# Framery Four

# User instructions

# Contents

# 1 Important safety and product instructions

## 1.1 Preface

This instruction manual describes the use of the product. Everyone involved in using the product must read and understand the contents of the user and safety instructions.

This instruction manual gives you necessary information for the correct use.

For complete product and safety instructions, see **help.framery.com**.

## 1.2 Product information

The information in this manual corresponds to the product at the time of delivery. All information included in this manual is valid at the time of publication.

## 1.3 Copyright

This document must not be copied, presented, or delivered to a third party without explicit permission from Framery. The use of this document for any purpose other than those allowed by Framery is prohibited. Framery reserves the right to change the instructions related to the product without separate notice.
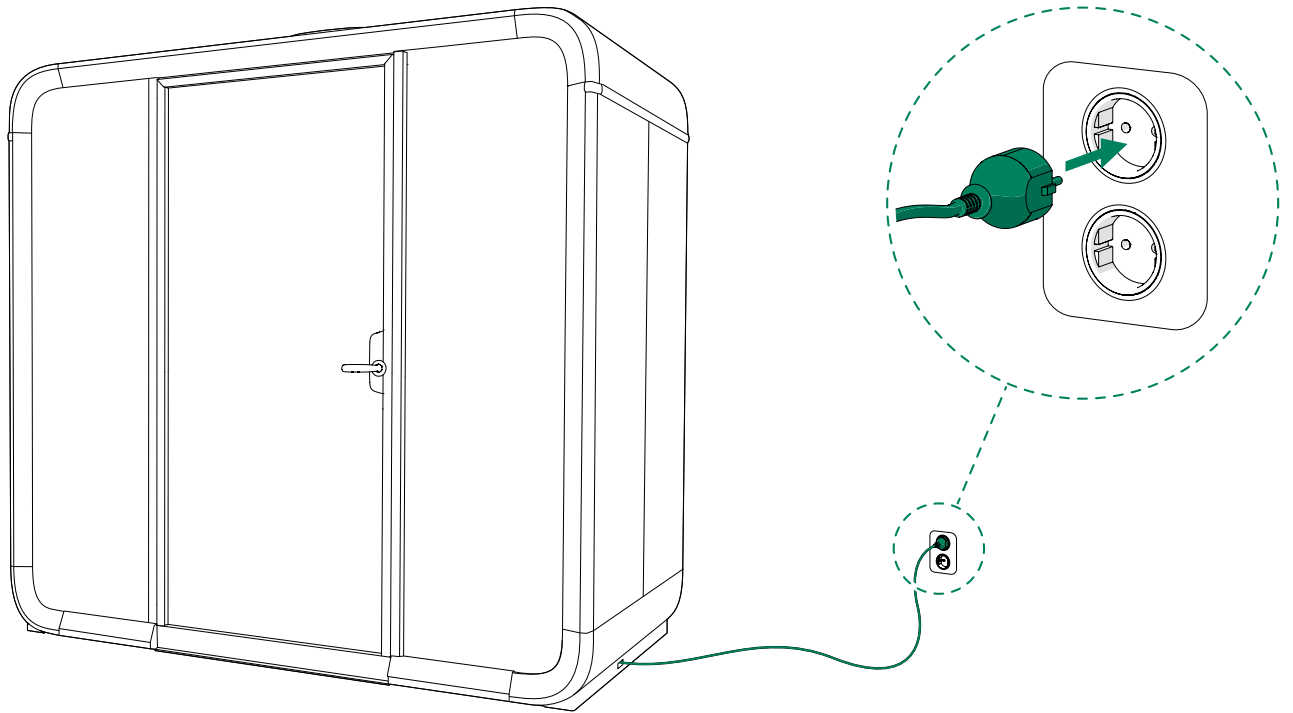
## 1.4 Manual contents

