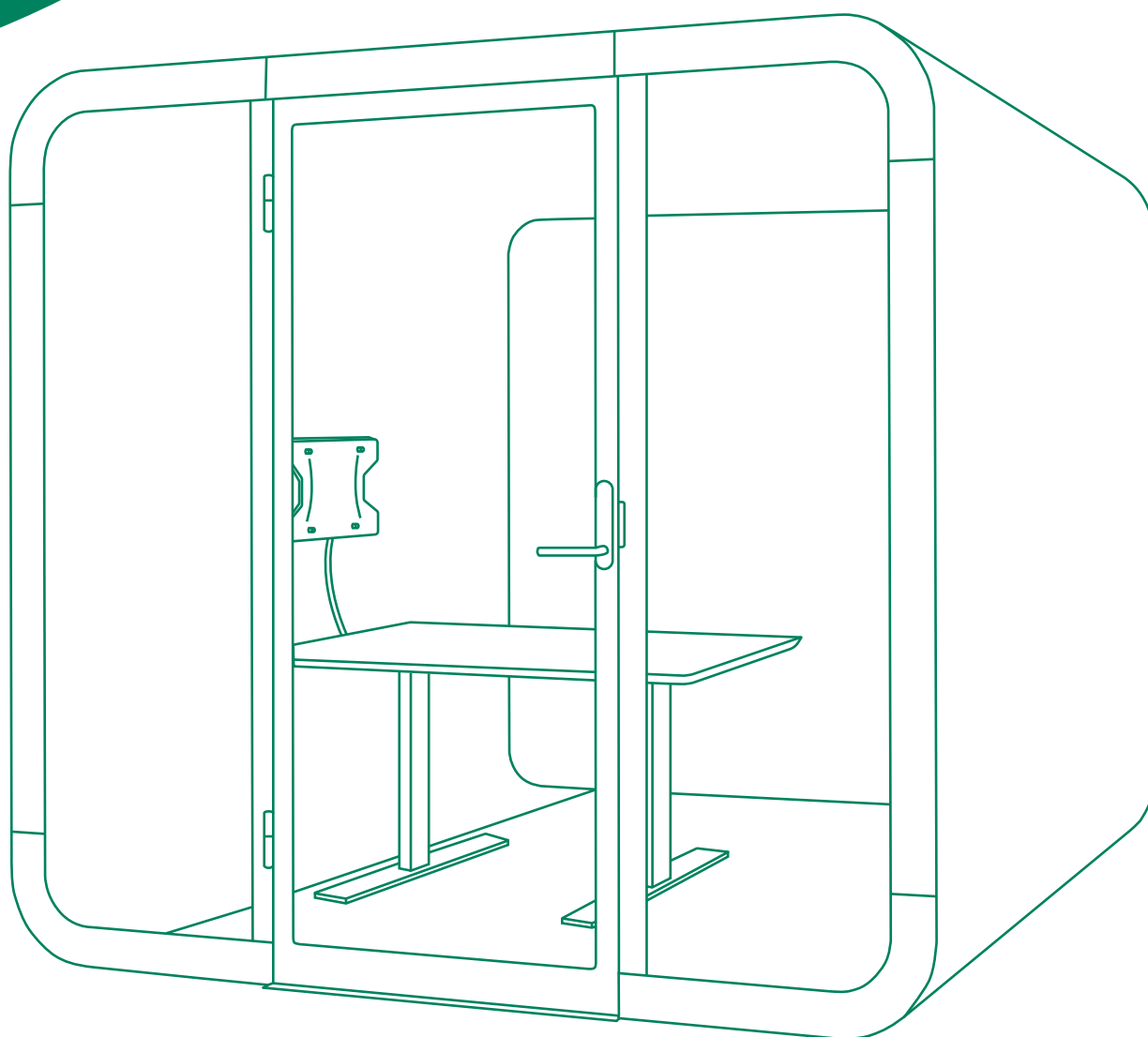


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SERIOUS ABOUT HAPPINESS



Framery 2Q Huddle
Installation instructions

English
Version 1.3
Tampere, Finland 27.02.2023

Contents

1 Warranty checklist.....	7
2 Important safety and product instructions.....	8
2.1 Preface.....	8
2.2 Product information.....	8
2.3 Copyright.....	8
2.4 Manual contents.....	8
2.5 Intended use.....	8
2.5.1 Non-conventional use.....	8
2.5.2 Ambient conditions for use.....	9
2.6 Warning, information, and safety symbols in this manual.....	9
2.7 Main safety risks related to the installation, maintenance, disassembly, and use of the product.....	9
2.7.1 Installation, maintenance, and disassembly.....	10
2.7.2 Electrical safety.....	10
2.7.3 Fire safety.....	11
2.7.4 Use.....	12
3 Installation requirements.....	14
3.1 Tools and accessories.....	14
3.2 Main dimensions.....	15
3.3 Installation space.....	16
3.4 Operating space.....	16
4 Prepare the carpet for installation.....	17
5 Install the back half of the pod.....	18
5.1 Install the back half of the floor.....	18
5.2 Install the back half of the roof.....	22
5.2.1 Prepare the roof modules (back).....	22
5.2.2 Attach the roof modules together (back).....	24
5.2.3 Install the upper frame (back).....	26
5.3 Install the wall modules and the roof of the back half of the pod.....	27
5.3.1 Install the support beam to the wall modules (back).....	27
5.3.2 Assemble the roof support beams (back).....	28
5.3.3 Install the back half of the roof to the wall modules.....	29
5.3.4 Install the combined roof and walls to the floor (back).....	32
6 Install the front half of the pod.....	34
6.1 Install the front half of the floor.....	34
6.2 Install the front half of the roof.....	36
6.2.1 Prepare the roof modules (front).....	36
6.2.2 Attach the roof modules together (front).....	38
6.3 Install the wall modules and the roof of the front half of the pod.....	41

6.3.1 Install the support beam to the wall modules (front).....	41
6.3.2 Install the front half of the roof to the wall modules.....	42
6.3.3 Install the combined roof and walls to the floor (front).....	45
7 Connect the back and front halves of the pod.....	47
7.1 Check the straightness of the pod halves after connecting.....	50
8 Install the back frames and glasses.....	56
8.1 Install the left-hand frames.....	56
8.2 Install the first side glass and the center glass.....	59
8.3 Install the right-hand frames and the other side glass.....	60
8.4 Finalize the installation of the back frames and glasses.....	63
9 Install the carpet.....	65
10 Install the front frames and glasses.....	66
10.1 Install the corner and side frames.....	66
10.2 Install the control panel.....	68
10.3 Install the booking system bracket (optional).....	72
10.3.1 Install the USB cord into the strike plate-side glass frame (optional).....	73
10.3.2 Install the booking system bracket (optional).....	74
10.3.3 Install the 5V unit (optional).....	80
10.4 Install the side glasses.....	84
10.5 Install the front center frame.....	88
10.6 Finalize the installation of the front frames and glasses.....	89
11 Install the control unit.....	90
12 Install the control panel cord and the ceiling threshold.....	93
13 Install the door.....	99
13.1 Install the floor threshold.....	99
13.2 Install the door.....	100
13.3 Adjust the closing speed of the door.....	103
13.4 Install the lock case.....	109
13.5 Install the door handle.....	110
13.6 Install the smart lock handle (optional).....	113
13.6.1 Adjust the strike plate.....	120
13.6.2 Check the lock function.....	121
13.7 Adjust the door height.....	124
13.8 Adjust the automatic door seal.....	127
14 Install the interior and electrics.....	129
14.1 Install the metal box to the table top.....	129
14.2 Install the power outlet to the table top.....	134
14.3 Install the wall bracket and table legs.....	136
14.4 Install the power outlet on the table.....	138
14.5 Install the power cord from the roof.....	141

14.6 Install the seals.....	141
14.7 Install the display bracket and display (optional).....	147
14.8 Install the metal trims and cord duct.....	150
14.9 Install electrical connections to the control unit.....	154
14.10 Install the motion detector.....	158
14.11 Install the lights.....	159
14.12 Finalize the installation of the table and electrics.....	162
15 Install the cover panels and the body covers.....	167
15.1 Install the roof cover panels.....	167
15.2 Install the roof cover plates.....	168
15.3 Install the wall cover panels.....	169
15.4 Install the bottom body covers.....	171
15.5 Install the wall body covers.....	172
15.6 Install the roof body covers.....	174
15.7 Finalize the installation of the body covers.....	177
16 Install the whiteboard.....	178
17 Finalize the installation.....	182

1 Warranty checklist

For the product warranty to be valid:

Fill this checklist and send it to Framery after pod installation. Take a photo or scan the filled list and send it to Framery at warranty@frameryacoustics.com. Leave the completed list inside the pod.

Country: _____

City: _____

Customer: _____

Pod serial number: _____

SO number: _____

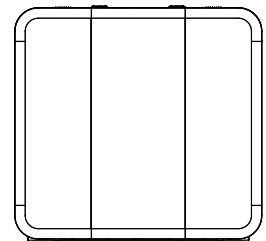
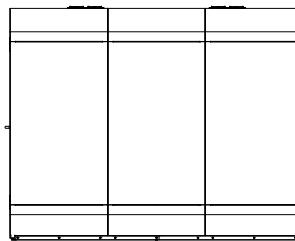
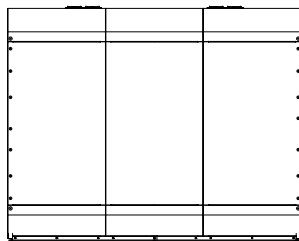
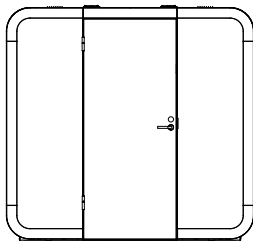
Installation company: _____

Name of technician: _____

YES

- ☐ All bolts and screws are tightened according to the instructions
- ☐ When the door is left open, it is either at standstill or closes
- ☐ The door is in the middle of the opening
- ☐ The door handle is not loose and is installed according to instructions
- ☐ The pod power cord is connected according to the instructions
- ☐ The light and fans switch on when a person enters the pod
- ☐ The fans are making a quiet and even sound
- ☐ Air flows into the pod from the ventilation channels in the roof module
- ☐ All furniture is installed securely and according to the instructions
- ☐ Air flows out of the pod from the ventilation channels when the door is closed
- ☐ The body covers are installed according to the instructions
- ☐ The light inside the pod switches off after approximately 8 minutes of inactivity
- ☐ All glasses are installed evenly and according to the instructions
- ☐ All glass seals are installed according to the instructions

Circle the location of scratches or any other visual defects below. Attach pictures and descriptions of the defects to the warranty email.



I certify that the pod is installed according to Framery installation instructions and the pod has been checked to be operating correctly.

Signature and date: _____

2 Important safety and product instructions

2.1 Preface

This instruction manual describes the installation of the product. Everyone involved in installing the product must read and understand the contents of the installation and safety instructions.

This instruction manual gives you necessary information for the correct installation of the product.

2.2 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.

2.3 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.

2.4 Manual contents

The installation instructions contain the following information:

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

2.5 Intended use

The Framery 2Q is a pod intended for short term indoor commercial and household use by one to six (1-6) people at a time.



Warning: WARNING –To reduce the risk of burns, fire, electric shock, or injury to persons:

Use this product only for its intended use as described in the user instructions. Do not use attachments not recommended by the manufacturer.

2.5.1 Non-conventional use

Any use or maintenance of the product that is not specifically allowed in the installation, maintenance, troubleshooting or user instructions is prohibited, including the following:

- Installation, maintenance or disassembly of the pod without reading and understanding the instructions for those actions
- Use of the pod beyond the limits of use
- Making alterations to the pod

- Using the pod in spite of obvious defects or damage
- Using the pod outdoors or in conditions where the temperature or air quality is not safe
- Climbing on top of the product or placing any load on the roof of the product
- Smoking in the pod

2.5.2 Ambient conditions for use

The pod is intended to be used in the following conditions:

- Ambient temperature: +15°C ... +30°C (59°F ... 86°F)
- Humidity: max. 50%
- Sufficient air quality surrounding the product

2.6 Warning, information, and safety symbols in this manual

The warnings in this manual have been divided into the following two categories:

- The term "DANGER" indicates a hazardous situation which, if not avoided, will result in death or serious injury.
- The term "WARNING" indicates a hazardous situation which, if not avoided, could result in death or injury.

The safety symbols found in this manual may also be posted on the product. All personnel who install, disassemble, perform maintenance, or use the product are to be familiar with and observe all safety symbols, labels, and instructions about the action they are performing.

Table 1: Hazard



	An exclamation point symbol inside a colored triangle indicates a hazardous situation.
	

Table 2: Mandatory action












	A white symbol inside a colored circle indicates an action that must be taken to avoid a hazardous situation.
---	---

Table 3: Prohibited action

	A ring with a diagonal bar indicates an action that is not allowed.
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2.7 Main safety risks related to the installation, maintenance, disassembly, and use of the product



2.7.1 Installation, maintenance, and disassembly




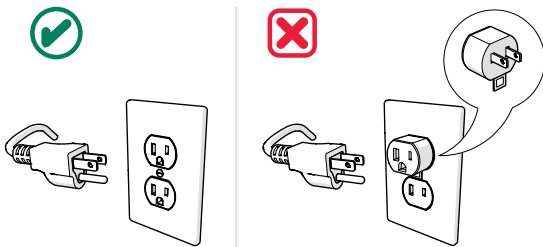



	WARNING! To reduce the risk of burns, fire, electric shock, or injury to persons, obey the following:
	Use cut resistant safety gloves during the installation, maintenance, or disassembly of the product.
	Use steel toed safety boots during the installation, maintenance, or disassembly of the product.
	Use safety glasses during the installation, maintenance, or disassembly of the product.
	Read and understand the instructions and plan your work beforehand.
	Obey all local rules and regulations regarding workplace safety.
	Keep the work site tidy and free from debris throughout the installation, maintenance, or disassembly process.
	Do not climb on top of the product or place any load on the roof of the product.
	<p>Do not push the the finished product to move it without engaging the optional casters.</p> <p>The product is very heavy and moving the product after installation without engaging the optional casters requires a significant amount of force. Moving a finished product (not using the optional casters) without disassembly and reassembly requires an on-site risk assessment to be performed by the party responsible for moving the product.</p>

2.7.2 Electrical safety

Input for the electrical system: 100-240 VAC (10 A) 50-60 Hz



The maximum load for the electrical system is 6.6 A.

	DANGER! To reduce the risk of electric shock, obey the following:
	<p>Disconnect the power cord from the power outlet before starting any cleaning, maintenance, or disassembly procedures.</p> <p>The power cord serves as a power disconnect device for pluggable equipment. The power outlet shall be located near the equipment and shall be easily accessible.</p>

	<p>WARNING!</p> <p>To reduce the risk of burns, fire, electric shock, or injury to persons, obey the following:</p>
	Connect the power cord to a properly grounded outlet only.
	<p>This product is for use on a nominal 120-volt circuit and has a grounding plug that looks like the plug illustrated in the figure below. Make sure that the product is connected to an outlet having the same configuration as the plug. No adapter should be used with this product.</p> <div data-bbox="375 607 919 853">  </div>
	Keep the power cord of the product away from heated surfaces.
	Do not use the pod if you notice any defects or damage to the electrical equipment.
	Do not connect any extension cords to the power outlet(s) of the product.

2.7.3 Fire safety

The fire load for the Framery 2Q is approx. 10400 MJ.

	<p>WARNING!</p> <p>To reduce the risk of burns, fire, electric shock, or injury to persons, obey the following:</p>
	<p>If safely possible to perform, disconnect the power cord from the power outlet if there is a fire inside the product.</p> <p>The power cord serves as a power disconnect device for pluggable equipment. The power outlet shall be located near the equipment and shall be easily accessible.</p>

Fire safety end devices (alarms, sprinklers etc.) can also be installed inside the pods (instructions available upon request). The need for end devices inside the pod is always determined by the applicable local authorities.


2.7.4 Use

Maximum loads for the 2Q table options:

- Huddle table: 131lbs (60 kg)
- Lounge side table 33 lbs (15 kg)
- Lounge piaggio table: 78 lbs (35 kg)


Maximum loads for Framery 2Q seats:




- Lounge back sofa: 900 lbs (408 kg)
- Lounge side sofa: 900 lbs (408 kg)









 **Note:** Framery does not supply seats for the 2Q Huddle.

Maximum load for the display bracket is 65 lbs (30 kg).

Maximum load for the 2Q Lounge whiteboard bracket is 33 lbs (15 kg).

 **Note:** UL962 compliance is only guaranteed with Framery supplied furniture.

	<p>WARNING!</p> <p>To reduce the risk of burns, fire, electric shock, or injury to persons, obey the following:</p>
	Read and understand the user instructions before using the product.
	<p> Note: The following statement applies to use in Japan.</p> <p>This equipment is not suitable for use in locations where children are likely to be present.</p>
	<p> Note: The following statements apply to use in all other countries.</p> <p>Close supervision is necessary when this furnishing is used by, or near children, invalids, or disabled persons.</p> <p>Keep children away from extended foot support (or other similar parts).</p>
	Risk of injury! Keep hands and other body parts clear of the side edges of the table when raising or lowering the electrically adjustable table top. This applies to all Framery pods with an electric adjustable table.
	Do not use the product if the surrounding conditions are in any way hazardous; the air circulating inside the pod is derived from the surrounding space.
	Do not use the product if the ventilation is not functioning.
	Do not use the product if the ventilation channels are blocked. Keep the ventilation channels free of lint, hair, and the like.

	Do not use the pod if you notice any defects in the electrical equipment or if the product is not working properly. Disconnect the power cord from the power outlet and contact your local dealer or the manufacturer immediately.
	Do not drop or insert any object into any opening if not specifically instructed to do so in this manual.
	Do not use outdoors.
	Do not use where aerosol (spray) products are being used or where oxygen is being administered.
	Do not climb on top of the product or place any load on the roof of the product.
	Do not lean against the product.
	Do not smoke inside the product.
	Do not obstruct the view through the front and back glasses by posting signs, decorations, or by installing blinds or draperies that would prevent occupants from seeing the visible alarm appliances located in the structure where the pod is installed.

3 Installation requirements

3.1 Tools and accessories

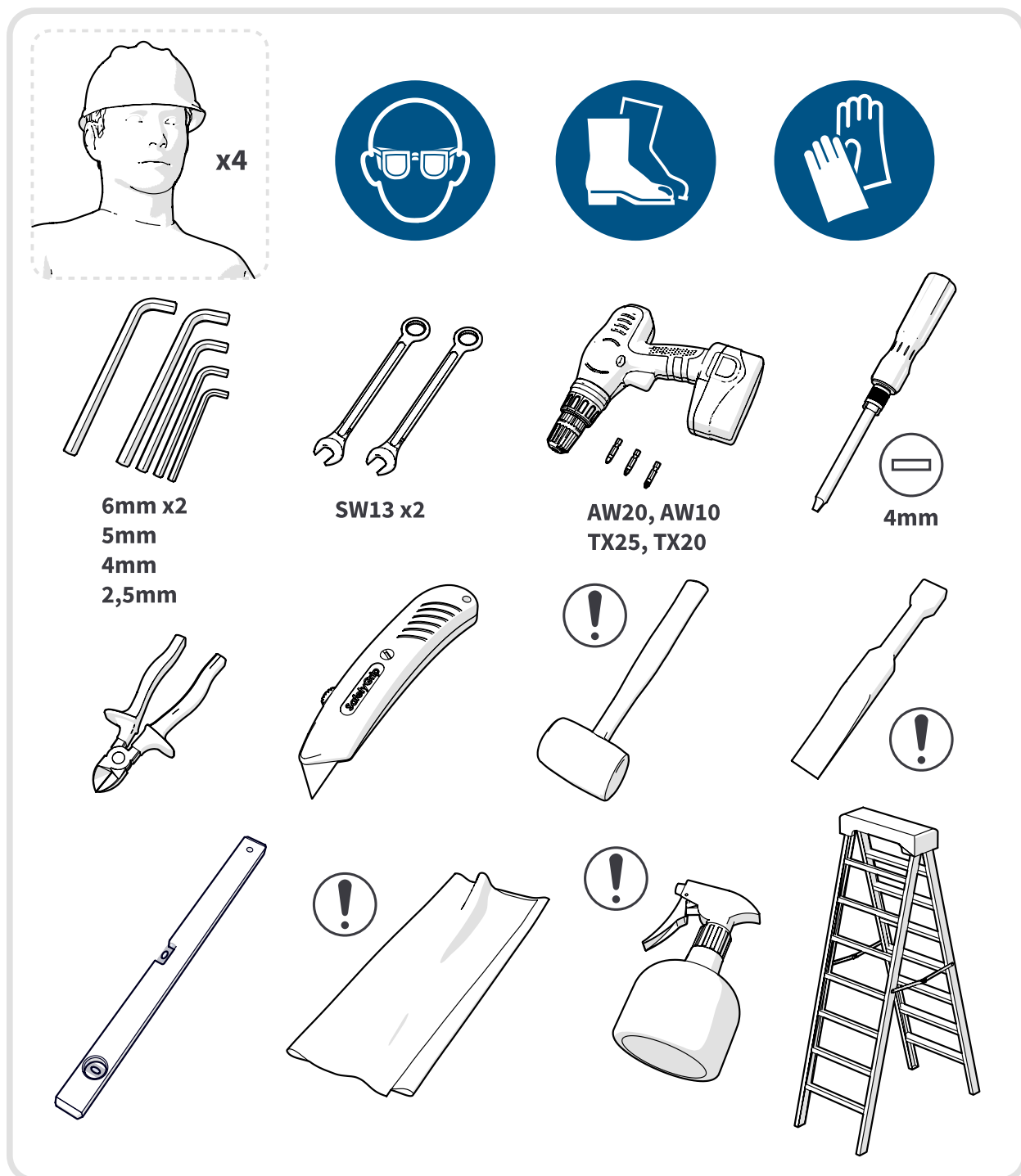


Figure 1: Tools and accessories needed for installation and maintenance

- ⚠ **Note:** Use a white rubber mallet to prevent marks on the body covers.
- ⚠ **Note:** Use a plastic chisel to remove the body covers.
- ⚠ **Note:** Use a separate piece of carpet in the door installation.

- ❗ **Note:** Use a lint-free cloth to clean the pod.
- ❗ **Note:** Use a mild alcohol-based cleaning solution to clean the pod.
- ℹ **Tip:** Use glass washing liquid as a lubricant to help install the seal.

3.2 Main dimensions

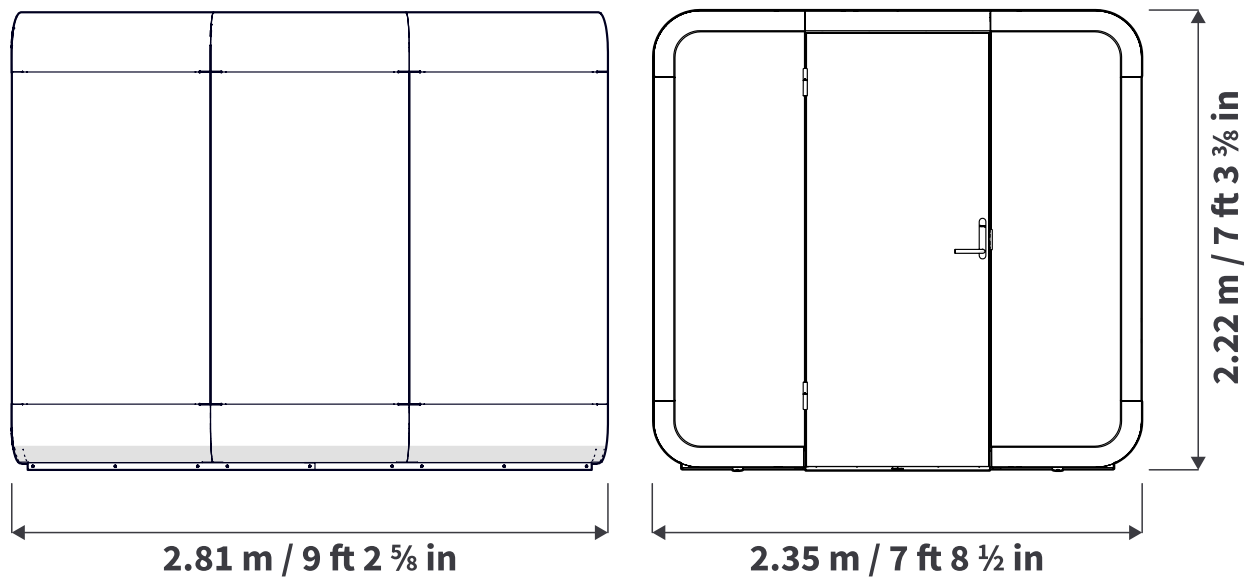


Figure 2: Main dimensions of the 2Q pod

3.3 Installation space

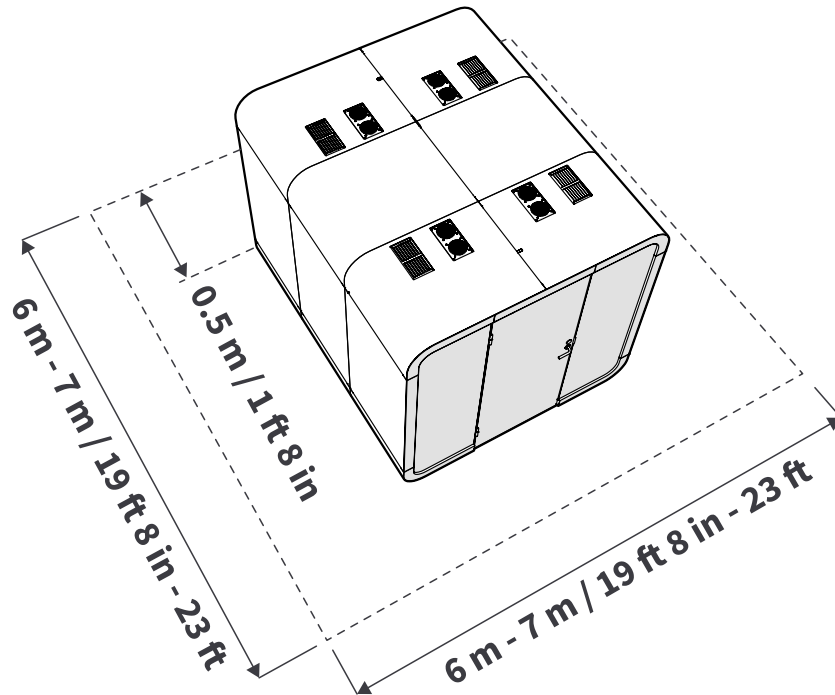
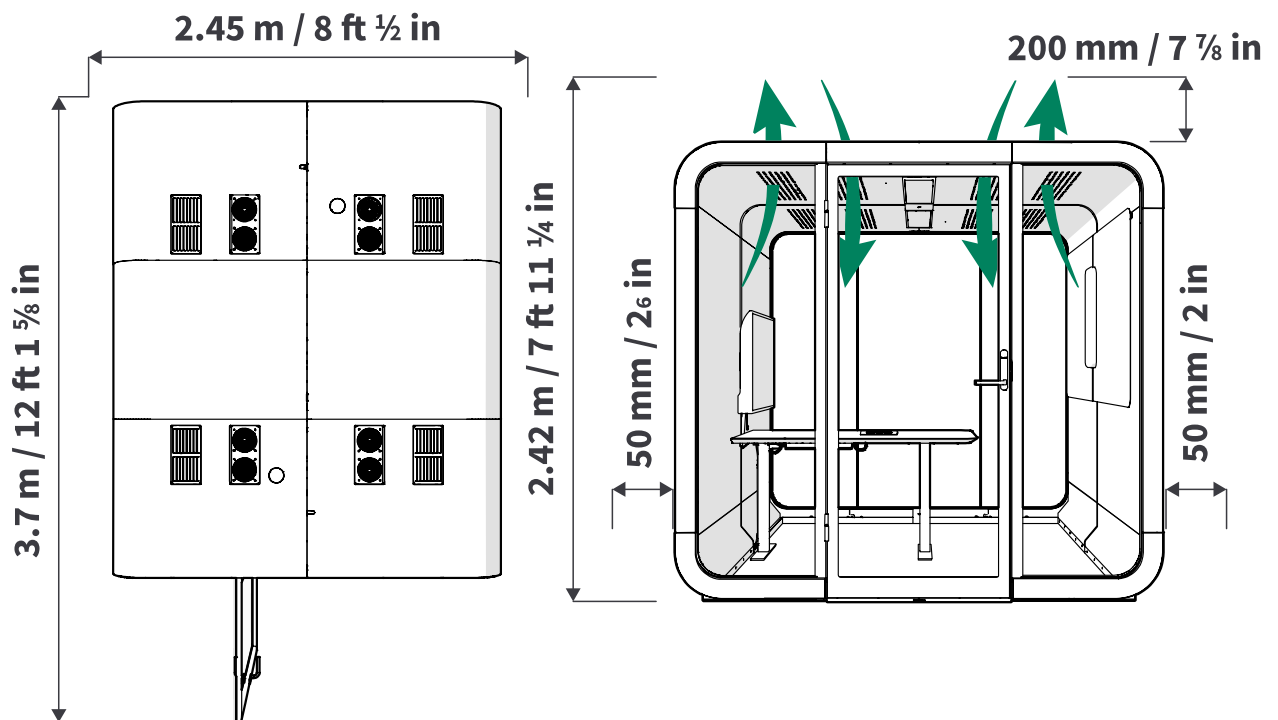


Figure 3: Installation space measurements of the 2Q pod

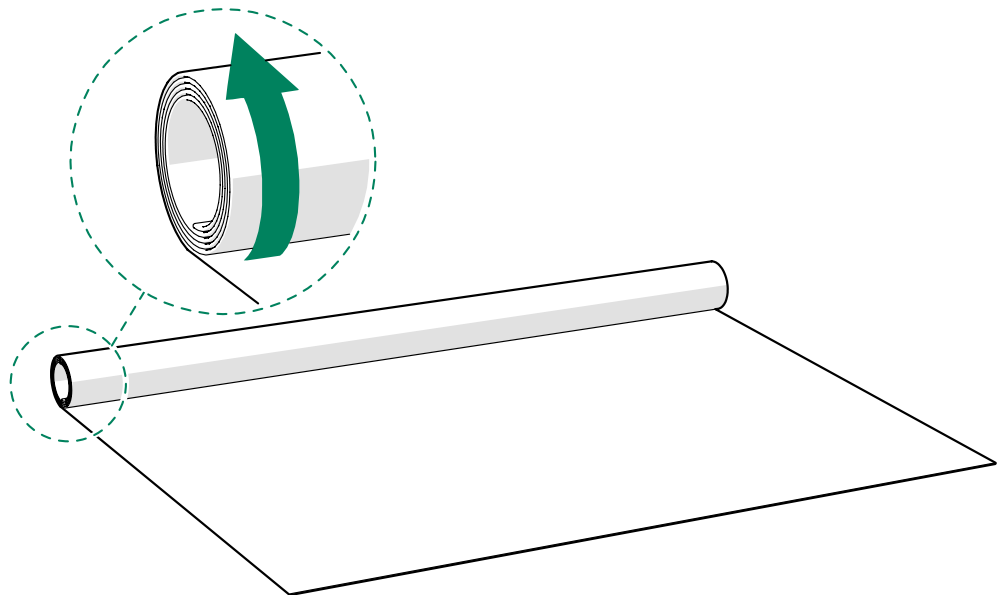
3.4 Operating space

When in use, the pod needs an area of 2.45 m (8 ft 1/2 in) x 3.7 m (12 ft 1 5/8 in) x 2.42 m (7 ft 11 3/8 in). The dimensions include the minimum recommended space for the air to circulate: 200 mm (8 in) above the pod and 50 mm (2 in) around the pod.

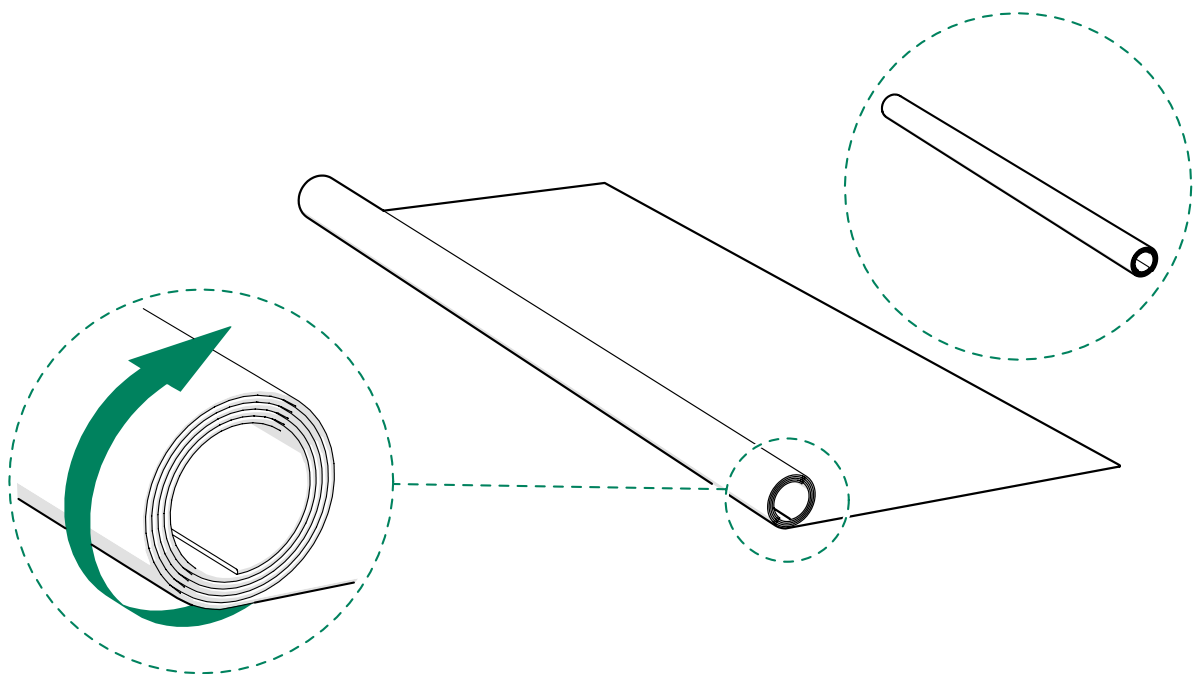


4 Prepare the carpet for installation

1. Unroll the carpet.



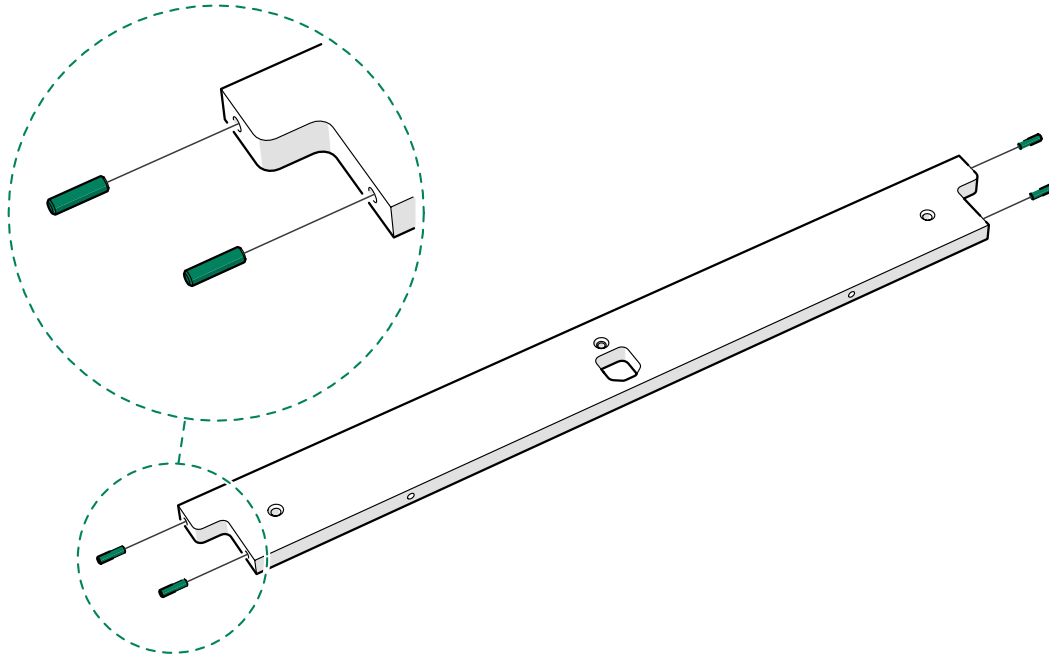
2. Roll the carpet the other side up from the long side.



