessary.

**7.** Check to make sure that seal is securely tucked out of view. If not, use a putty knife.





## CAUTION

Two or more people are required to handle the larger skins. Failure to do this could result in product damage or personal injury.

**Important:** It's strongly encouraged to wear clean, white gloves when handling skins with fabric to avoid transferring dirt to fabric. Check cleanliness of gloves frequently.

## INTERMEDIATE & BOTTOM SKIN INSTALLATION

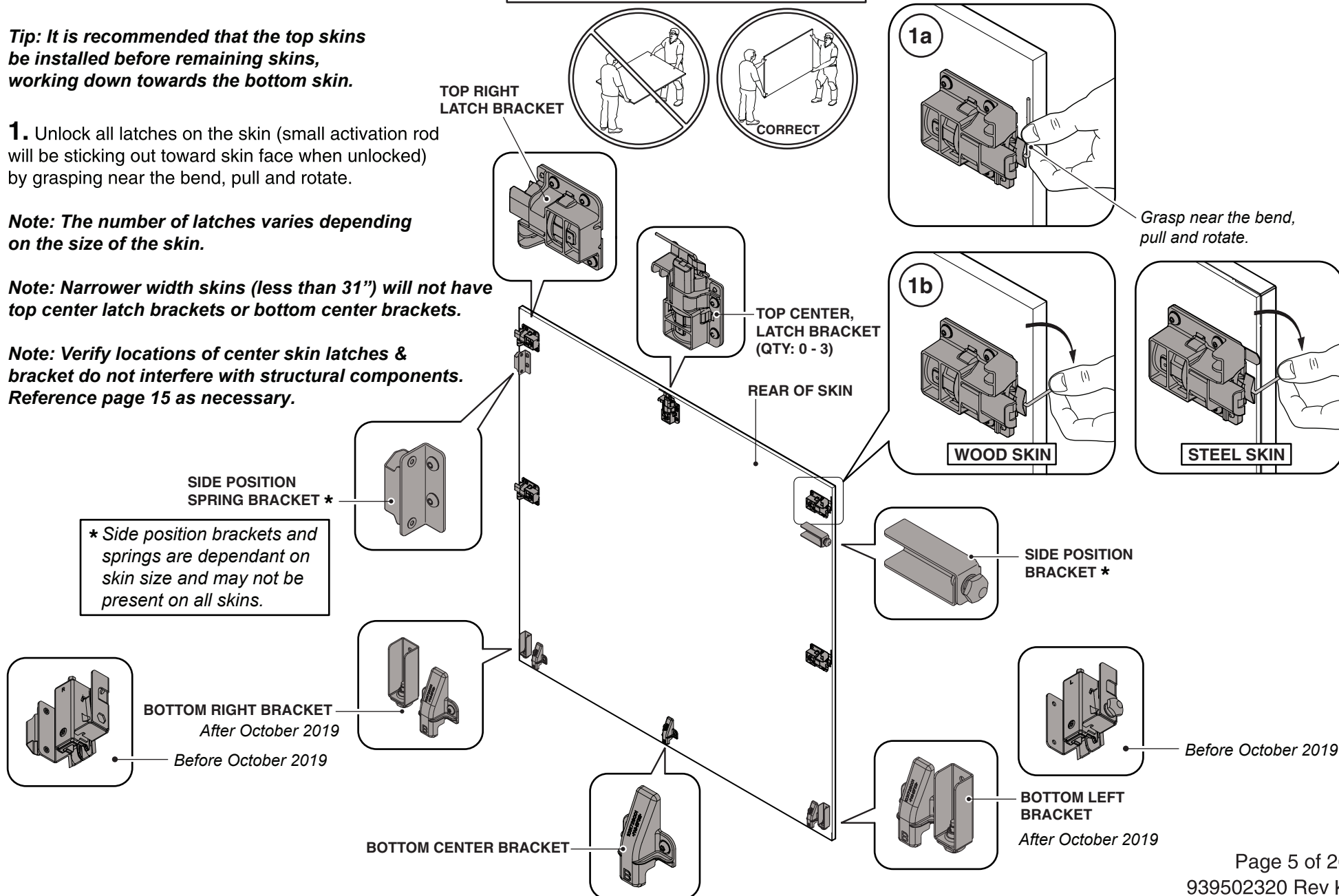
**Tip:** It is recommended that the top skins be installed before remaining skins, working down towards the bottom skin.

**1.** Unlock all latches on the skin (small activation rod will be sticking out toward skin face when unlocked) by grasping near the bend, pull and rotate.

**Note:** The number of latches varies depending on the size of the skin.

**Note:** Narrower width skins (less than 31") will not have top center latch brackets or bottom center brackets.

**Note:** Verify locations of center skin latches & bracket do not interfere with structural components. Reference page 15 as necessary.



**2.** With top of skin tilted outward, lower skin into opening while making contact with vertical post, taking care not to damage seal.

**3.** Once skin is resting on intermediate rail or lower structural rail at both ends, rotate the top of the skin into the opening. On skins that have a height/width ratio of 2/1 or greater, also sliding left the top left edge of top bracket making contact with vertical post, while rotating into position.

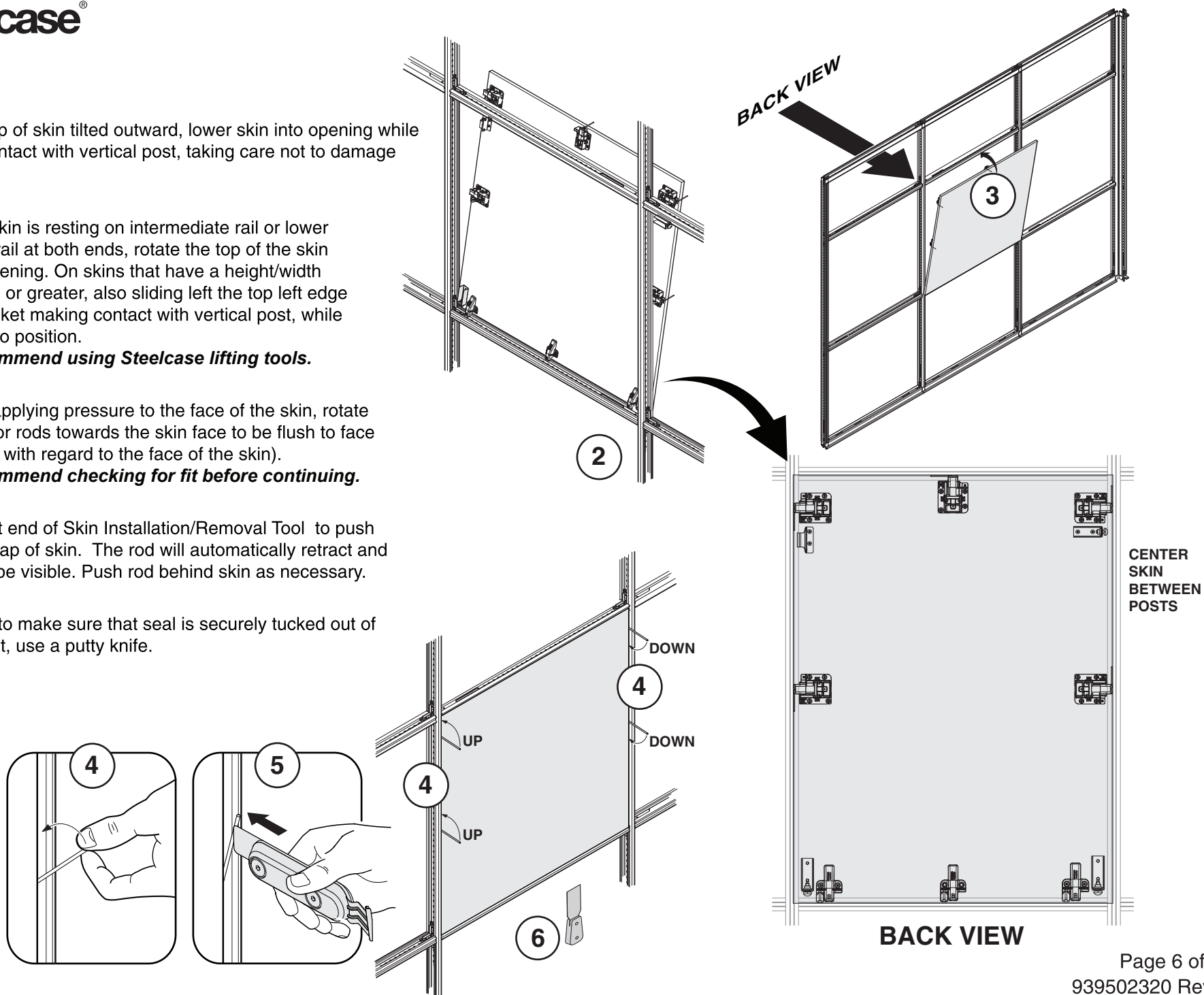
**Tip: Recommend using Steelcase lifting tools.**

**4.** While applying pressure to the face of the skin, rotate the actuator rods towards the skin face to be flush to face (clockwise with regard to the face of the skin).

**Tip: Recommend checking for fit before continuing.**

**5.** Use flat end of Skin Installation/Removal Tool to push rods into gap of skin. The rod will automatically retract and no longer be visible. Push rod behind skin as necessary.

**6.** Check to make sure that seal is securely tucked out of view. If not, use a putty knife.



## SMALL SKIN INSTALLATION (Portrait Orientation)

**1.** Unlock all latches on the skin (small activation rod will be sticking out toward skin face when unlocked) by grasping near bend, pull and rotate.

**Note:** The number of latches varies depending on the size of the skin.

**Note:** Verify locations of center skin latches & bracket do not interfere with structural components.

Reference page 15 as necessary.

**2.** With left side of skin tilted outward, slide right side of skin into opening while biasing to right post, taking care not to damage seal.

**3.** Once the right side bracket(s) are engaged behind post, rotate the left side of skin into the opening.

**4.** Slide skin down onto the lower intermediate rail or lower structural rail.

**Tip:** May need to pull the skin down into place.

**5.** While applying pressure to the face of the skin, rotate the actuator rods towards the skin face to be flush to face (clockwise with regard to the face of the skin).

**Tip:** Recommend checking for fit before continuing.

**6.** Use flat end of Skin Installation/Removal Tool to push rods into gap of skin. The rod will automatically retract and no longer be visible. Push rod behind skin as necessary.

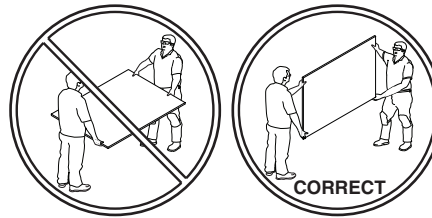
**7.** Check to make sure that seal is securely tucked out of view. If not, use a putty knife.

**Important:** It's strongly encouraged to wear clean, white gloves when handling skins with fabric to avoid transferring dirt to fabric.

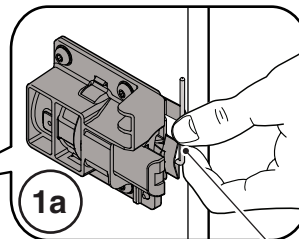
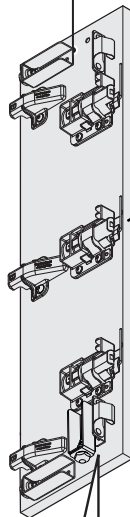
Check cleanliness of gloves frequently.

### ⚠ CAUTION

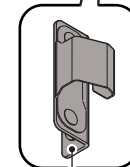
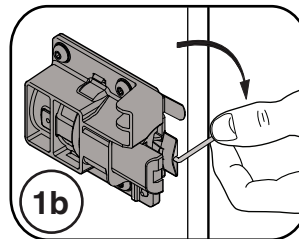
Two or more people are required to handle the larger skins. Failure to do this could result in product damage or personal injury.



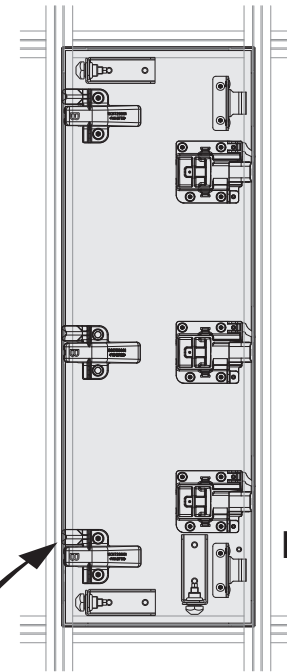
### SMALL SKIN PORTRAIT ORIENTATION



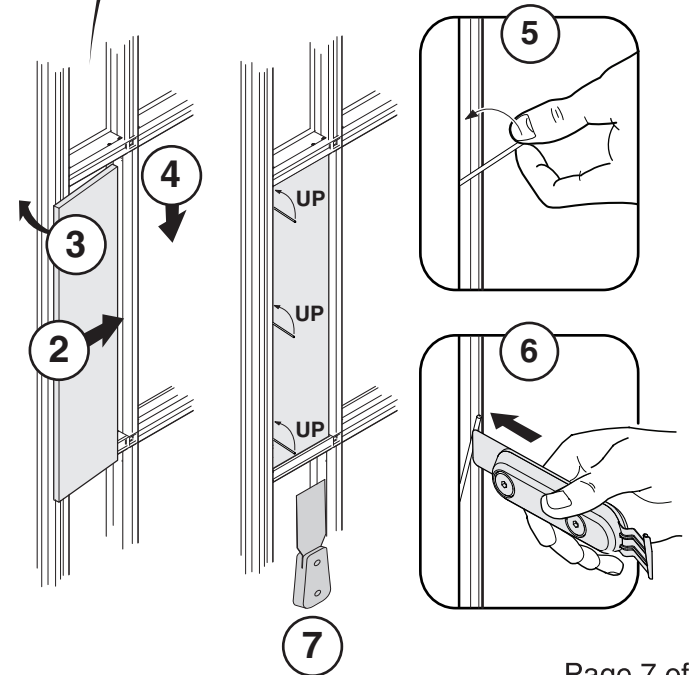
Grasp near the bend, pull and rotate.