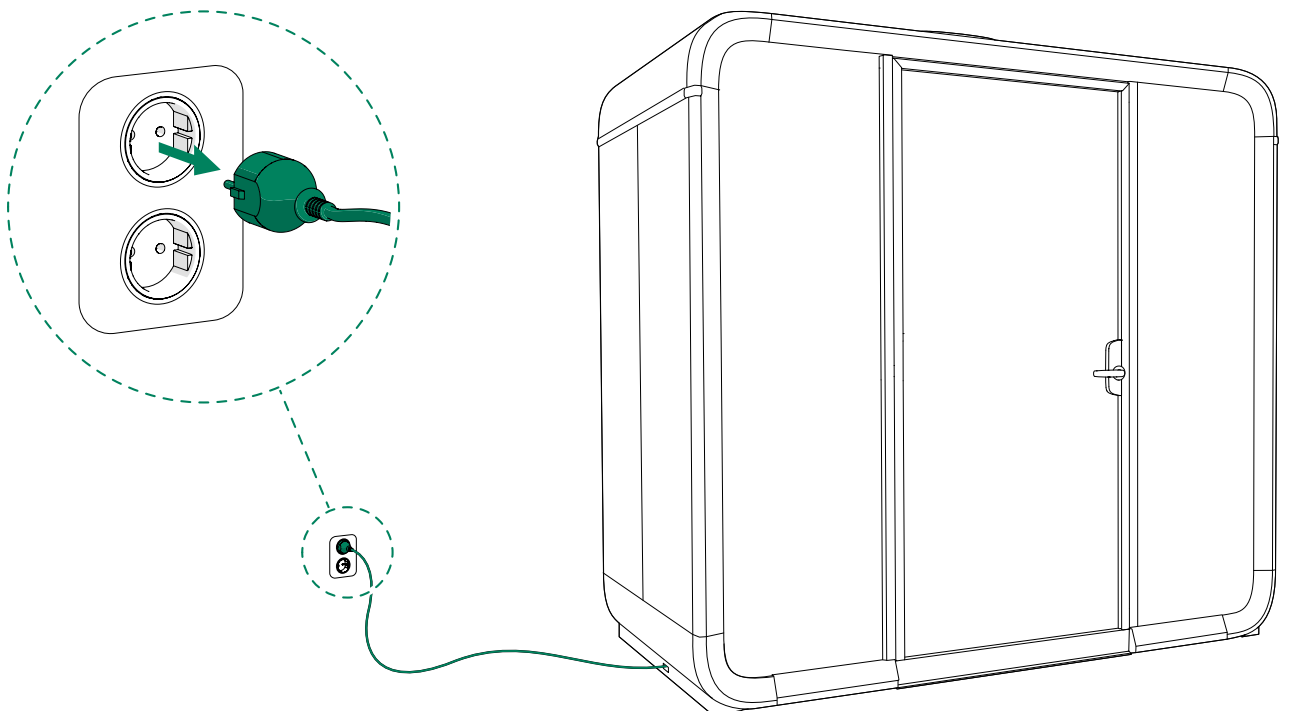The user instructions contain the following information:

- General information about the purpose and content of the instructions
- Information related to safety
- User instructions

# 2 Connecting the power cord

1. To switch on the pod electrics, connect the pod power cord to a power outlet.

2. To switch off the pod electrics, disconnect the pod power cord from the power outlet.

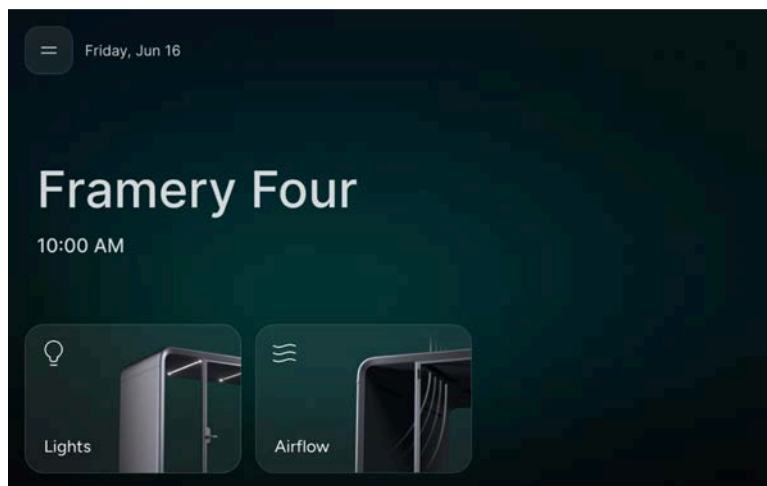framery

# 3 Main menu



**Figure 1: User interface of the pod**
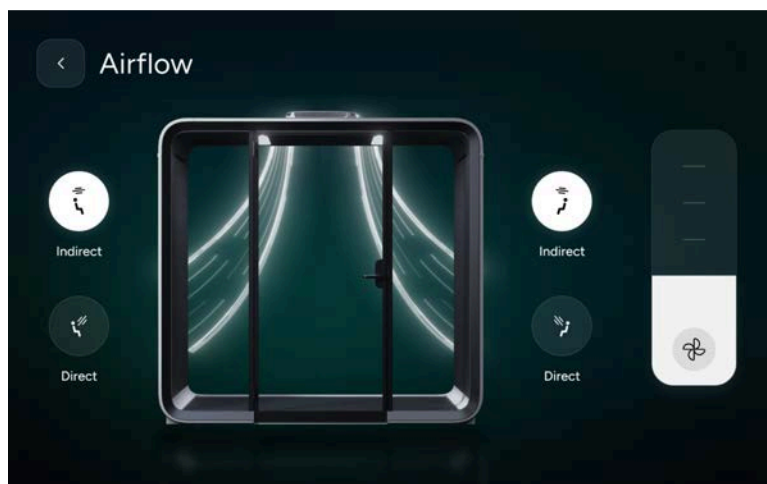
## 3.1 Adjusting the airflow



**Figure 2: Adjusting the airflow**

1. Press the **Airflow** button on the main menu of the touch screen.
2. To adjust the level of ventilation, slide the level line up (more ventilation) or down (less ventilation).
3. To adjust the direction of the airflow:

   • Select **Indirect** to direct the airflow off from the users.
   • Select **Direct** to direct the airflow directly towards the users.