5 Install the back half of the pod

5.1 Install the back half of the floor

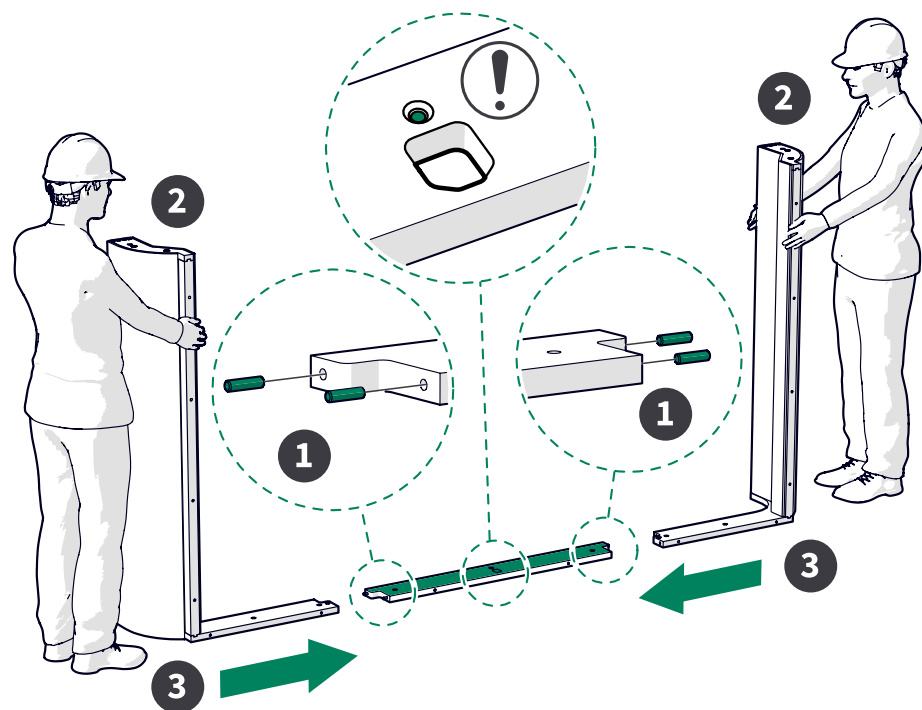
1. Press wooden pins (4 pcs) into the holes in the back I-beam.



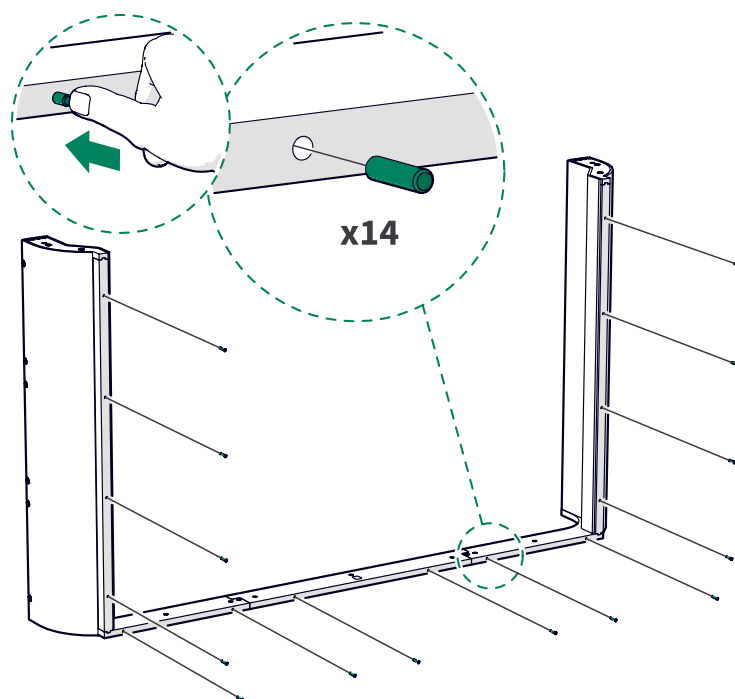
2. Stand two corner pieces on their wide ends.

⚠ **Note:** Support both corner pieces at all times. Make sure that the black side of the I-beam is upwards.

3. Join the wooden pins into the holes in the corner pieces.

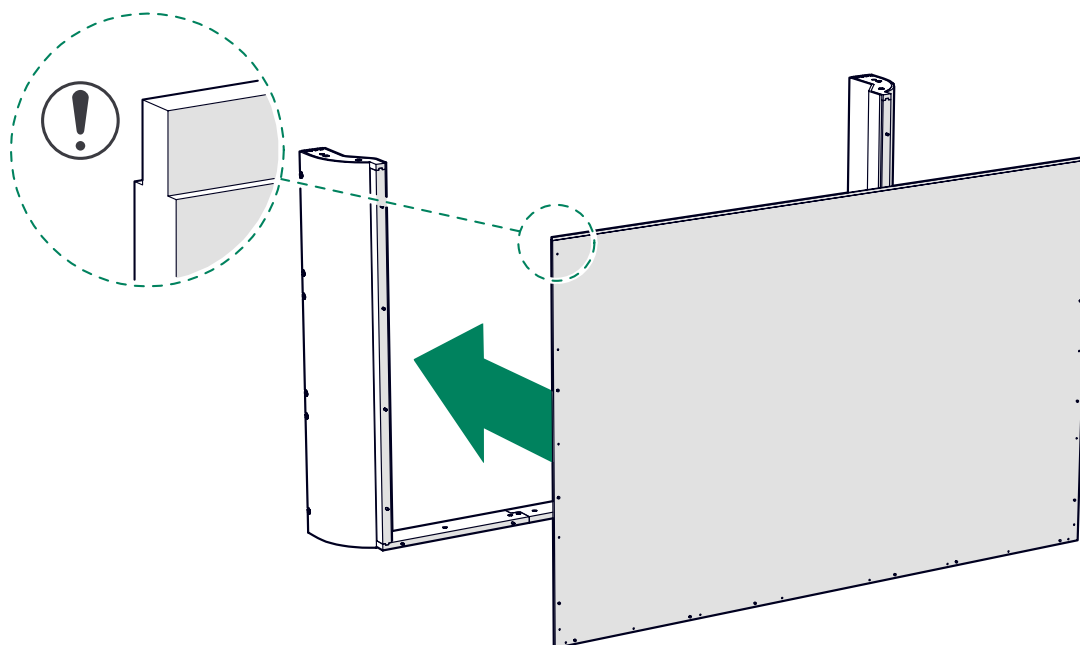


4. Press wooden pins (14 pcs) into the corner pieces and the I-beam.



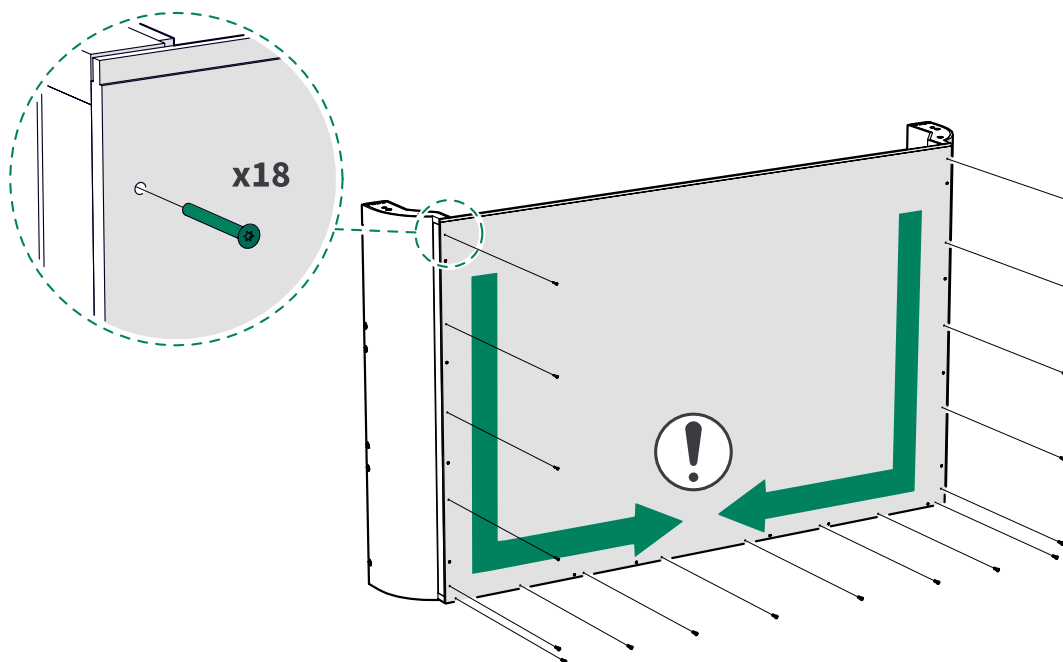
5. Press the floor board onto the wooden pins.

⚠ **Note:** Make sure that the narrow end of the floor board is at the open end of the back half of the floor.



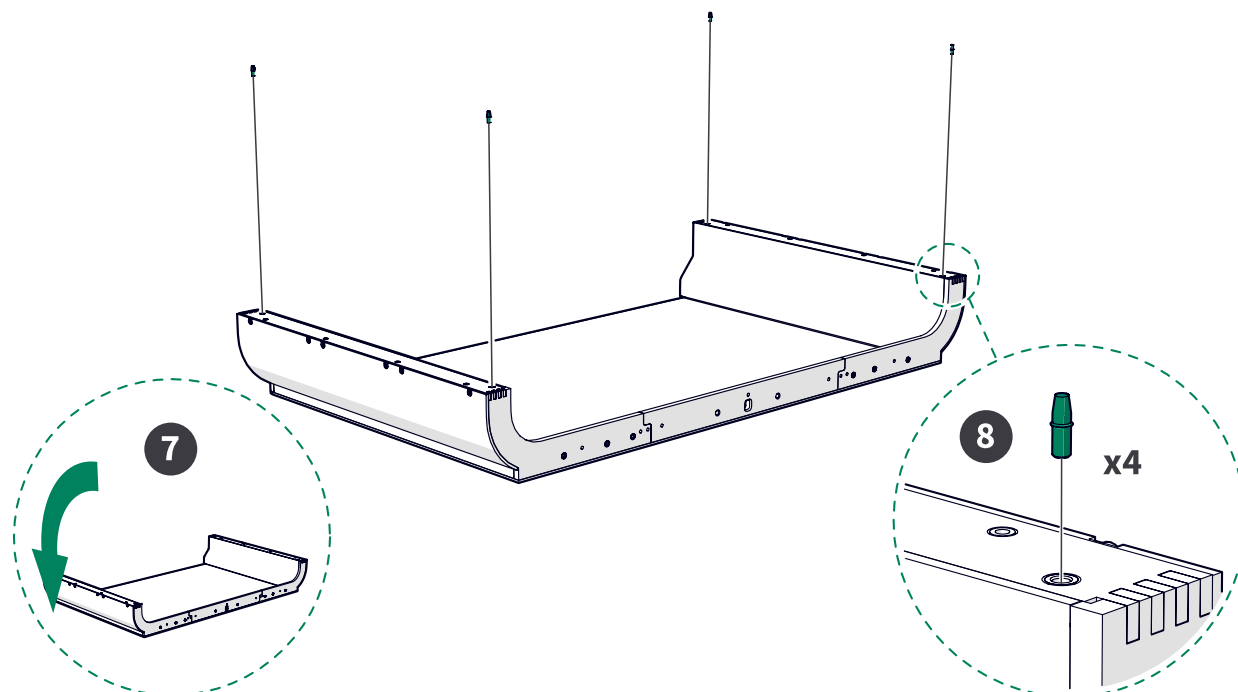
6. Install 5x30 screws (18 pcs).

- ⚠ **Note:** Install the screws from the ends of the floor module towards the middle. Make sure that the pins are in place.
- ⚠ **Note:** Make sure that the screw heads are level with the floor or deeper.



7. Lay down the back half of the floor.

8. Install guide pins (4 pcs) to the installation holes.
There are two guide pins for each floor corner piece.



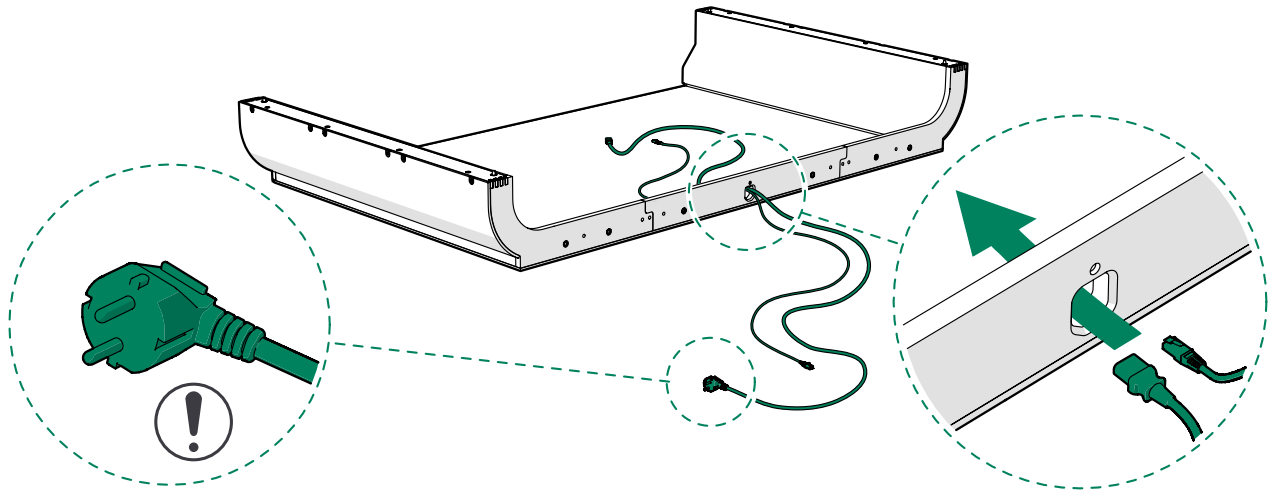
9. Pull the main power cord and one or two customer supplied LAN cords through the hole in the back half of the floor.



Note: If you intend to install the power cord from the roof, leave it aside.



Note: Make sure that there is at least 3.8 m (12 ft 5 5/8 in) of the main power cord inside the pod. You can pull the excess cord back outside the pod after the installation.



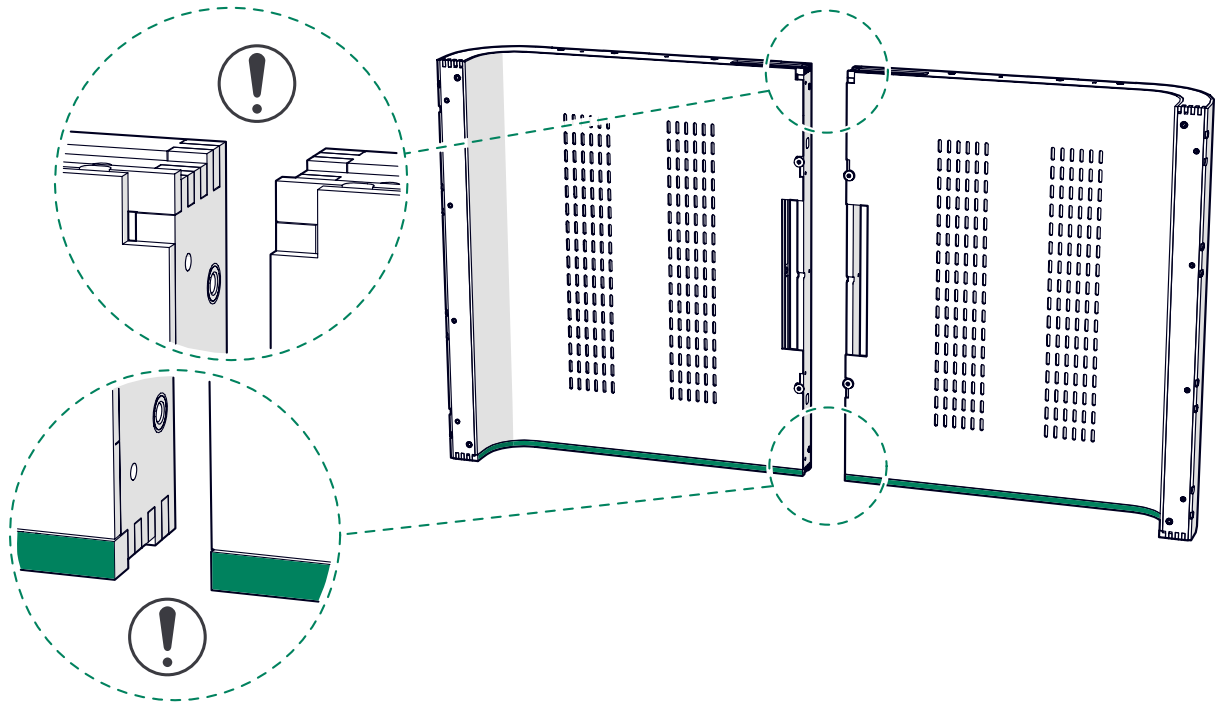
10. Position the back half of the floor at the intended final location.

5.2 Install the back half of the roof

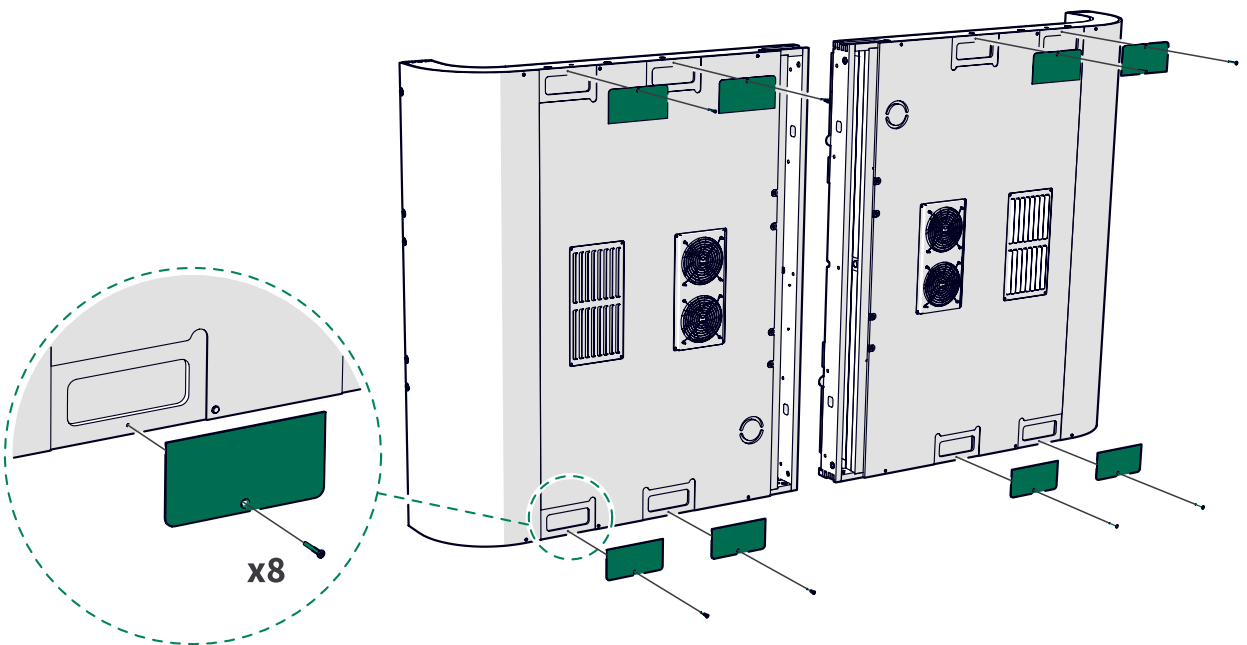
5.2.1 Prepare the roof modules (back)

1. Stand the roof modules on their sides.

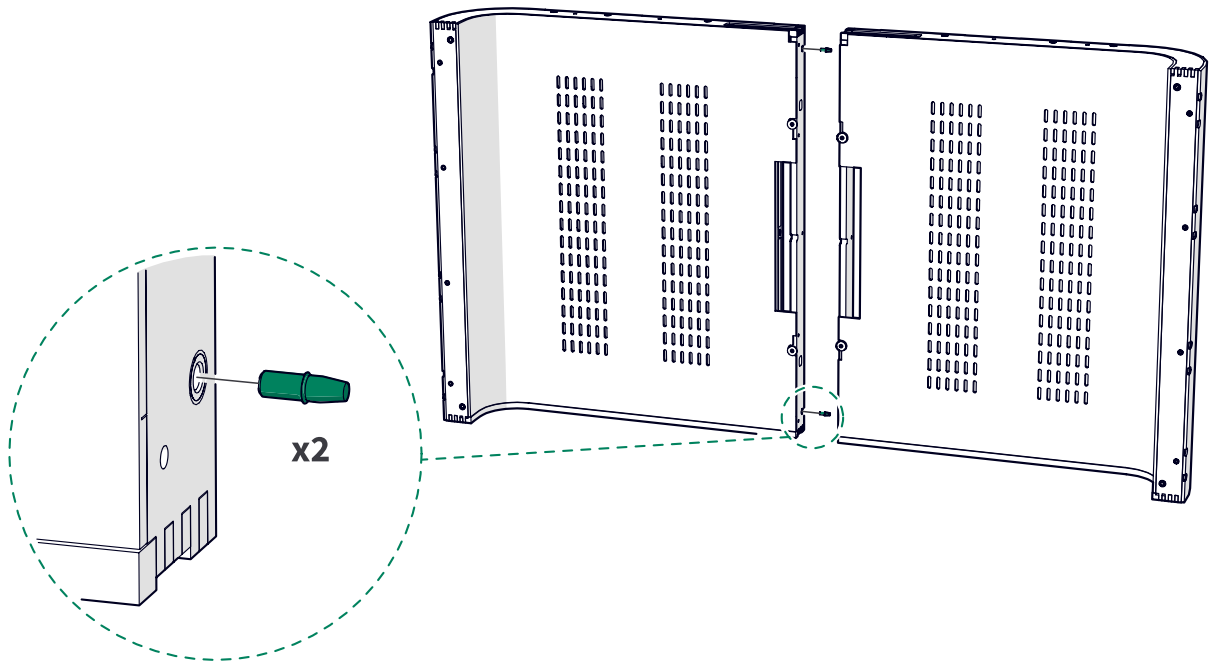
- ⚠ **Note:** Make sure that you join the correct roof module pair. The two roof modules have a hole in one corner of the ceiling felt.
- ⚠ **Note:** Make sure that the black ABS strips are against the ground.



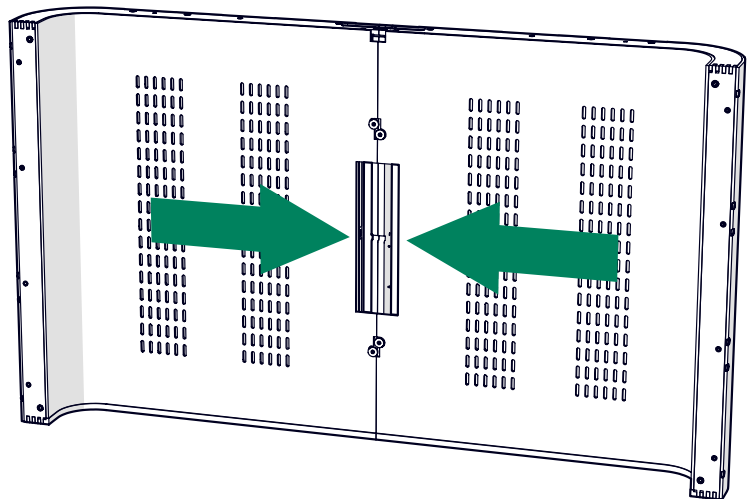
2. Unscrew the 4x30 screws (8 pcs) and remove the cover plates (8 pcs). Set the cover plates and screws aside.



3. Install guide pins (2 pcs) into the installation holes.

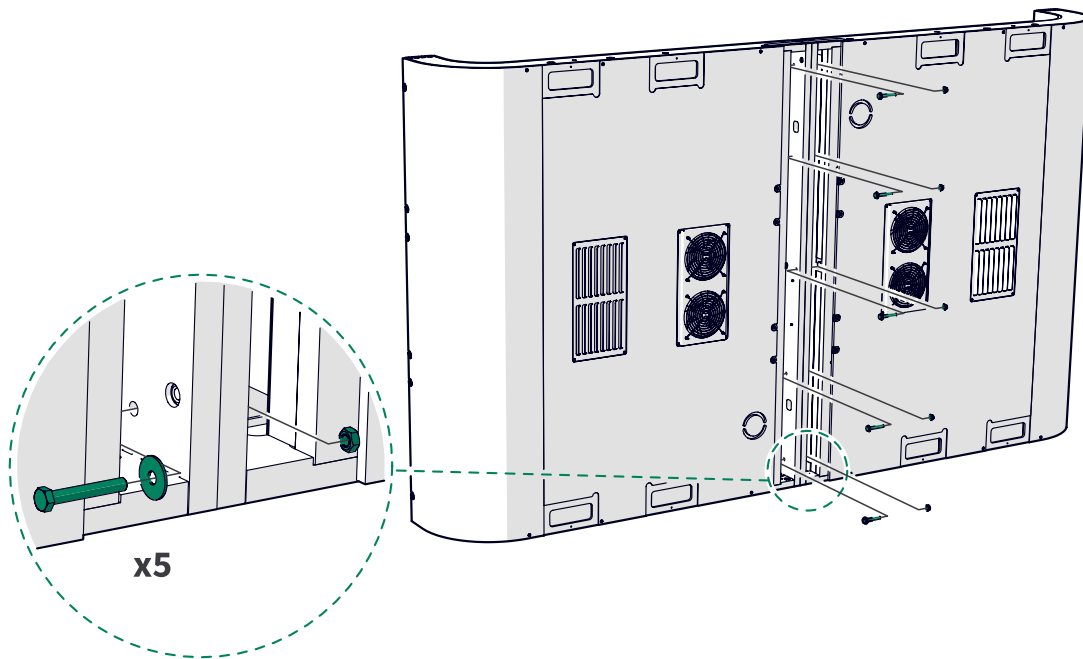


4. Push the roof modules together.



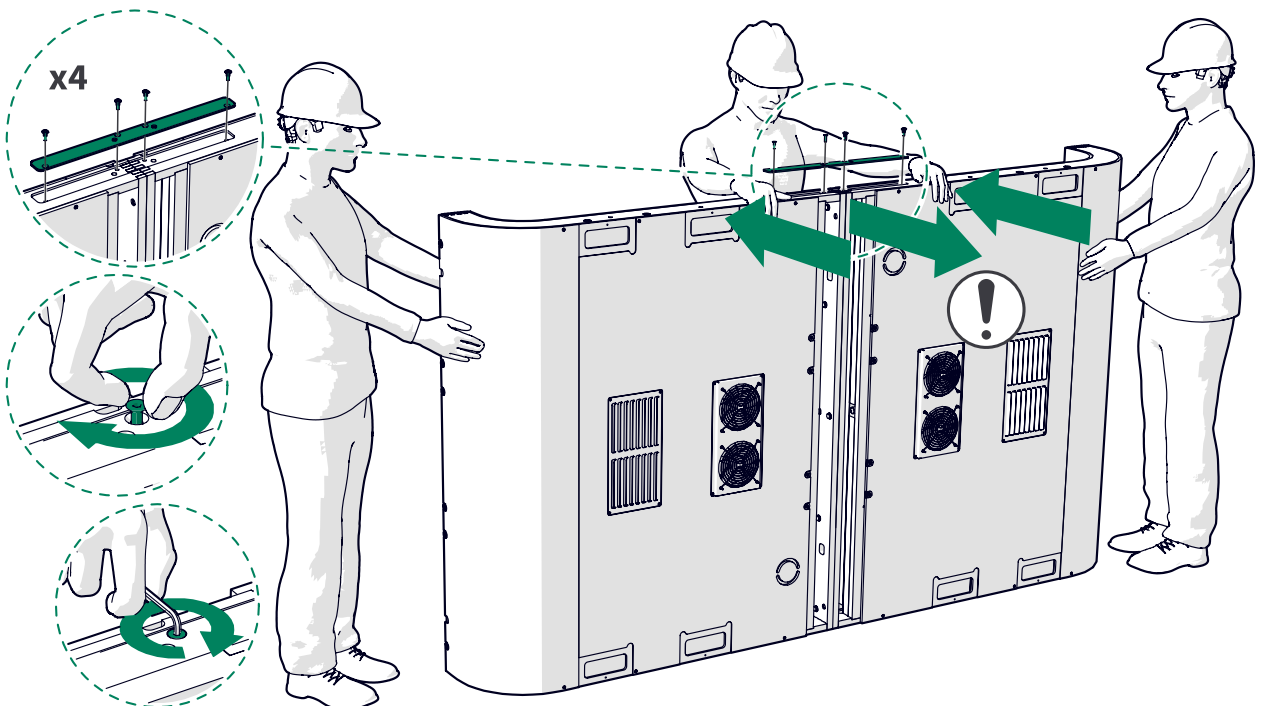
5.2.2 Attach the roof modules together (back)

1. Install M8x55 bolts (5 pcs), M8 washers (5 pcs), and flanged M8 nuts (5 pcs).

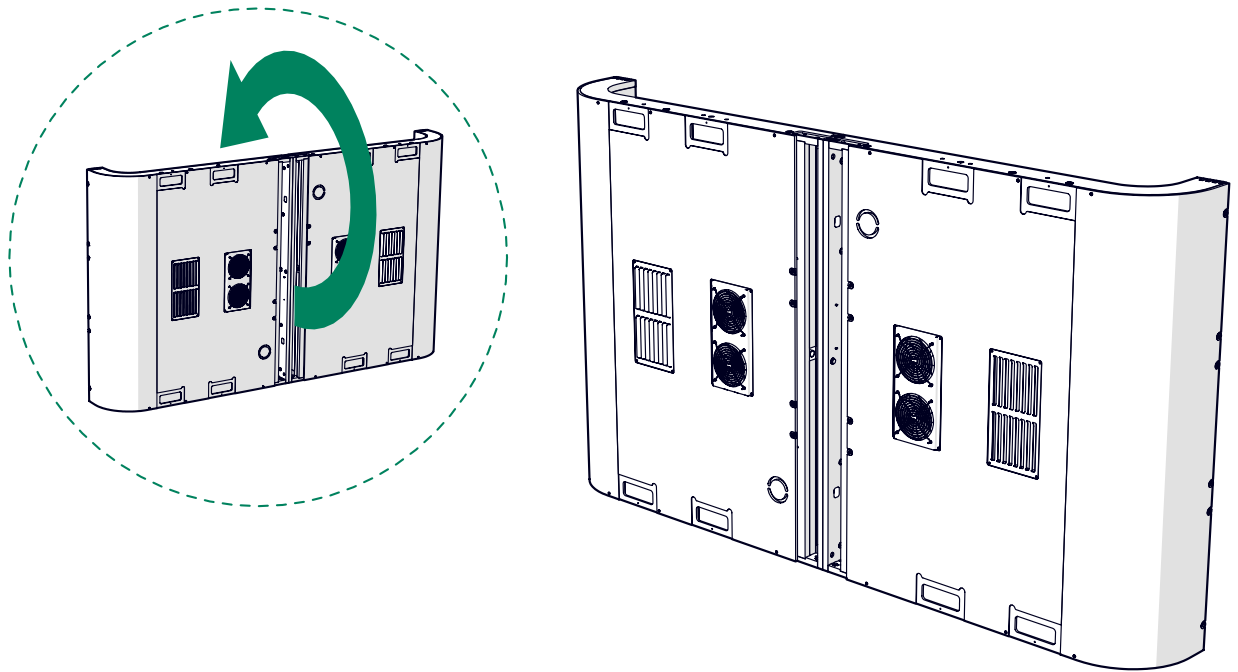


2. Install the support plate with steel colored M6x20 screws (4 pcs). Use a hex key to fully tighten the screws.

⚠ **Note:** Pull the roof modules straight to fit the support plate into place. Use a hand tool to tighten the screws and bend the roof modules further, if needed.

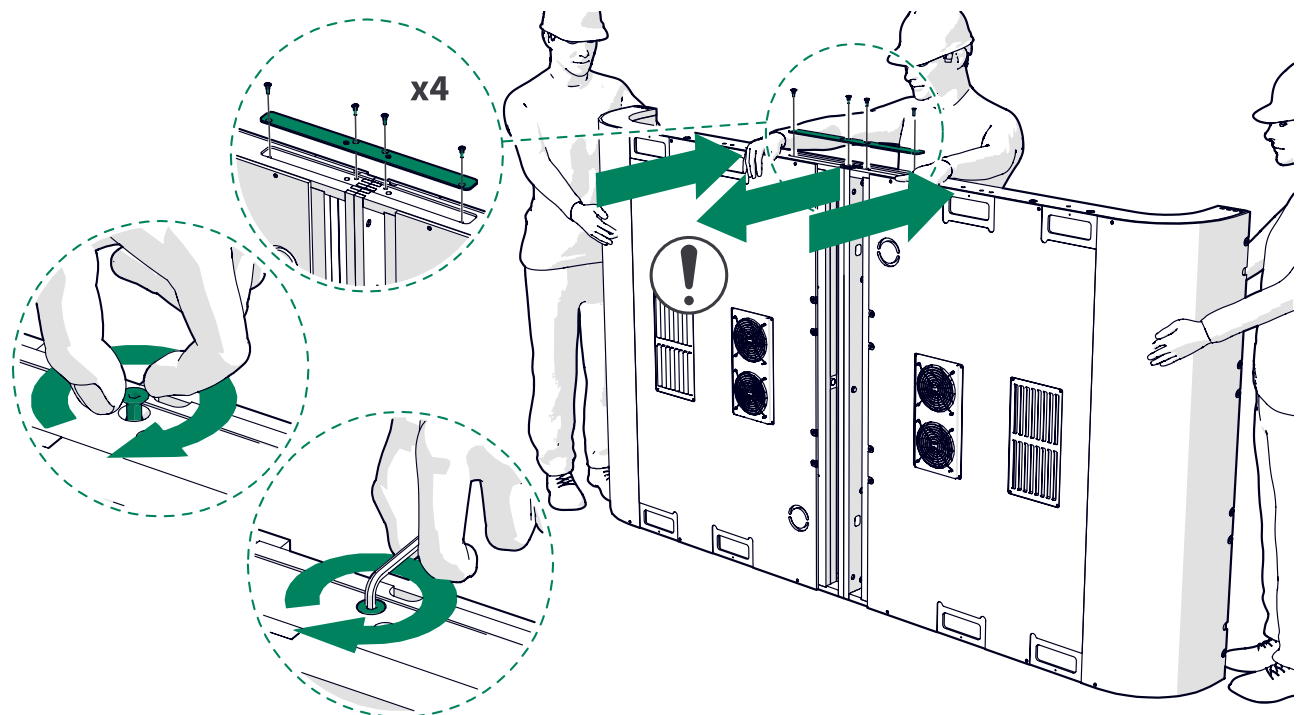


3. Lay down the joined half of the roof and lift it up to stand on the other side.



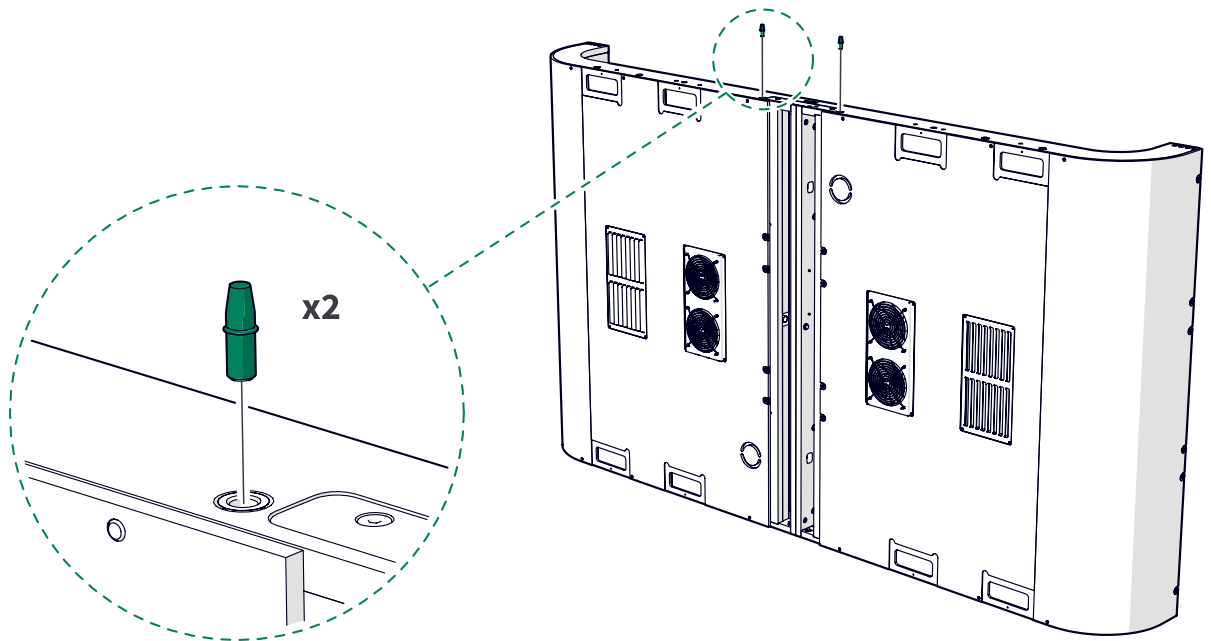
4. Install the other support plate with steel colored M6x20 screws (4 pcs). Use a hex key to fully tighten the screws.

⚠ **Note:** Pull the roof modules straight to fit the support plate into place. Bend the roof modules further to install the screws, if needed.