SMALL SKIN SPRING CLIP  
(TOP and BOTTOM)



BACK VIEW



## SMALL SKIN INSTALLATION (Landscape Orientation)

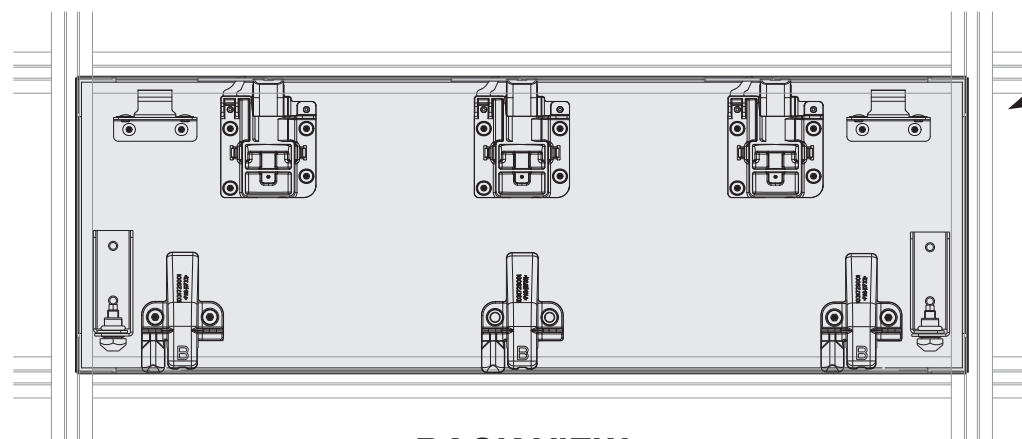
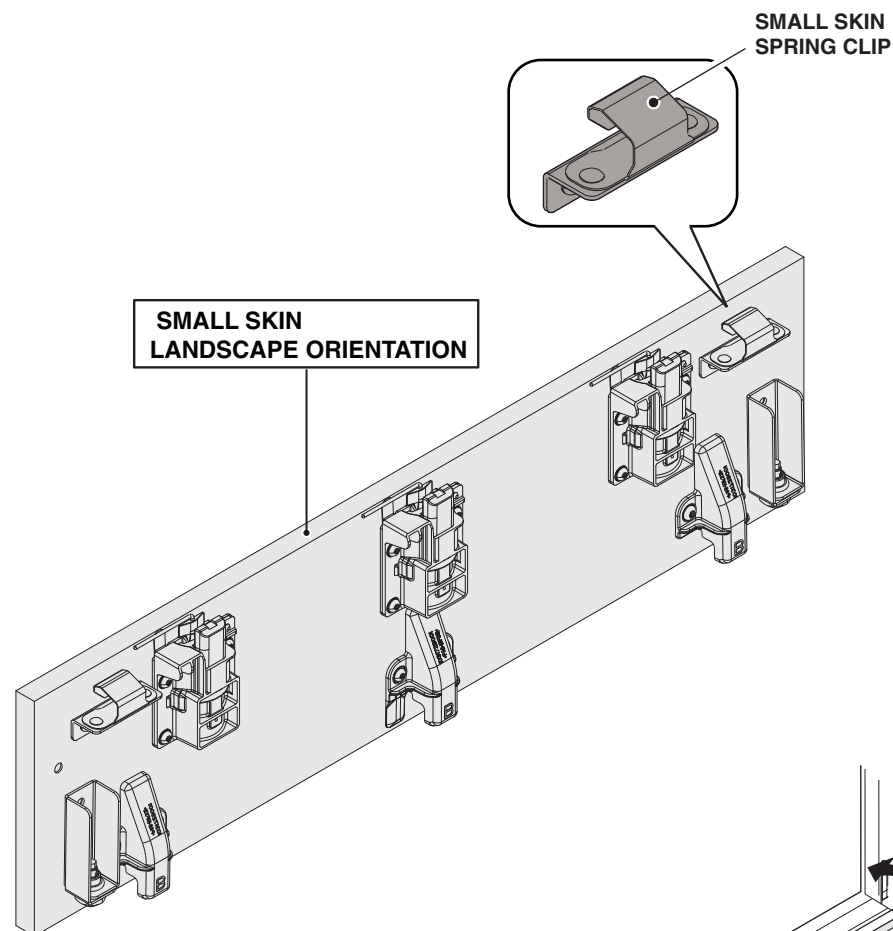
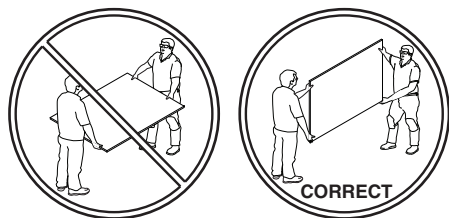
**1.** Small Landscape Skins are installed similar to Intermediate Skins (refer to pages 4 and 5).

**Note:** Verify locations of center skin latches & bracket do not interfere with structural components. Reference page 15 as necessary.

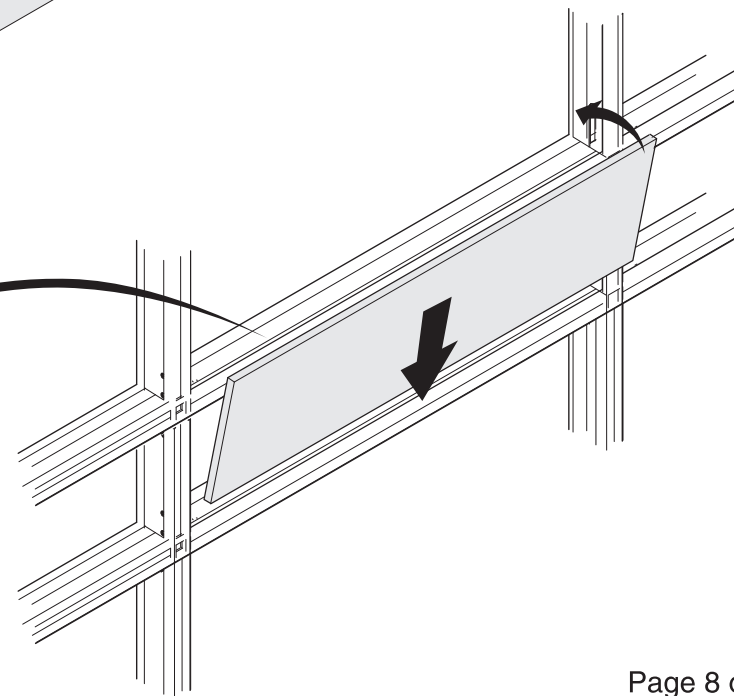
**Important:** It's strongly encouraged to wear clean, white gloves when handling skins with fabric to avoid transferring dirt to fabric. Check cleanliness of gloves frequently.

### ⚠ CAUTION

Two or more people are required to handle the larger skins. Failure to do this could result in product damage or personal injury.



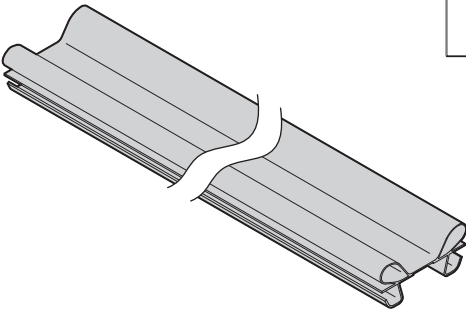
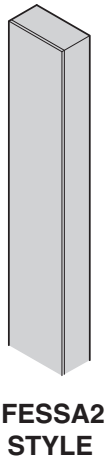
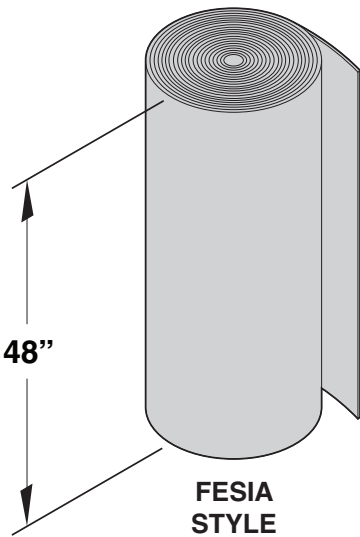
**BACK VIEW**



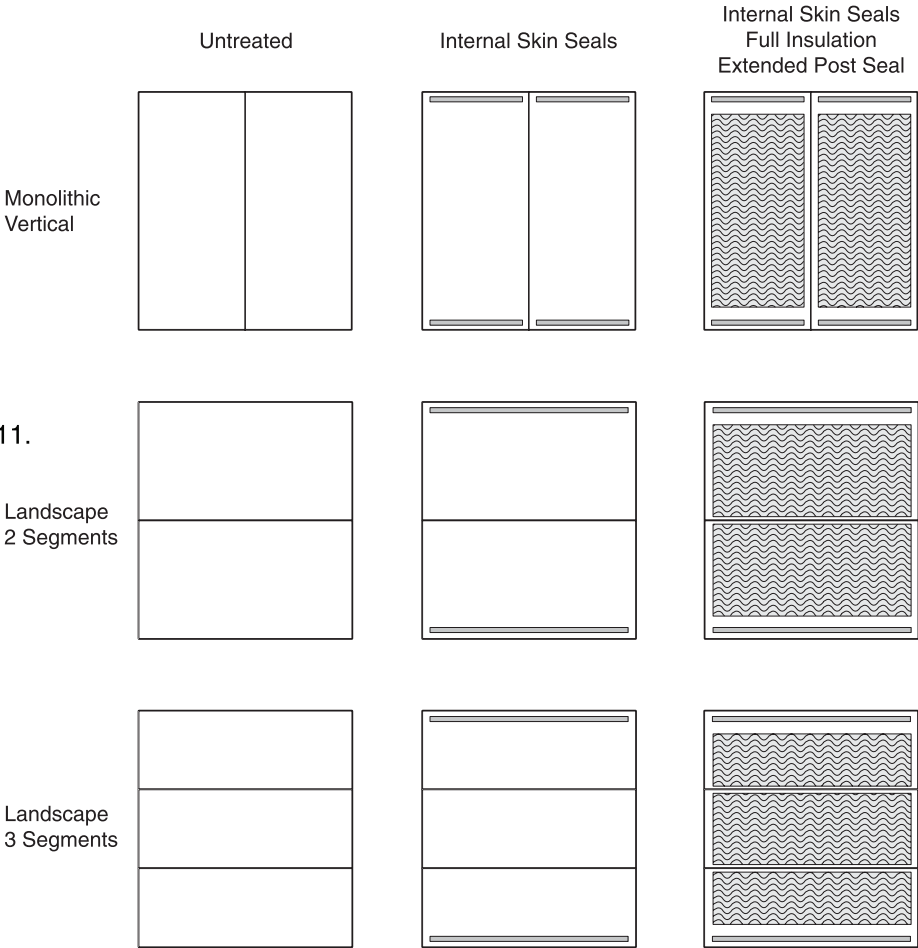
FESSA2 ACOUSTIC ENHANCEMENT

The internal composition can be specified these ways:

- 1. **Untreated** - No additional components are used.
- 2. **Internal Horizontal Skin Seals** - Added to the back of the skins at the top and bottom structural horizontals. One row of seal (FESSA2) is applied at each position. See page 10. The cross-section of FESSA2 seals is rectangular. If your seals have an L-shaped cross-section go to the instructions for FESSA. See page 11.
- 3. Full Acoustic Enhancement consisting of:
  - **Internal Horizontal Skin Seals** - Same as above. See page 10.
  - **Acoustic Insulation (FESIA)** - Added into the wall cavity. See page 13.
  - **Extending Post Seal** - Vertically positioning the post seal to fully engage with the bottom structural horizontal, and by adding an additional section of post seal to fully engage with the top structural horizontal. See page 14.