   You can adjust the direction of airflow indpendently for each side of the pod.
4. To return to the main menu, press the arrow **<** button in the upper left corner of the touch screen.

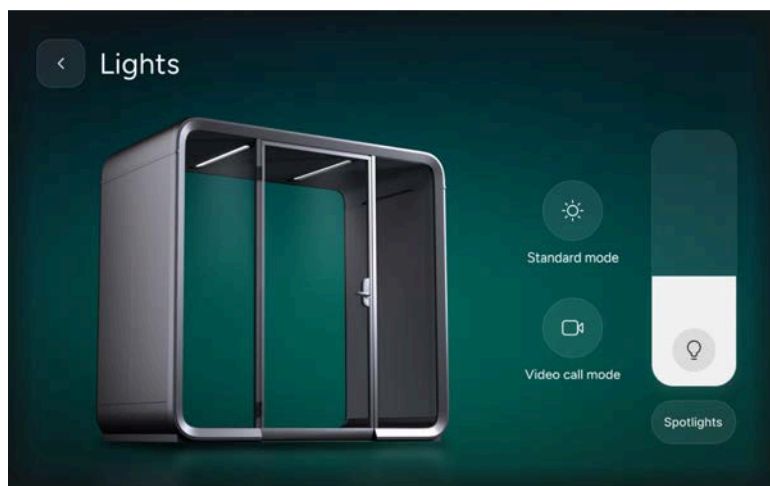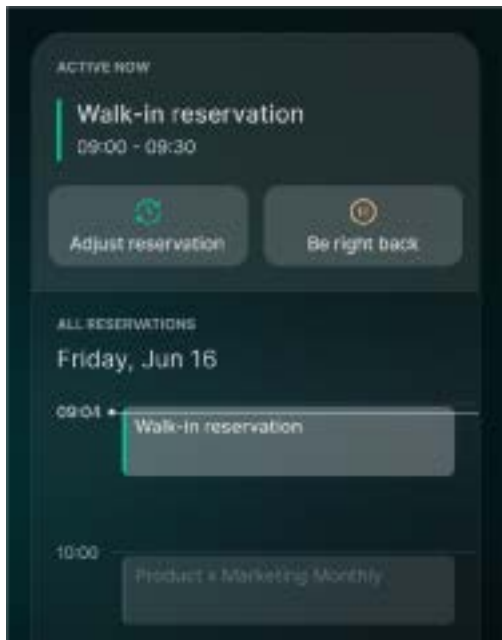## 3.2 Adjusting the lights



**Figure 3: Adjusting the lights**

1. Press the **Lights** button on the main menu of the touch screen.
2. Press **Standard mode** or **Video call mode** .
   The lights are automatically adjusted to a brightness suitable for either working in the pod or video conferencing.
3. To manually adjust the lights, slide the level line up (brighter) or down (less bright).
4. To turn off the spotlights, press the **Spotlights** button below the slider.
5. To return to the main menu, press the arrow **<** button in the upper left corner of the screen.
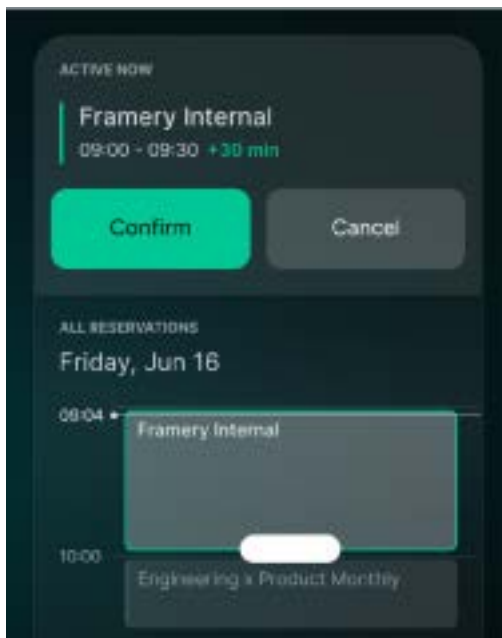
## 3.3 Extending the calendar reservation

When you enter the pod, the pod is automatically reserved for you for the next 30 minutes.

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1. To extend the walk-in resevation or other calendar reservation, do either of the following:

   • Press **Adjust reservation**. The reservation will be extended by 15 minutes.