5.2.3 Install the upper frame (back)

1. Install guide pins (2 pcs) into the installation holes.



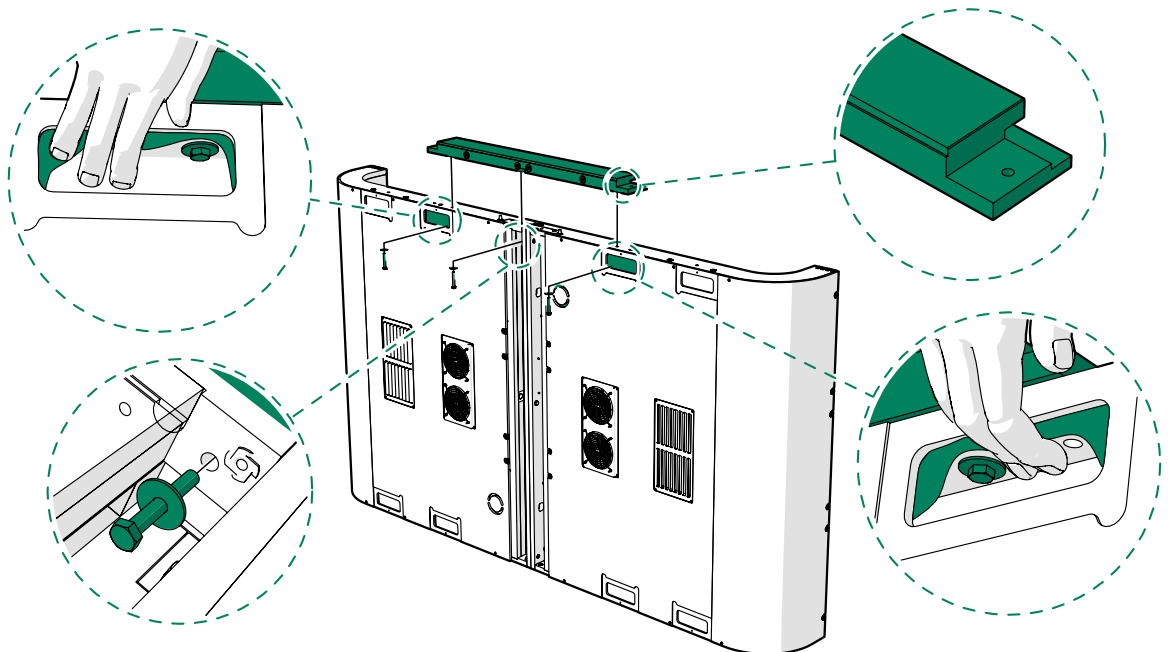
2. Install the upper frame with M8x55 bolts (3 pcs) and M8 washers (3 pcs).



Note: Press the acoustic panel aside to reach the bolt holes. Make sure that you return the acoustic panel to its original position.



Note: Pull the roof modules straight to fit the upper frame into place. Bend the modules further to install the screws, if needed.



3. Set aside the roof module pair.



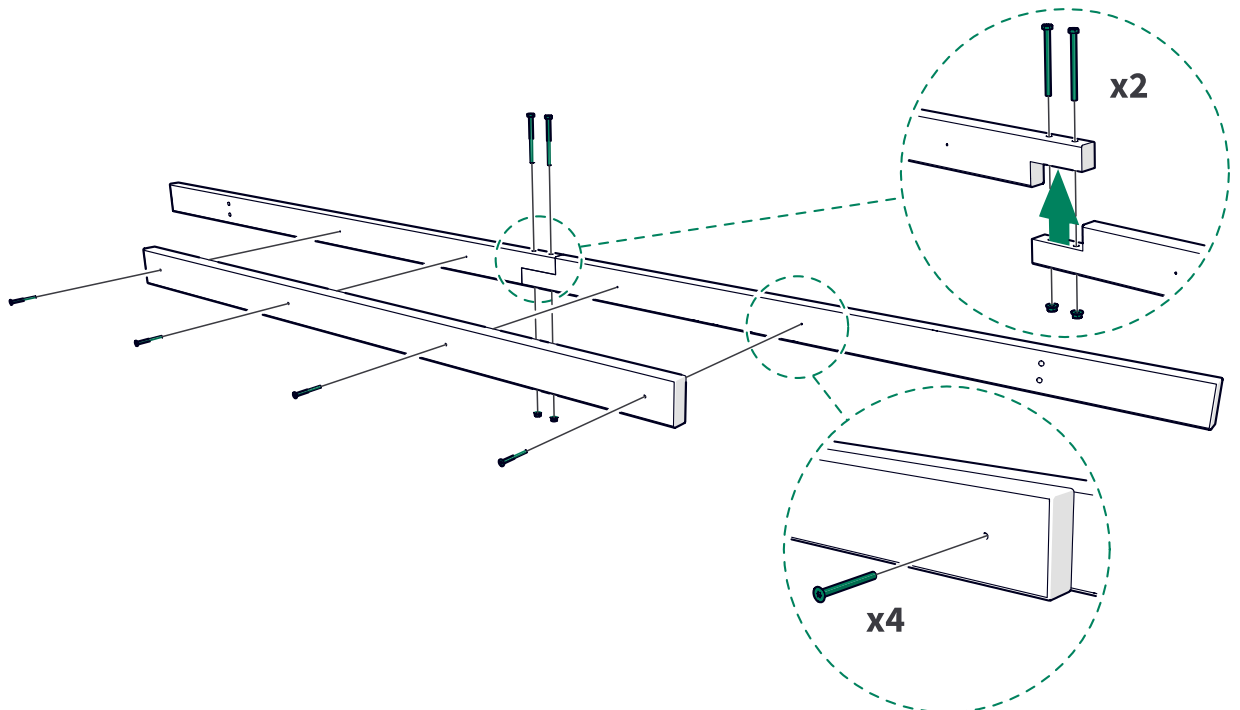
Note: Make sure that the combined roof modules can not fall down.

5.3 Install the wall modules and the roof of the back half of the pod

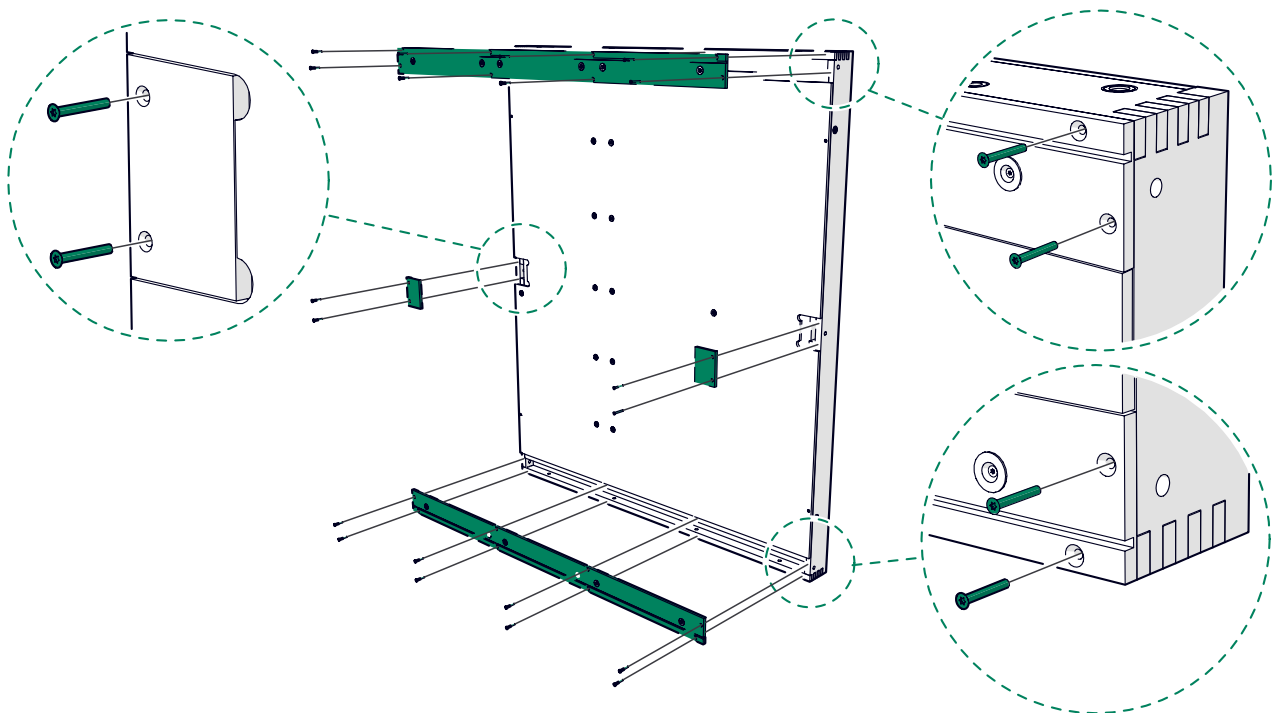
5.3.1 Install the support beam to the wall modules (back)

1. Install two support beam pieces together with M8x90 bolts (2 pcs) and flanged M8 nuts (2 pcs). Install the extra support with 5x50 screws (4 pcs) in the middle of the support beams.

Assemble two support beams.



2. Unscrew the 4x30 screws (20 pcs) and remove the cover panels (8 pcs). Set the cover panels and screws aside.



3. Stand one of the wall modules on the floor board and the other on the outside of the floor.



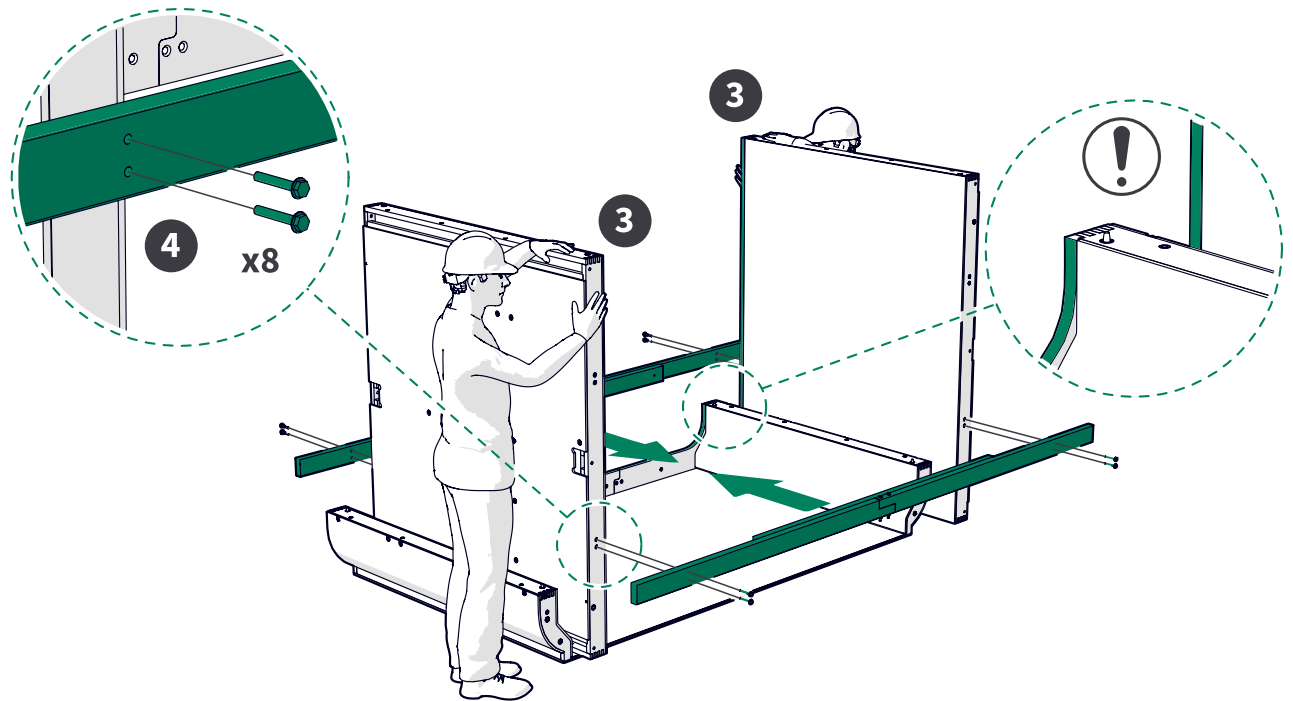
Note: Make sure that the black ABS strips are on the outer side of the wall modules.

4. Install one support beam on each side of the wall modules with flanged M8x50 bolts (4 pcs).

The support beams extend past the sides of the wall modules.



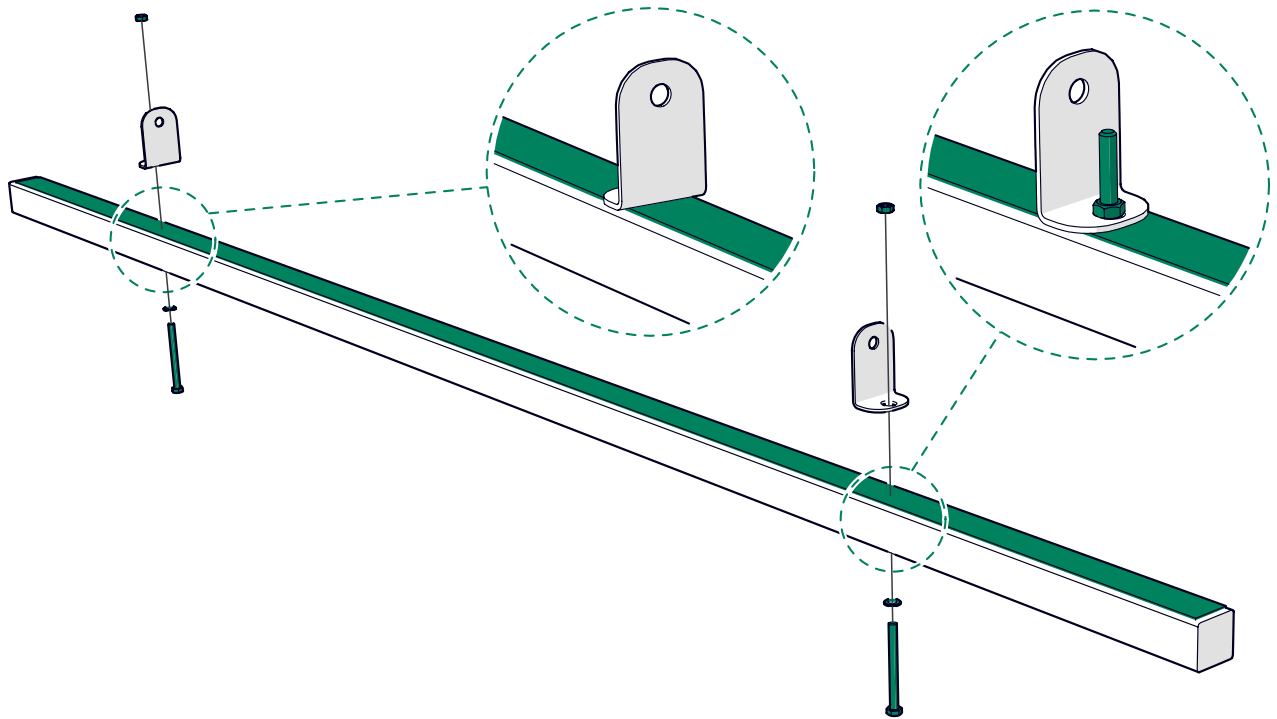
Warning: Support the walls continuously until the support beams are installed.



5.3.2 Assemble the roof support beams (back)

Install the angle irons to the roof support beams with M8x90 bolts (2 pcs), M8 washers (2 pcs) and flanged M8 nuts (2 pcs).

Place the angle irons on top of the blue foam covering.

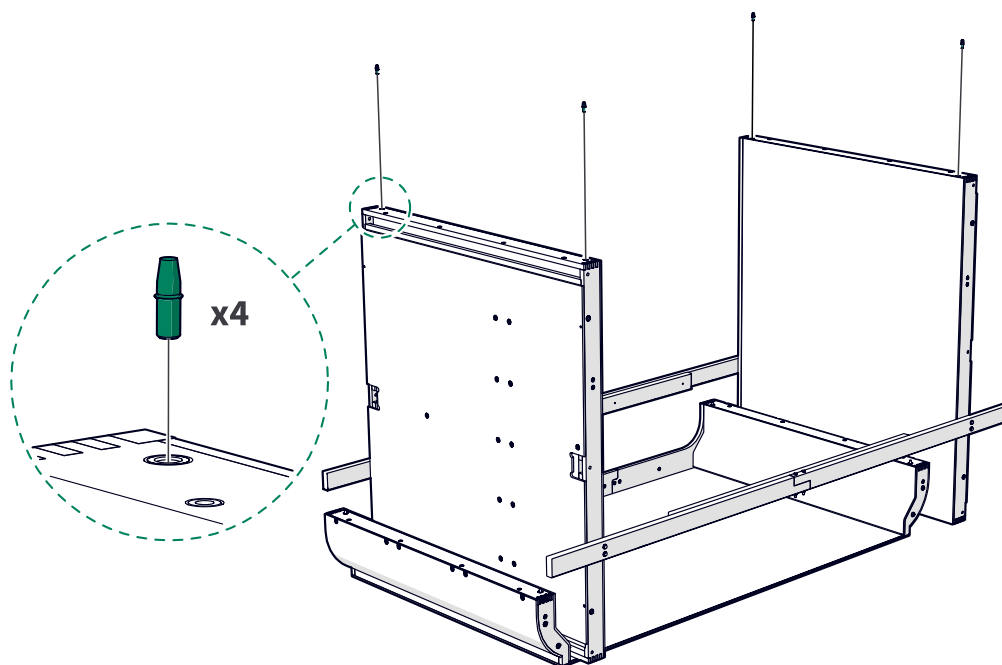


5.3.3 Install the back half of the roof to the wall modules

1. Install guide pins (4 pcs) to the installation holes at the top of the wall modules.



Note: Make sure that the guide pin is in the installation hole that is closer to the wall felt.

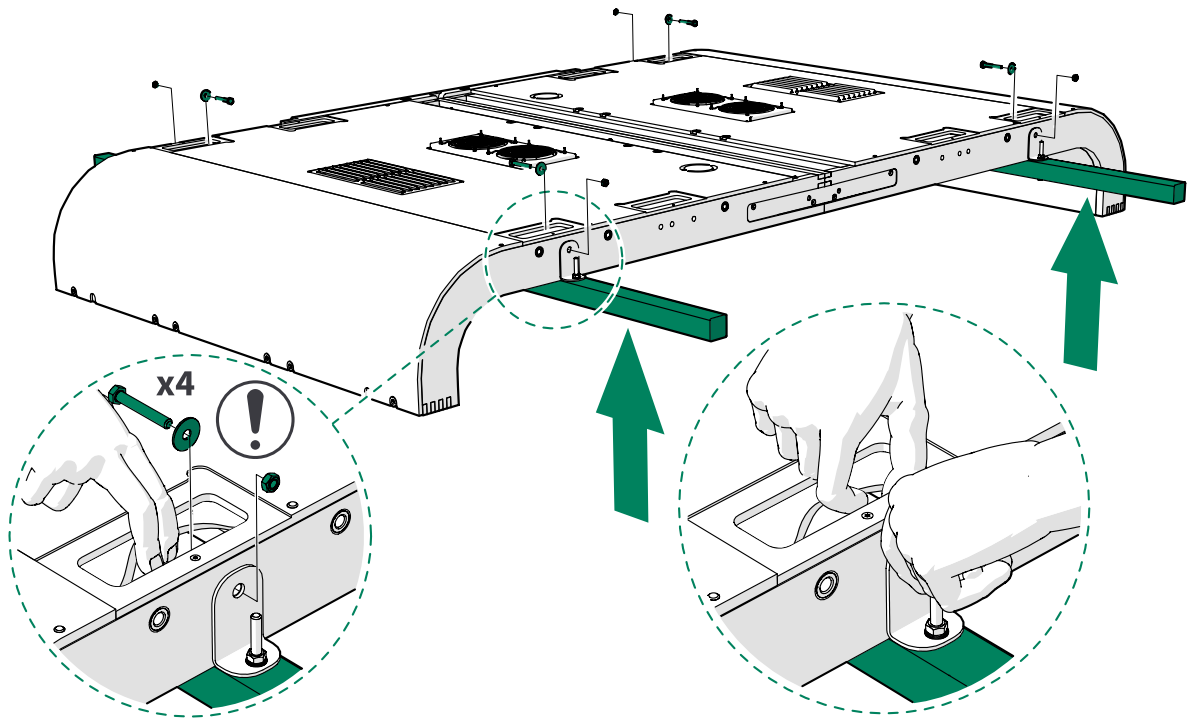


2. Turn the combined roof modules onto the floor.

3. Install the roof support beams to the roof with M8x55 bolts (2 pcs each) and flanged M8 nuts (2 pcs each).

Place the blue foam covering against the ceiling felt. Tighten the screws by hand.

⚠ **Note:** Install the bolt on the inside and the nut on the outside.



4. Lift the roof carefully into place.



Warning: Heavy object, risk of injury! Follow the regulations for safe lifting. Lifting requires four people. Do not go under the roof until the fixing bolts are installed.



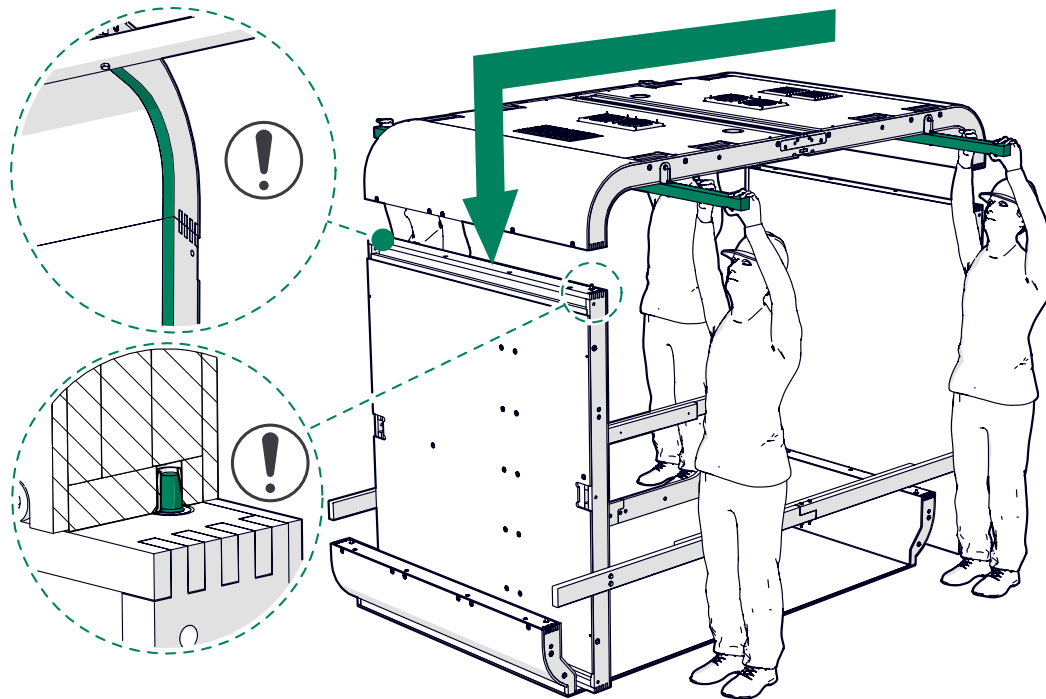
Warning: Keep the installation area clear of obstacles that you may stumble over.



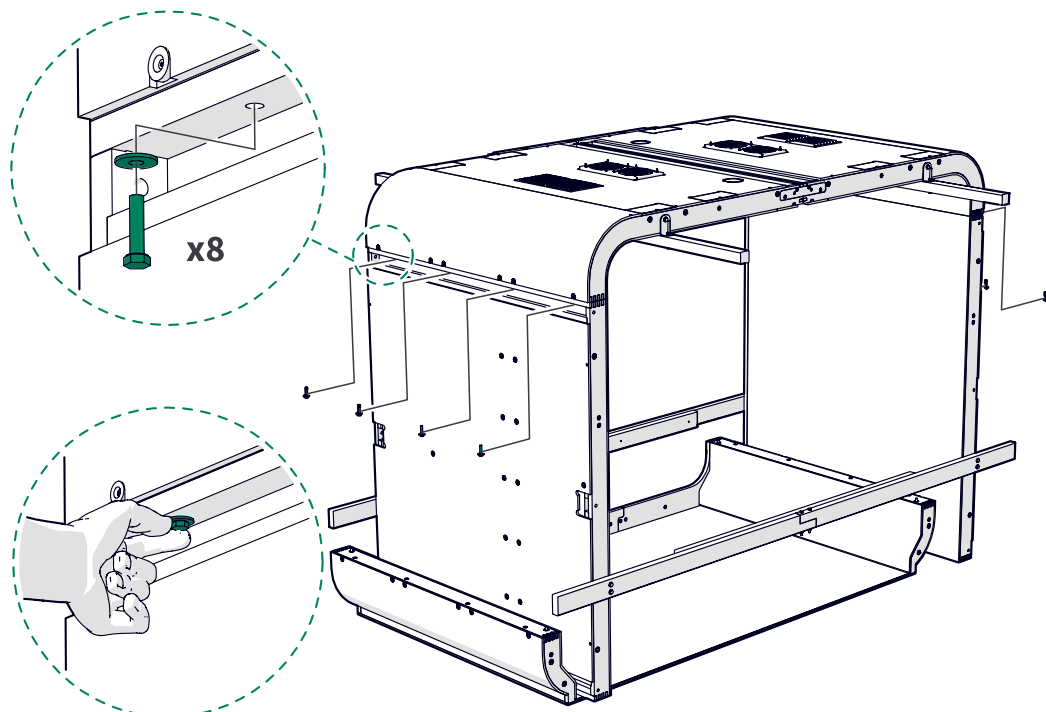
Note: Make sure that the ABS strips meet at the outer sides of the roof and the wall modules.



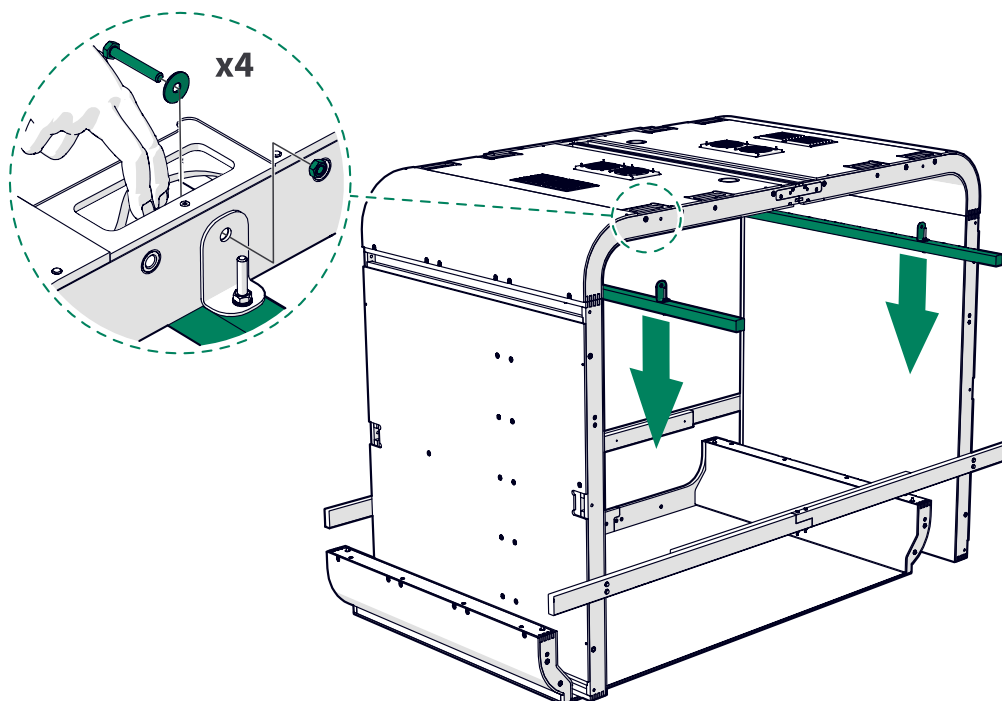
Note: Make sure that the guide pin is in the installation hole in the roof.



5. Install M8x35 bolts (4 pcs each side) and M8 washers (4 pcs each side). Tighten the screws by hand.






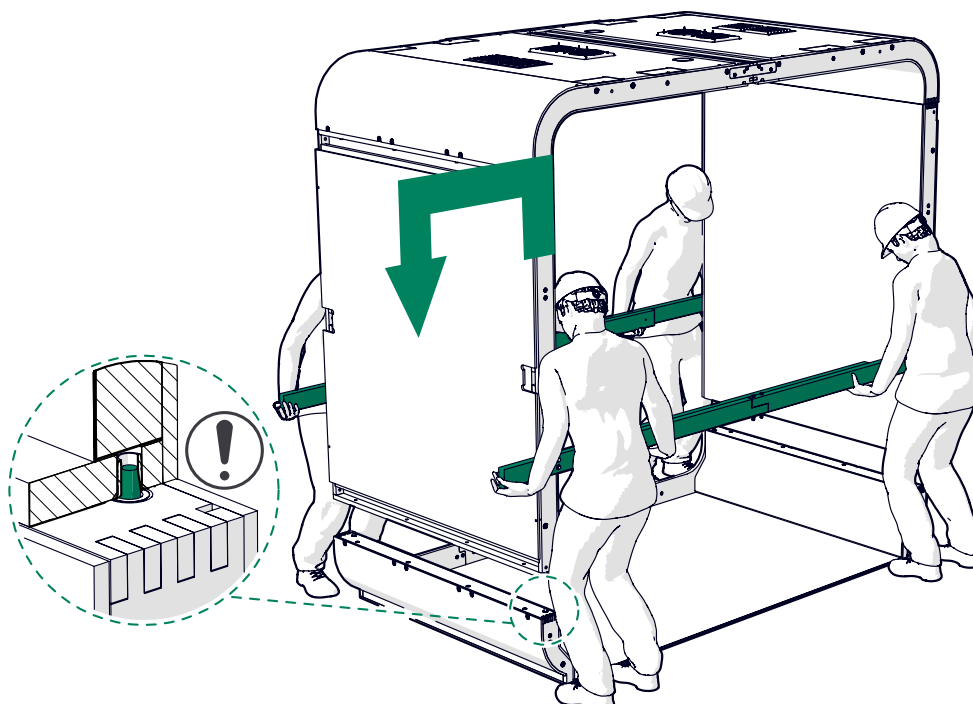
6. Remove the roof support beams and store them for later use.



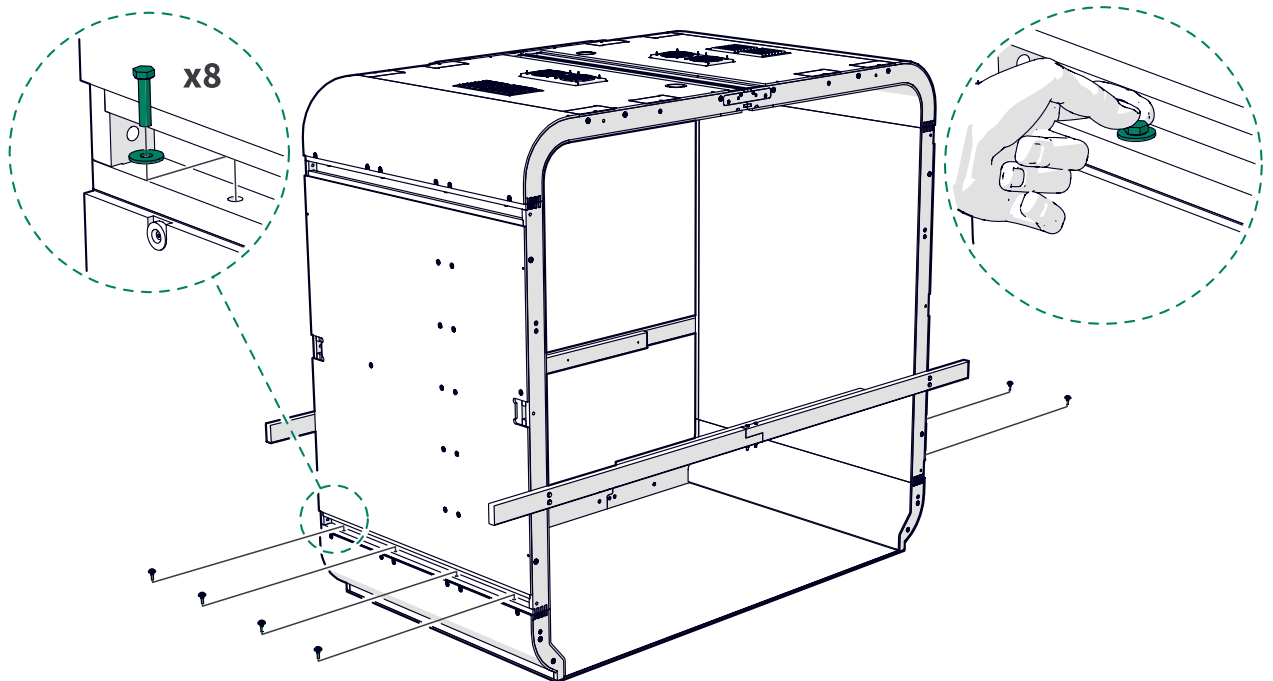
5.3.4 Install the combined roof and walls to the floor (back)

1. Lift the combined roof and walls into place.

-  **Warning:** Heavy object, risk of injury! Follow the regulations for safe lifting and pay attention to your posture. Lifting requires four people.
-  **Warning:** Keep the installation area clear of obstacles that you may stumble over.
-  **Note:** Make sure that the guide pin meets the installation hole in the wall module.



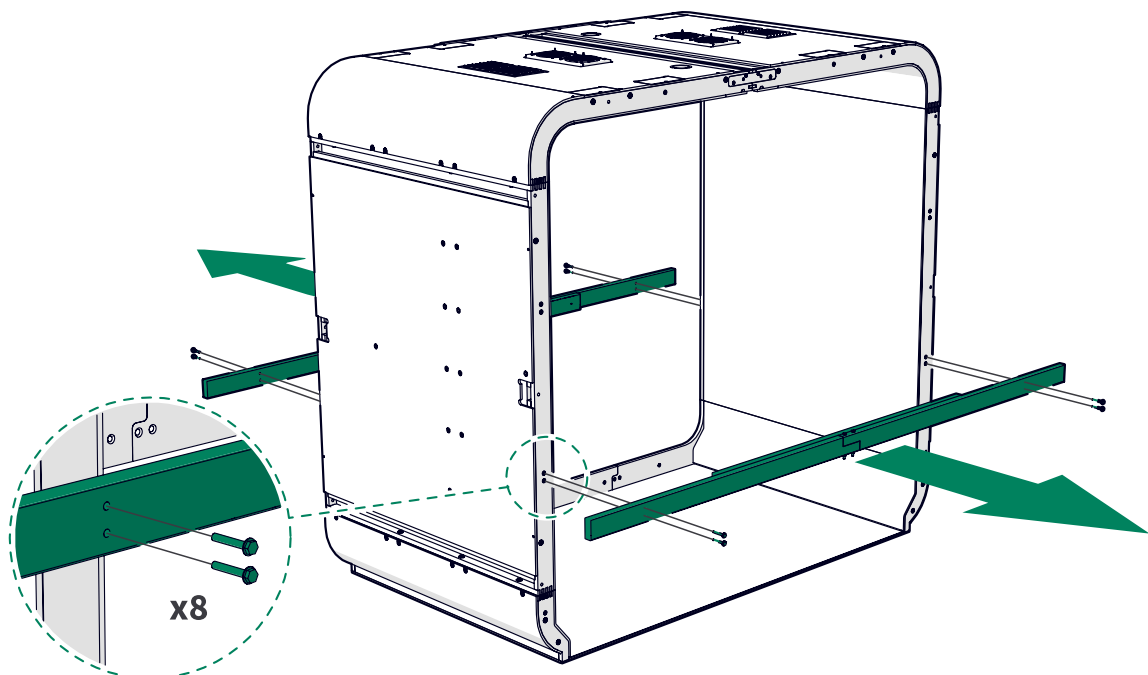
2. Install M8x35 bolts (4 pcs each side) and M8 washers (4 pcs each side). Tighten the screws by hand.