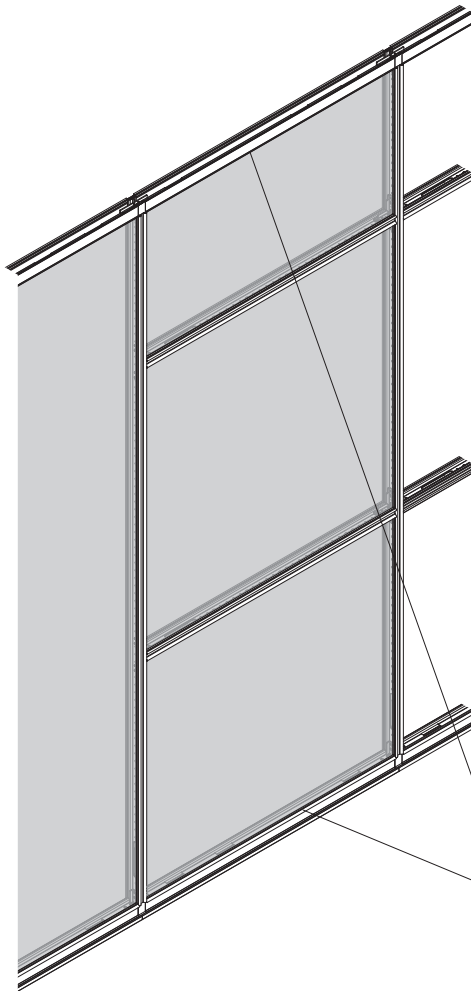


23202901SR - 23202905SR  
CUSTOMER SERVICE NUMBERS





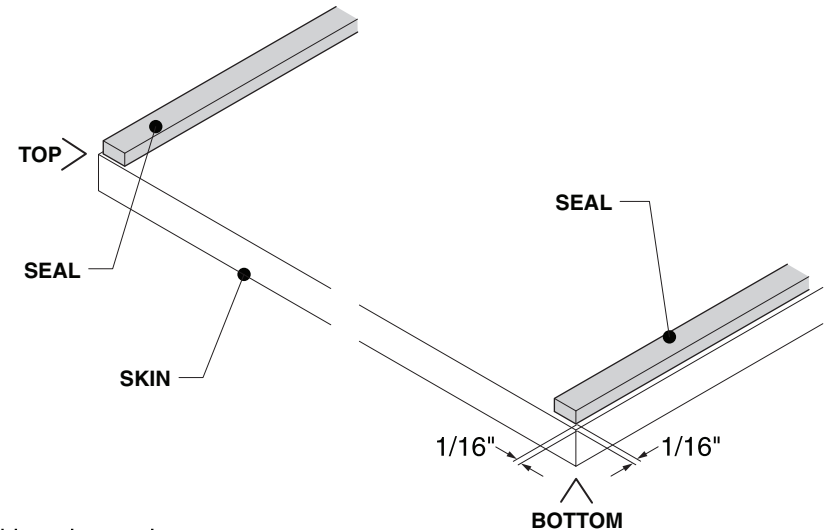
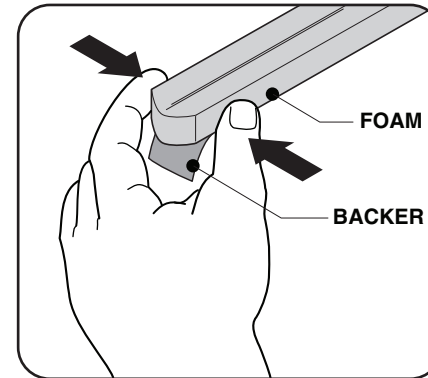
## FESSA2 INTERNAL HORIZONTAL SKIN SEALS



Squeeze foam to separate it from the backer.

Adhere seal to one end of the skin and remove backer as you progress to the other end.

If a splice is needed, butt ends tightly together so that there is no gap.

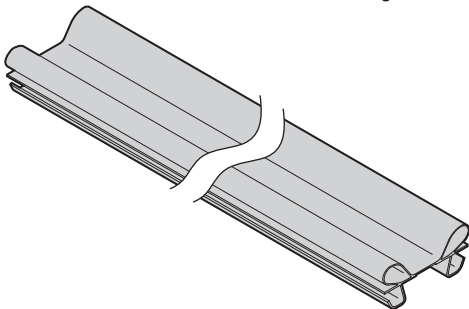
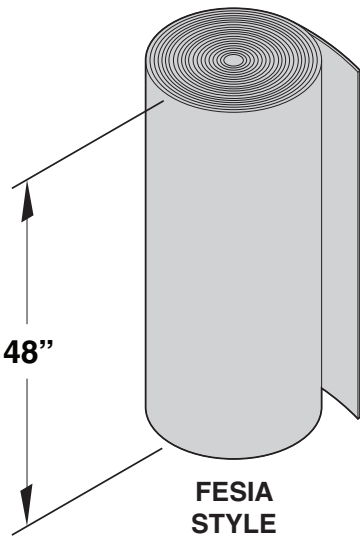


**NOTE:** Within a group of segmented skins, the seals must only be installed at the top of the top skin & the bottom of the bottom skin.

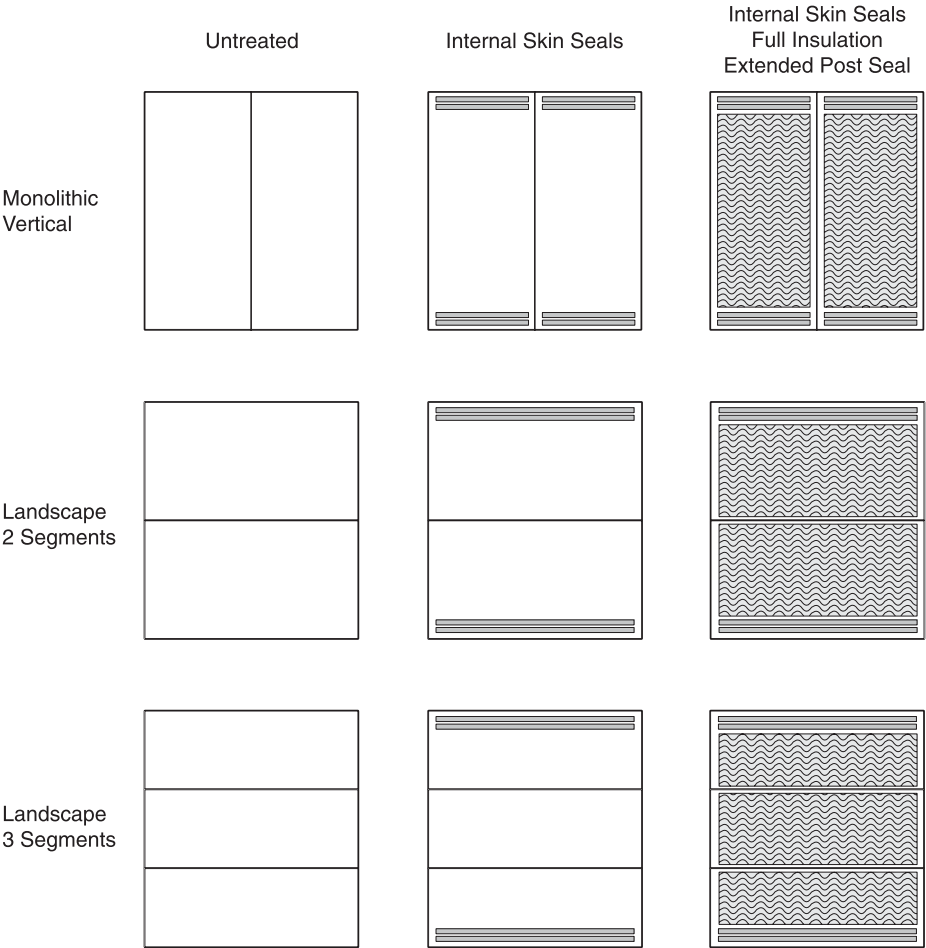
FESSA ACOUSTIC ENHANCEMENT (Not shipped after June 2018)

The internal composition can be specified these ways:

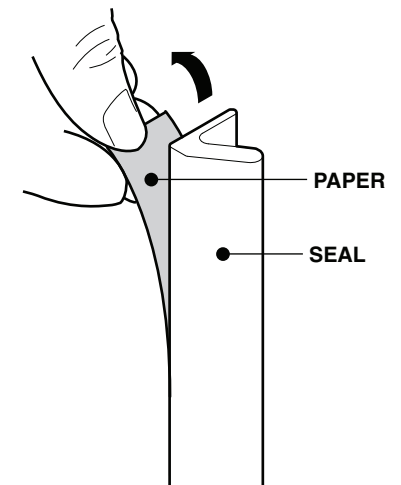
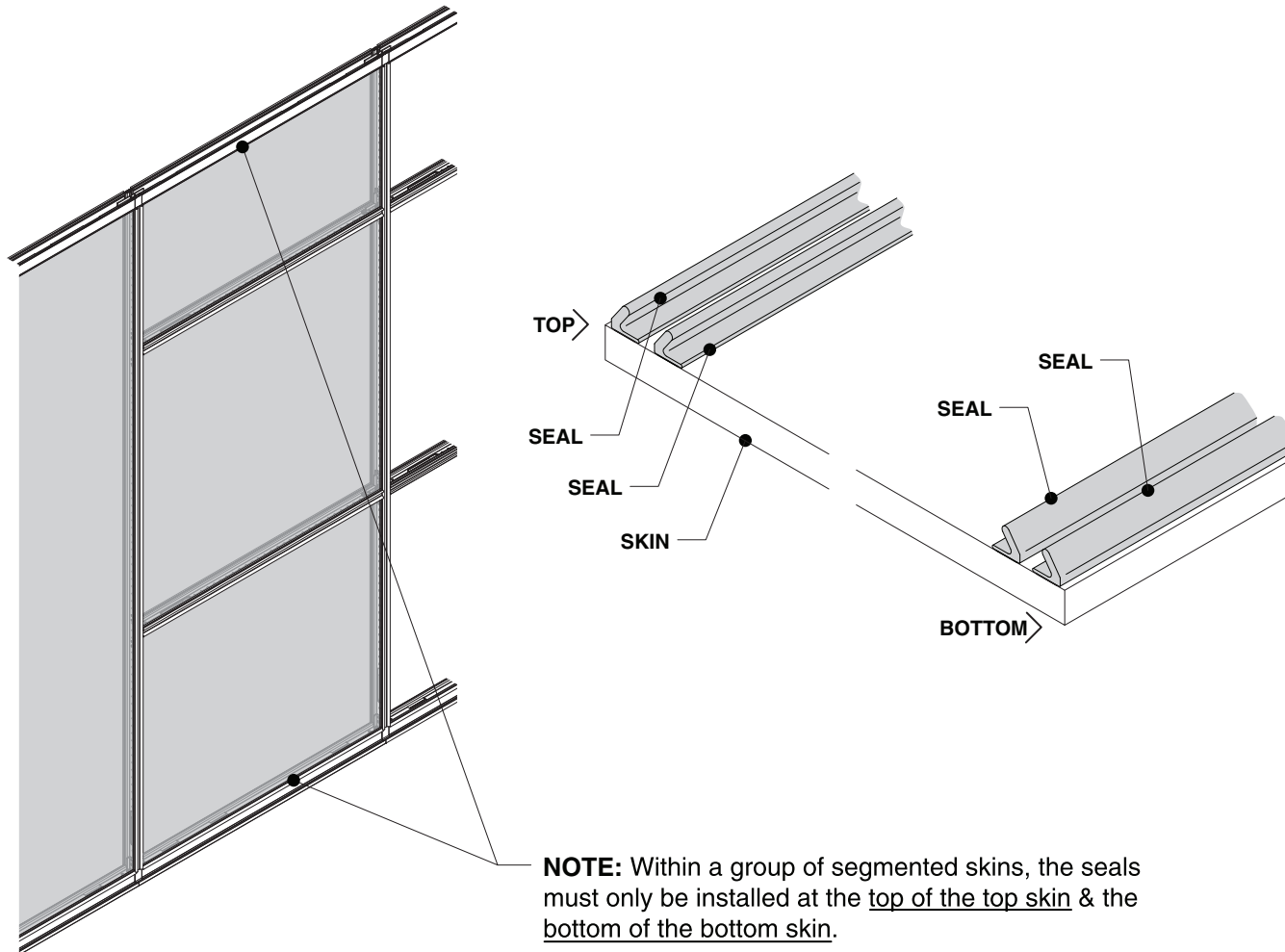
- 1. **Untreated** - No additional components are used.
- 2. **Internal Horizontal Skin Seals** - Added to the back of the skins at the top and bottom structural horizontals. Two seals (FESSA) are applied at each position. See page 12.
- 3. Full Acoustic Enhancement consisting of:
  - **Internal Horizontal Skin Seals** - Same as above. See page 12.
  - **Acoustic Insulation (FESIA)** - Added into the wall cavity. See page 13.
  - **Extending Post Seal** - Vertically positioning the post seal to fully engage with the bottom structural horizontal, and by adding an additional section of post seal to fully engage with the top structural horizontal. See page 14.