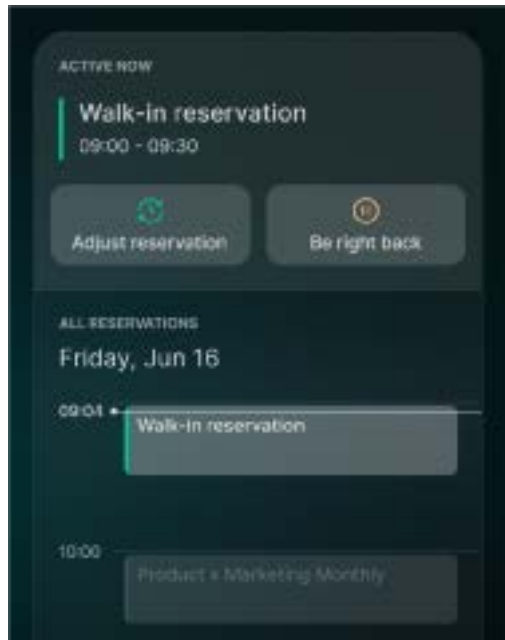   • Drag down on the event in the calendar.



2. Press **Confirm**.

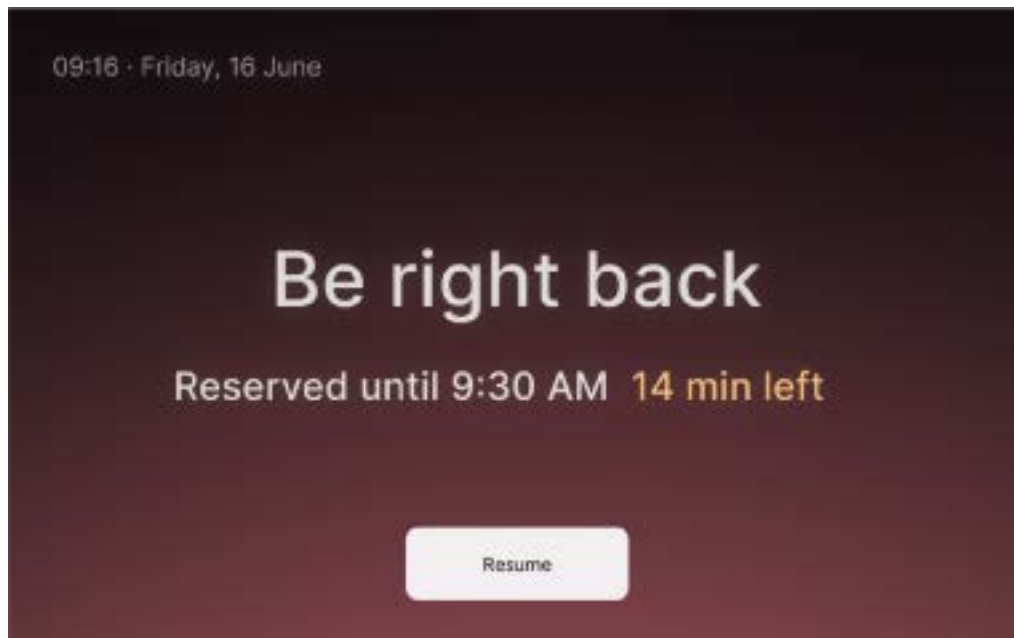## 3.4 Using the Be right back -function

If you want to leave the pod for a short while without loosing the reservation, you can use the Be right back -function.

1. Press **Be right back**.



The pod is reserved for you until the end of the reservation even if you step out of the pod.

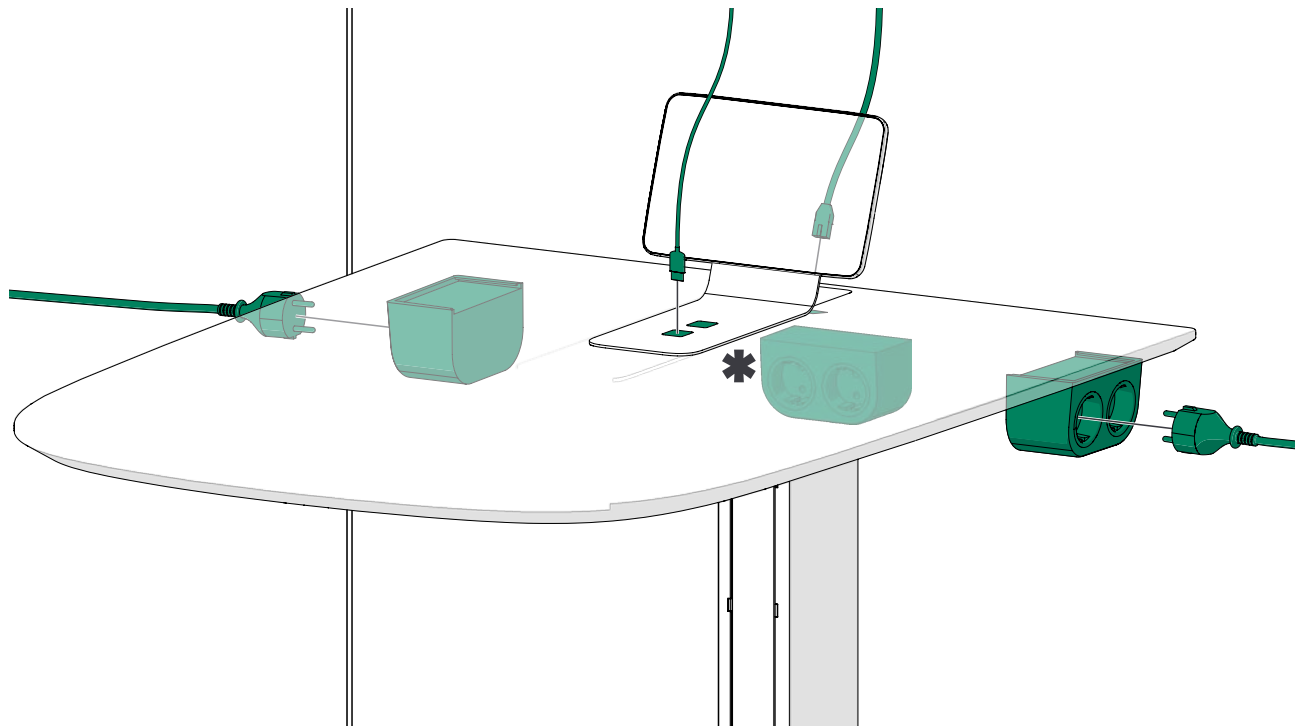2. When you re-enter the pod, press **Resume**.