3. Remove the support beams and store them for later use.




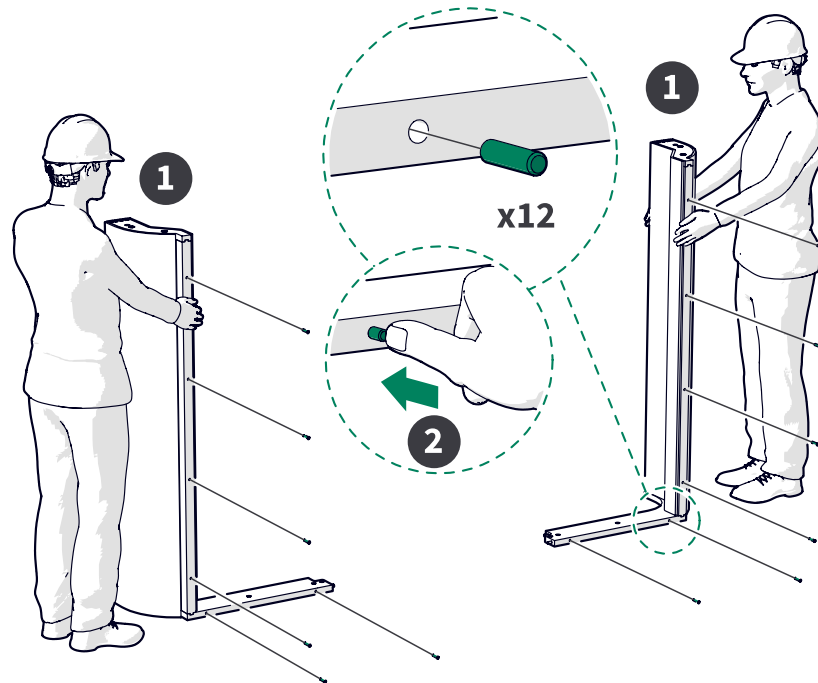
Warning: Do not go inside the pod before fully tightening the bolts after connecting the pod halves.



6 Install the front half of the pod

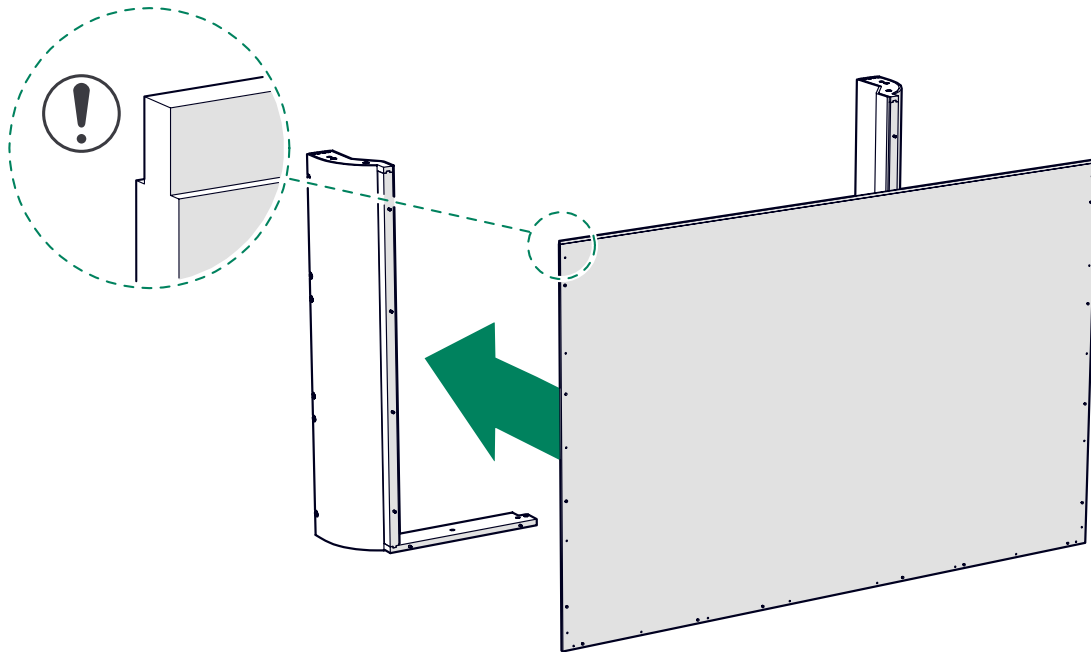
6.1 Install the front half of the floor

1. Stand two corner pieces on their ends.
 **Note:** Support the pieces at all times.
2. Press wooden pins (12 pcs) into the corner pieces.



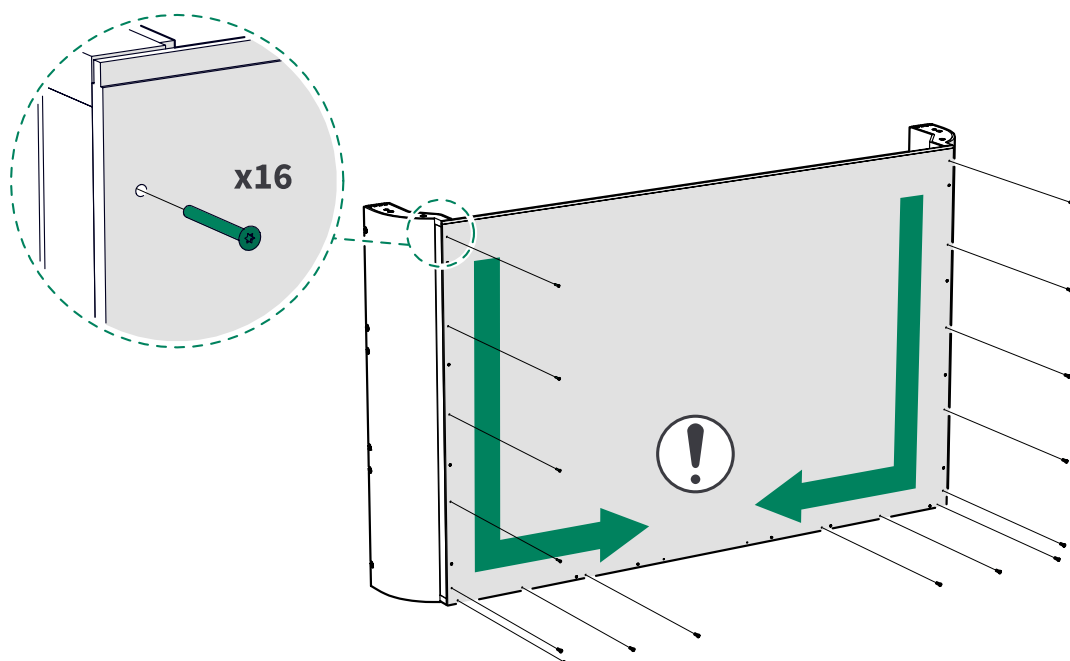
3. Press the floor board onto the wooden pins.

- ⚠ **Note:** Make sure that the narrow end of the floor board is at the open end of the front half of the floor.



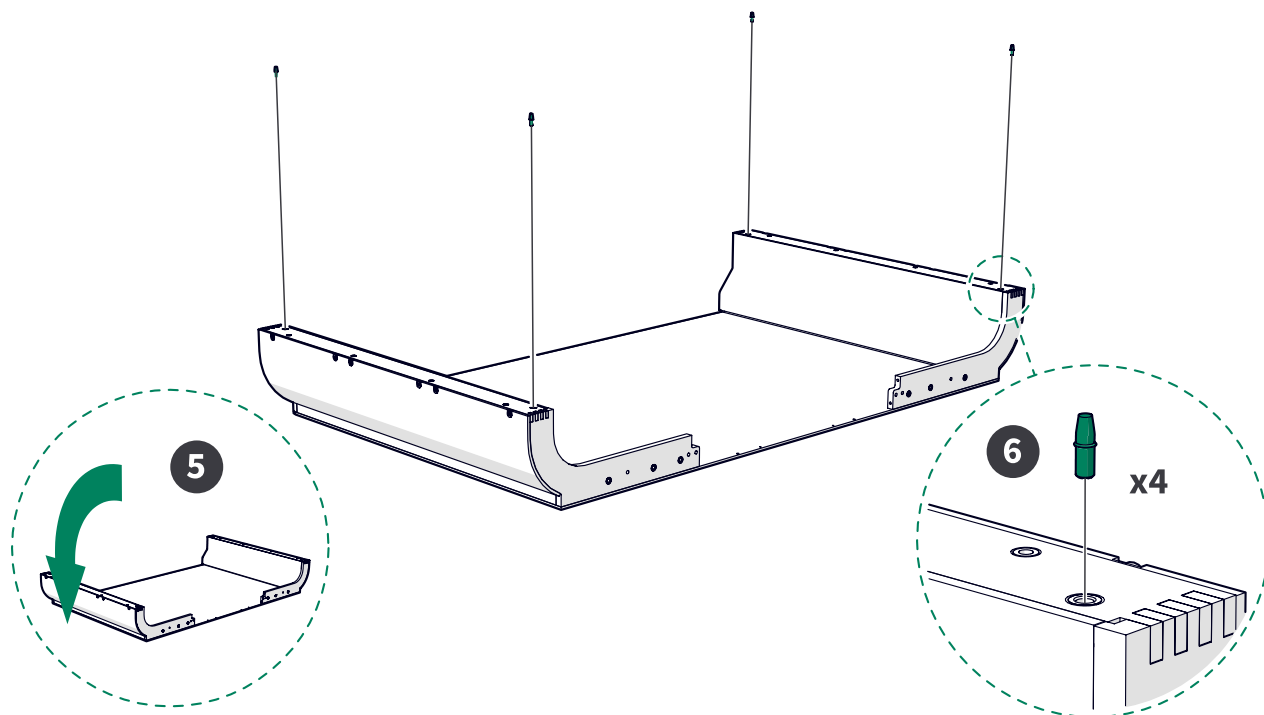
4. Install 5x30 screws (16 pcs).

- ⚠ **Note:** Do not install screws in the middle of the floor module, where the doorway is.
- ⚠ **Note:** Install the screws from the ends of the floor module towards the middle. Make sure that the pins are in place.
- ⚠ **Note:** Make sure that the screw heads are level with the floor or deeper.



5. Lay down the front half of the floor.

6. Install guide pins (4 pcs) to the installation holes.
There are two guide pins for each floor corner piece.

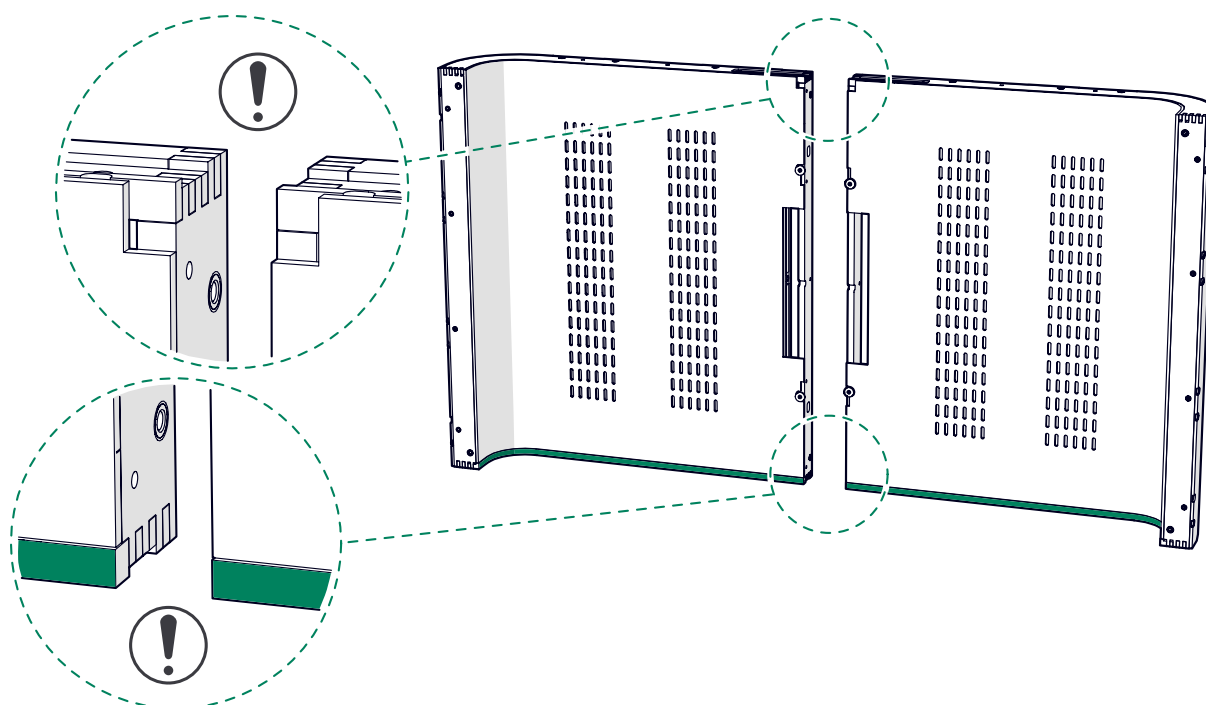


6.2 Install the front half of the roof

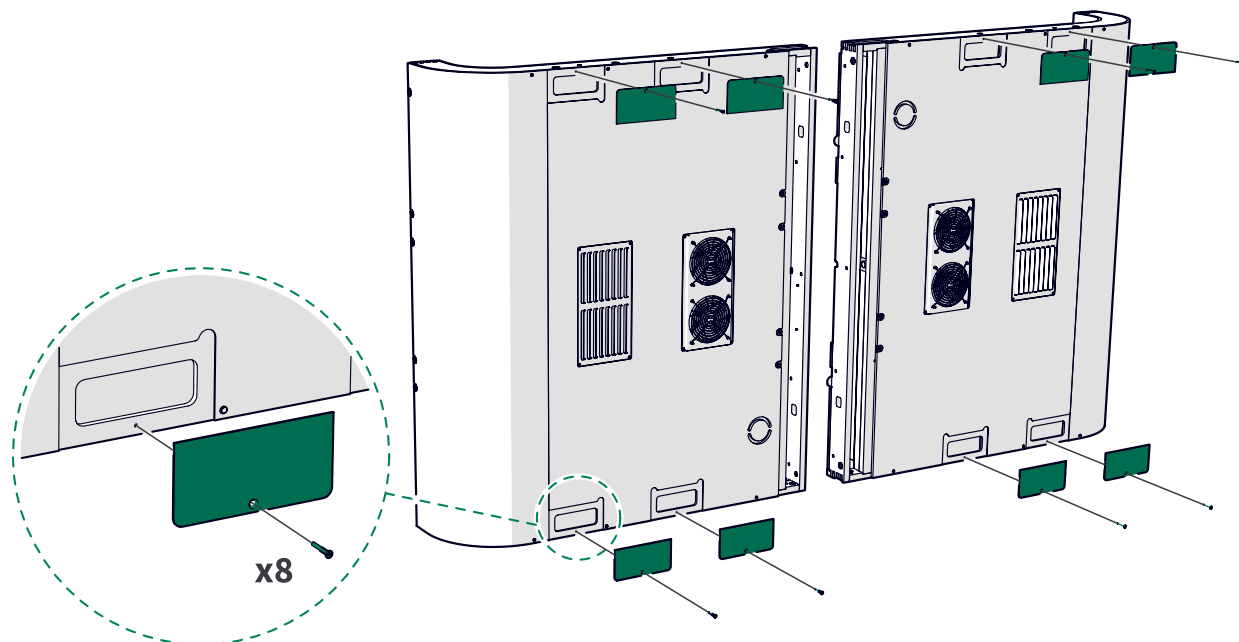
6.2.1 Prepare the roof modules (front)

1. Stand the roof modules on their sides.

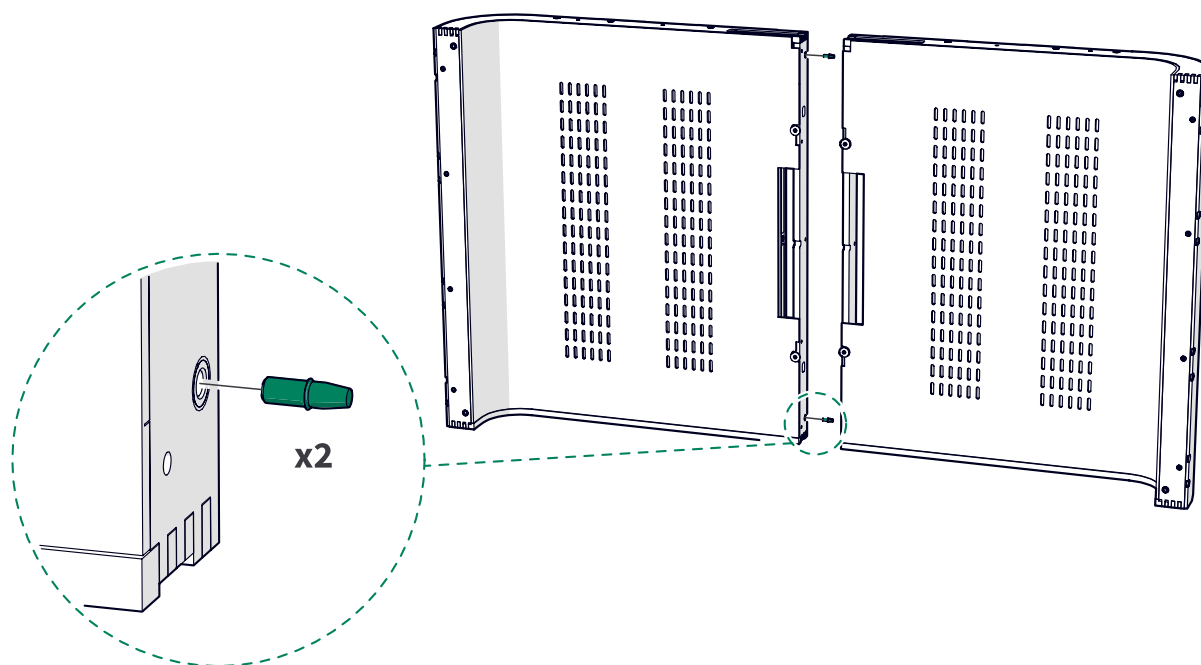
- ⚠ **Note:** Make sure that you join the correct roof module pair. The two front roof modules have a hole in one corner of the ceiling felt.
- ⚠ **Note:** Make sure that the black ABS strips are against the ground.



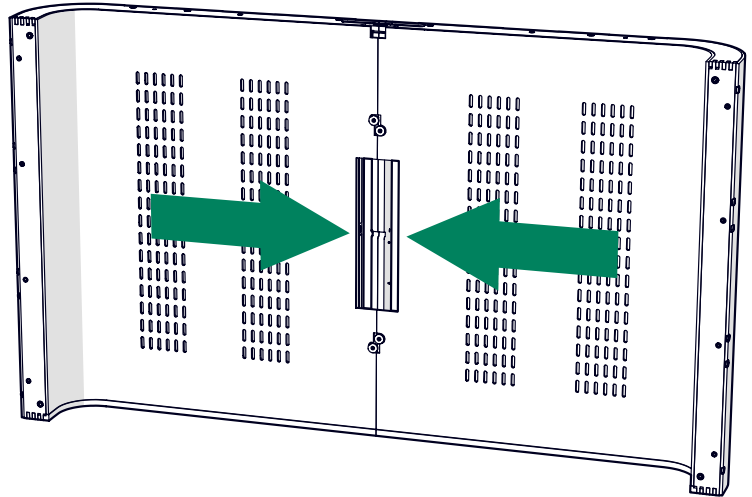
2. Unscrew the 4x30 screws (8 pcs) and remove the cover plates (8 pcs). Set the cover plates and screws aside.



3. Install guide pins (2 pcs) into the installation holes.

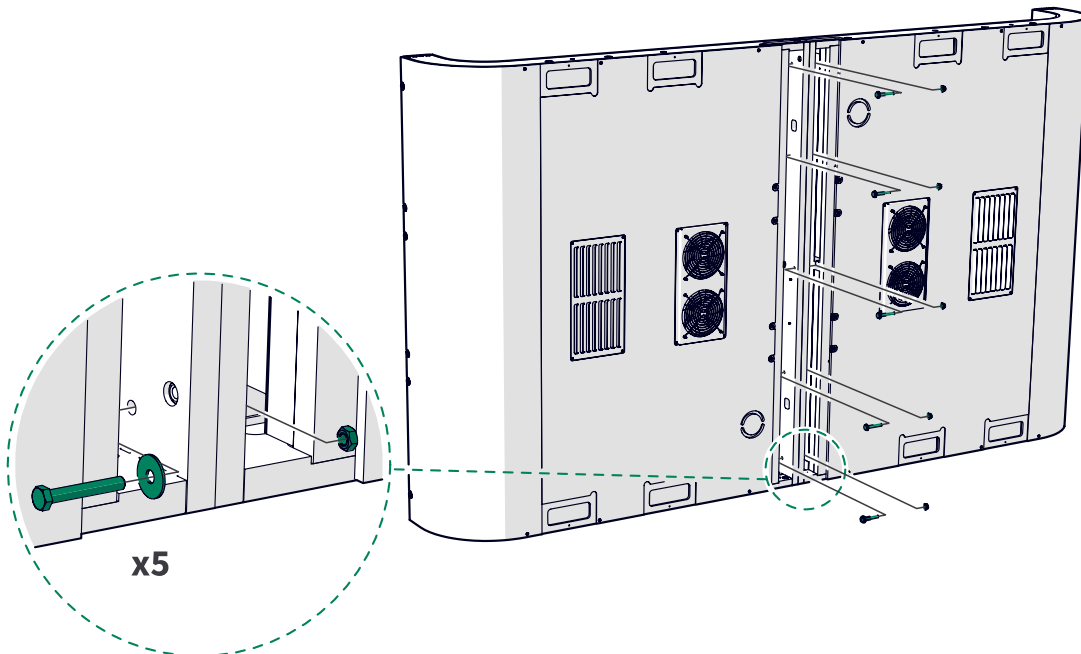


4. Push the roof modules together.



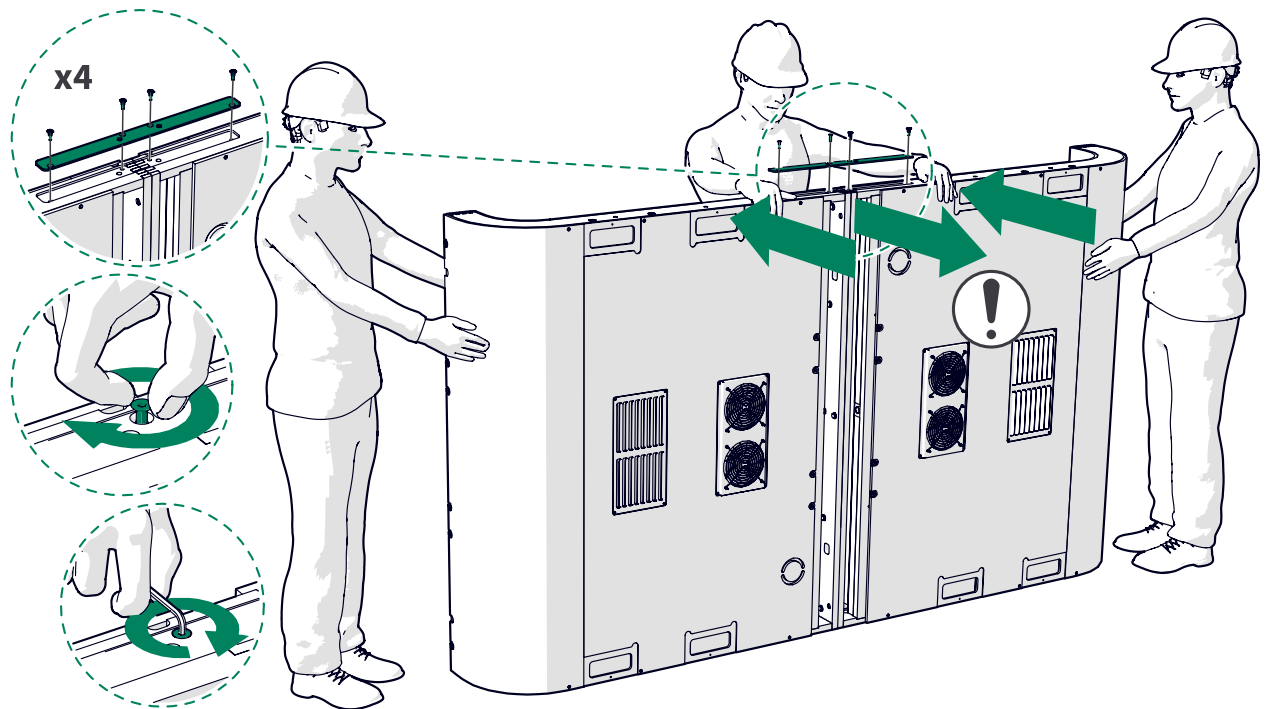
6.2.2 Attach the roof modules together (front)

1. Install M8x55 bolts (5 pcs), M8 washers (5 pcs), and flanged M8 nuts (5 pcs).

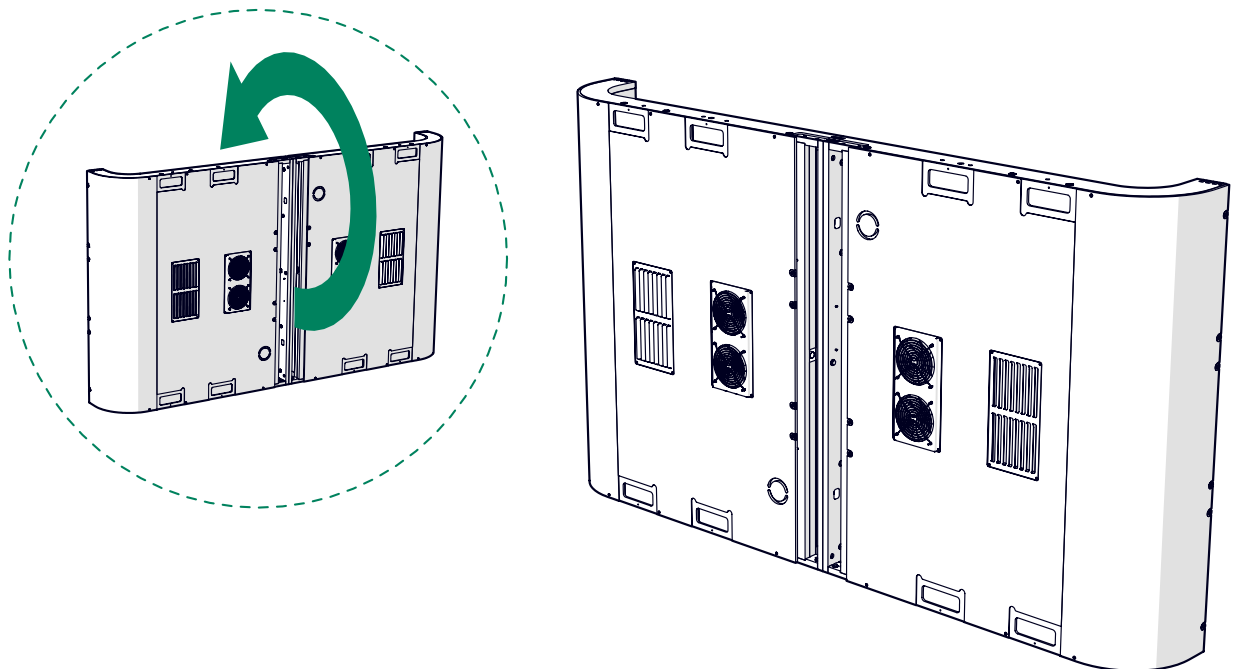


2. Install the support plate with steel colored M6x20 screws (4 pcs). Use a hex key to fully tighten the screws.

⚠ **Note:** Pull the roof modules straight to fit the support plate into place. Use a hand tool to tighten the screws and bend the roof modules further, if needed.



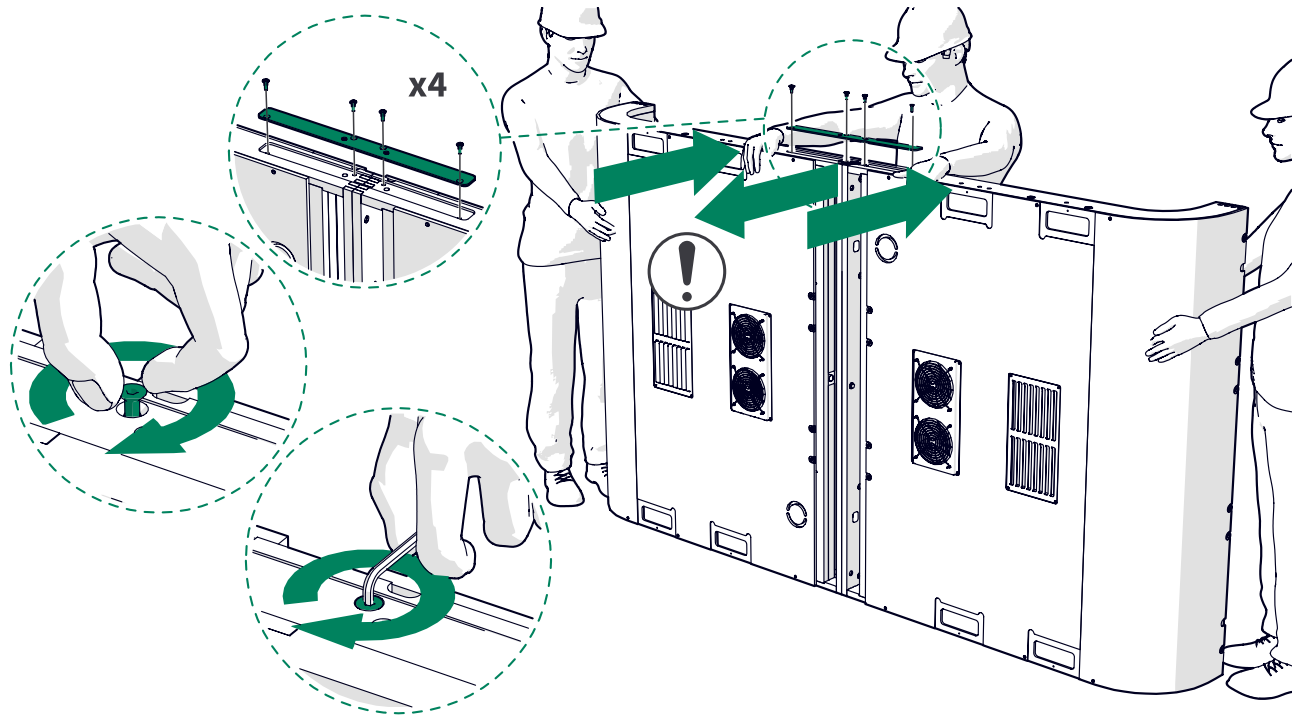
3. Lay down the joined half of the roof and lift it up to stand on the other side.



4. Install the other support plate with steel colored M6x20 screws (4 pcs). Use a hex key to fully tighten the screws.



Note: Pull the roof modules straight to fit the support plate into place. Bend the roof modules further to install the screws, if needed.



5. Set aside the roof module pair.

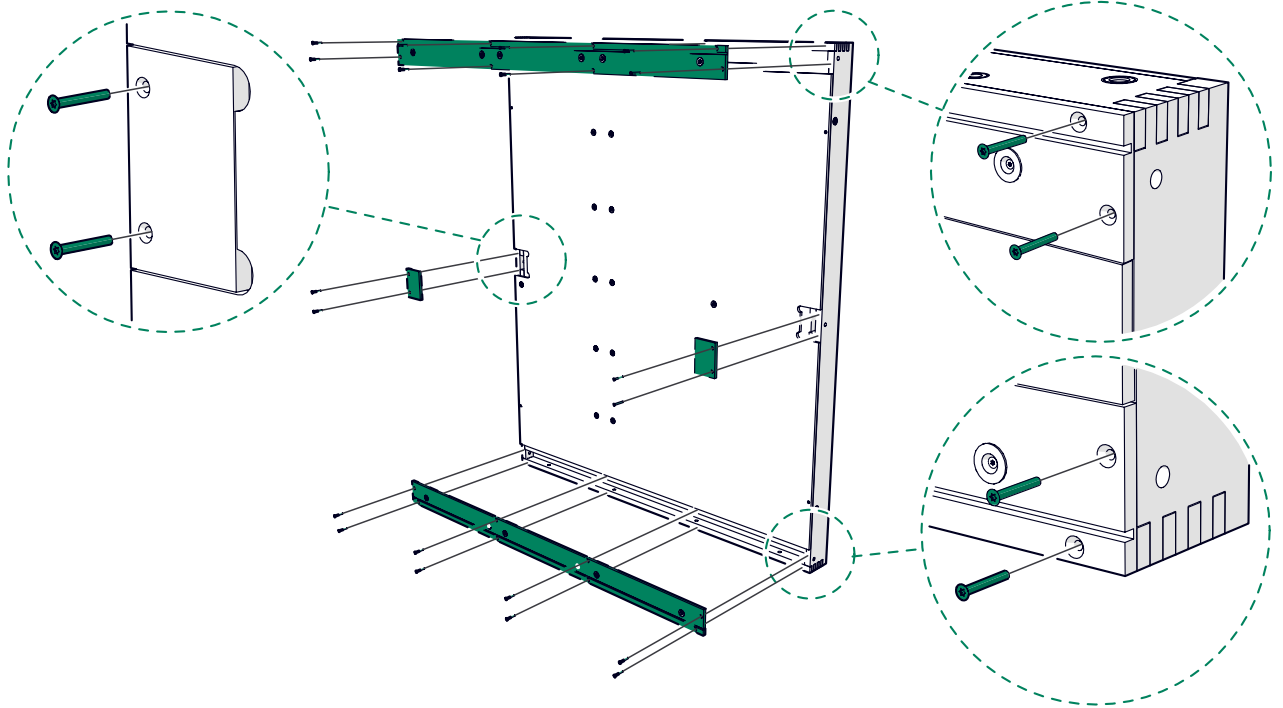


Note: Make sure that the combined roof modules cannot fall down.

6.3 Install the wall modules and the roof of the front half of the pod

6.3.1 Install the support beam to the wall modules (front)

1. Unscrew the 4x30 screws (20 pcs) and remove the cover panels (8 pcs). Set the cover panels and screws aside.



2. Stand one of the wall modules on the floor board and the other on the outside of the floor.

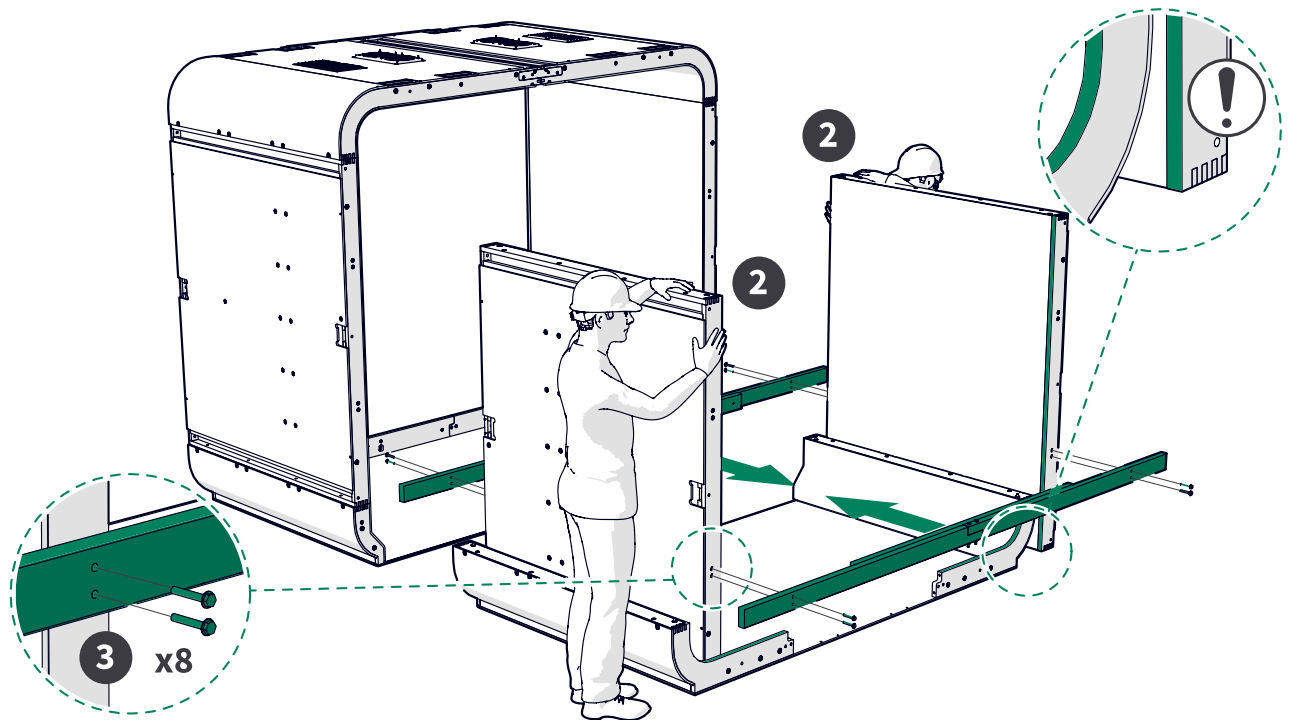


Note: Make sure that the black ABS strips are on the outer side of the wall modules.

3. Install one support beam on each side of the wall modules with flanged M8x50 bolts (4 pcs).

The support beams extend past the sides of the wall modules.