CUSTOMER SERVICE NUMBERS



## FESSA INTERNAL HORIZONTAL SKIN SEALS

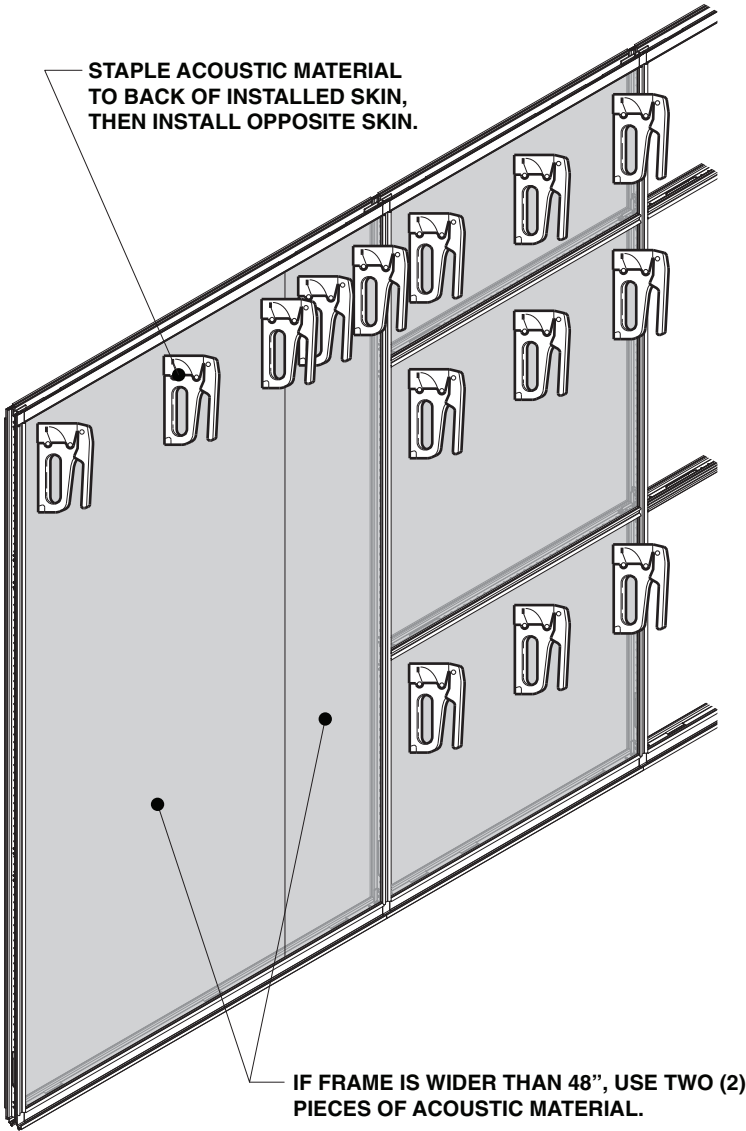
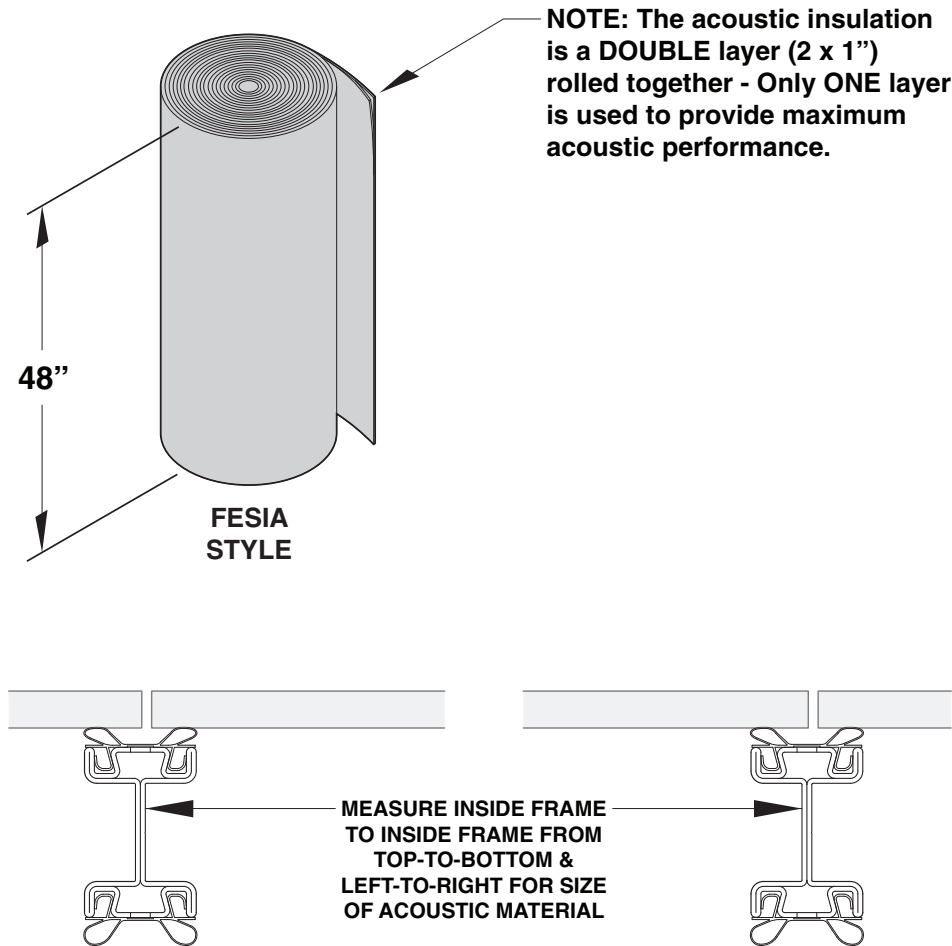


Cut each seal to the correct length required for each installation location.

The length of the seal will be identical to the width of the skin that the seal will be installed to.

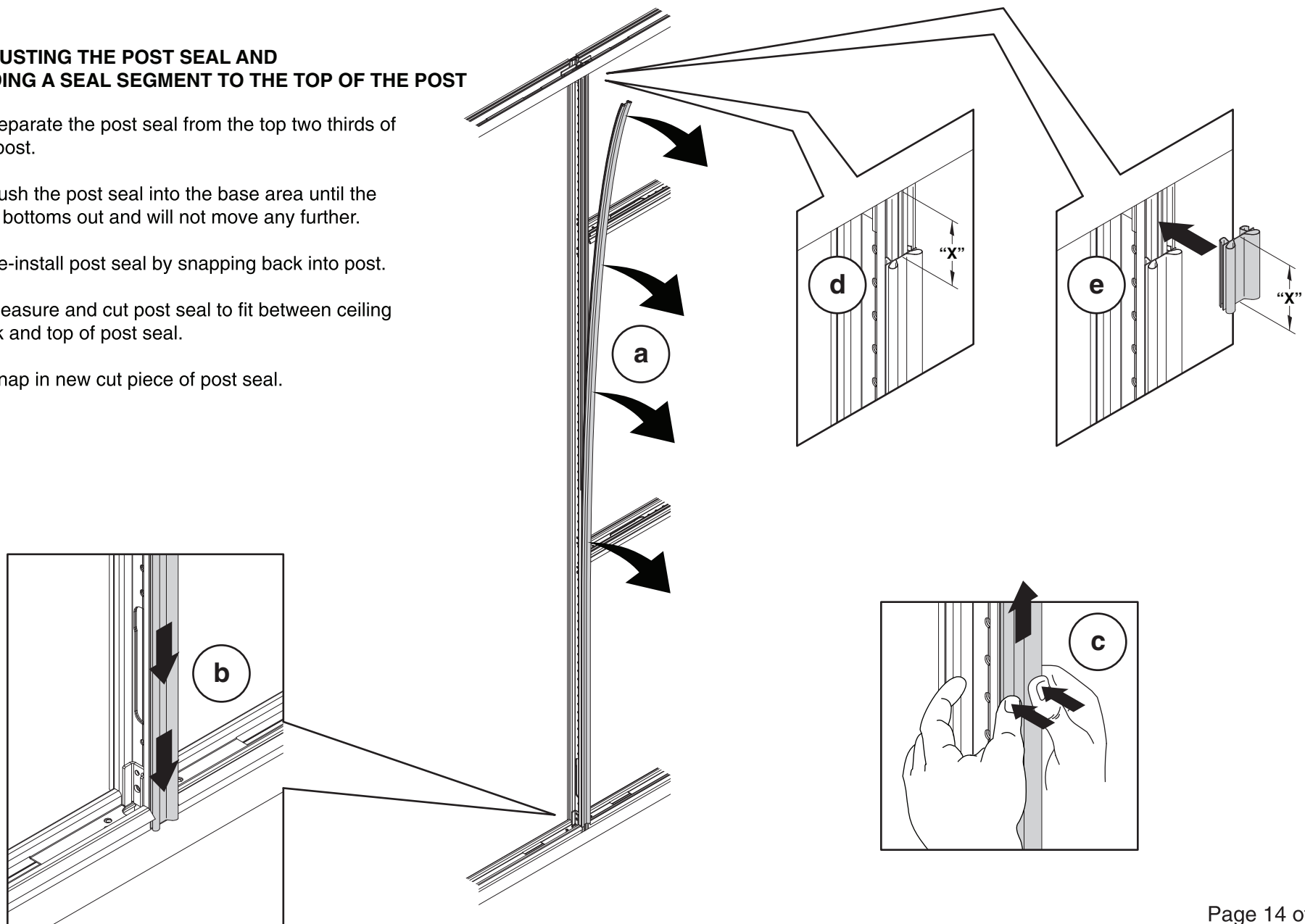
Peel off paper on back of seal and apply to skin.

ACOUSTIC INSULATION BETWEEN SKINS



## ADJUSTING THE POST SEAL AND ADDING A SEAL SEGMENT TO THE TOP OF THE POST

- a) Separate the post seal from the top two thirds of the post.
- b) Push the post seal into the base area until the seal bottoms out and will not move any further.
- c) Re-install post seal by snapping back into post.
- d) Measure and cut post seal to fit between ceiling track and top of post seal.
- e) Snap in new cut piece of post seal.





## REMOVAL OF SKINS

Refer to the chart to determine the locations of the Latches installed on the skin.

SKIN	LATCH LOCATIONS		
TOP	LEFT	RIGHT	
MONOLITHIC	LEFT	RIGHT	
BOTTOM	LEFT	RIGHT	TOP
INTERMEDIATE	LEFT	RIGHT	TOP
SMALL PORTRAIT	LEFT		
SMALL LANDSCAPE			TOP

**1.** Use the skin removal tool to disengage rods securing skins in wall opening. Place hooked end of tool into gap between skin and structure and slide so that the tool engages the actuator rod. When sliding tool along the skin, it is necessary to keep the leading edge tight to the skin to prevent damage to acoustic seals. Slide up on the right side and down on the left side (counterclockwise with regard to the face of the skin). Slide left on top latches when necessary.

**Tip:** Twist skin removal tool while sliding in order for actuator rod to be engaged. You may need to lift or move adjacent skin to provide more clearance.

**2.** Once rod is engaged, lift towards gap (opening) and rotate counterclockwise to unlock latch. Repeat as necessary.

**3.** Reverse installation steps from previous pages that are specific to skin type.

### Bracket Spacing along Top, Bottom, and Sides

Skin may or may not have top latch, top sliding center, or bottom center depending on width.

**Maximum** spacing between brackets is approximately 30" and will always be equally spaced.

**Here are some common examples:**

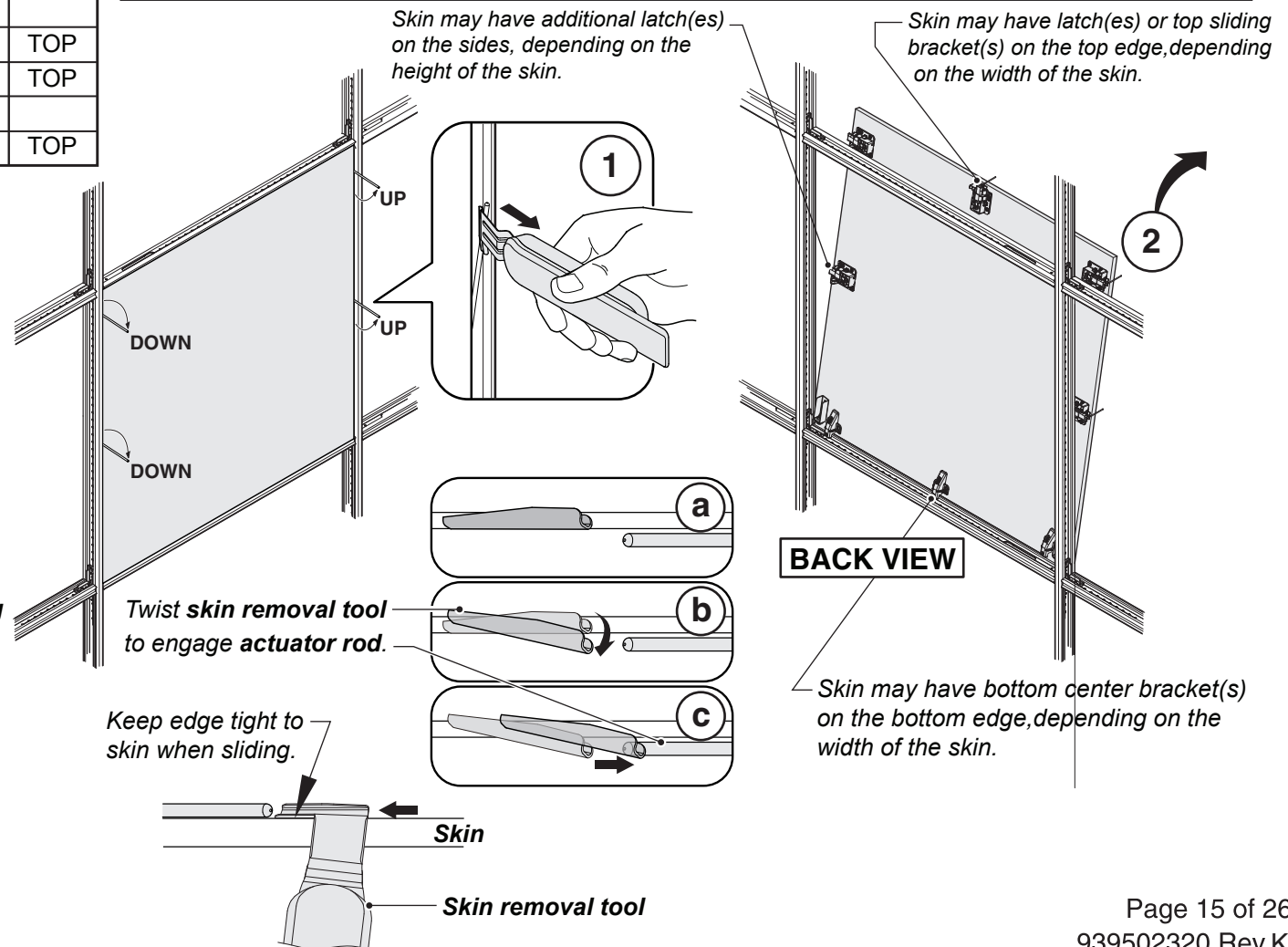
**40" wide skin** will have top and bottom center brackets, approximately 20" from each end ( $40 / 2 = 20$ ).