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# 4 Connecting electrical equipment

The pod has four power outlets as standard. Two extra power outlets (for powering additional devices, such as a monitor) are an option. All power outlets are under the table.
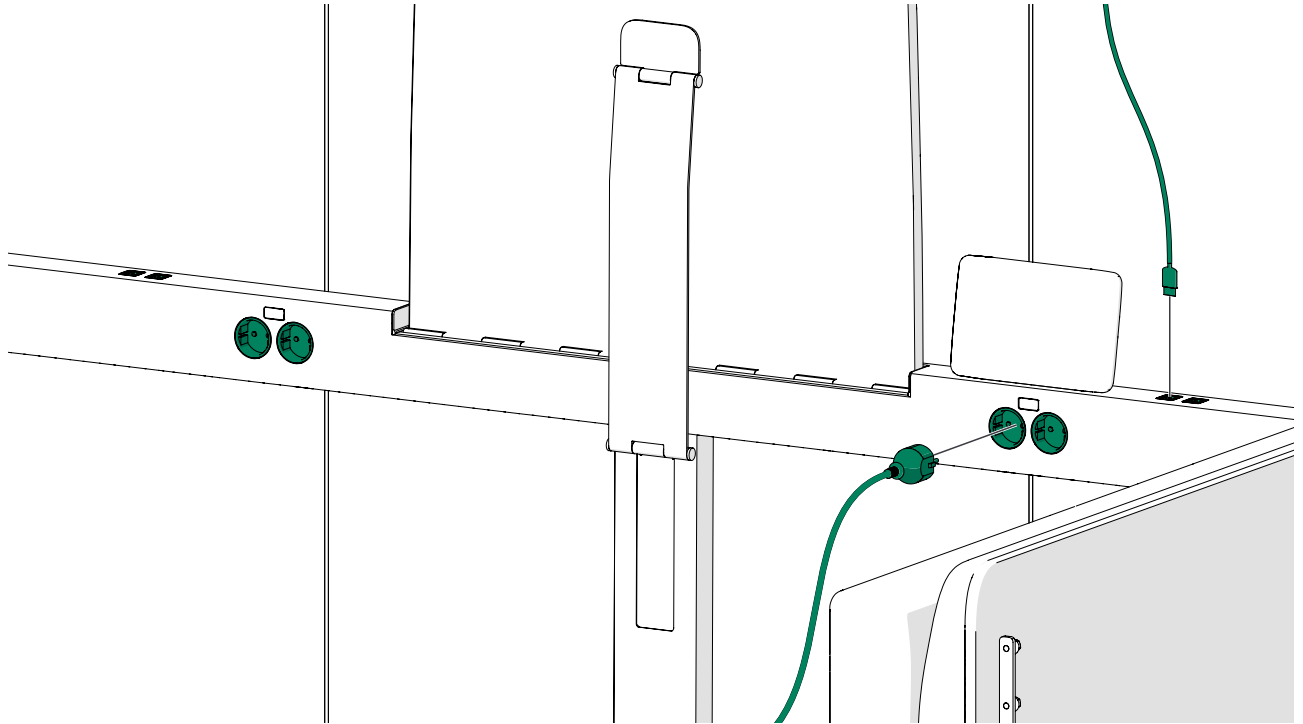
Additionally, the pod can be equipped with a combination of up to four optional HDMI, LAN and USB-C ports with the following limitations:

- 0 to 1 HDMI ports.
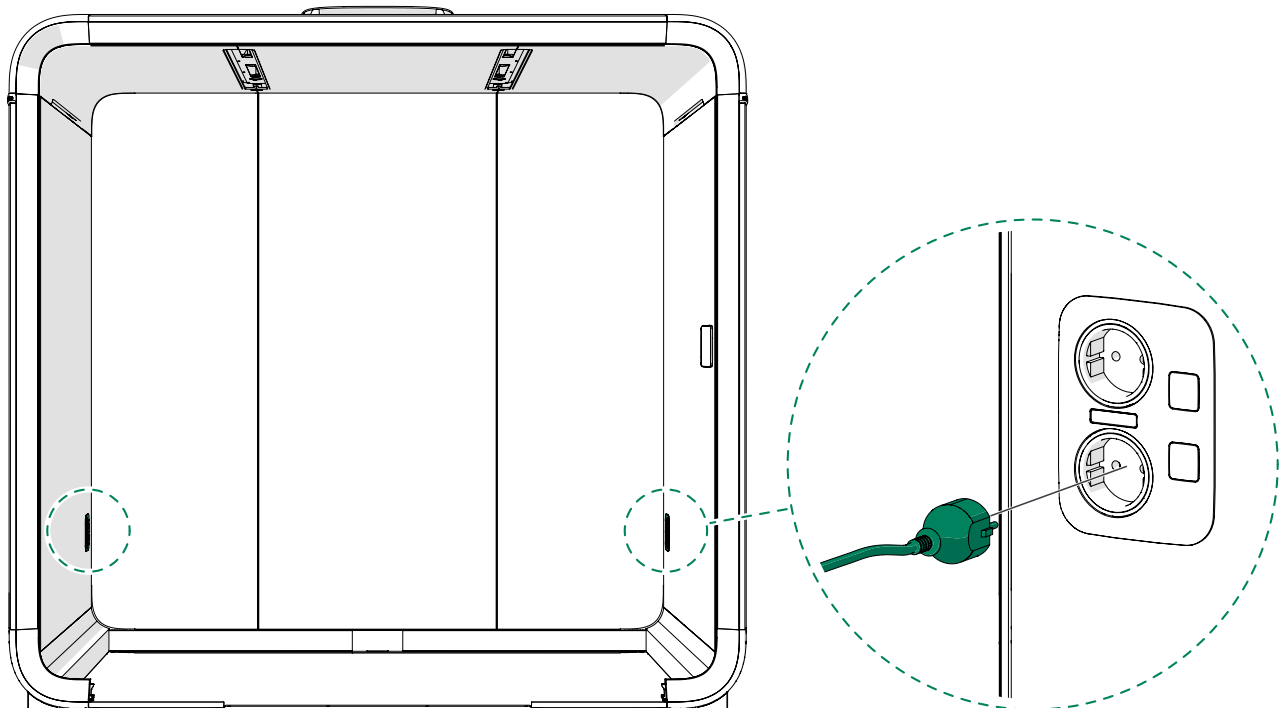- 0 to 2 USB-C PD Charge Ports (65W)
- 0-4 LAN port

LAN and HDMI ports (if included) are behind the UI panel. USB-C ports are on the table.