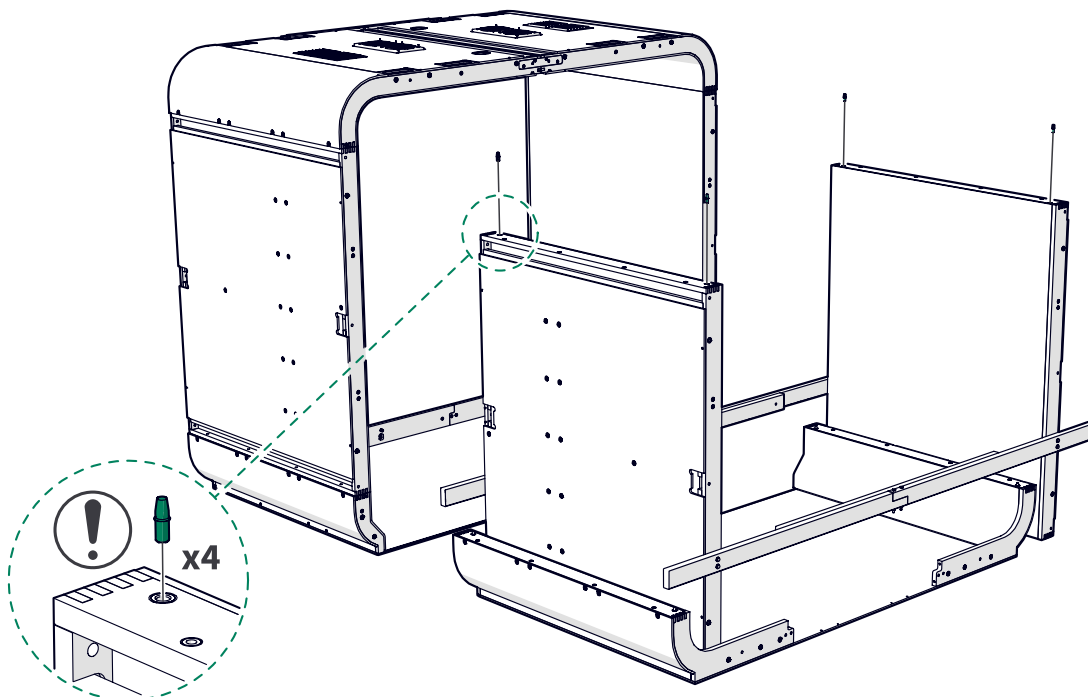
⚠ Warning: Support the walls continuously until the support beams are installed.



6.3.2 Install the front half of the roof to the wall modules

1. Install guide pins (4 pcs) to the installation holes at the top of the wall modules.

⚠ Note: Make sure that the guide pin is in the installation hole that is closer to the wall felt.



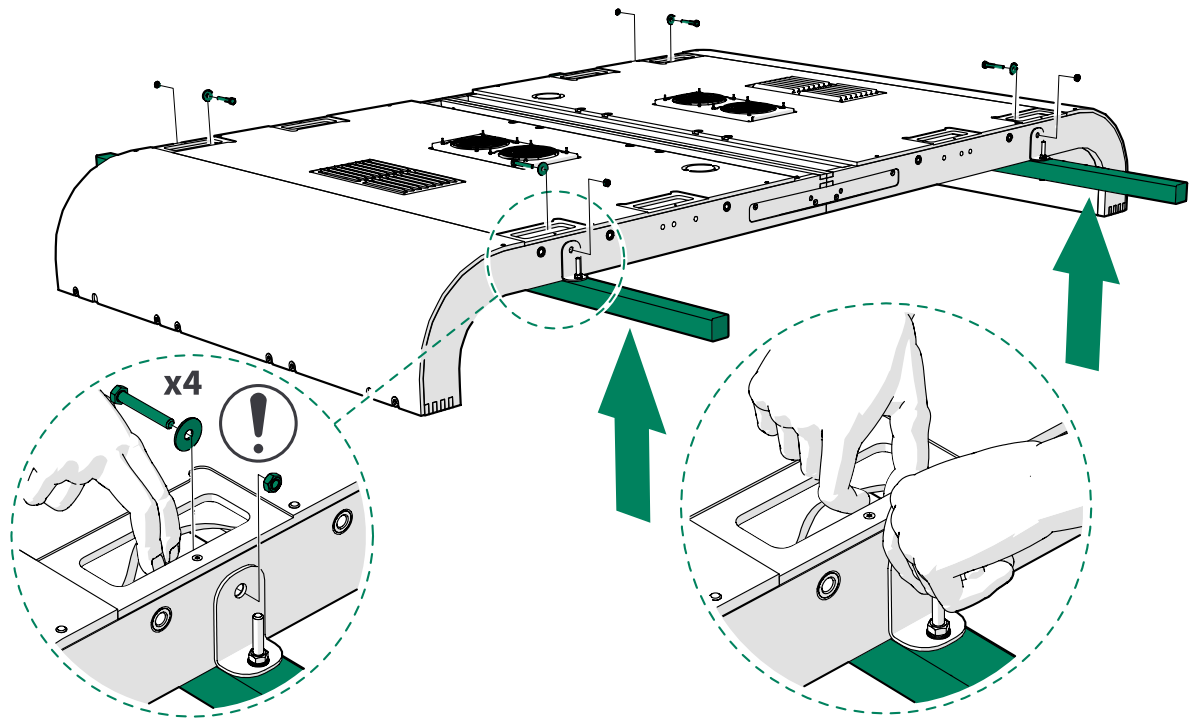
2. Turn the combined roof modules onto the floor.

3. Install the roof support beams to the roof with M8x55 bolts (2 pcs each) and flanged M8 nuts (2 pcs each).

Place the blue foam covering against the ceiling felt. Tighten the screws by hand.



Note: Install the bolt on the inside and the nut on the outside.



4. Lift the roof carefully into place.



Warning: Heavy object, risk of injury! Follow the regulations for safe lifting. Lifting requires four people. Do not go under the roof until the fixing bolts are installed.



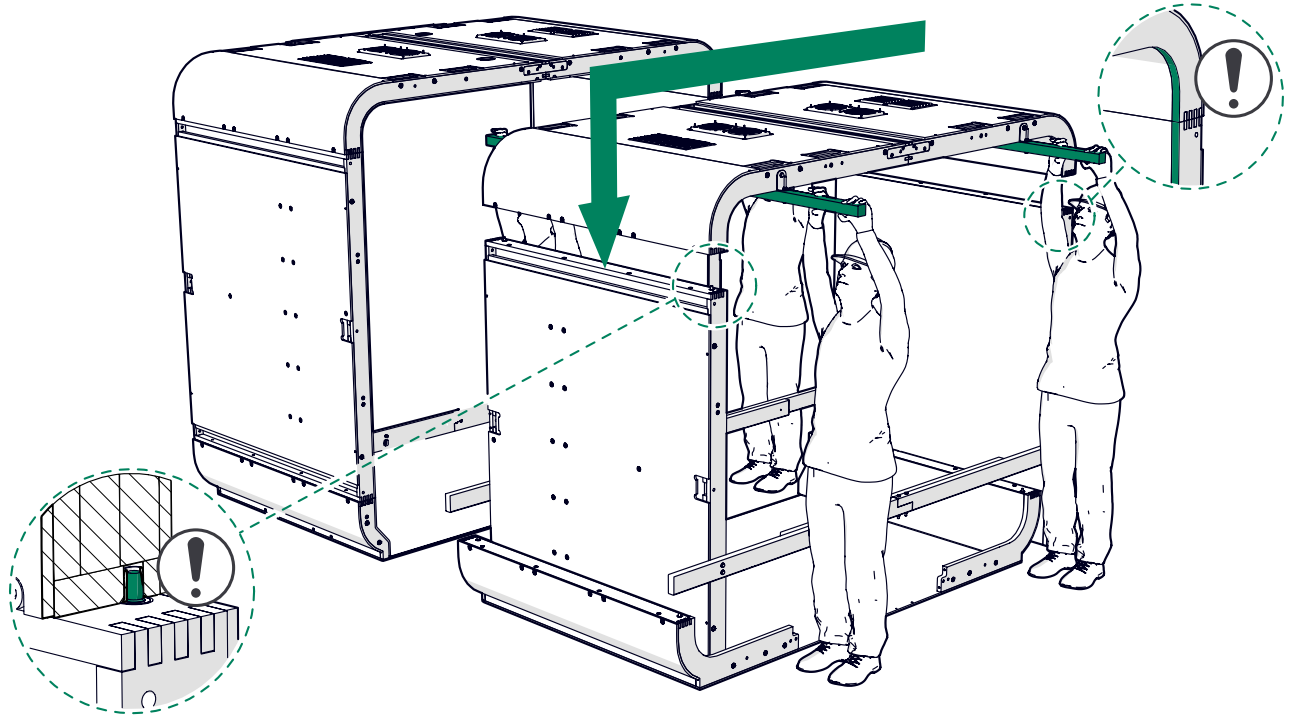
Warning: Keep the installation area clear of obstacles that you may stumble over.



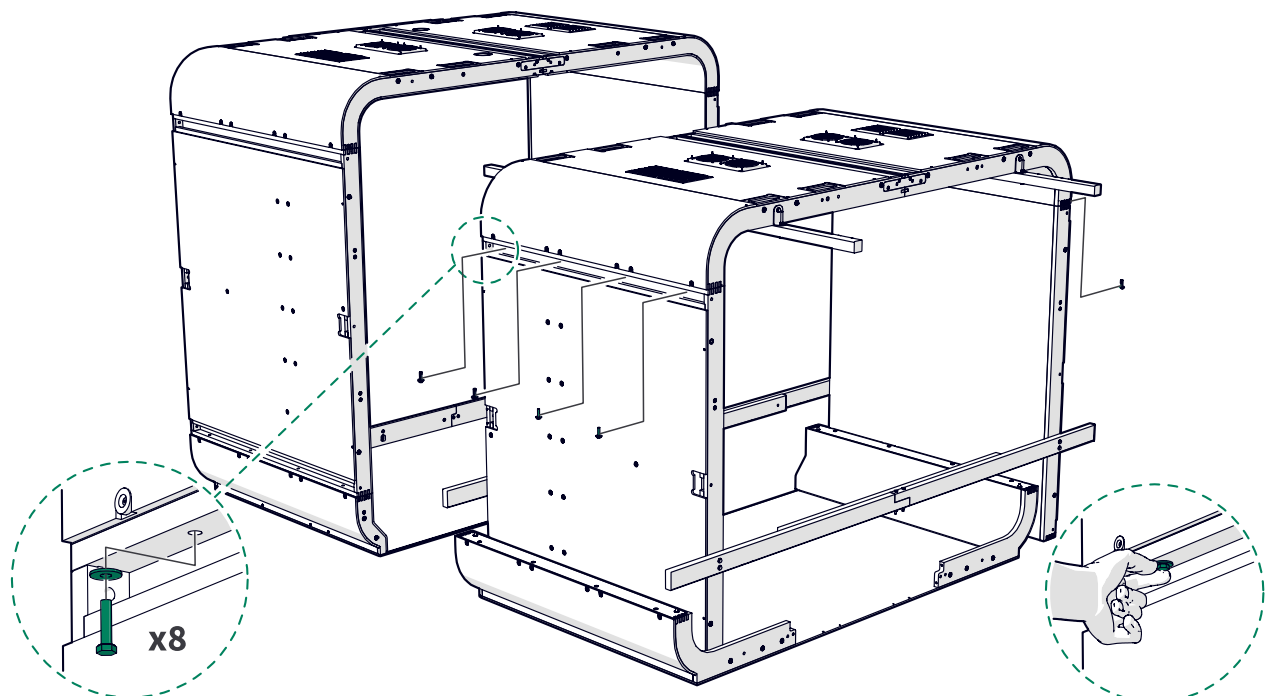
Note: Make sure that the ABS strips meet at the outer sides of the roof and the wall modules.



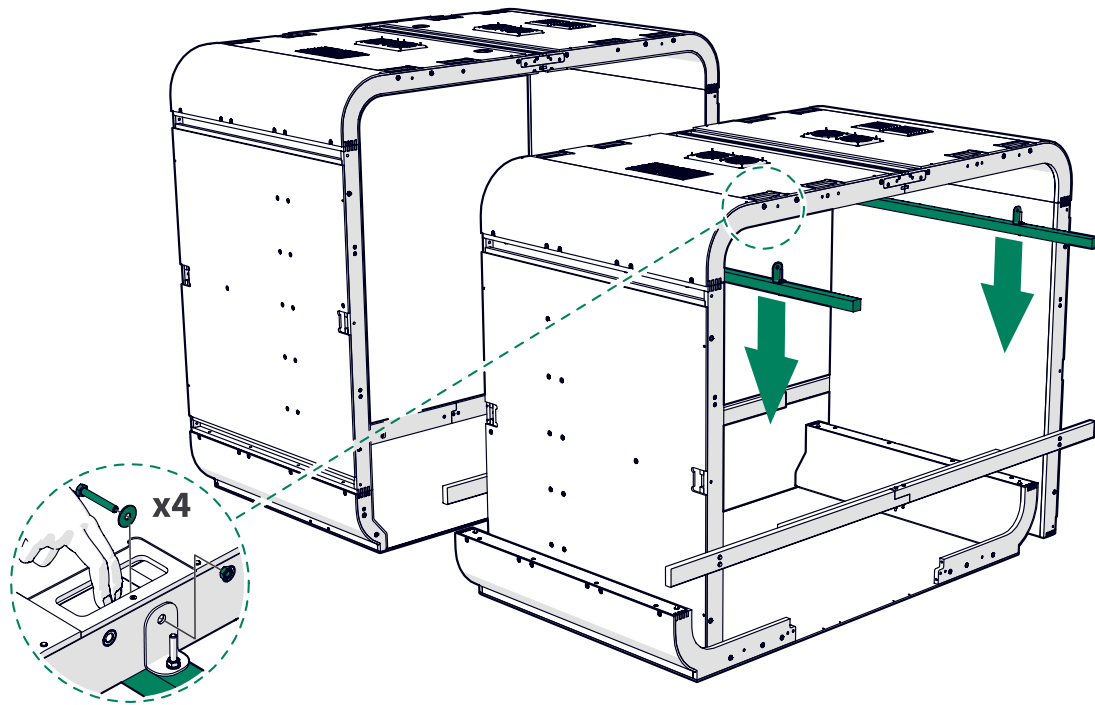
Note: Make sure that the guide pin is in the installation hole in the roof.



5. Install M8x35 bolts (4 pcs each side) and M8 washers (4 pcs each side). Tighten the screws by hand.






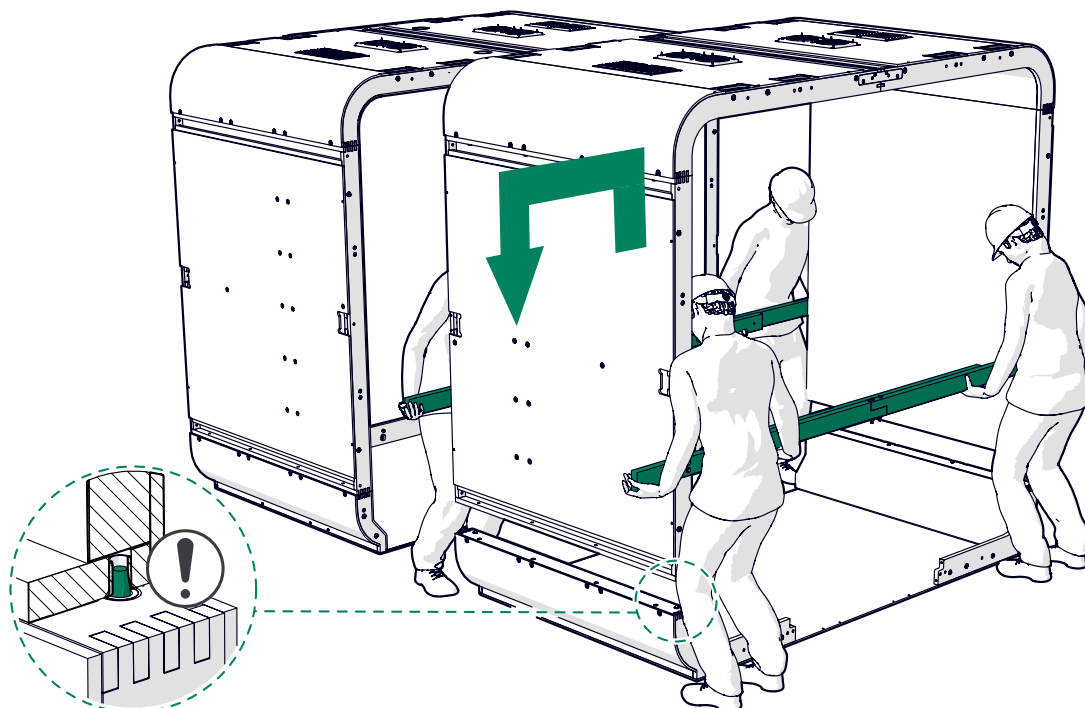
6. Remove the roof support beams and store them for later use.



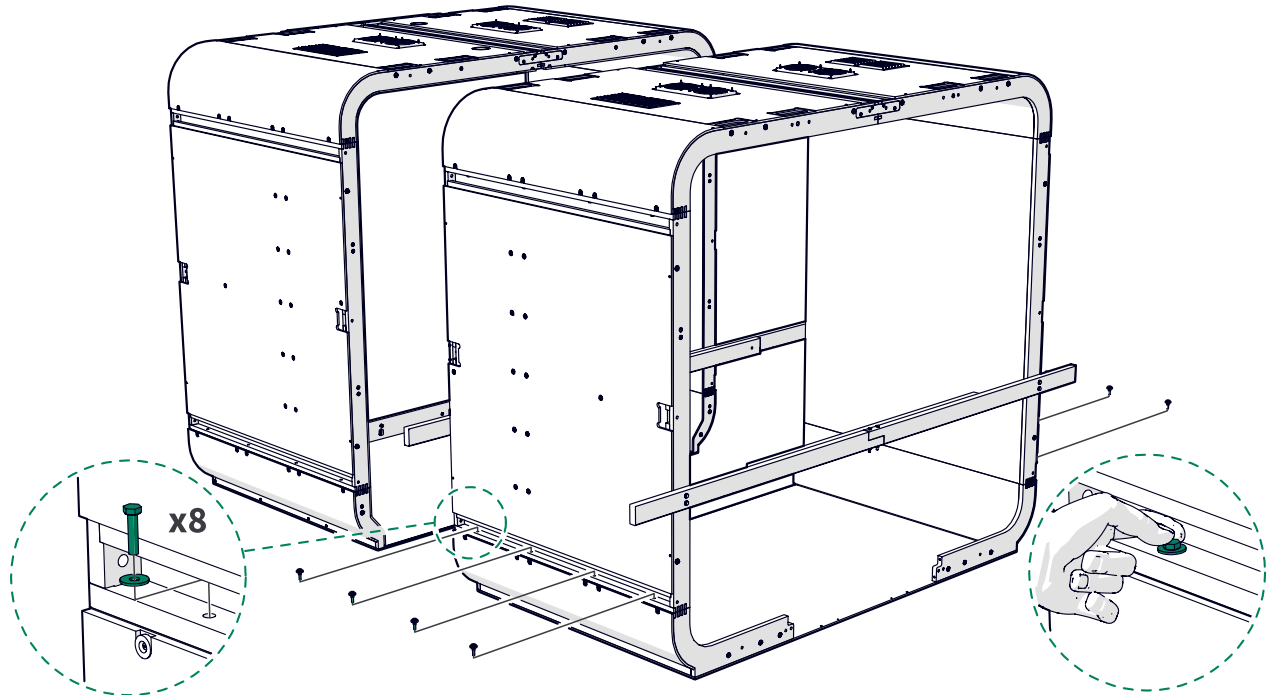
6.3.3 Install the combined roof and walls to the floor (front)

1. Lift the combined roof and walls into place.

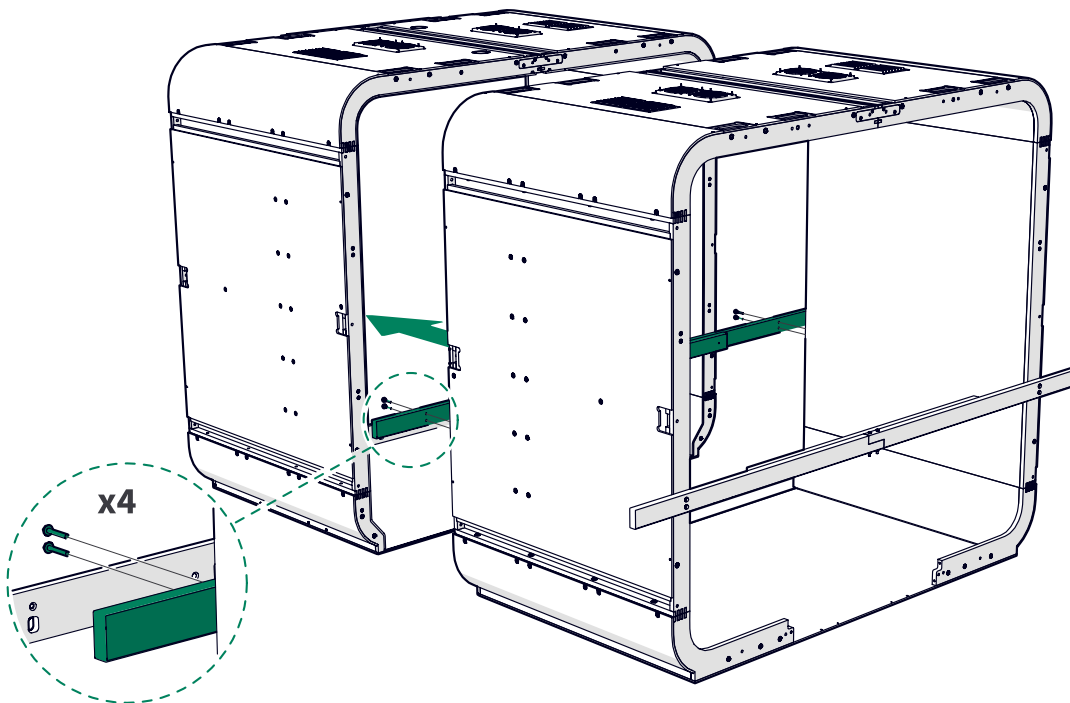
-  **Warning:** Heavy object, risk of injury! Follow the regulations for safe lifting and pay attention to your posture. Lifting requires four people.
-  **Warning:** Keep the installation area clear of obstacles that you may stumble over.
-  **Note:** Make sure that the guide pin meets the installation hole in the wall module.



2. Install M8x35 bolts (4 pcs each side) and M8 washers (4 pcs each side). Tighten the screws by hand.

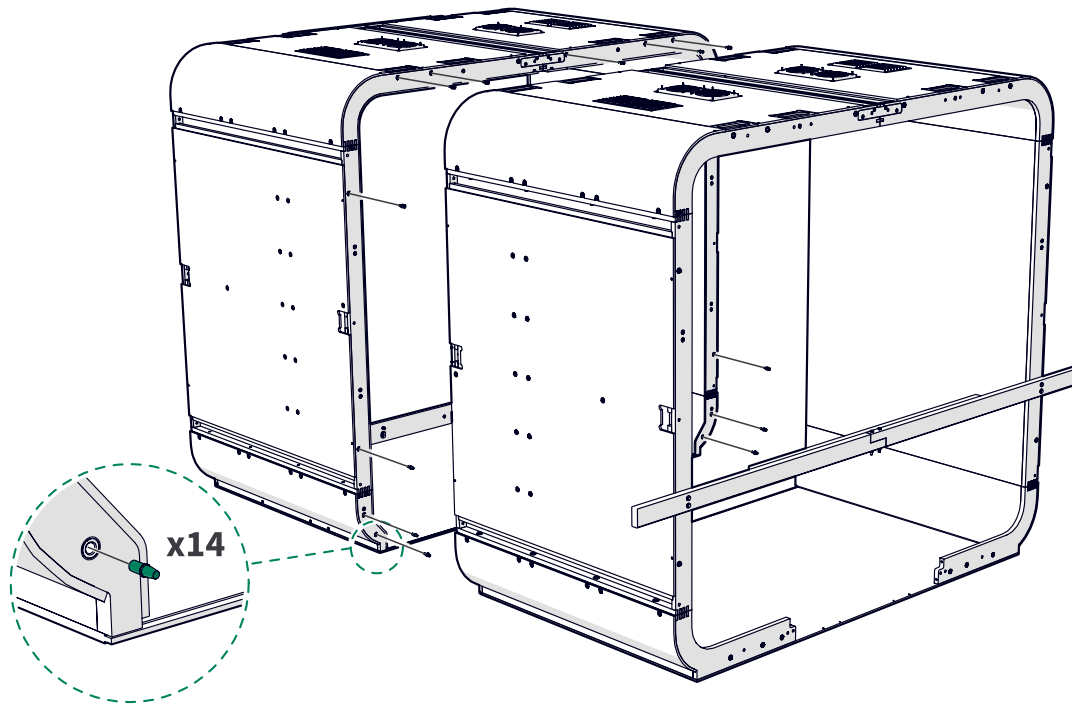


3. Remove the inner support beam and store it for later use.

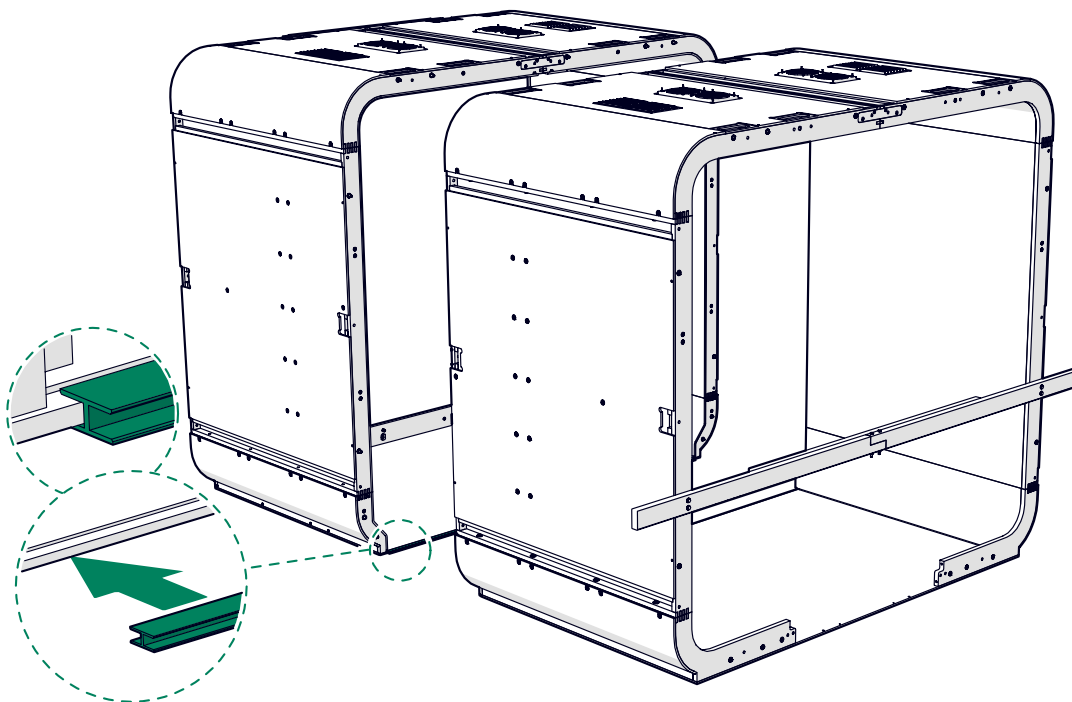


7 Connect the back and front halves of the pod

1. Install guide pins (14 pcs) to the installation holes in the back half of the pod.



2. Install the "H" shaped metal profile to the groove in the floor board of the back half of the pod.



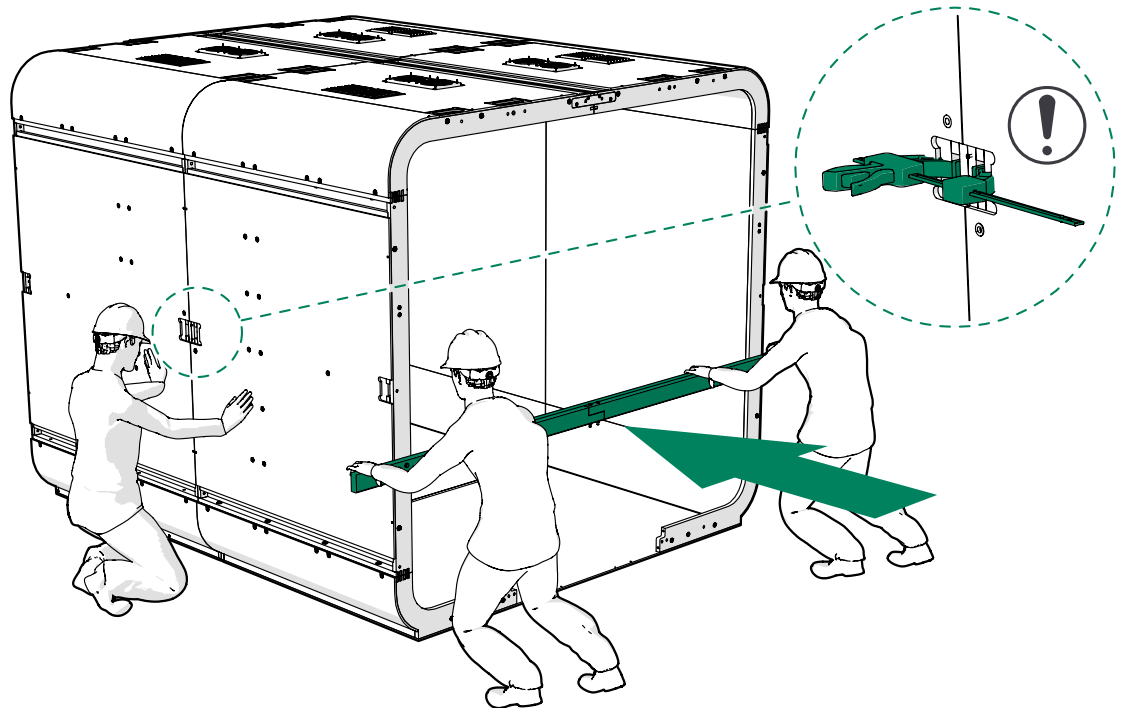
3. Push the front half of the pod to the back half of the pod.
Check that there is nothing on or under the floor boards.
Use the support beam as leverage. Press the floor board if it does not fit easily into the H profile.
Make sure that the halves connect fully at all points.



Note: Avoid lifting the front half.



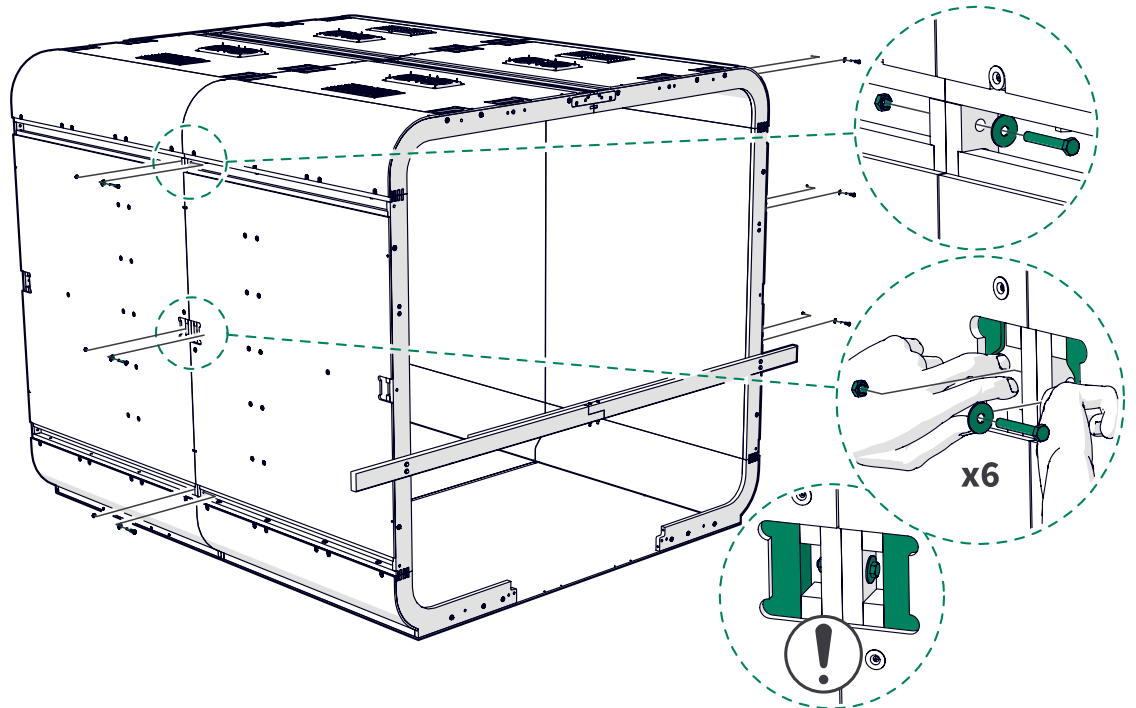
Note: It is recommended to use clamps to press the halves closer together.



4. Install M8x55 bolts (3 pcs each side), M8 washers (3 pcs each side), and flanged M8 nuts (3 pcs each side). Tighten the bolts by hand.



Note: Press the acoustic panel aside to reach the bolt holes. Make sure that you return the acoustic panel to its original position.



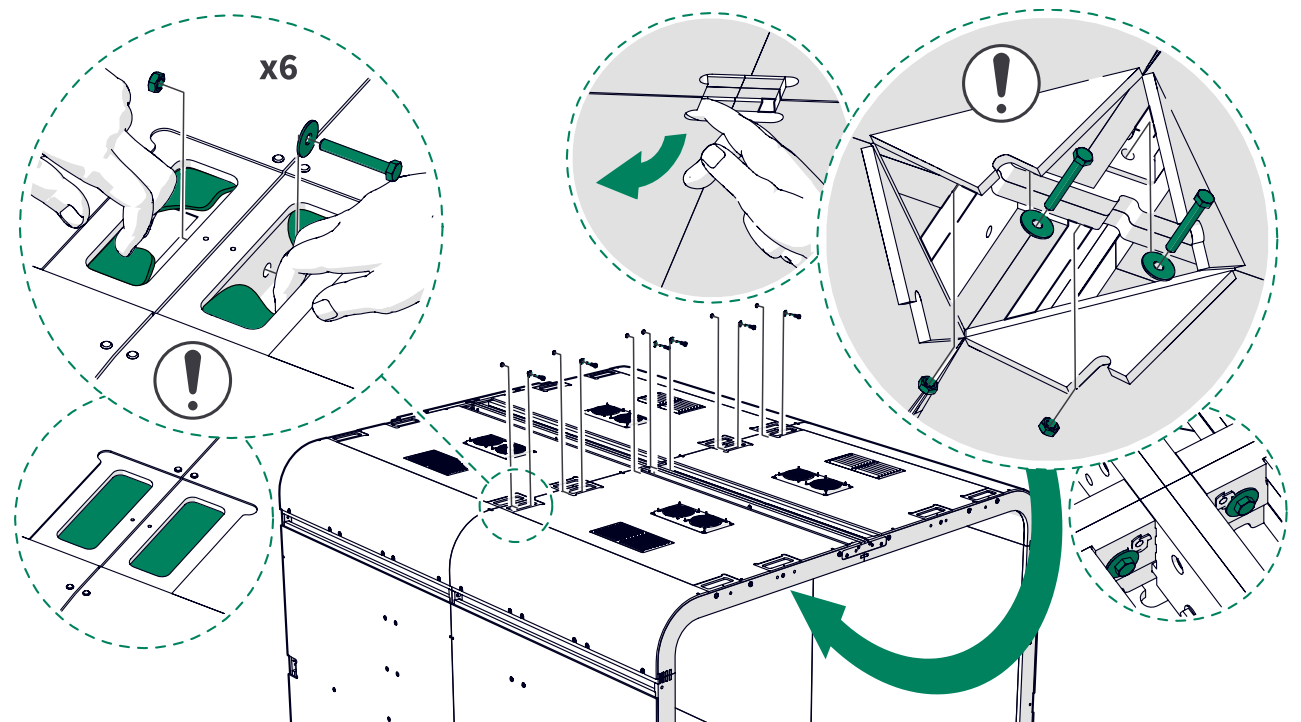
5. Install M8x55 bolts (6 pcs), M8 washers (6 pcs), and flanged M8 nuts (6 pcs) on the roof. Tighten the bolts by hand.



Note: Install the two bolts located at the center of the roof modules from the inside of the pod.