**70" wide skin** will have 2 top and bottom center brackets, approximately 23" from each end and each other ( $70 / 3 = 23$ ).

**30" tall skin** will have only 1 latch on each side at top.

**36" tall skin** will have 2 latches each side, 1 at the top and the other approximately 18" from either end ( $36 / 2 = 18$ ).

**120" tall skin** will have 4 latches each side, 1 at the top and the others approximately 30" from each end and each other ( $120 / 4 = 30$ ).



## MODIFICATIONS OF SKINS

*Note: When skins span another rail, because of the segmentation on the other side, it's possible that the brackets will need to be repositioned to another set of mounting holes. You will need to drill a new set of mounting holes.*

**Use the following steps:**

**1.** Set up a 3/16" or 5mm diameter drill bit as shown, or order the Steelcase drill bit.

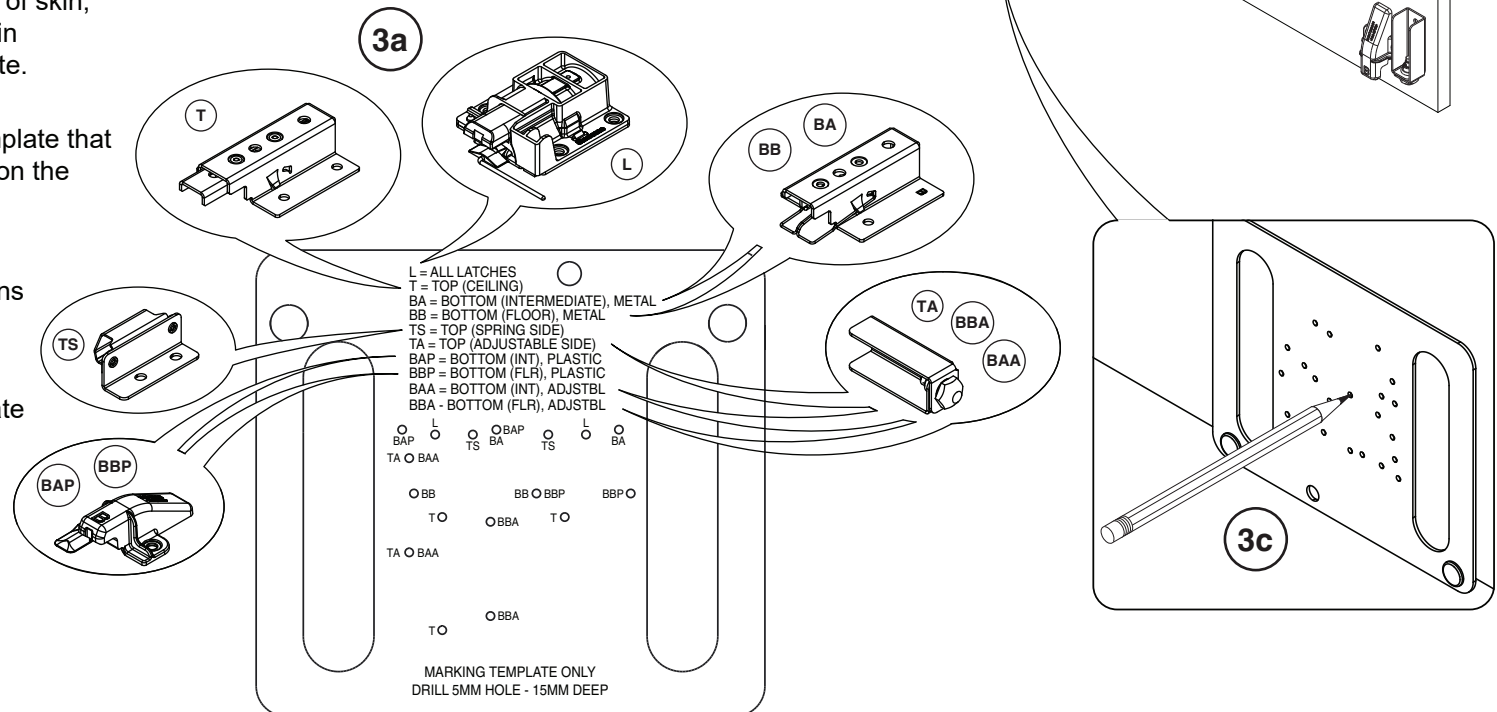
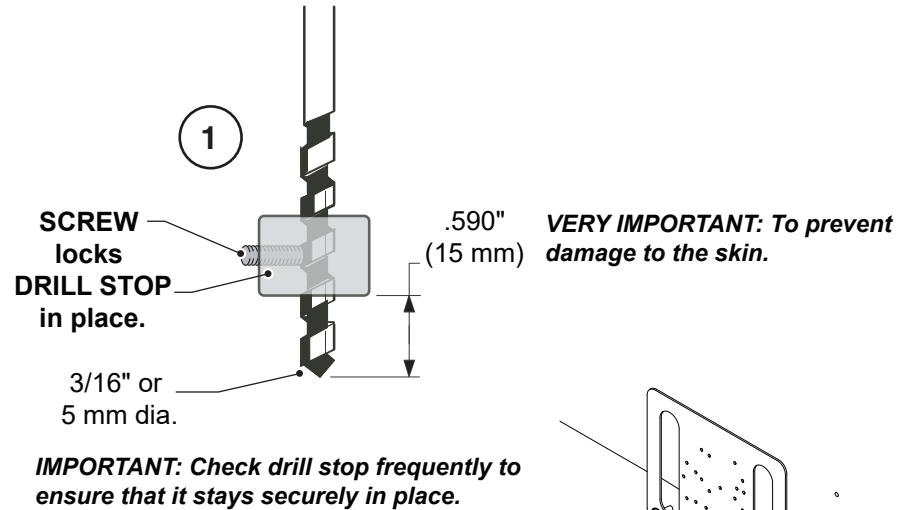
**2.** Remove bracket that needs to be relocated.

**3.** Measure existing holes to edge of skin, then transfer to new location on skin or order Steelcase marking template.

**3a.** Pick appropriate holes on template that you will be drilling using the guide on the template or visual image.

**3b.** Position template with both pins help tight to the edge of skin.

**3c.** Mark position of the appropriate holes for drilling.



## MODIFICATIONS OF SKINS (continued)

*Note: When skins span another rail, because of the segmentation on the other side, it's possible that the brackets will need to be repositioned to another set of mounting holes. You will need to drill a new set of mounting holes.*

### 4. Drill required holes.

**IMPORTANT:** Drill slowly to prevent pushing through or damaging the surface.

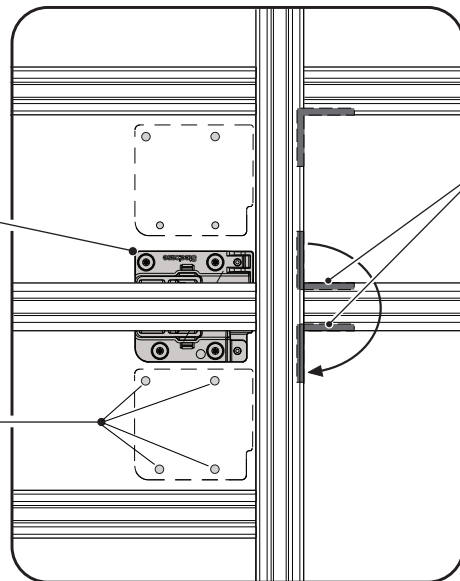
### 5. Reinstall and secure bracket flush to wood surface. **Be careful not to strip.**

## MOVING OF INTERMEDIATE RAIL CORNER BRACKETS

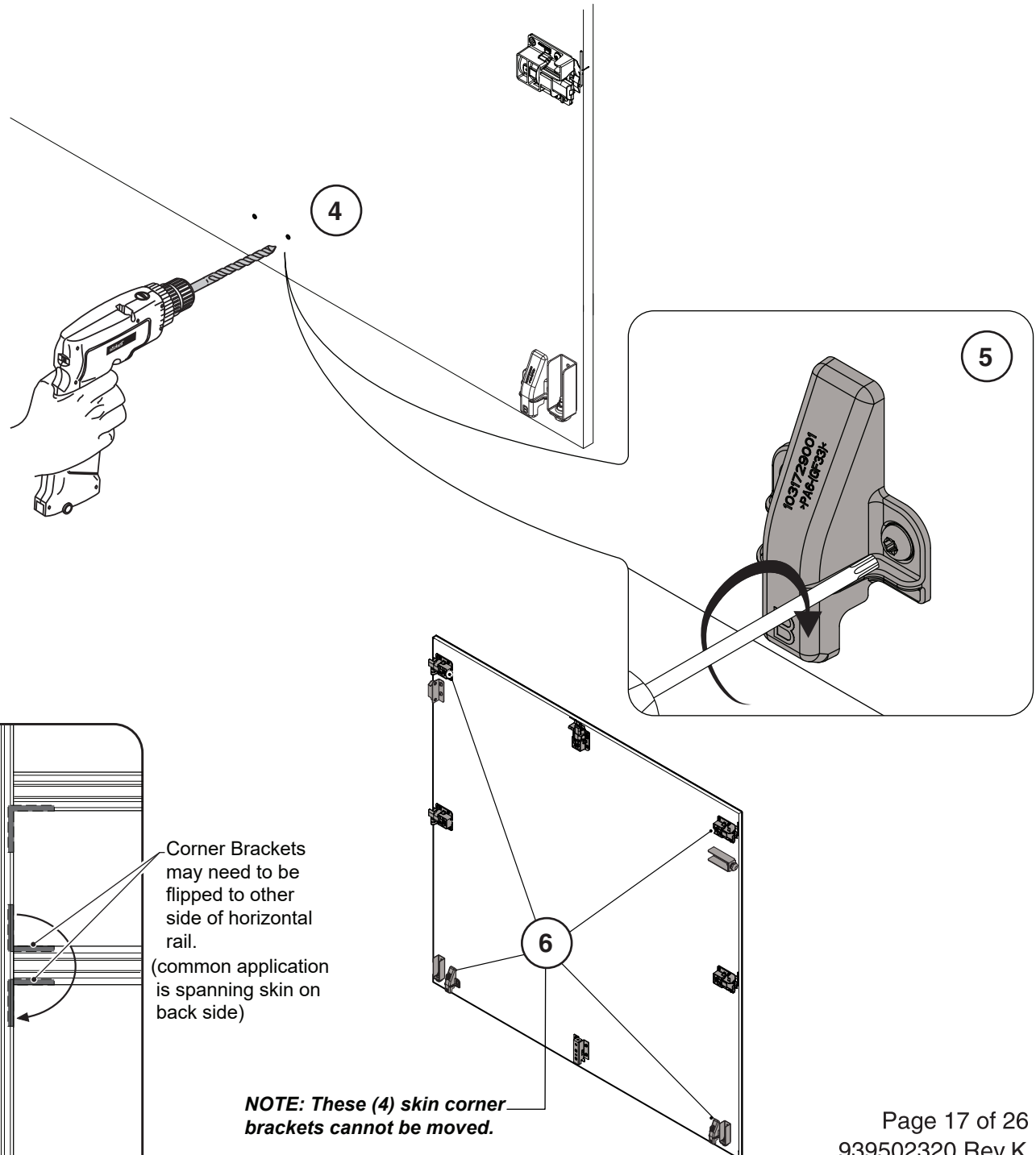
6. If there is interference with any of the (4) skin corner brackets, then the **corner bracket of the intermediate rail** needs to be switched to the other side of the intermediate rail.