In Framery Four Accessible, the power outlets and charge ports are embedded in the horizontal beam.
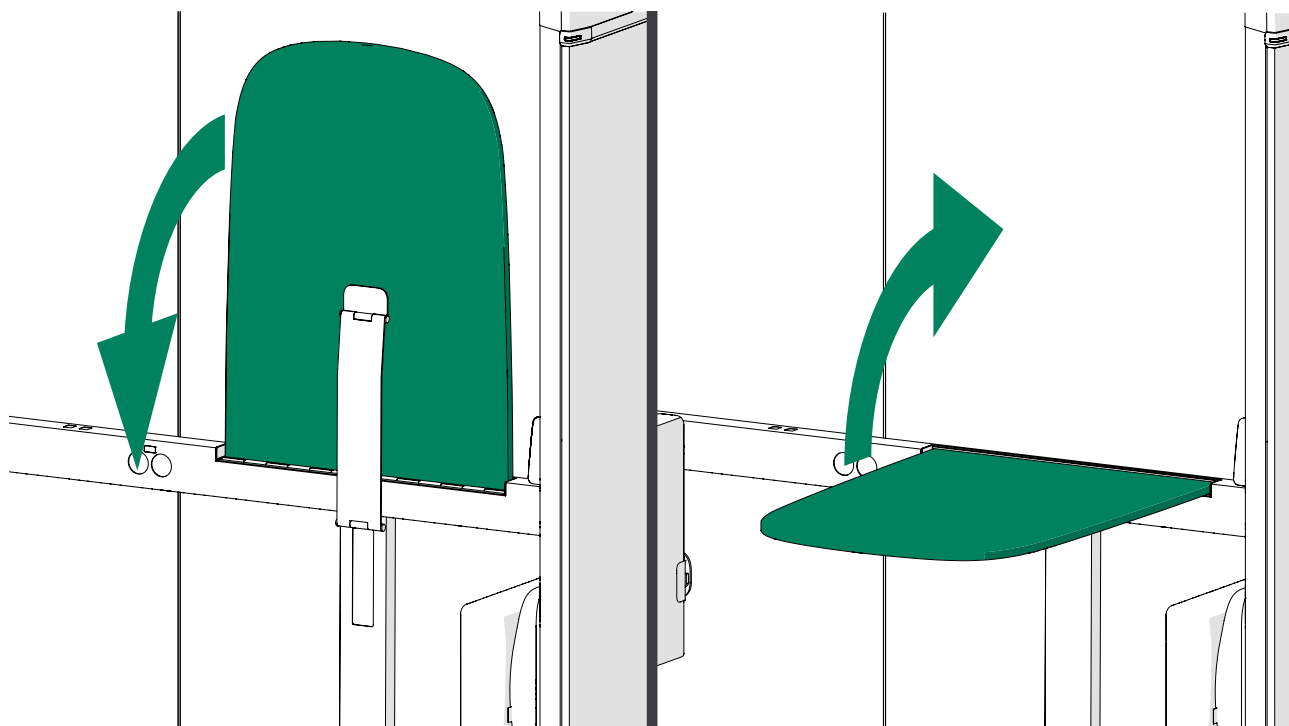
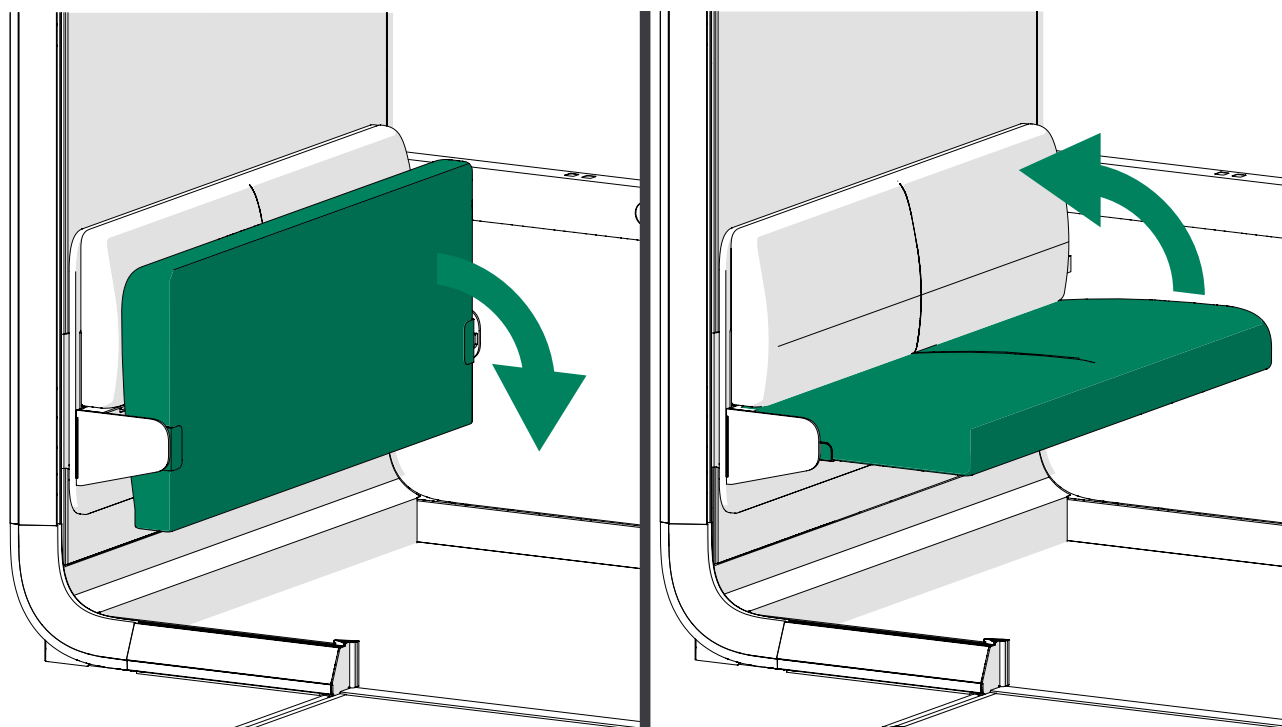In Framery Four Base, the power outlets and charge ports are in the back of the pod, two outlets on each side.

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# 5 Using the folding table and sofas (Framery Four Accessible)