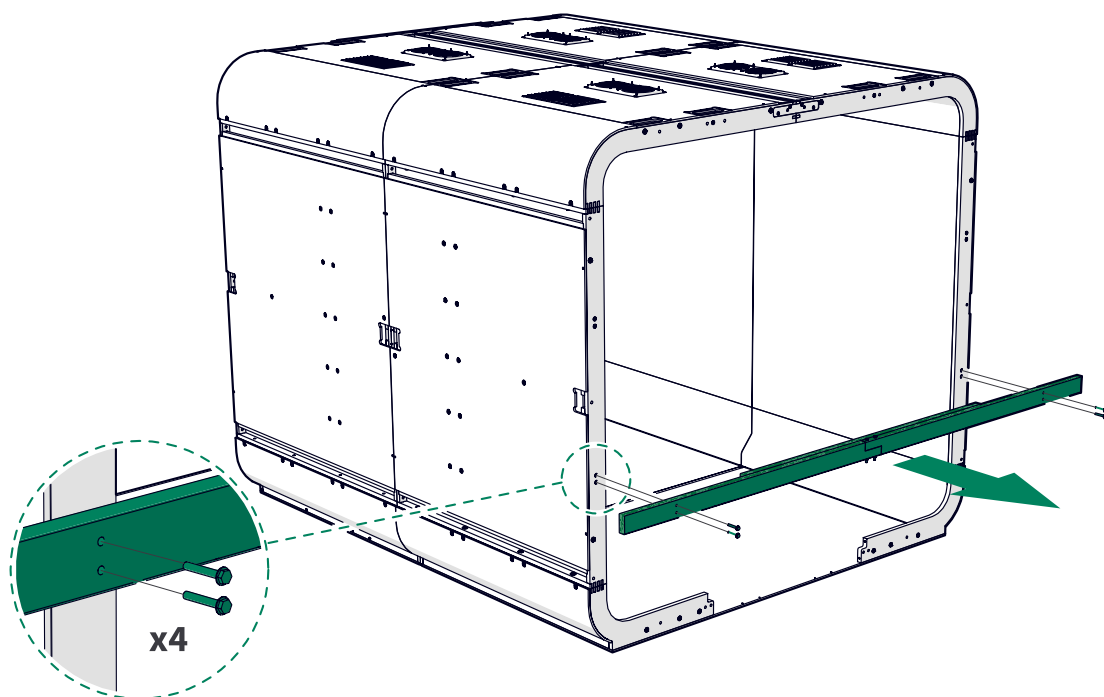
Note: Press the acoustic panel aside to reach the bolt holes. Make sure that you return the acoustic panel to its original position.



6. Remove the support beam from the front half of the pod and store it for later use.

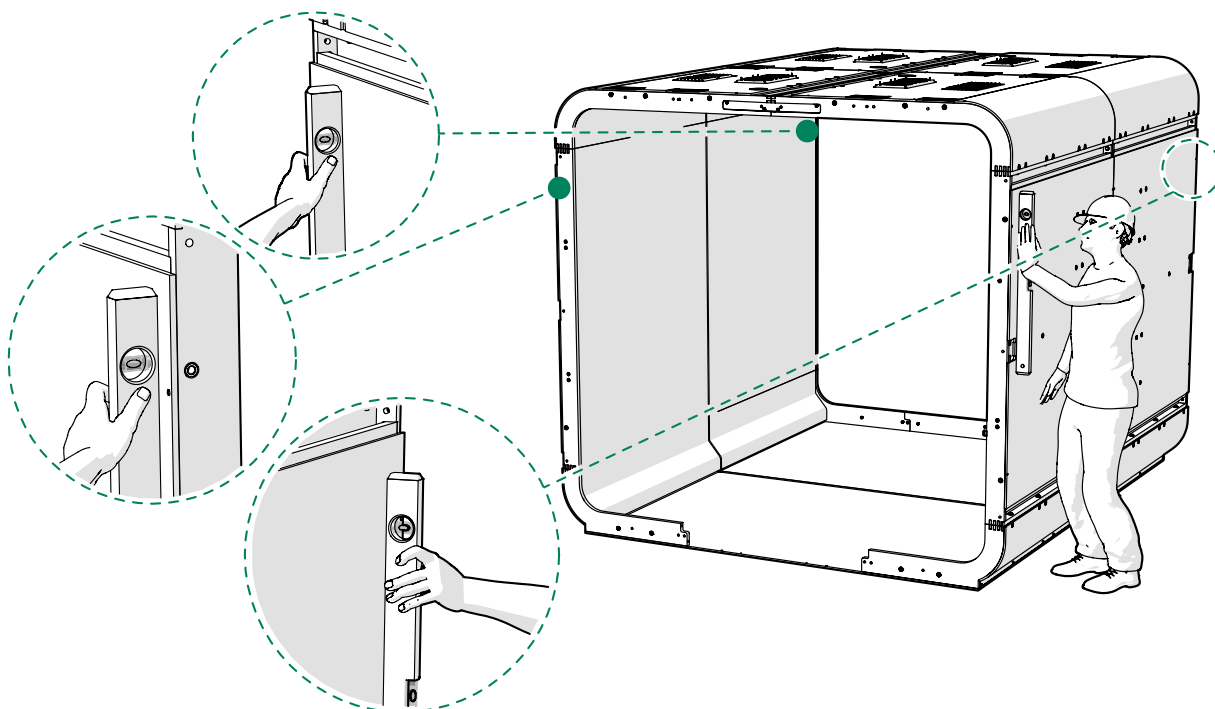


Warning: The bolts are not fully tightened. Do not lean on the pod.



7.1 Check the straightness of the pod halves after connecting

1. Check the straightness of the pod halves with a spirit level slightly below the roof and wall module junction in each corner of the pod.



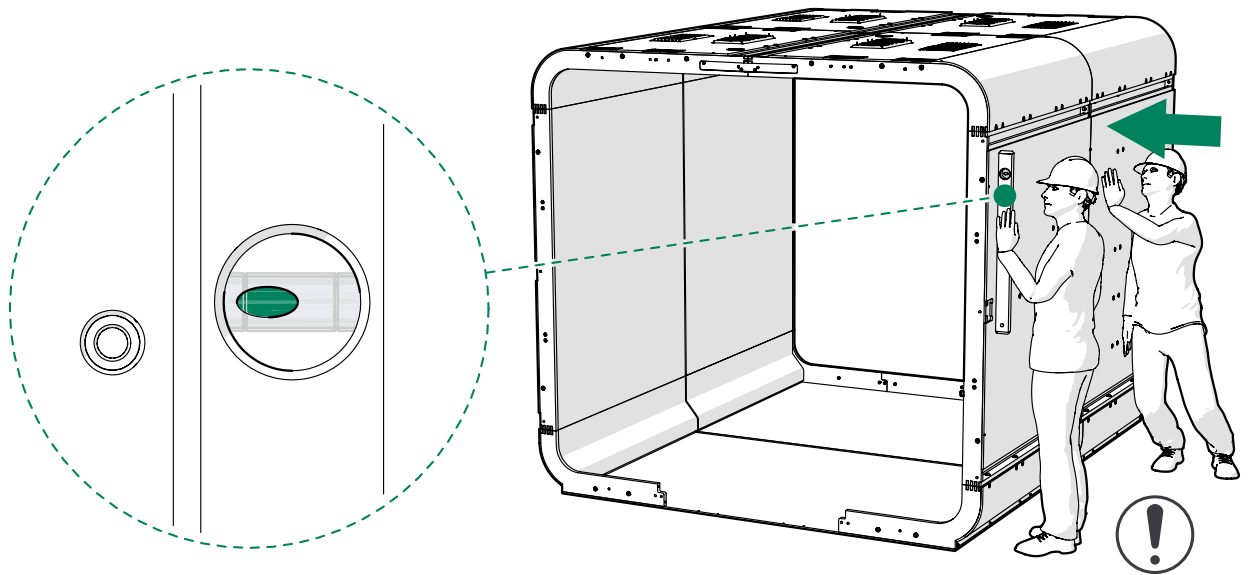
2. Push both halves of the pod at the same time slightly over vertical and hold.



Note: Hold the pod in place continuously until all the bolts in the walls are fully tightened.

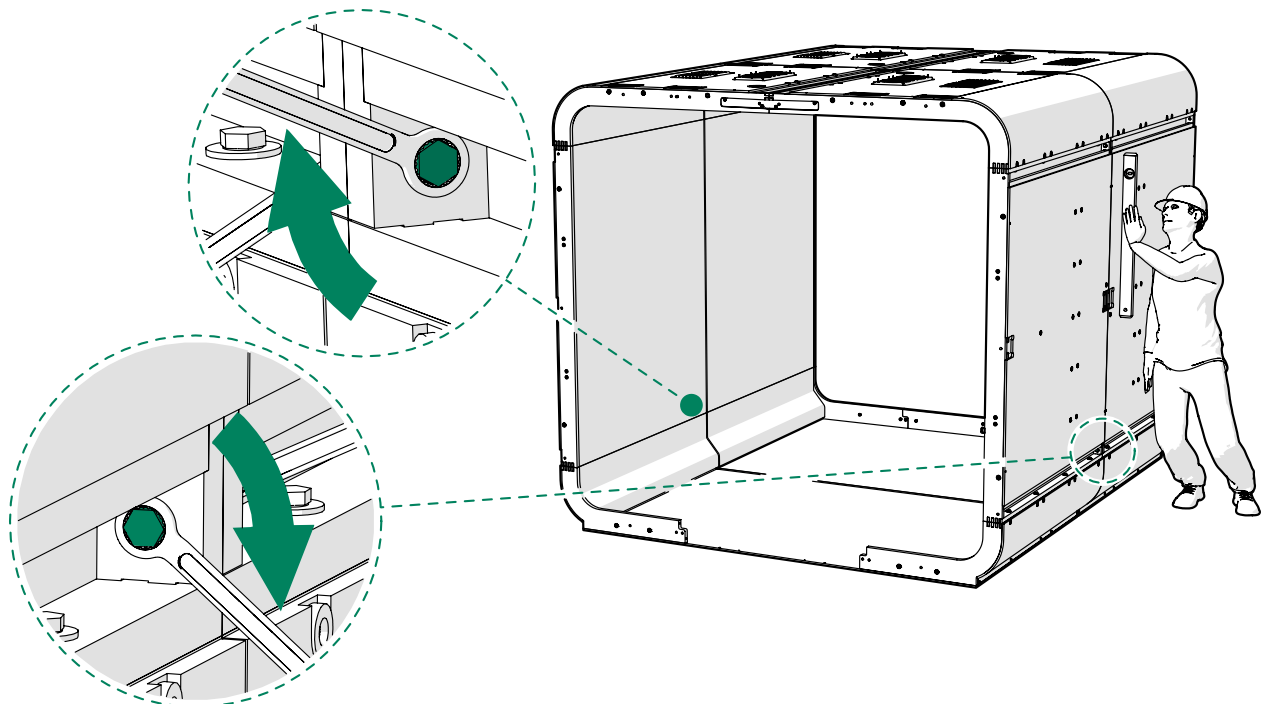


Note: You need two people to tighten the bolts on both sides at the same time.



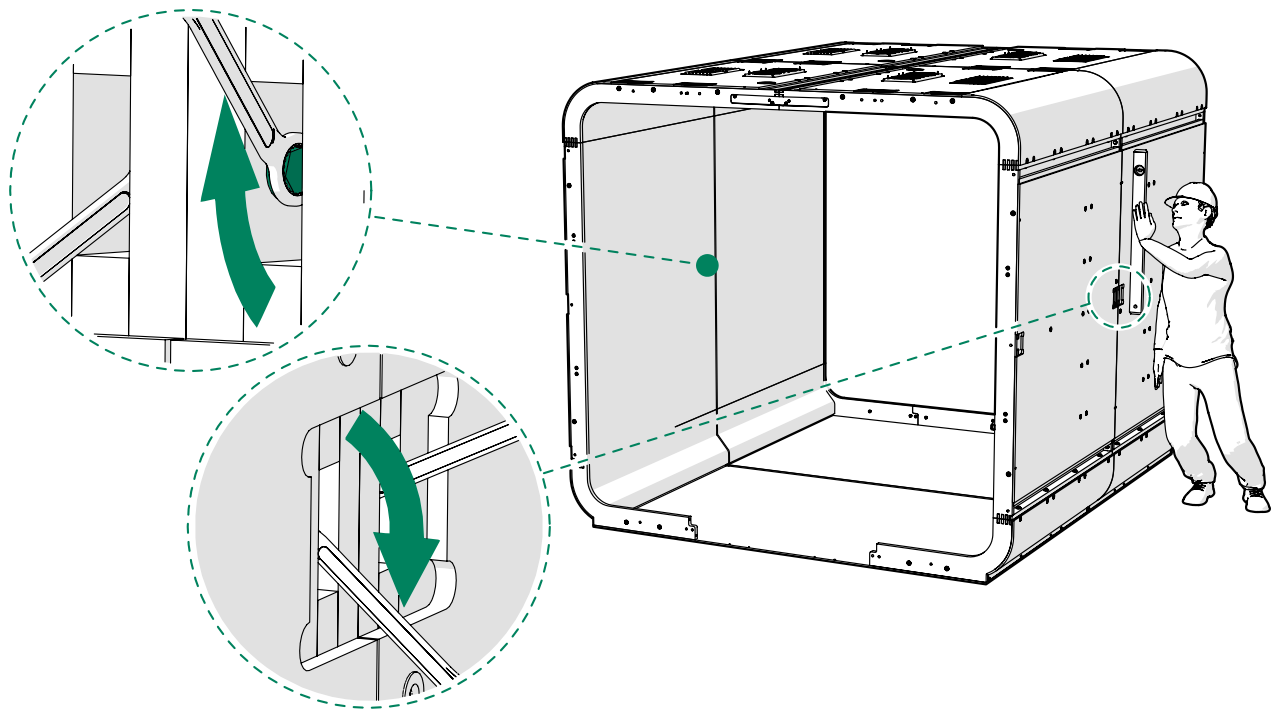
3. Tighten the bolts (2 pcs) connecting the back and front halves of the pod in the floor and wall module junction.

Tighten the bolts on both sides at the same time.



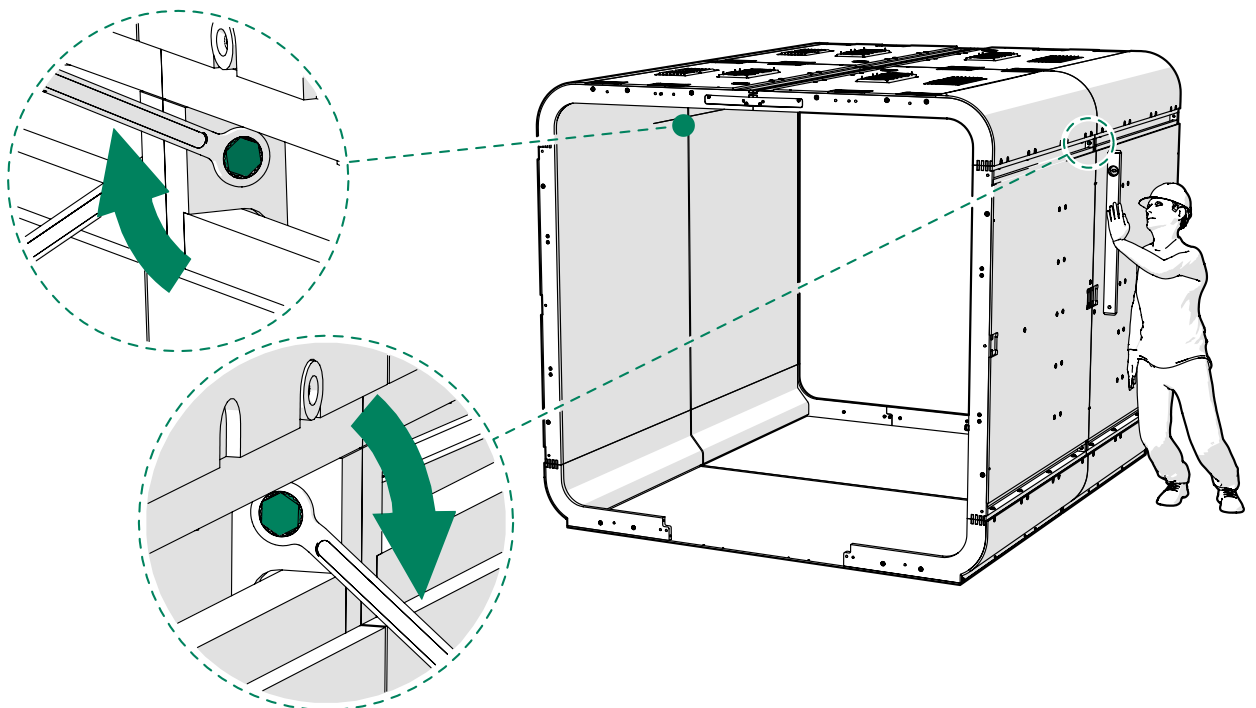
4. Tighten the bolts (2 pcs) connecting the back and front halves of the pod in the middle of the wall module.

Tighten the bolts on both sides at the same time.

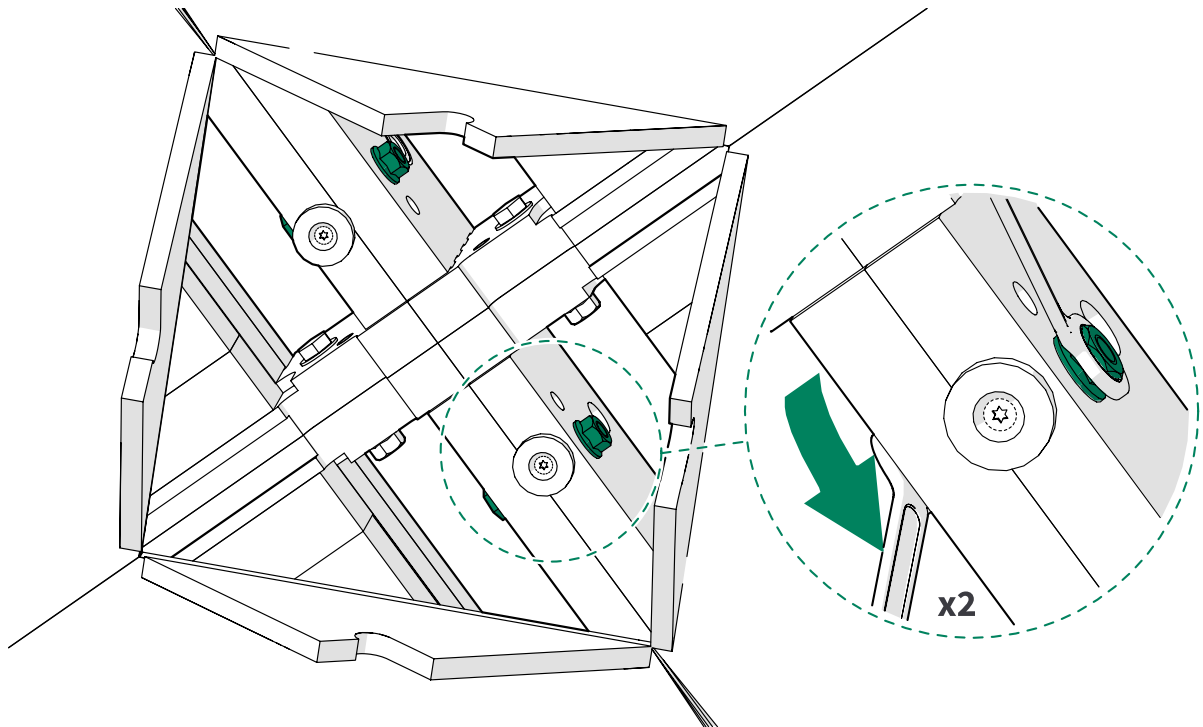


5. Tighten the bolts (2 pcs) connecting the back and front halves of the pod in the roof and wall module junction.

Tighten the bolts on both sides at the same time.

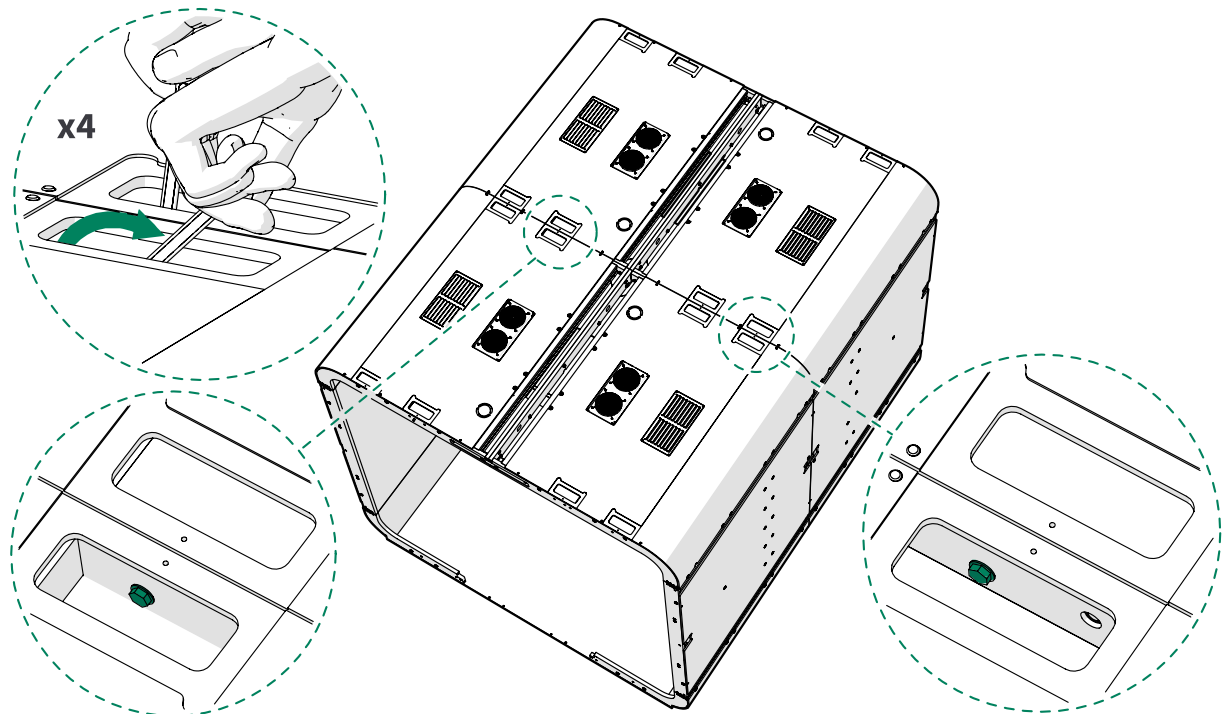


6. Tighten the bolts (2 pcs) connecting the back and front halves of the pod at the center of the roof from the inside of the pod.



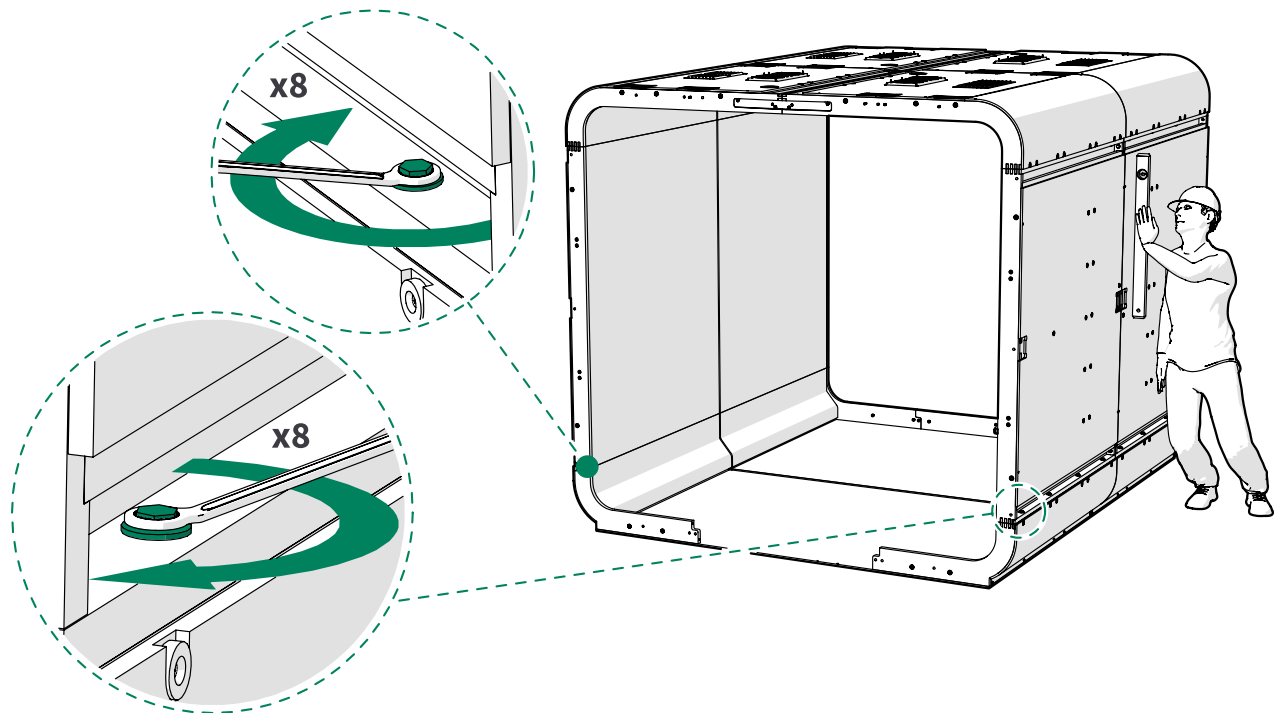
7. Tighten the bolts (4 pcs) connecting the back and front halves of the pod on the roof.

⚠ Warning: Do not lean on the roof.



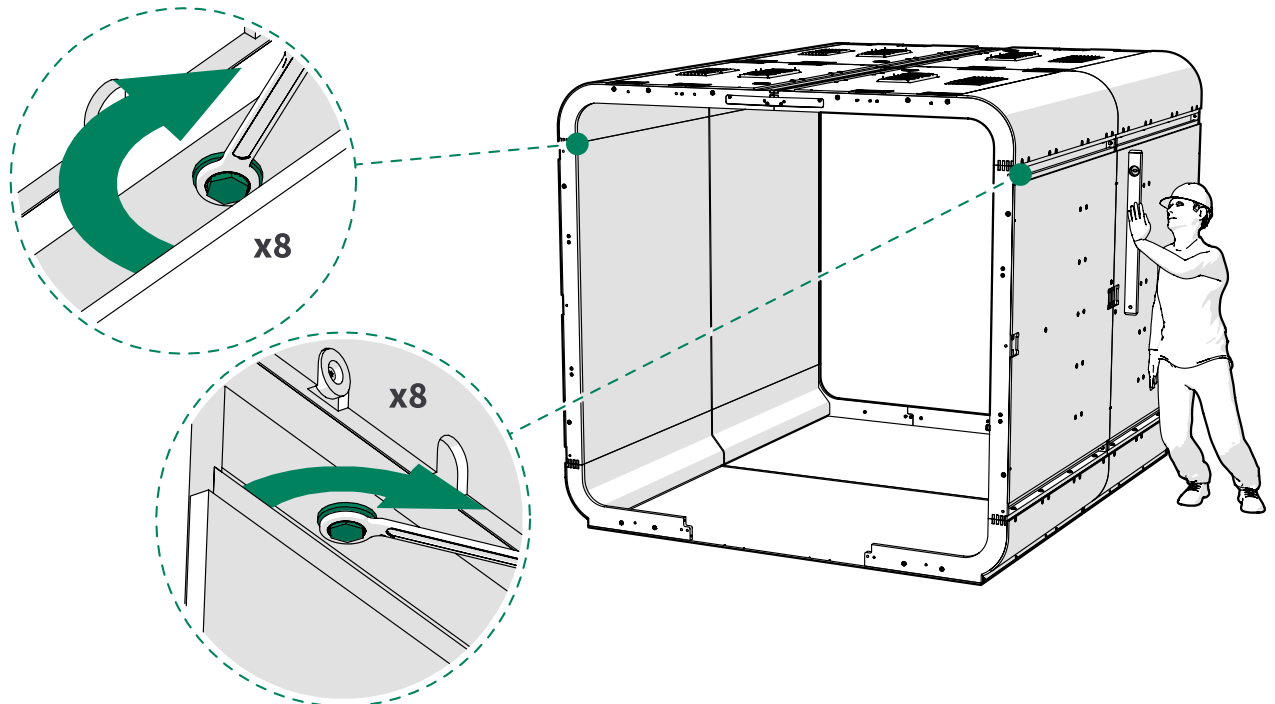
8. Tighten the bolts (8 pcs per side) on the floor and wall module junction of the back and front halves of the pod.

Tighten the bolts on both sides at the same time.

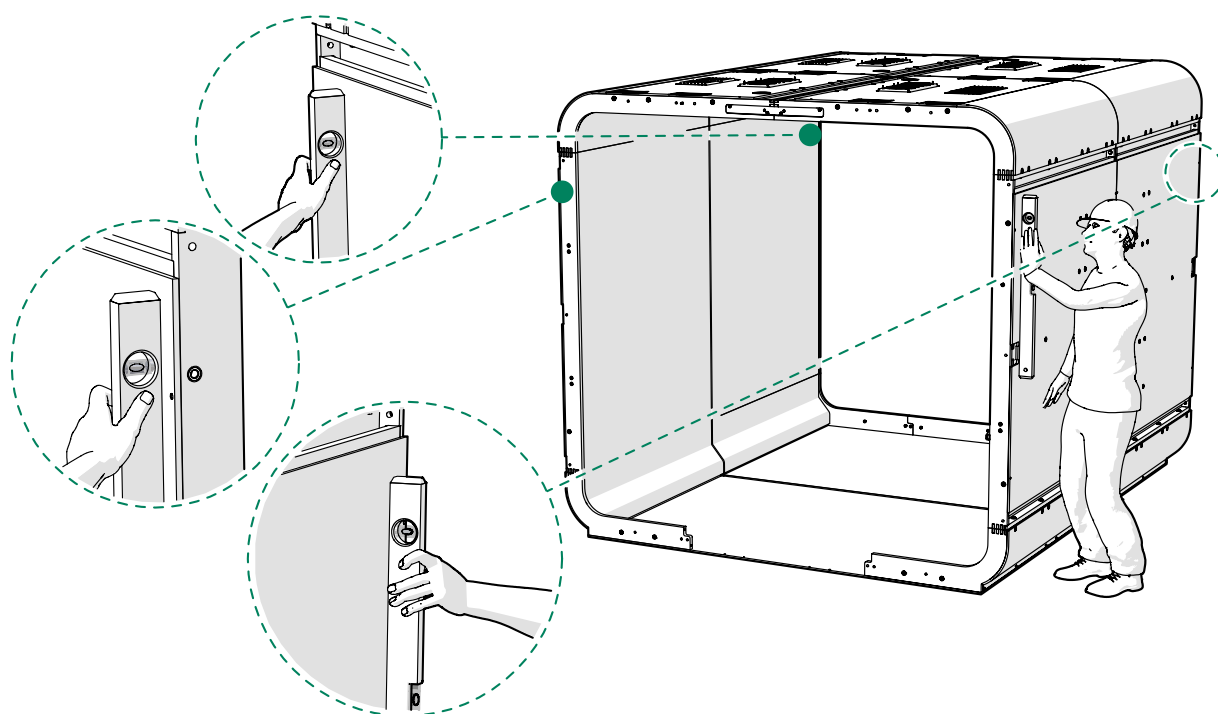


9. Tighten the bolts (8 pcs per side) on the roof and wall module junction of the back and front halves of the pod.

Tighten the bolts on both sides at the same time.



10. Check the straightness of the pod with a spirit level slightly below the roof and wall module junction in each corner. If the pod is tilted, loosen the bolts and repeat the straightening procedure.



8 Install the back frames and glasses

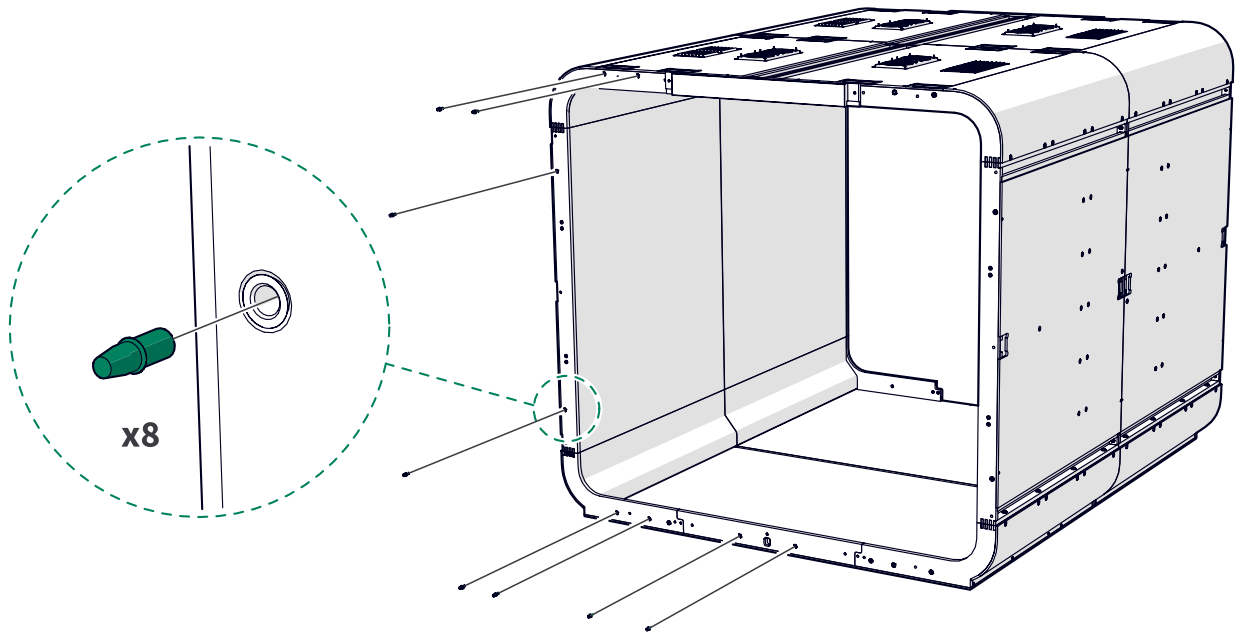
When installing frames, push them into place and lightly tighten the screws with a wrench.

i **Tip:** Line the piece with the other frames with a clamp or a rubber mallet.

When the frame is in place, tighten the screws fully.

8.1 Install the left-hand frames

1. Install guide pins (8 pcs) to the installation holes.



2. Install the lower center frame with black M8x50 countersunk screws (2 pcs).

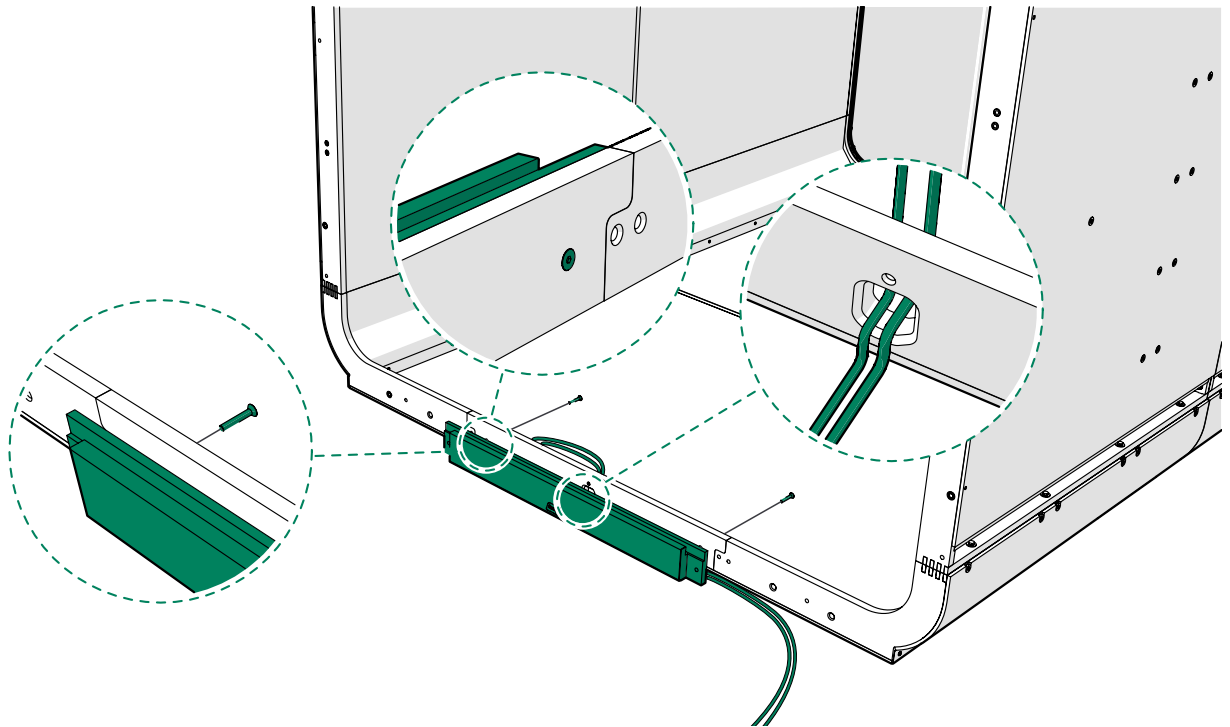
Install the screws from the inside of the pod.



Note: Make sure that the cords are placed in the notch in the lower center frame and that they are not not pinched.