This is an example of when a latch interferes with a rail and must be moved. Make sure it won't interfere with corner bracket. It may also have to be flipped to the other side of the horizontal rail.

A new set of holes must be created.



Corner Brackets may need to be flipped to other side of horizontal rail.  
(common application is spanning skin on back side)

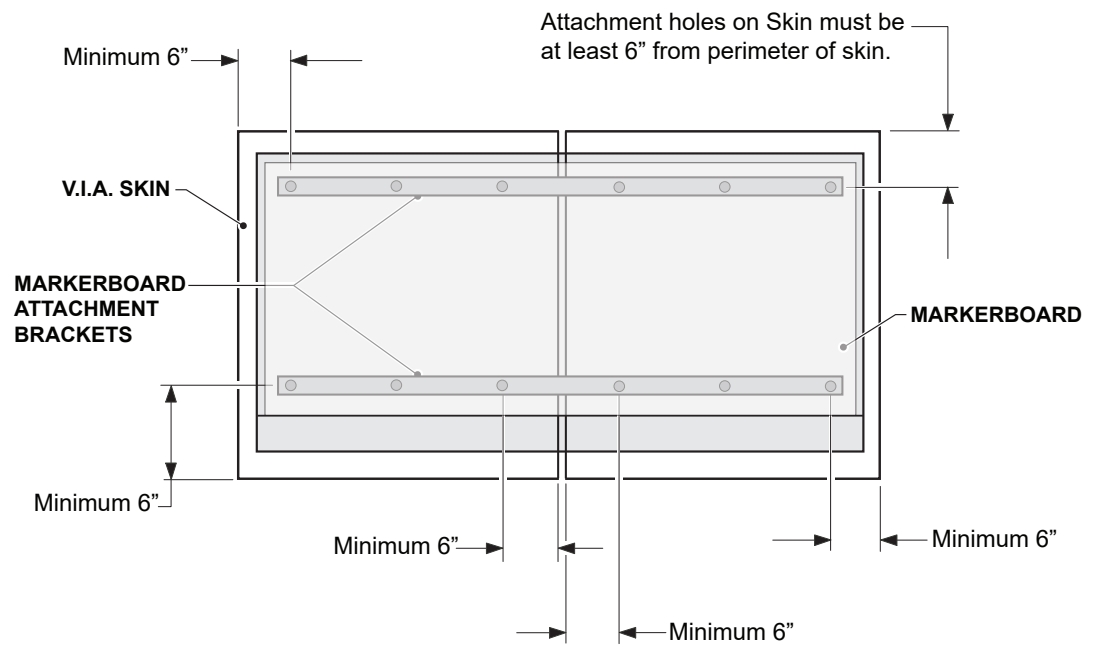
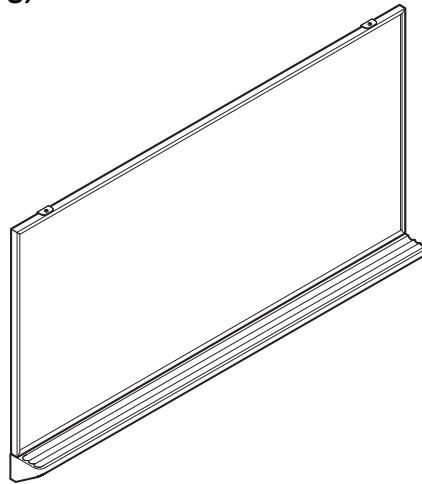


## DIRECT SKIN MOUNTING (Without Additional Bracing)

### MARKERBOARD

**IMPORTANT:** Follow these guidelines when attaching a markerboard to a Skin:

- Attach only to painted, fabric, or veneer skins.
- You can attach and span up to (6) skins for (1) markerboard. The load must be equally distributed on all skins.
- The skin that the product is mounting to must be a minimum of 12" tall and 12" wide.
- Toggler® heavy duty 1/4" toggle bolts must be used, following all manufacturers' directions.
- Attachment holes are not permitted within 6" of perimeter of skin.
- Follow the appropriate markerboard assembly directions.

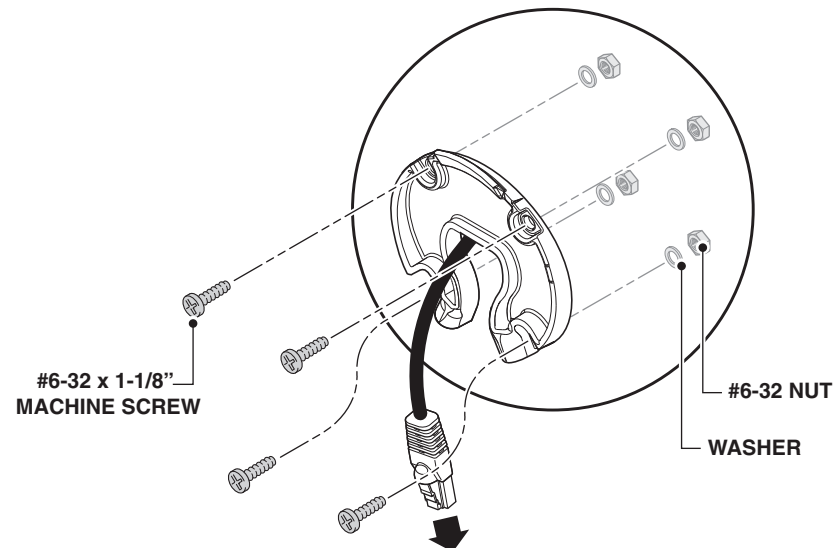
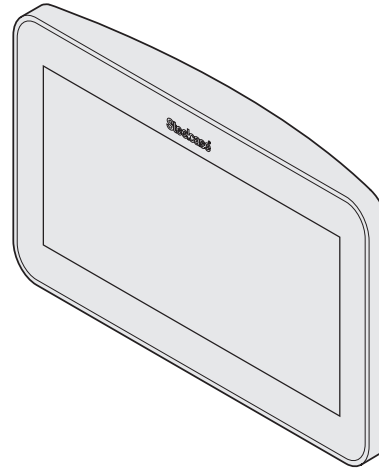


## DIRECT SKIN MOUNTING (Without Additional Bracing)

### ROOM WIZARD

**IMPORTANT:** Follow these guidelines when attaching a Room Wizard to a Skin:

- Attach only to painted, fabric, or veneer skins.
- Any of the provided attachment hardware options will have the necessary brackets, but will require longer bolts, washers, and nuts as shown and specified below.
- Lightly mark on skin the desired location, then check to be sure it will not interfere with any brackets prior to drilling any holes.
- It is recommended to do any modifications while the skin is removed.
- Follow the appropriate Room Wizard assembly direction (939599284).





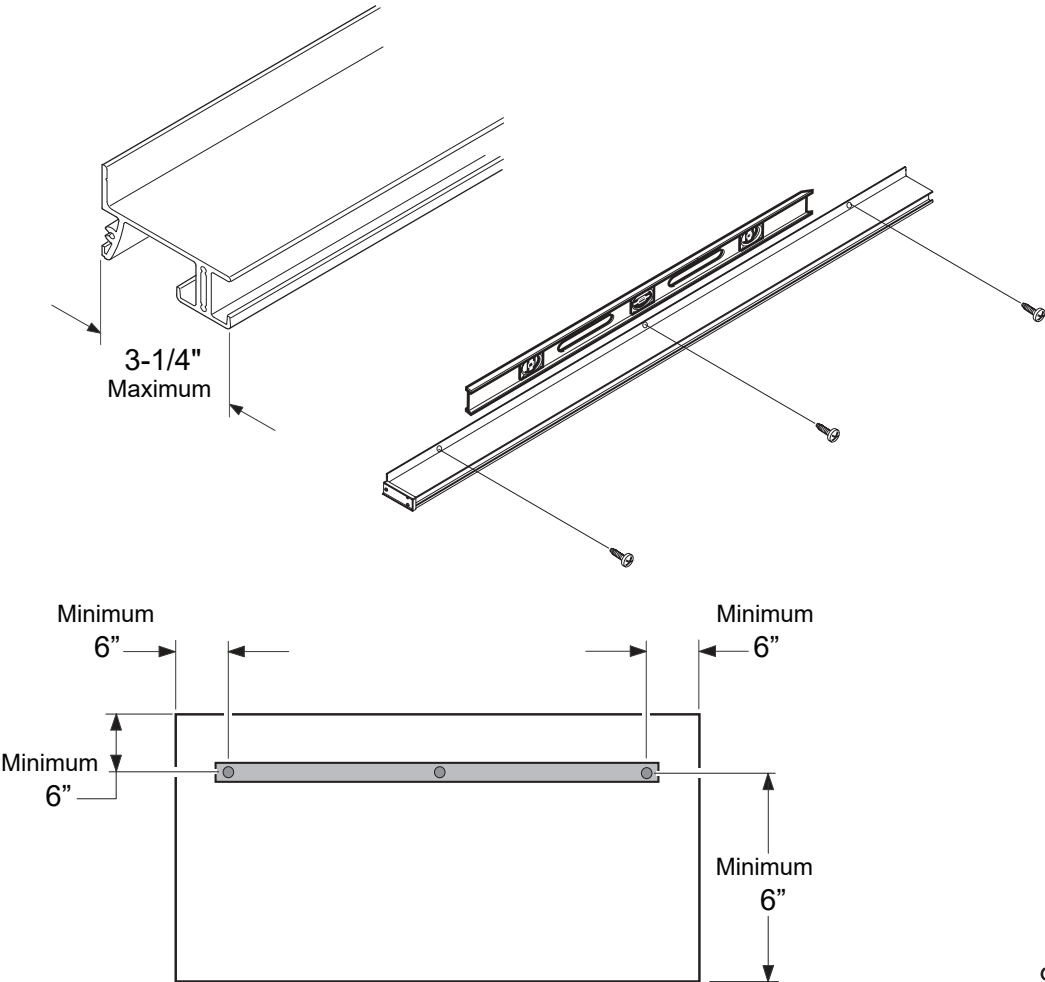
DIRECT SKIN MOUNTING (Without Additional Bracing)

WORKTOOL RAIL OR EQUIVALENT MOUNTING BRACKET

**IMPORTANT:** Follow these guidelines when attaching a Worktool Rail or equivalent bracket that has a load within 3-1/4" from face of skin.

- Maximum distance of 3-1/4" from face of skin.
- Attach only to painted, fabric, or veneer skins.
- You can attach and span up to (6) skins for (1) rail. The load must be equally distributed on skins.
- The skin that the product is mounted to must be a minimum of 12" tall.
- Toggler® heavy duty 1/4" toggle bolts must be used, following all manufacturers' directions.
- Attachment holes are not permitted within 6" of perimeter of skin.
- Follow the appropriate Worktool Rail or manufacturers' assembly directions.

Worktool Rail or Equivalent Mounting Bracket Max Weight		
Skin Height	Skin Width Restriction	Max Load
6" - 11.99"	NA	NA
12" - 35.99"	Must be > 12"	50 lbs.
36" - 120"	Must be > 36"	150 lbs.



## DIRECT SKIN MOUNTING (Without Additional Bracing)

### MONITOR (FIXED POSITION ONLY) NO TILTING OR ARTICULATING ARMS!

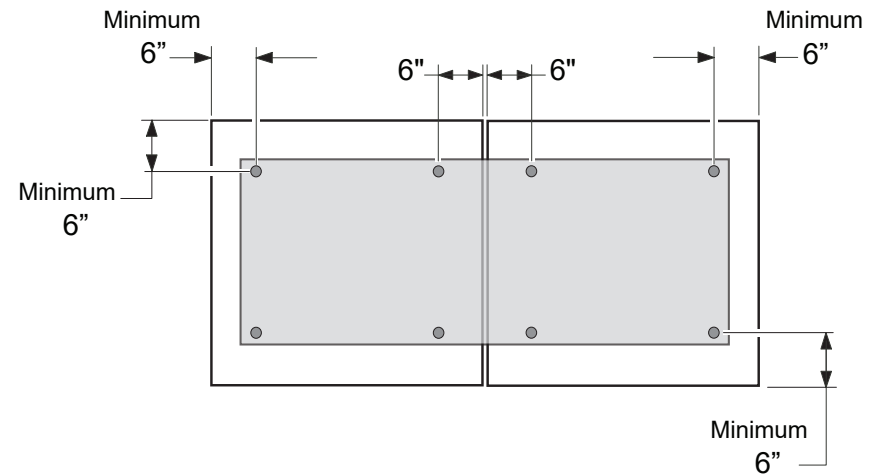
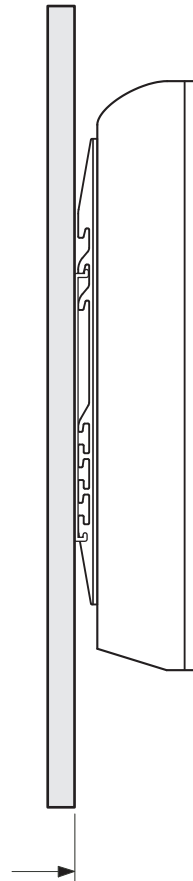
**IMPORTANT: Follow these guidelines when attaching a monitor to a Skin:**

- Attach only to painted, fabric, or veneer skins.
- Maximum monitor distance of 4" from face of skin.
- Must not span more than two skins, and only if it meets minimum dimensions shown.
- Skin that the product is mounted to must be a minimum of 18" tall, and 18" wide.
- Toggler® heavy duty 1/4" toggle bolts must be used, following all manufacturers' directions.
- Follow the mounting bracket assembly directions for secure attachment of monitor.
- Attachment holes are not permitted within 6" of perimeter of skin.