1. Pull down on the tabletop to fold it down. Lift the tabletop to fold it up.



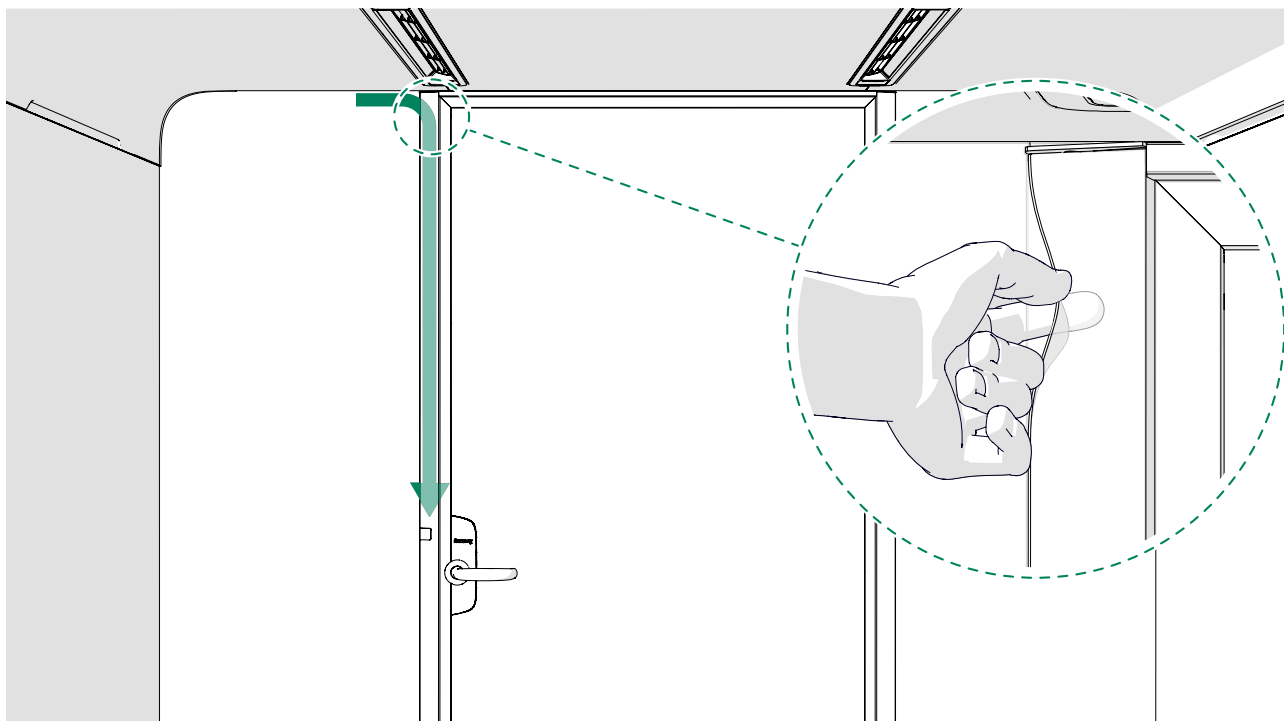2. Pull down on the seat to fold it down. Lift the seat to fold it up.
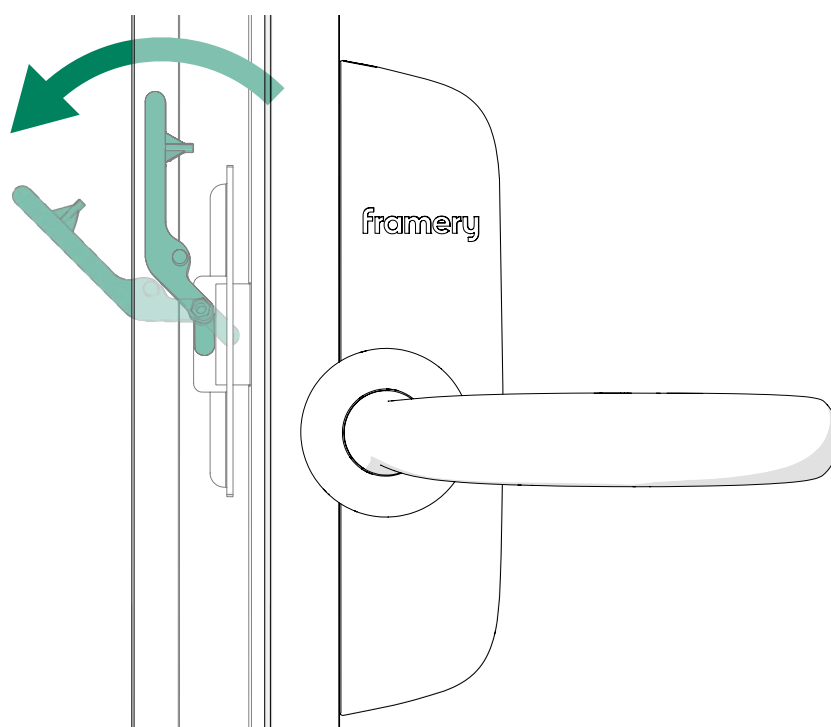
# 6 Emergency exit mechanism

The lock case used in the pod is intended for heavy usage and no issues are likely to occur. But, in case the door handle should get jammed, you can use an emergency exit mechanism to exit the pod.

For instructions on how to use the emergency exit mechanism, go to **exit.framery.fi** , or scan the QR-code on the side frame next to the door handle.

**1.** Put your finger under the seal on the door handle side and locate the emergency exit mechanism.



**2.** Push down on the lever.

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Framery Four
User instructions
Patamäenkatu 7
33900 Tampere
FINLAND
VAT: FI 23527139