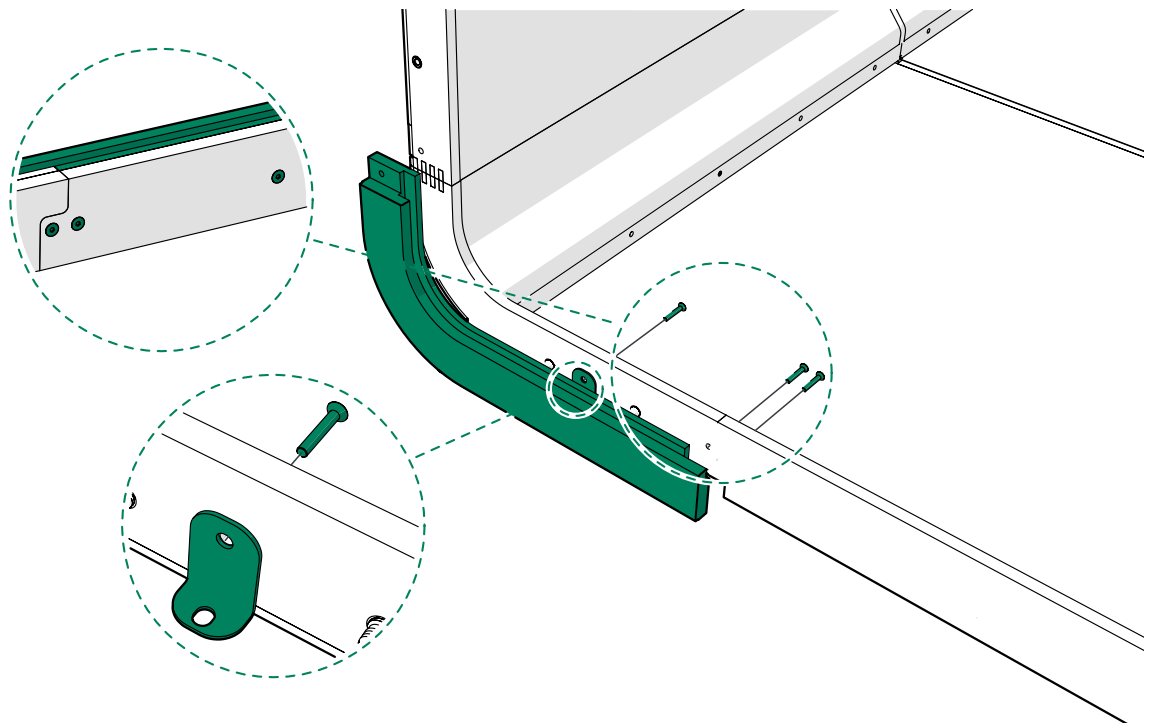
Note: Do not guide the main power cord in, if you intend to install the power cord from the roof.



3. Install the lower corner frame of the left-hand side with black M8x50 countersunk screws (3 pcs).



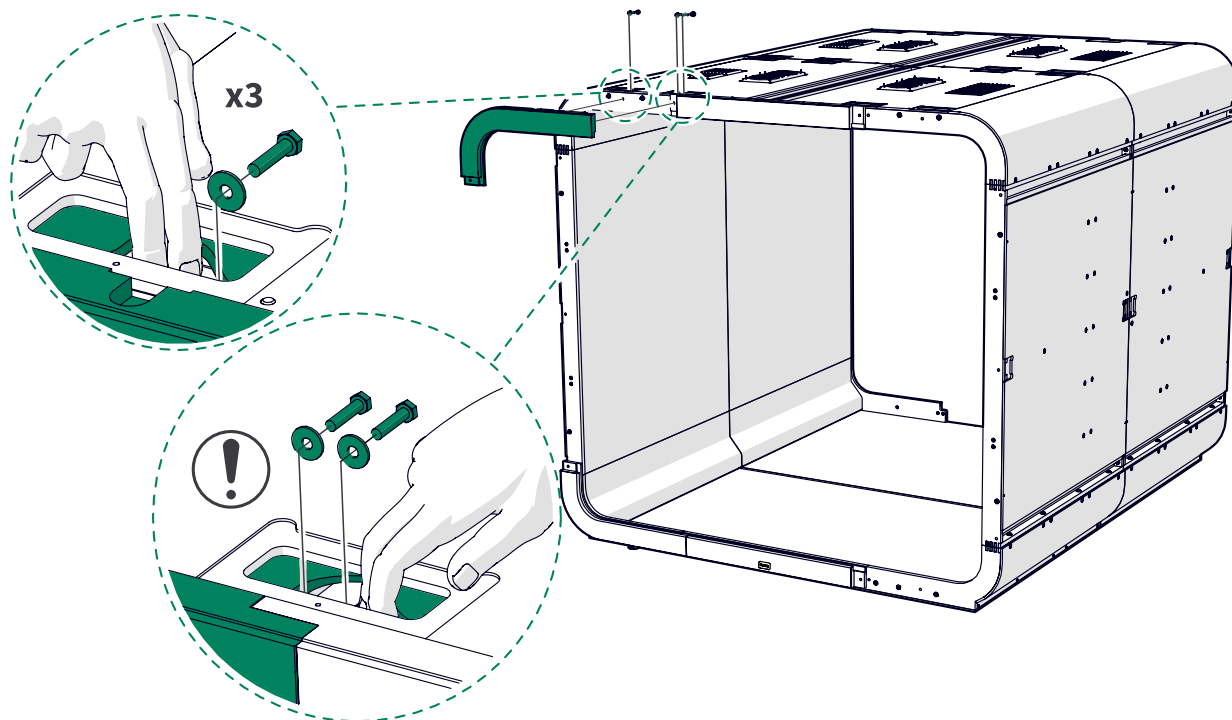
Note: The seismic support bracket is optional. The maximum size of the anchor bolt is M10. Follow the local regulations regarding seismic anchoring.



4. Install the upper corner frame of the left-hand side with M8x55 bolts (3 pcs) and M8 washers (3 pcs).



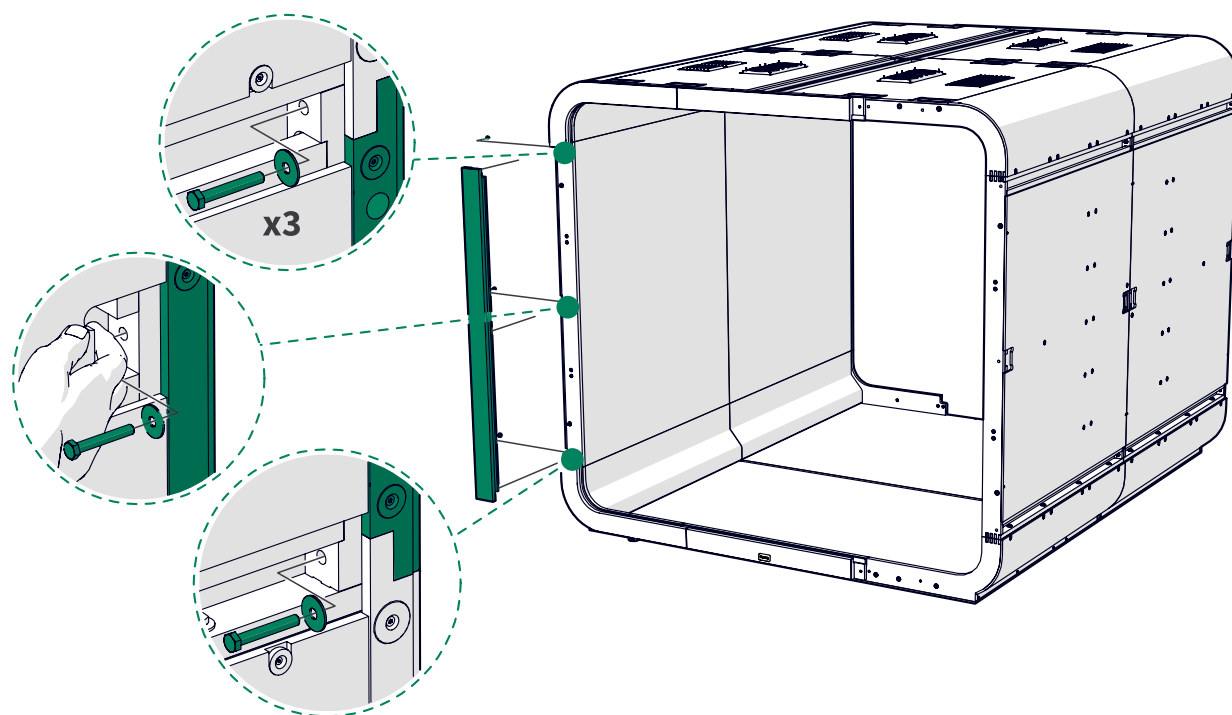
Note: Press the acoustic panel aside to reach the bolt holes. Make sure that you return the acoustic panel to its original position.



5. Install the left-hand side frame with M8x55 bolts (3 pcs) and M8 washers (3 pcs).

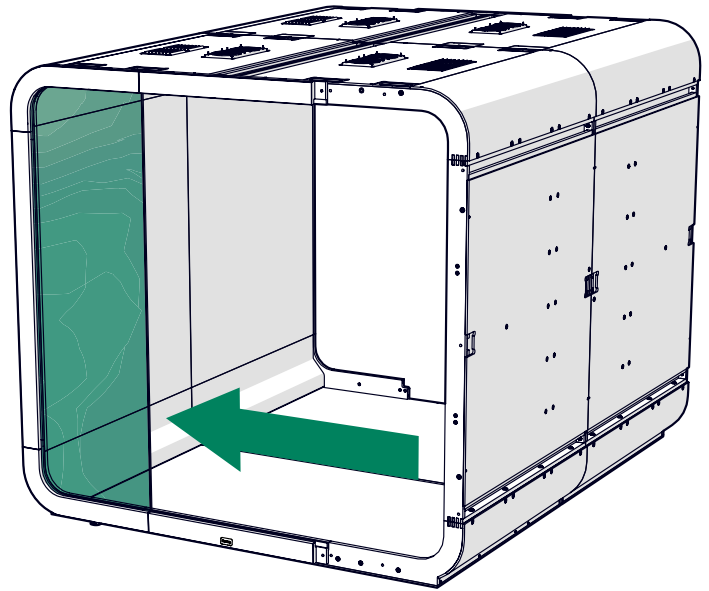


Tip: Use a clamp to straighten the frames if needed.

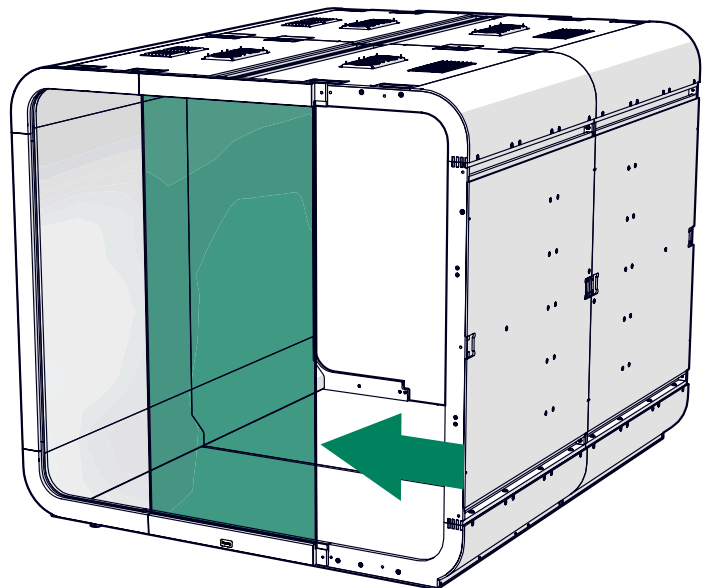


8.2 Install the first side glass and the center glass

1. Guide the side glass into the grooves in the frames and slide the glass into place.

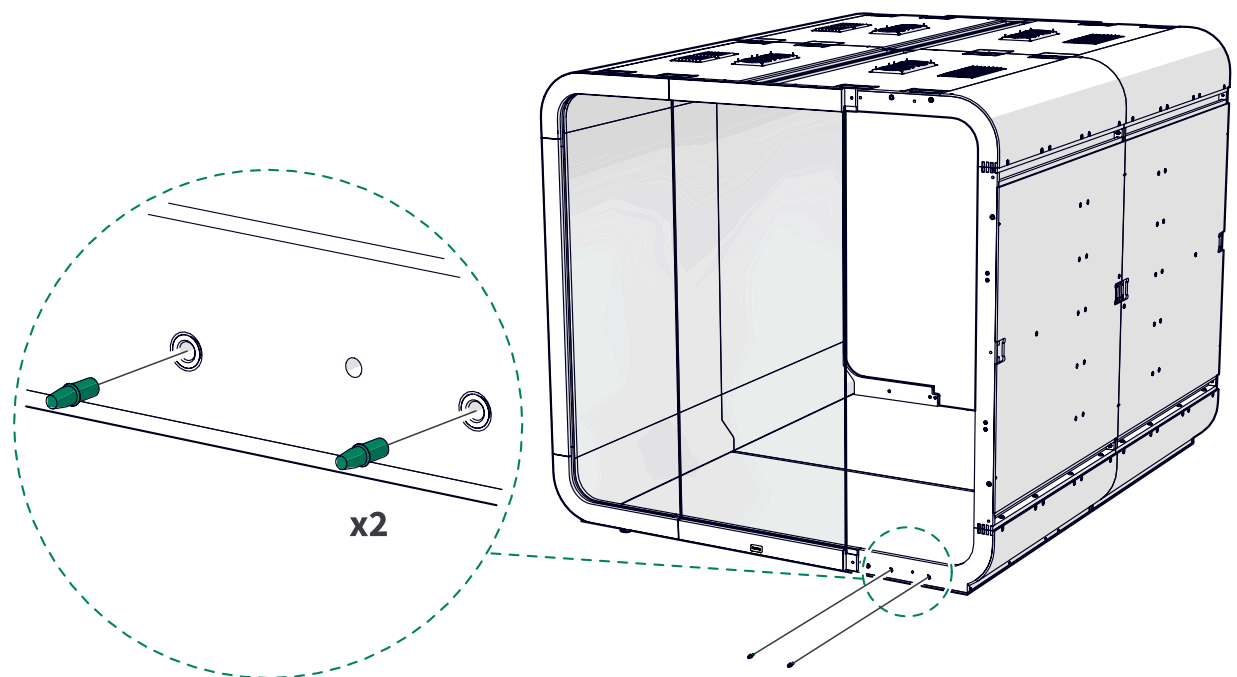


2. Guide the center glass into the grooves and slide the glass into place.



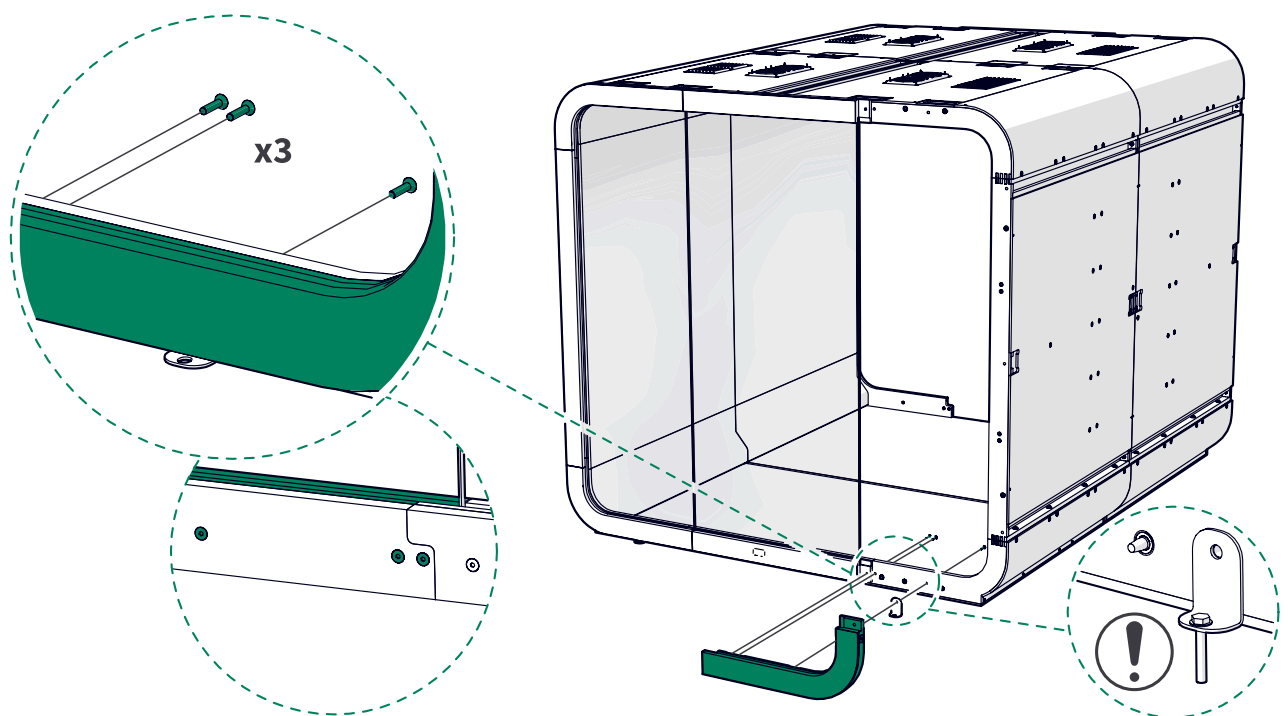
8.3 Install the right-hand frames and the other side glass

1. Install the guide pins (2 pcs).



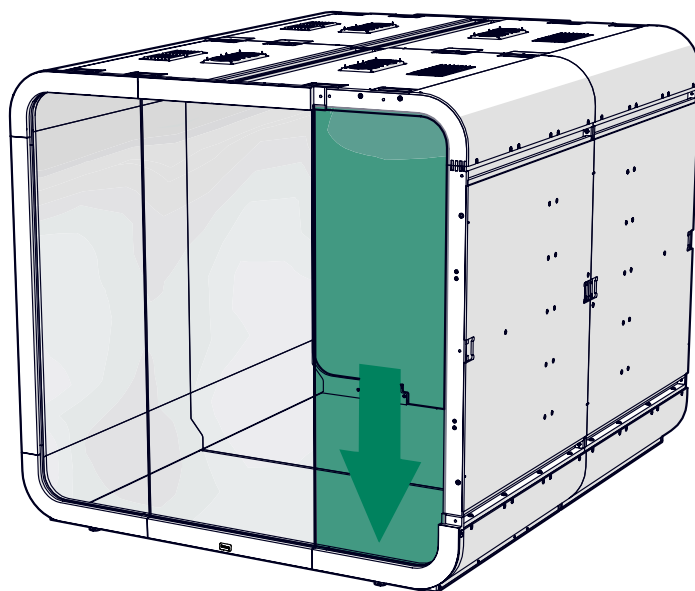
2. Install the lower corner frame of the right-hand side with black M8x50 countersunk screws (3 pcs).

⚠ **Note:** The seismic support bracket is optional. The maximum size of the anchor bolt is M10. Follow the local regulations regarding seismic anchoring.



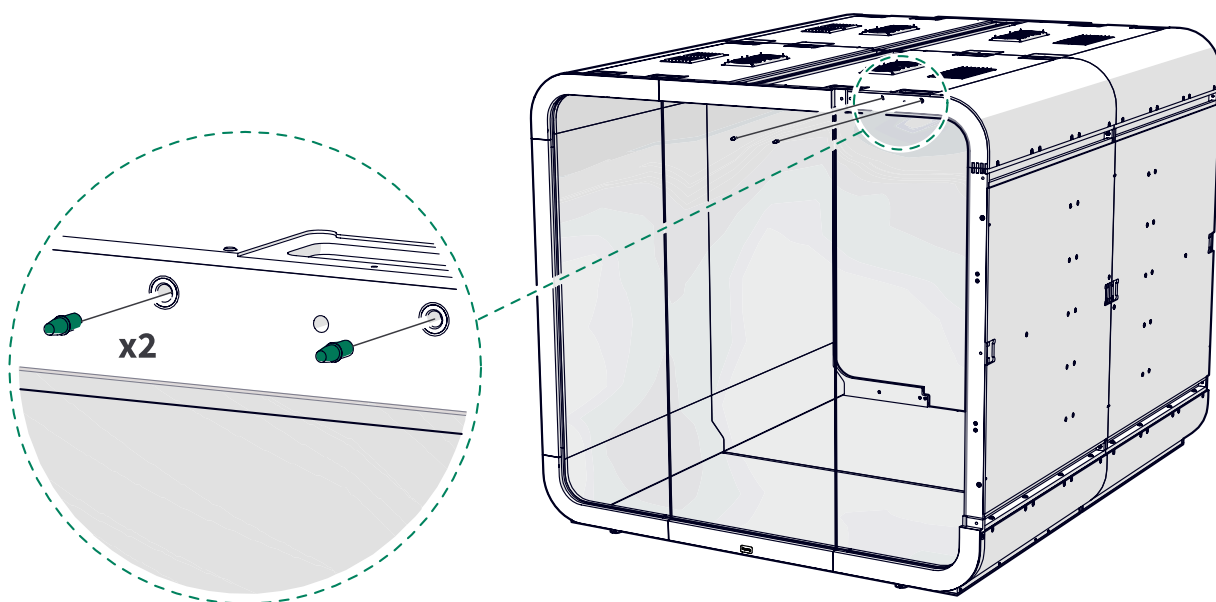
3. Slide the other side glass into place.

ⓘ **Note:** Tilt the glass to guide it into the groove.



4. Install the guide pins (2 pcs).

ⓘ **Note:** Hold the glass in place.



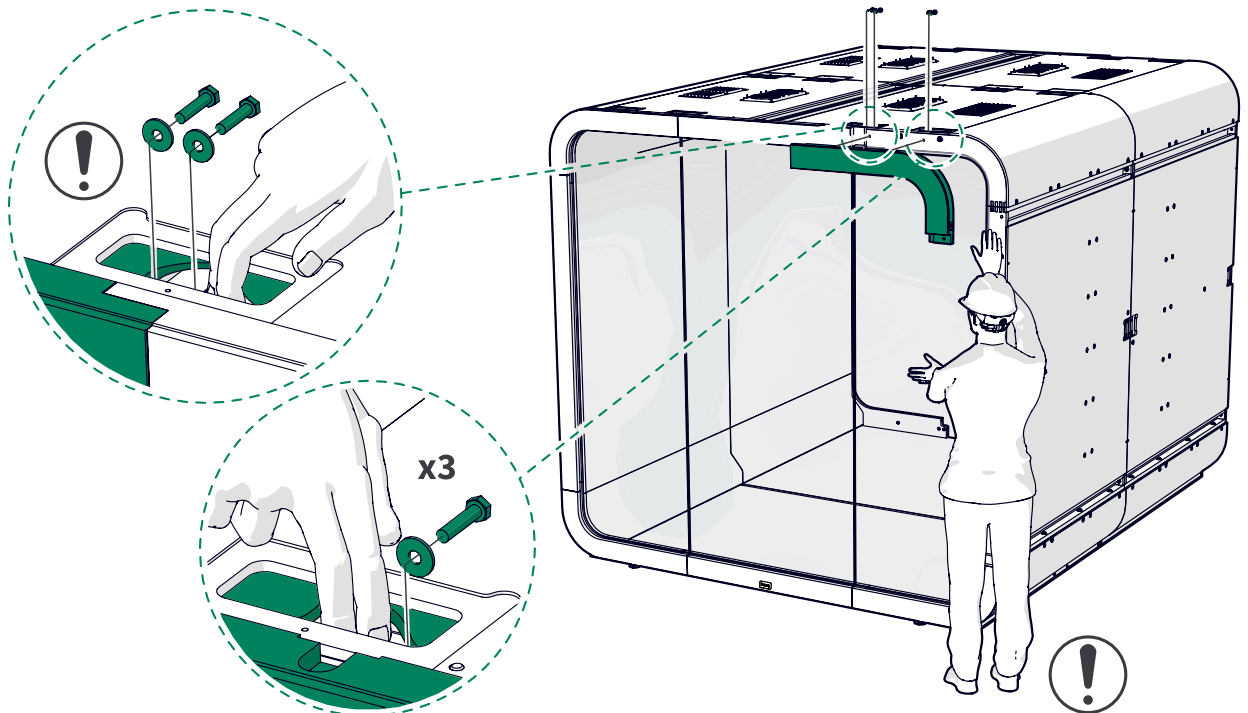
5. Install the upper corner frame of the right-hand side with M8x55 bolts (3 pcs) and M8 washers (3 pcs). Use a hand tool to tighten the bolts.



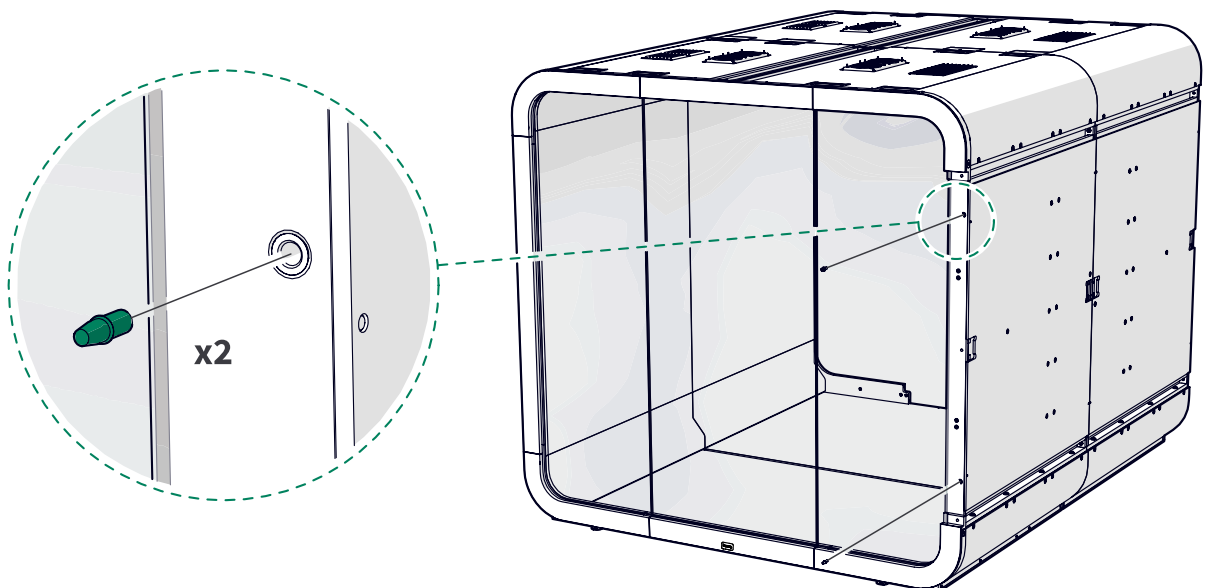
Note: One person holds the glass in place.



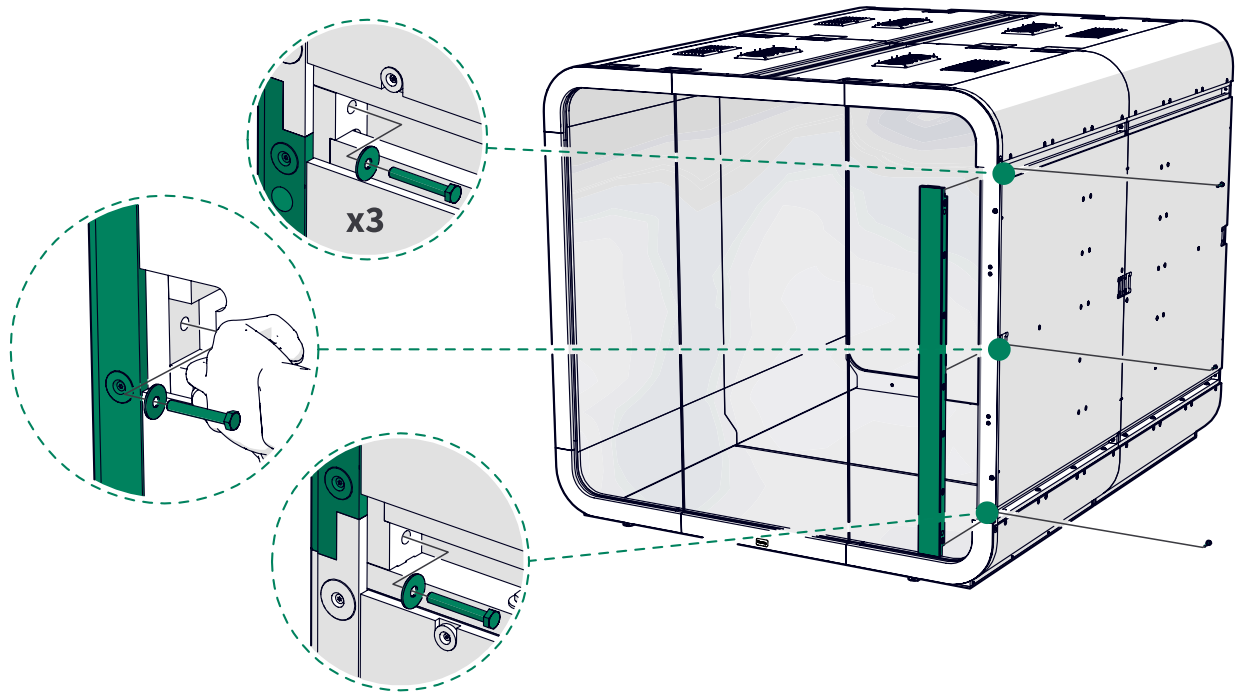
Note: Press the acoustic panel aside to reach the bolt holes. Make sure that you return the acoustic panel to its original position.



6. Install the guide pins (2 pcs).



7. Install the right-hand side frame with M8x55 bolts (3 pcs) and M8 washers (3 pcs).

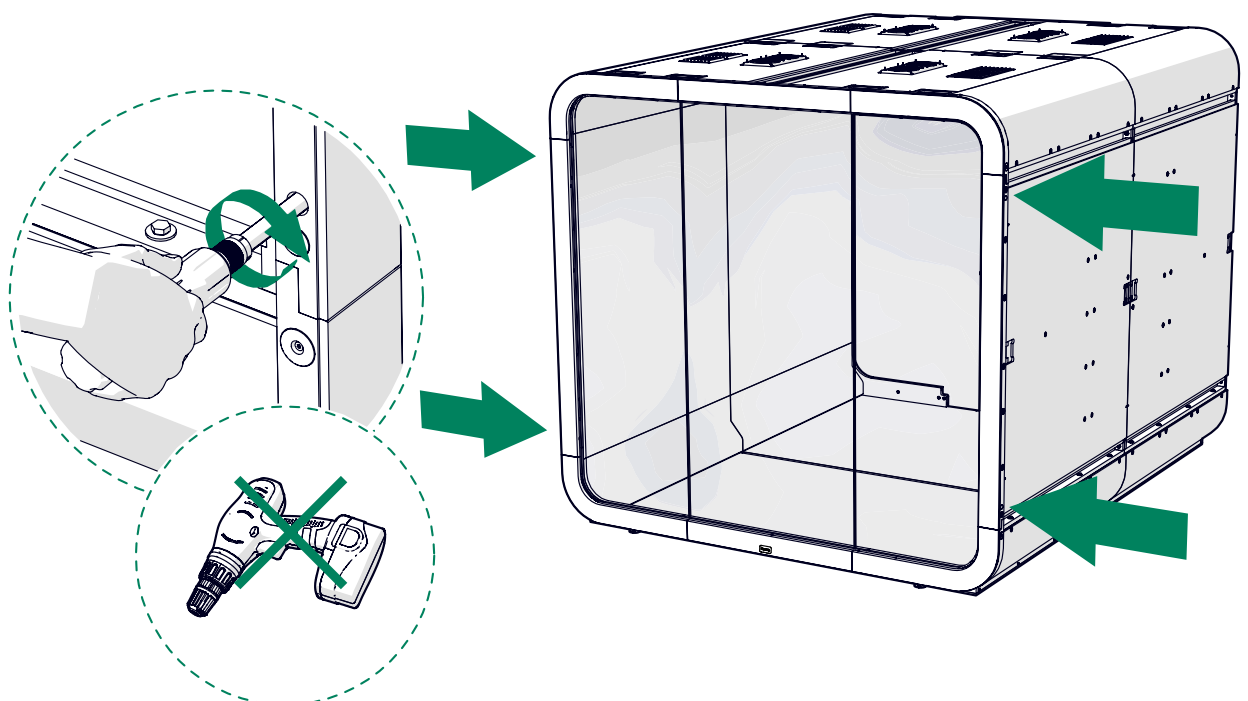


8. Tighten the bolts on the upper corner frame of the right-hand side.

8.4 Finalize the installation of the back frames and glasses

1. Tighten the nylon screws (2 pcs each side) on the sides of the back half of the pod with a flat-head screwdriver.

- ⚠ **Note:** The nylon screws are only for pushing the glasses together. Tighten the screws until you feel resistance. Do not overtighten.
- ⚠ **Note:** Make sure that the back glasses stay aligned and sit snugly in the H-profile seals when tightening the nylon screws.



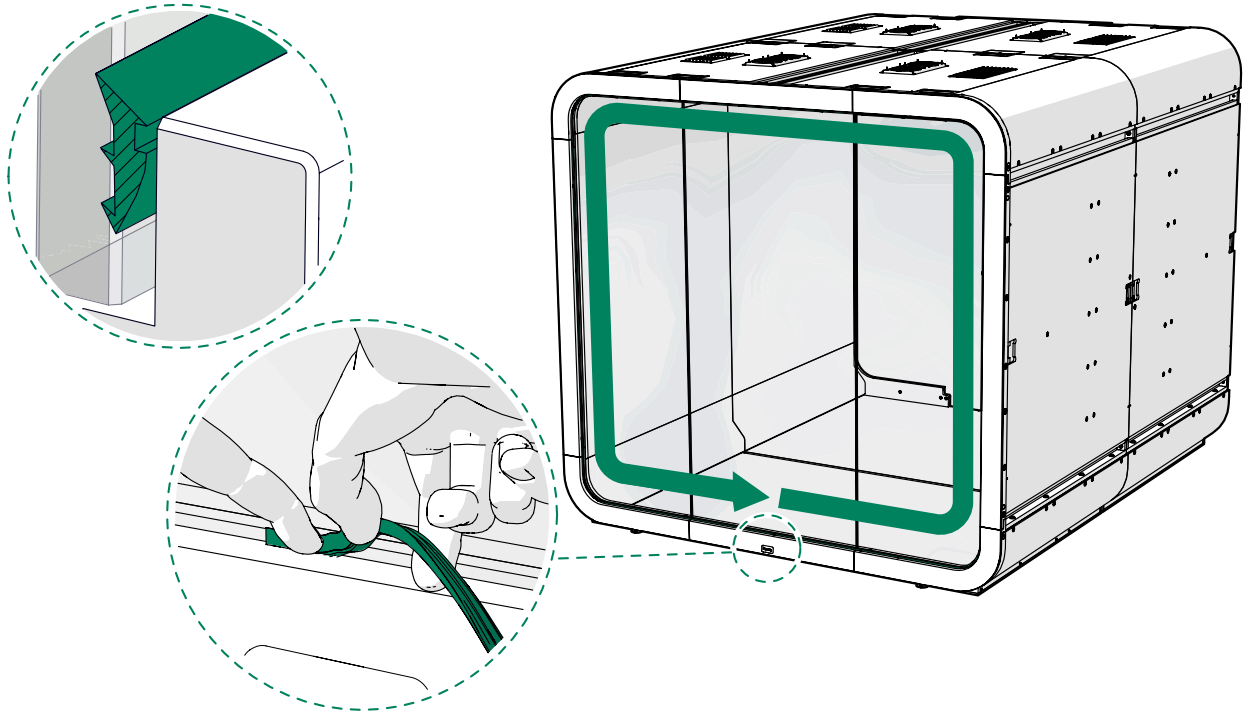
2. Seal the whole frame with the wedge-shaped seal between the glasses and frames.



Note: Install the seal on the outside of the back half of the pod.



Tip: Use glass washing liquid as a lubricant to help install the seal.

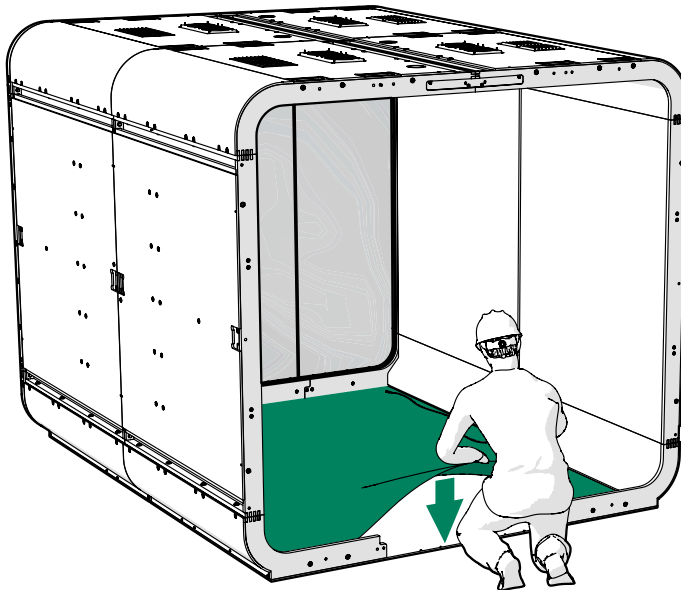


9 Install the carpet

1. Lay the carpet into place. Press the edges under the wall felt.



Note: Make sure that the notches in the carpet are at the front of the pod.