**NOTE: It's recommended to use a safety device to prevent inadvertent monitor dislodgement.**

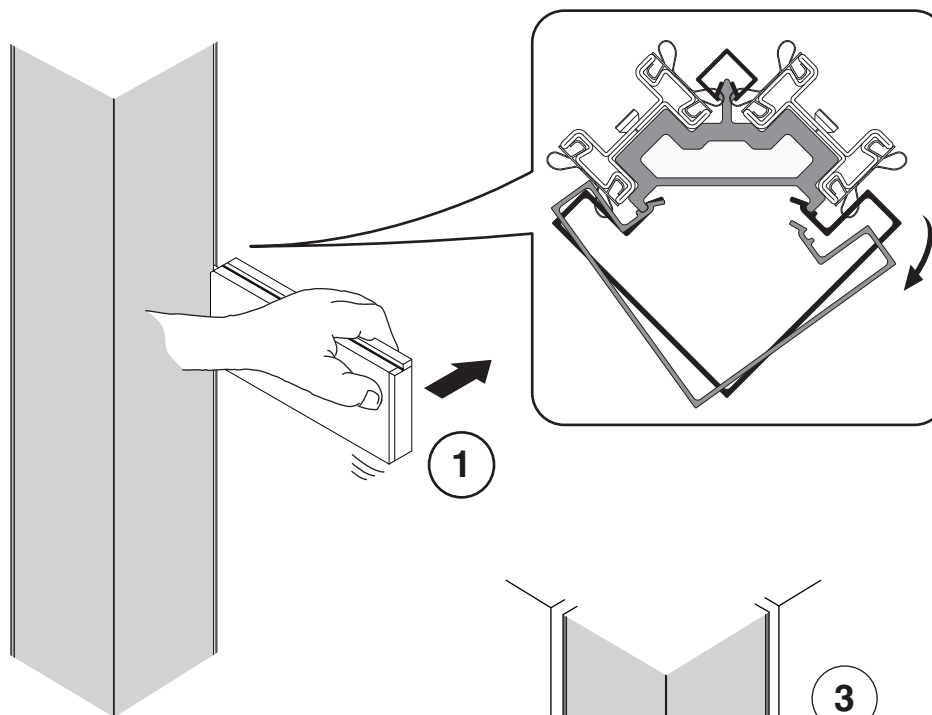
Monitor Max Weight			
Skin Height	Skin Width Restriction	Max Monitor Weight	Classification of Monitor Mounting Brackets
6" - 17.99"	NA	NA	NA
18" - 35.99"	Must be > 12"	50 lbs.	50 lbs. or less
36" - 120"	Must be > 36"	150 lbs.	150 lbs. or less

#### SIDE VIEW



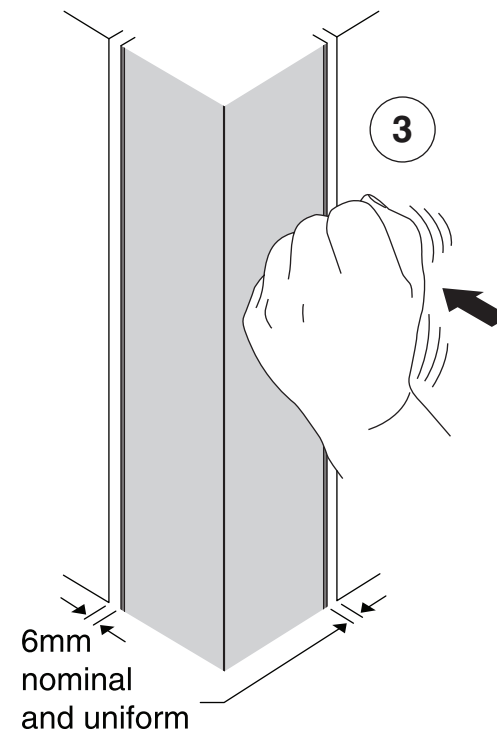
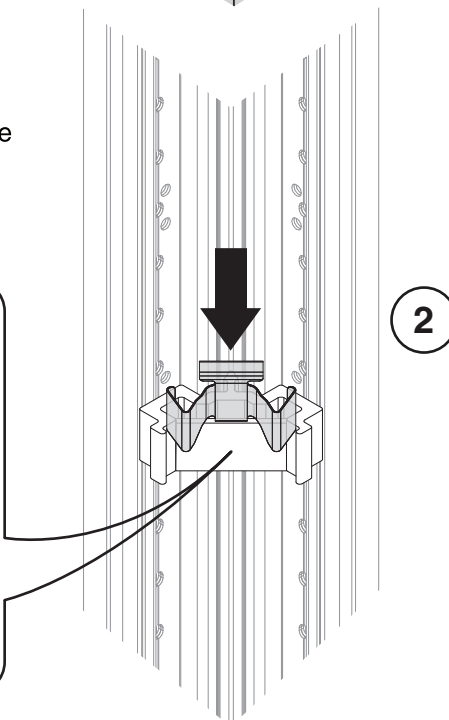
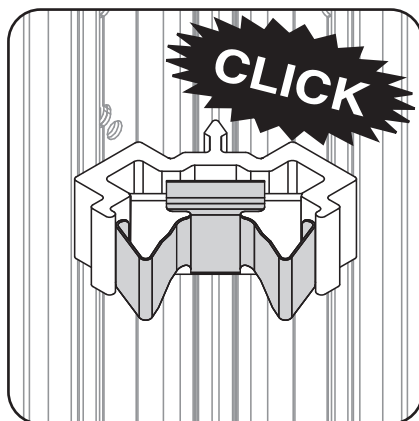
## FLUSH SKIN SEALS FOR V.I.A.

- Apply after all skins and glass frames are installed.
- Ensure that all lock activator rods are rotated completely behind skins/glass frames (see page 6).
- For applications needing steel Cove Base Trim, no V.I.A. recessed Base Trim should be installed (see next page).
- Steel Cove Base Trim is only intended for use with 4" (10.2 cm) wall base molding.
- Seals are not intended for re-use. Changes requiring V.I.A. skin/frame removal should be re-finished with new seals.
- Floor guides are required at vertical posts and junctions when adjacent to a door frame. Refer to Assembly Directions V.I.A. Frames and Structure 93950236.



## Corner Junction Cover Retention Clip

1. Remove the V.I.A. Corner Junction Cover (outside corners) using V.I.A. Trim and Glass tool.
2. The Junction Cover Retention Clip is assembled onto all Corner Junction Blocks, except the bottom Block. No clip is used there as this block locates the junction cover vertically. Slide each Clip from the top down until the Clip clicks into place on the Corner Junction Block.
3. Re-install the V.I.A. Corner Junction Cover, making sure Cover is tightly seated and vertical gaps are uniform and a nominal 6mm.



## FLUSH SKIN SEALS FOR V.I.A.

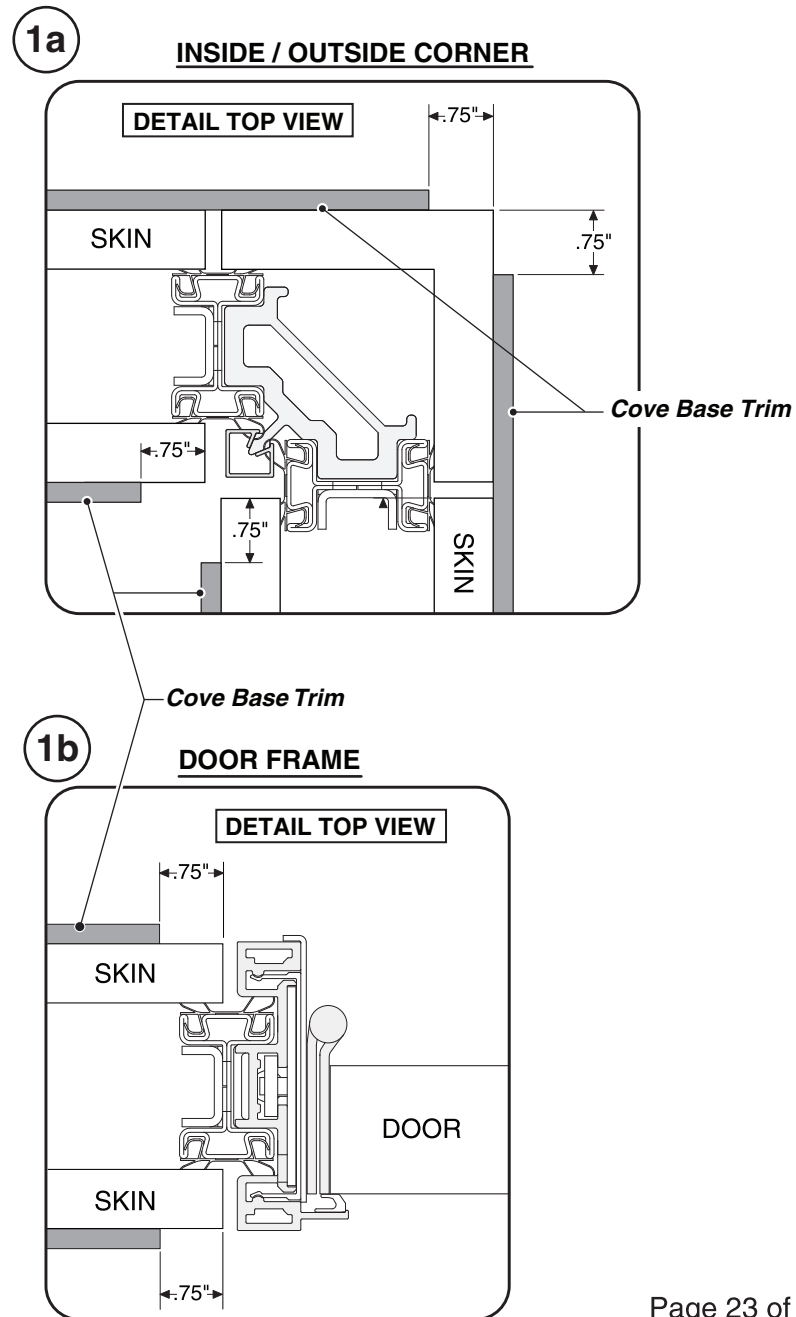
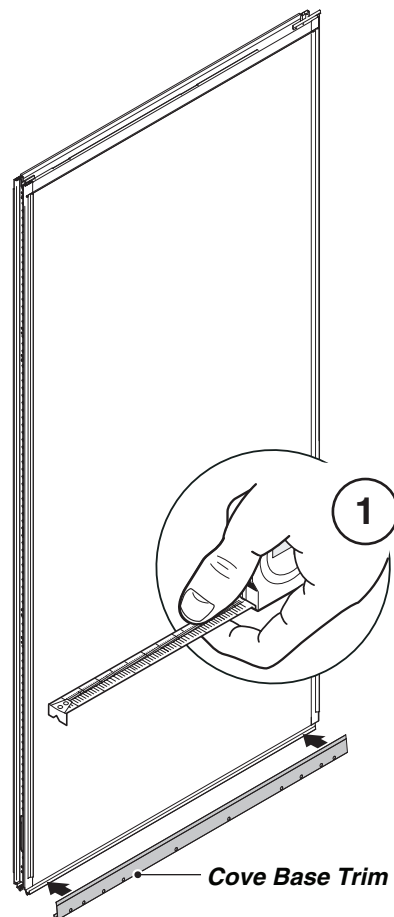
**Cove Base Trim** (only intended for use with 4" (10.2 cm) wall base molding)

1. Measure length of location where the steel cove base trim will be installed.

**1a) Outside corners – base trim should be back from the outside corner .75"**

**Inside corners – base trim should be back from the inside corner .75"**

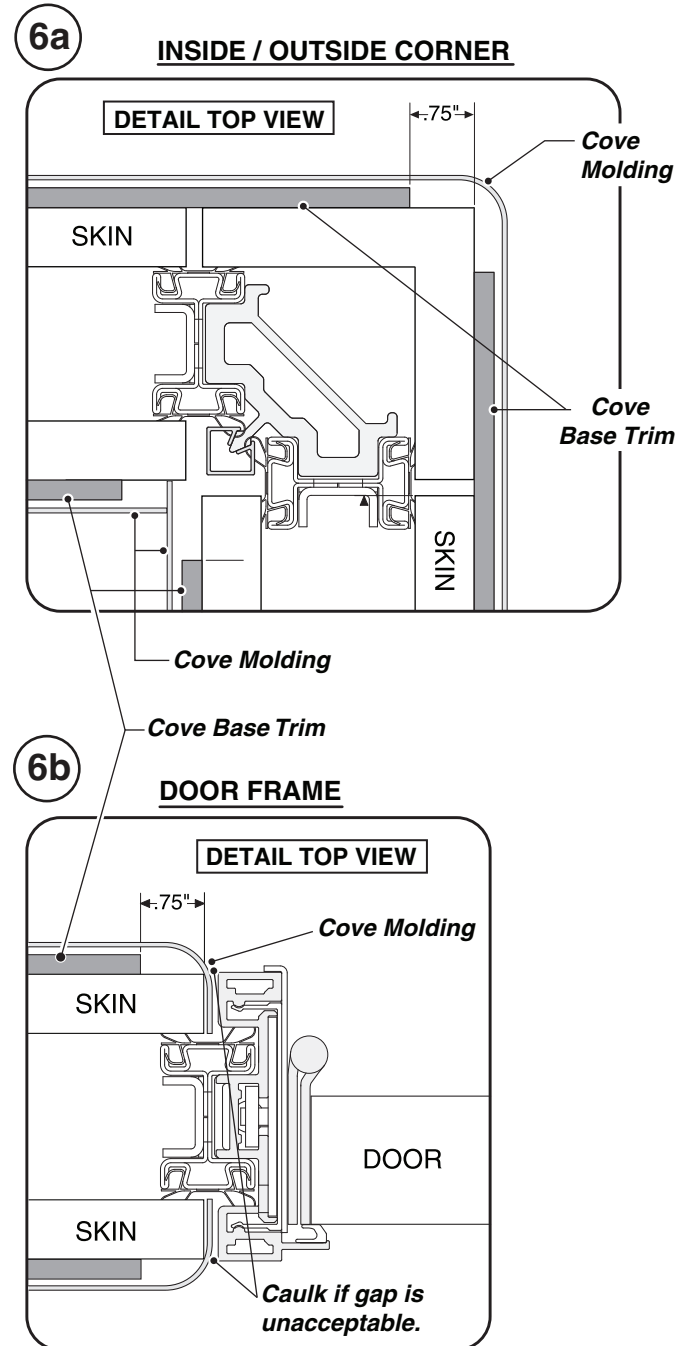
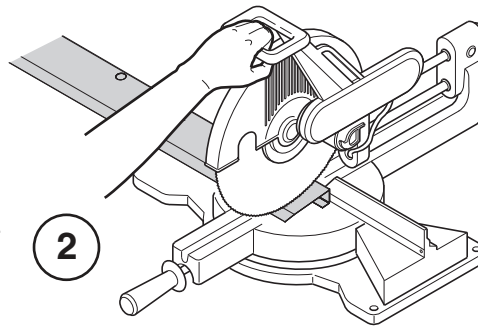
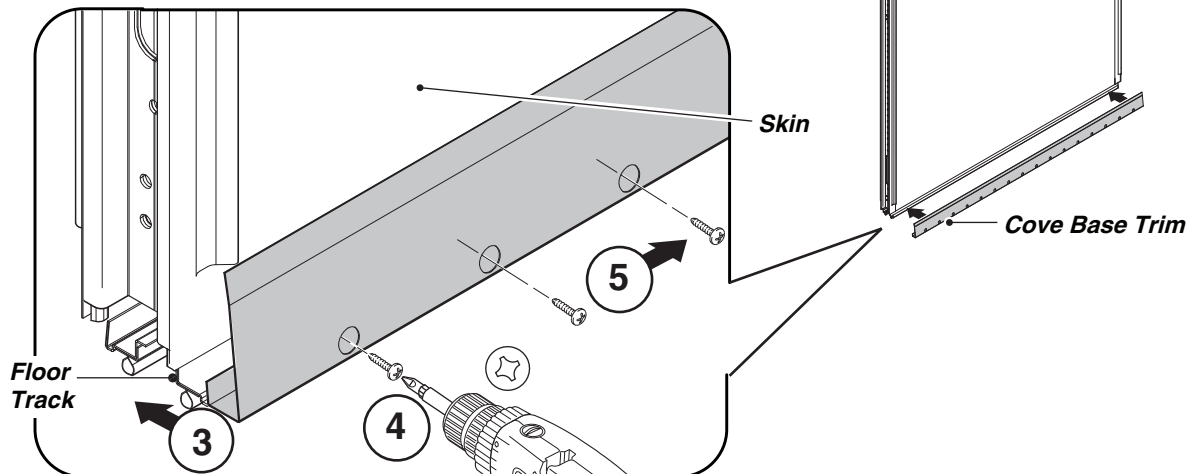
**1b) Door Frames – base trim should be back from the skin end .75"**



## Cove Base Trim (continued)

2. Cut to length and deburr as necessary.
3. Clear any floor debris away from base of wall. Place Cove Base Trim on the floor and push it firmly down and against V.I.A. skins and floor track.
4. Drill #10 pilot holes through Base Trim into floor track. Fasten with #10 self-tapping screws through the larger openings - screw goes through the smaller hole and attaches to the floor track.
5. Keeping the trim tight to the floor, continue attaching fasteners down the length of the floor track.
6. Product is now ready for the cove base molding to be installed. See detail top views 6a and 6b.

**Note:** Adhere cove base molding only to base trim (and not skins) to ensure easy future reconfigurability.





## FLUSH SKIN SEALS FOR V.I.A.

- Apply after skins, cabinets, and cove moldings are installed
- All seals must be seated tight to face of skins or glass frames to ensure proper performance.

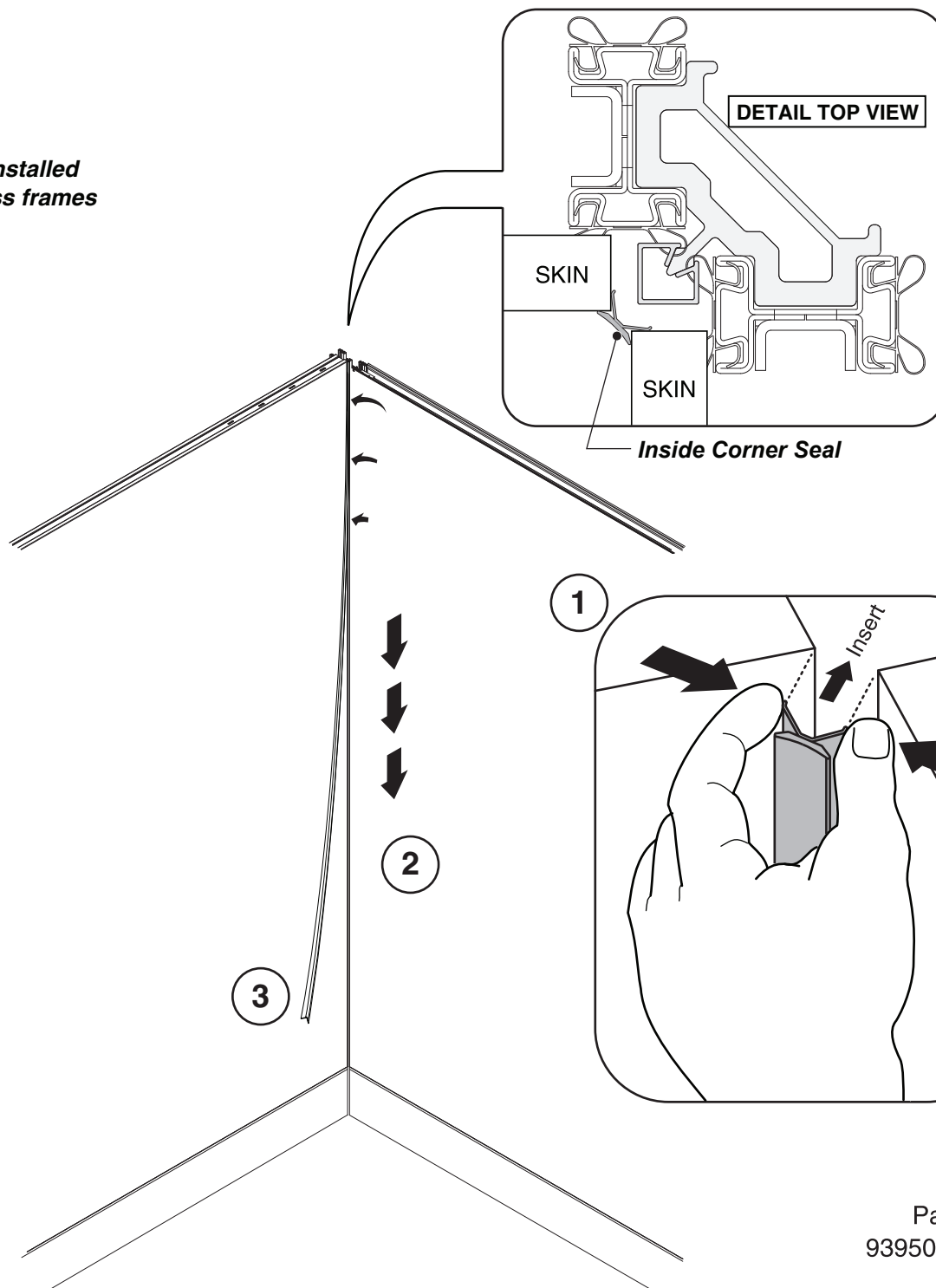
### Inside Corner Seal

(Used only in vertical orientation)

1. Starting at top of inside corner gaps, use fingers to gently squeeze rigid legs together and insert seal into vertical gap.
2. Continue downward along the vertical length while continuing to work seal into the gap, until the seal reaches the top edge of the cove molding.
3. Cut the lower end of the seal flush with the upper edge of the cove molding. Ensure that the seal is secured fully in the skin gap.

#### NOTES:

- Trim seal flush to any brackets or moldings.
- Seal may be cut lengthwise to allow insertion along furniture hang-on brackets.



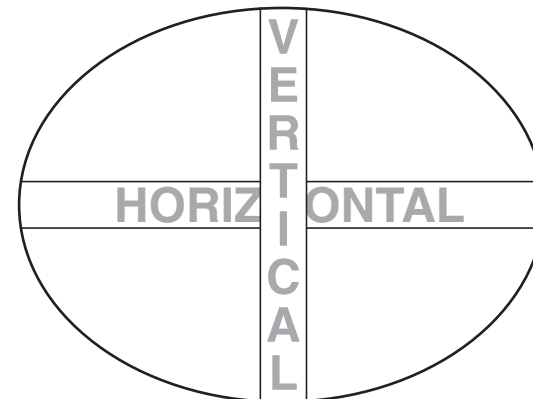
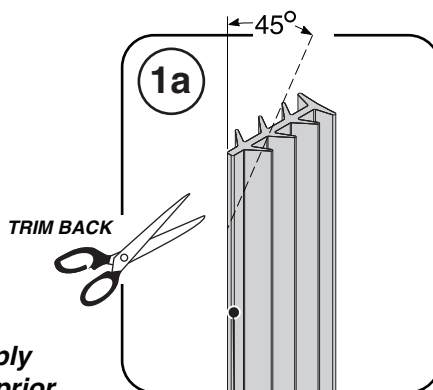
## FLUSH SKIN SEALS FOR V.I.A.

### Horizontal & Vertical Seal

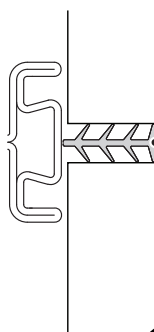
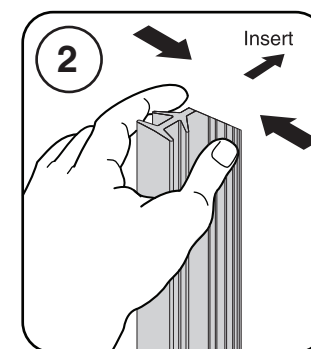
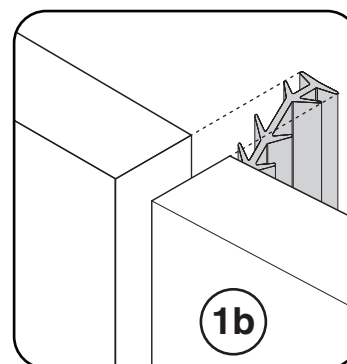
- *Used in vertical or horizontal orientations*
- *Install vertical seals sections first*
- *No gaps are acceptable where seals meet other seals, brackets, or trims.*

**Tip:** At the strike side of swing door frames, apply 3 mm (1/8") bead of clear caulk in the 6 mm gap prior to installing the seal to prevent movement over time.

1. a) Start at top of skins. Trim nose back 1/2" (12mm) at a 45-degree angle as shown.  
b) Align seal to be flush to top of skins or glass frames.
2. Use fingers to insert beginning of seal into gap between skins or between skins and trims.
3. Continue downward along length while working seal into the vertical gaps first, followed by horizontal gaps. Cut the lower end of the seal flush with the upper edge of the cove molding. Trim nose back 1/2" (12 mm) at a 45-degree angle at all trailing ends of seals.
4. It is recommended that a flat roller tool be used to finalize the depth of the seal and achieve a uniform appearance.



**Note:** Verticals should be full height and continuous whenever possible.  
**Exception:** Horizontals below transom glass should remain continuous.



Horizontal / Vertical Seal