10 Install the front frames and glasses

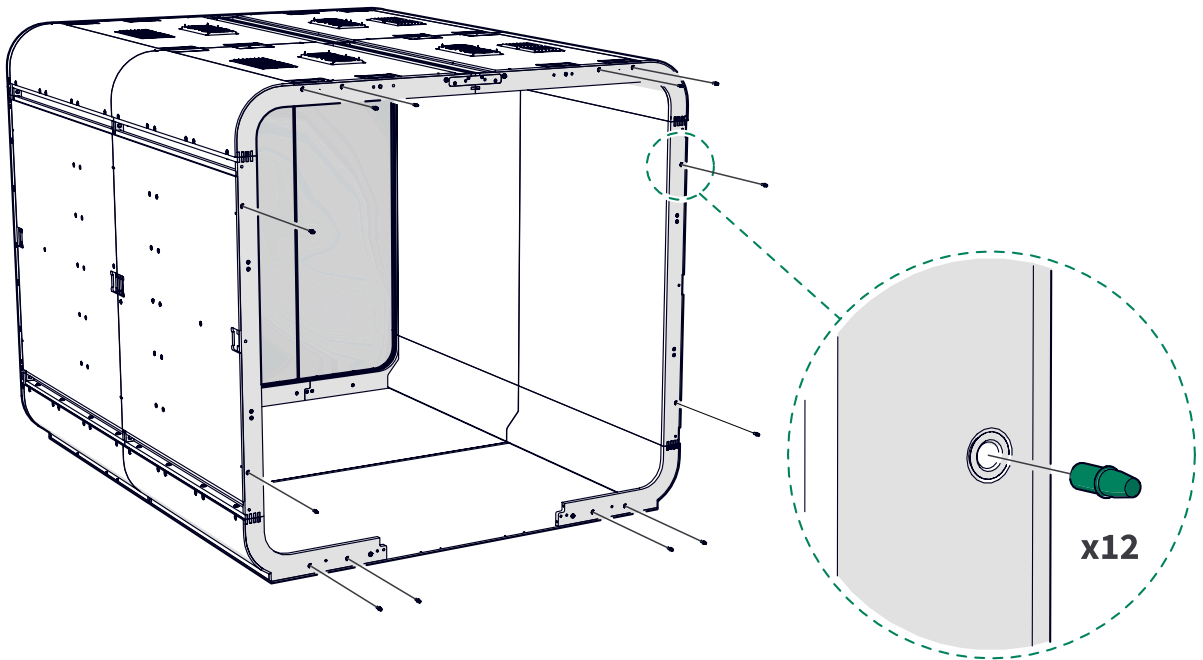
When installing frames, push them into place and lightly tighten the screws with a wrench.

i **Tip:** Align the piece with the other frames pieces with a clamp or a rubber mallet.

When the frame is in place, fully tighten the screws.

10.1 Install the corner and side frames

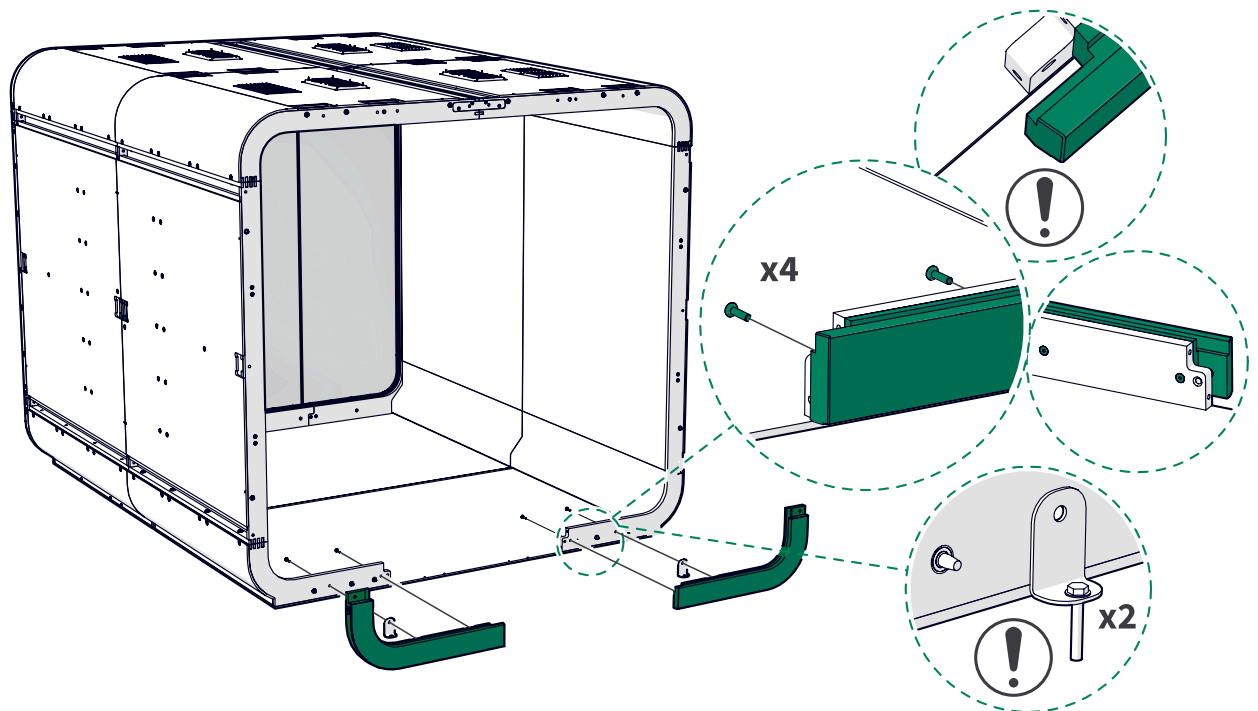
1. Install the guide pins (12 pcs).



2. Install the lower corner frames (2 pcs) with black M8x50 countersunk screws (2 pcs each).

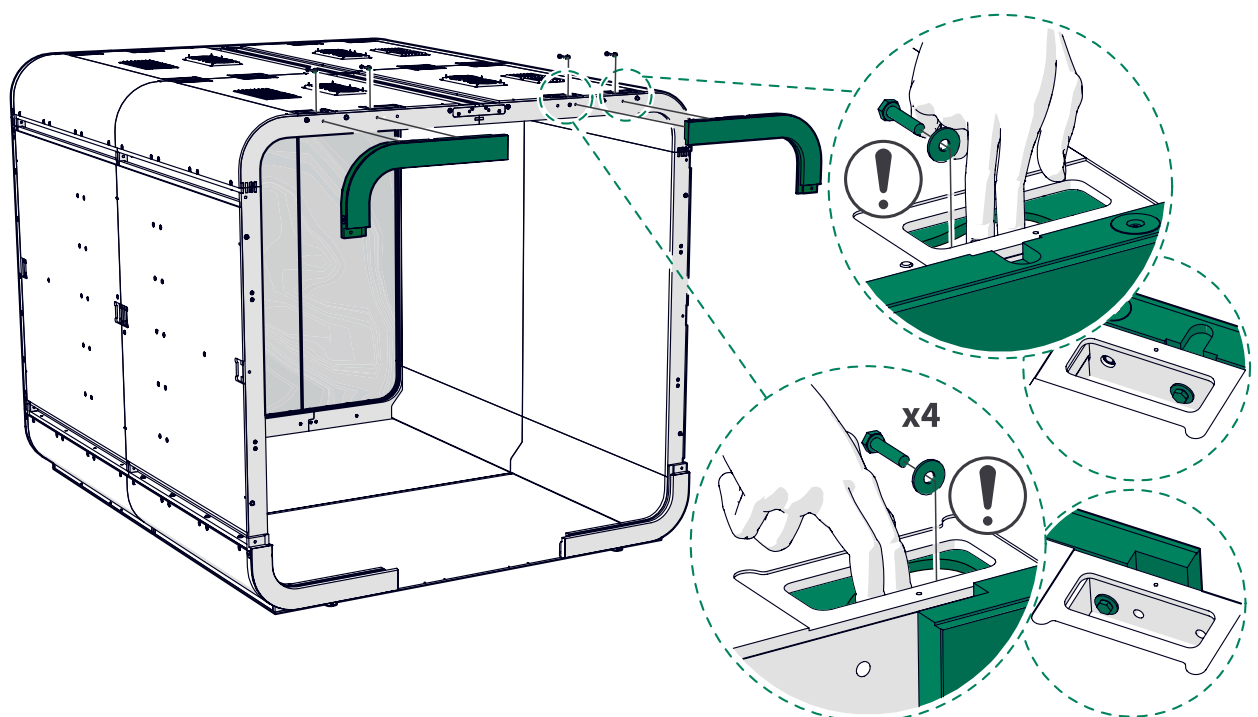
Install the screws from the inside of the pod.

- ⚠ **Note:** The lower corner frames have a beveled edge on the doorway side.
- ⚠ **Note:** The seismic support bracket is optional. The maximum size of the anchor bolt is M10. Follow the local regulations regarding seismic anchoring.



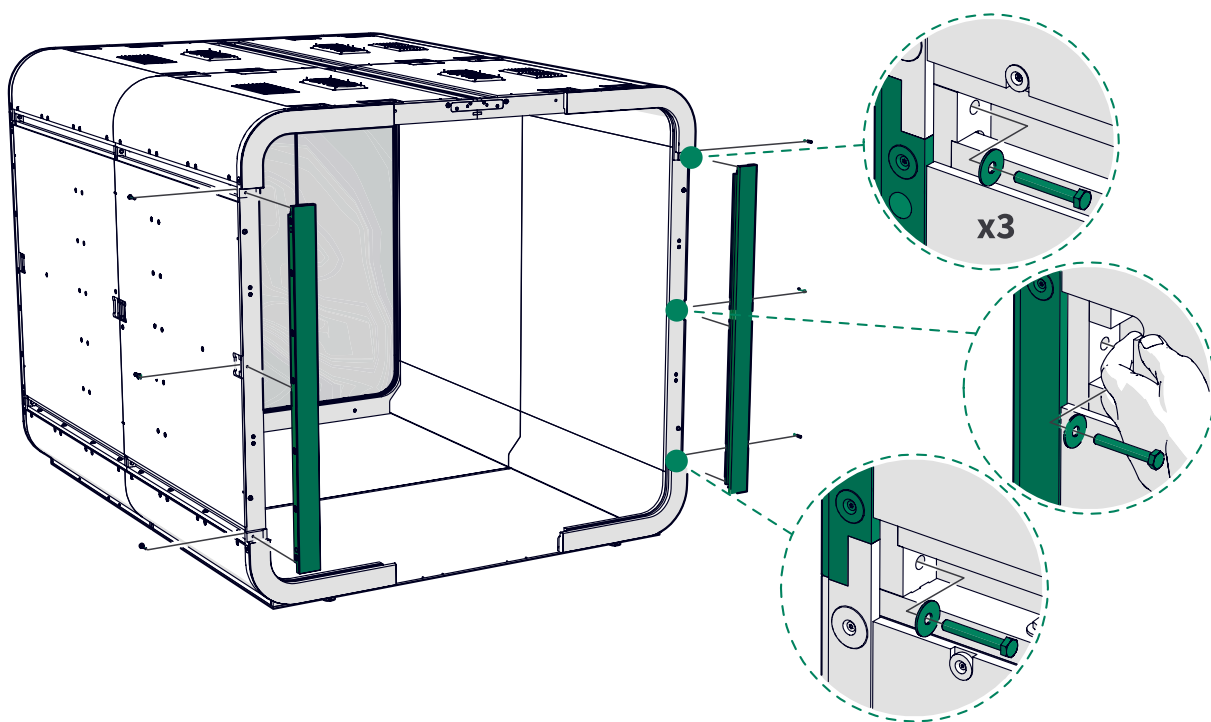
3. Install the upper corner frames (2 pcs) with M8x55 bolts (2 pcs each) and M8 washers (2 pcs each).

- ⚠ **Note:** Press the acoustic panel aside to reach the bolt holes. Make sure that you return the acoustic panel to its original position.



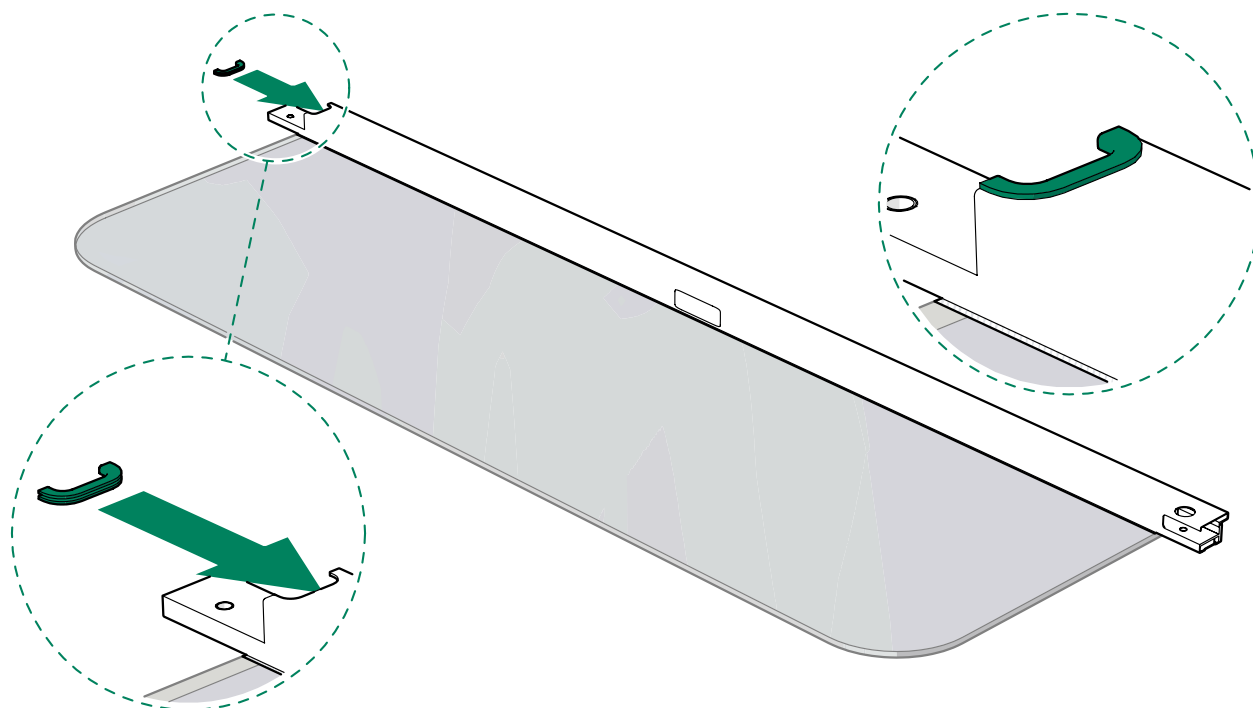
4. Install the side frames with M8x55 bolts (3 pcs each) and M8 washers (3 pcs each).

i **Tip:** Use a clamp to straighten the frames if needed.

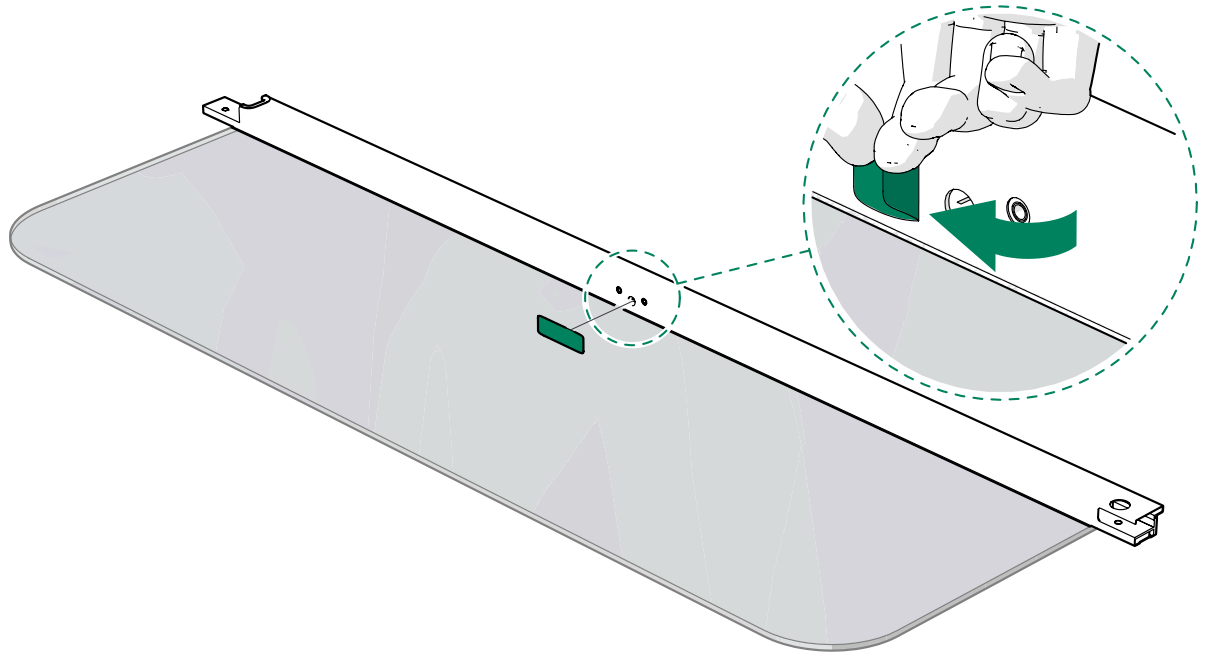


10.2 Install the control panel

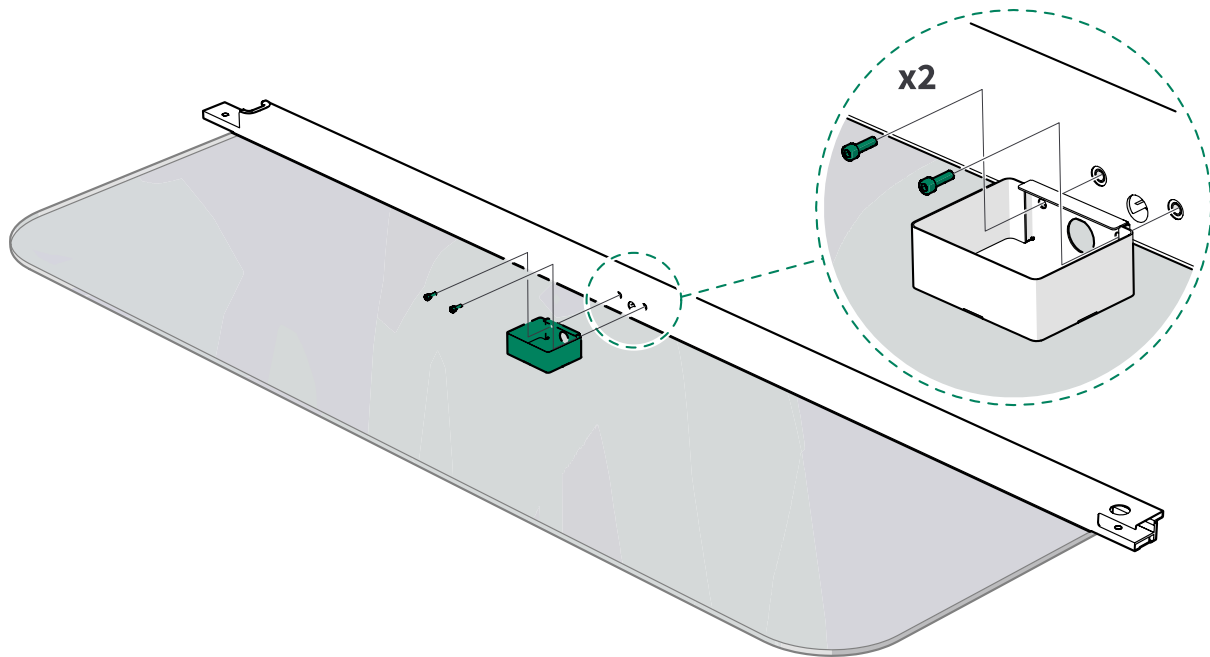
1. Insert the rubber cover to the U-profile on top of the strike plate-side glass frame.



2. Remove the plastic sticker over the holes for the control panel cord and screws on the strike plate-side glass frame.



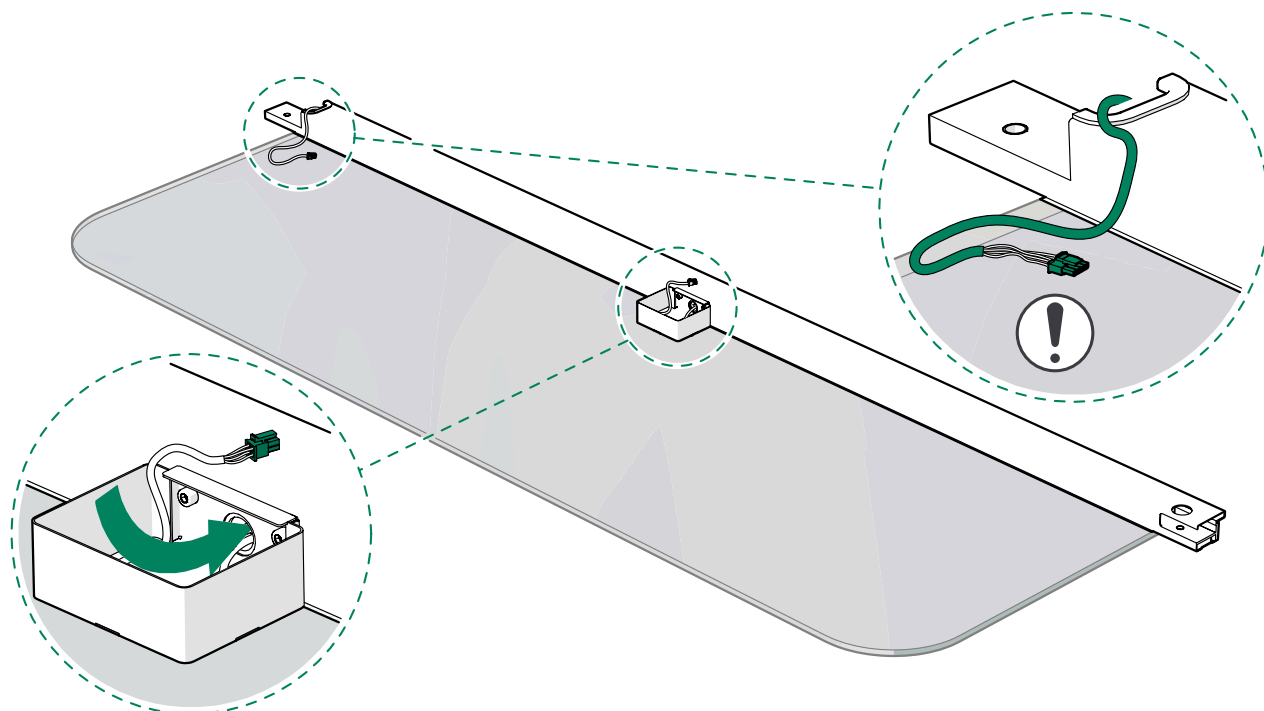
3. Install the control panel bracket on the strike plate-side glass frame with M4x10 screws (2 pcs).



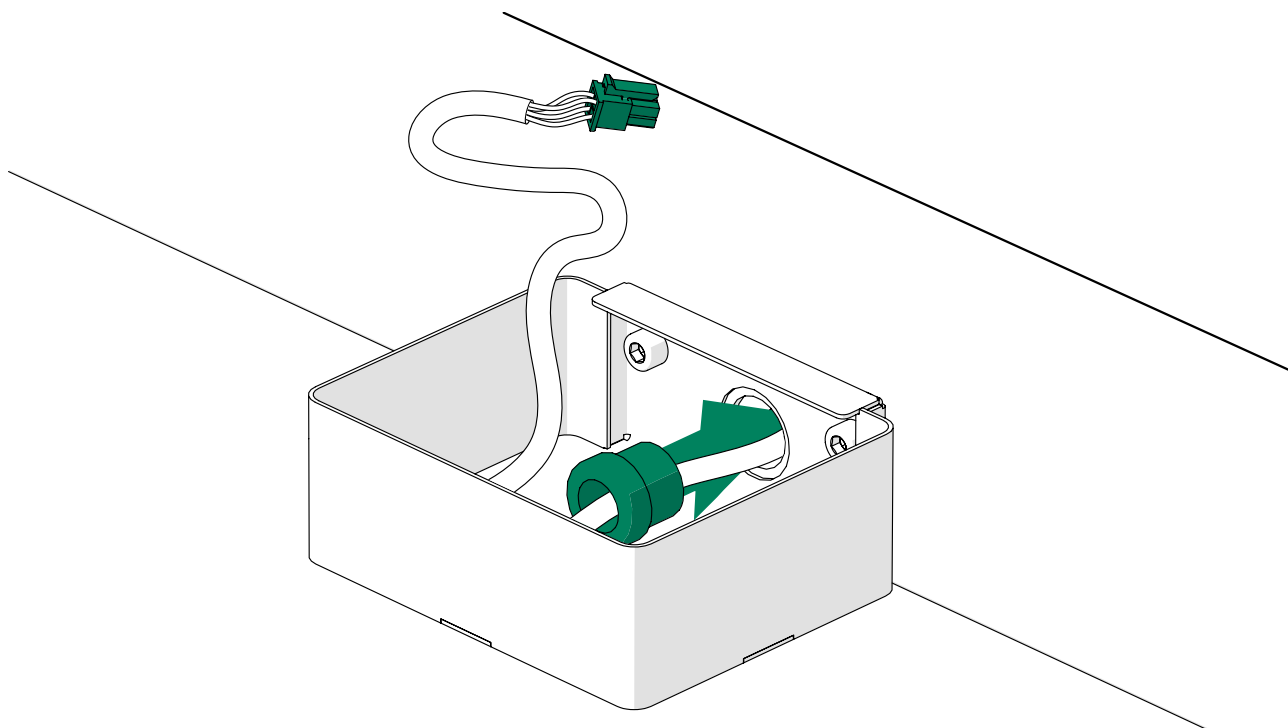
4. Guide the control panel cord in through the hole in the middle of the strike plate-side glass frame and out through the U-profile on top of the strike plate-side glass frame.



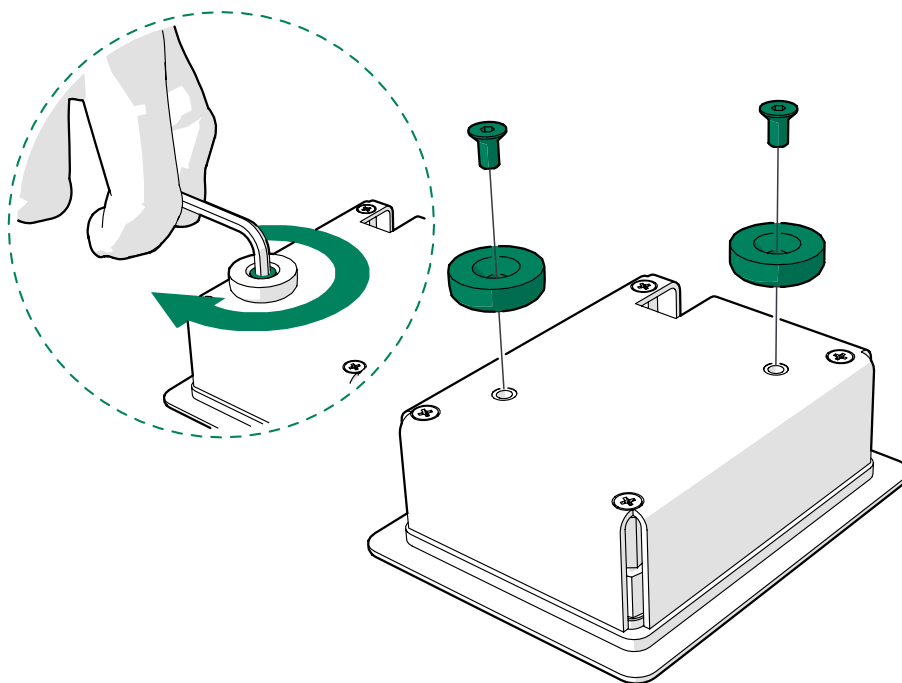
Note: Guide the flat (1x4 pins) end of the control panel cord in first.



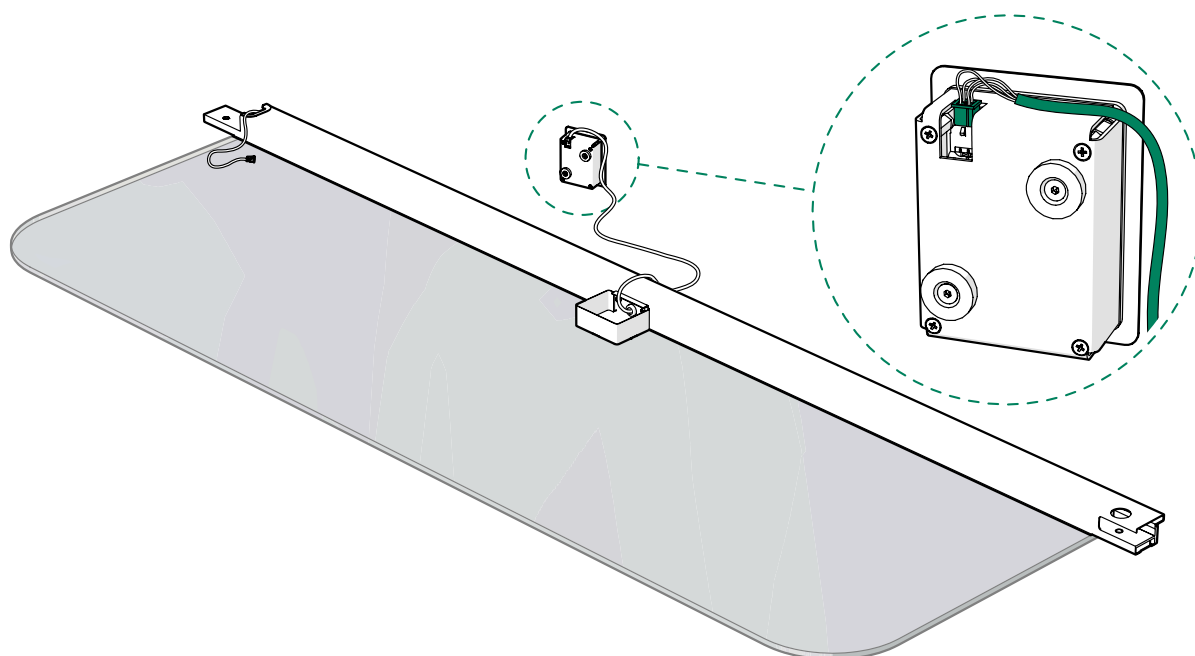
5. Install the rubber grommet into the hole in the control panel case.



6. Install the magnets (2 pcs) behind the control panel with M4x10 screws (2 pcs). Use a hand tool to tighten the screws.

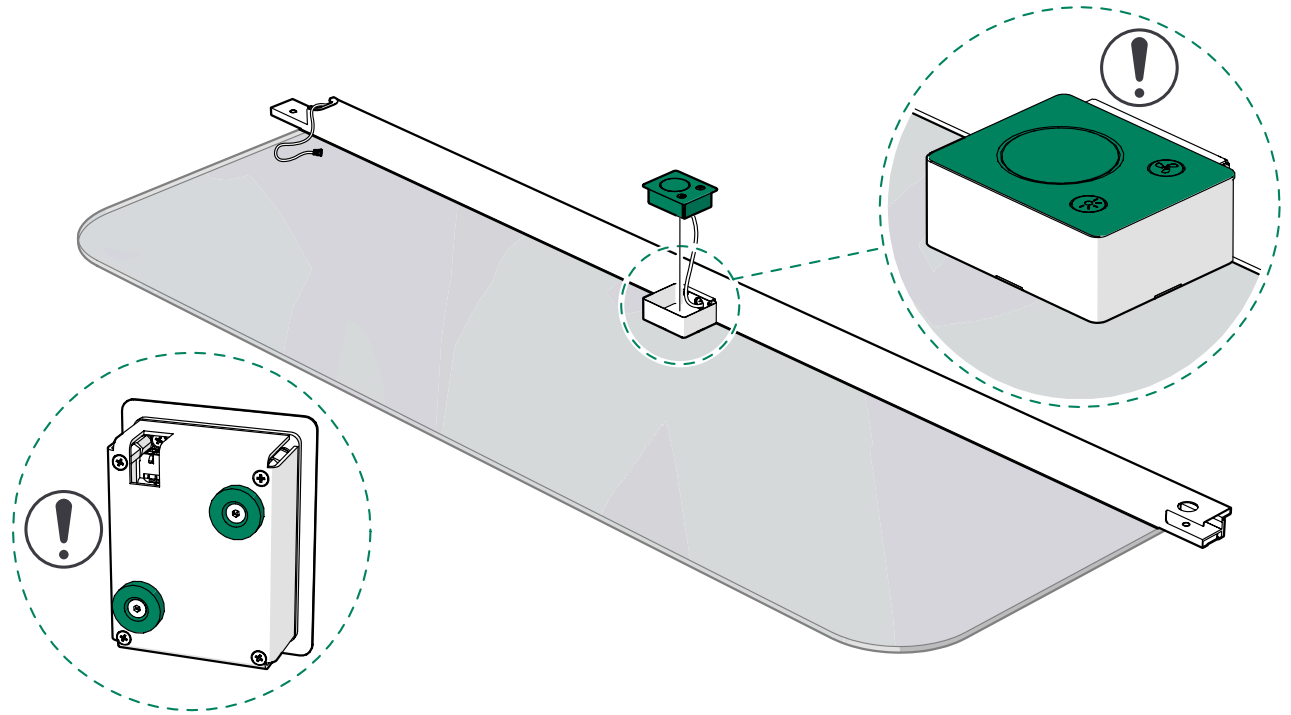


7. Connect the control panel cord to the panel.



8. Install the control panel into the bracket.

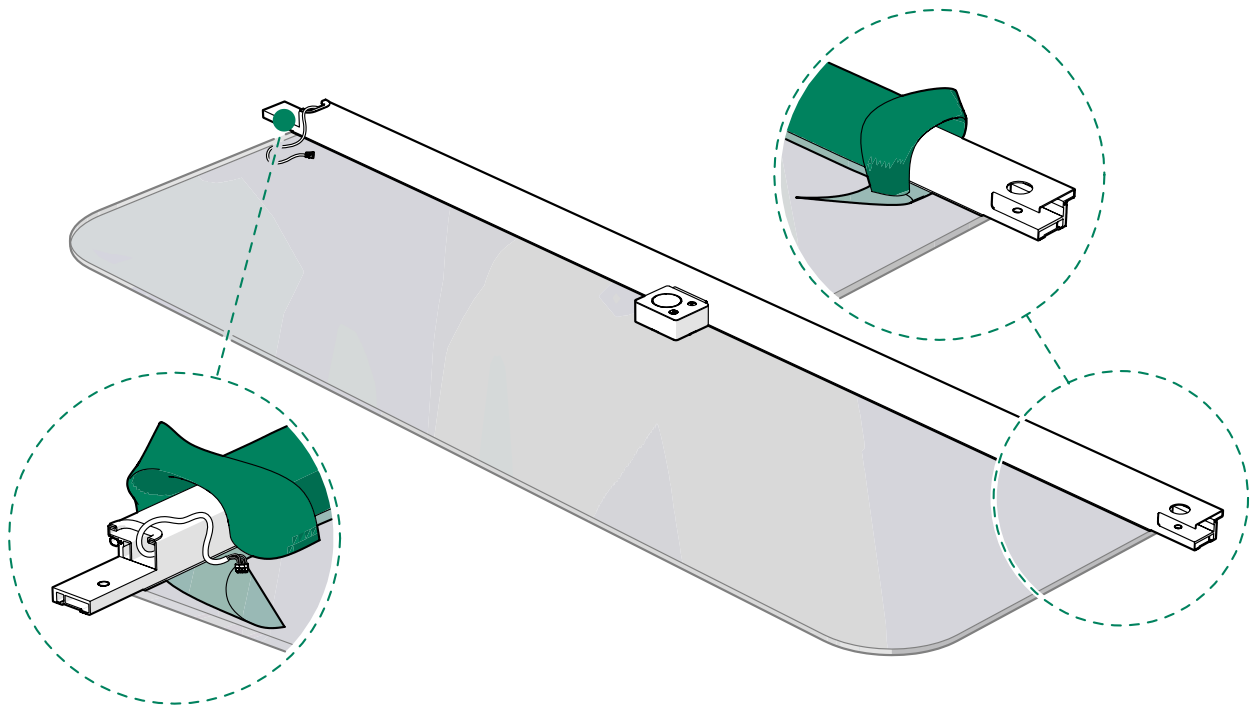
- ⚠ **Note:** The control panel attaches to the bracket with magnets.
- ⚠ **Note:** Make sure that the cord is not caught between the magnets and the case.

**10.3 Install the booking system bracket (optional)**

- ⚠ **Note:** If the delivery does not include the booking system bracket, go to **Install the side glasses** on page 84.

10.3.1 Install the USB cord into the strike plate-side glass frame (optional)

1. Remove the protective plastic approximately 100 mm (4 in) from the top and bottom of the aluminum frame of the strike plate-side glass.



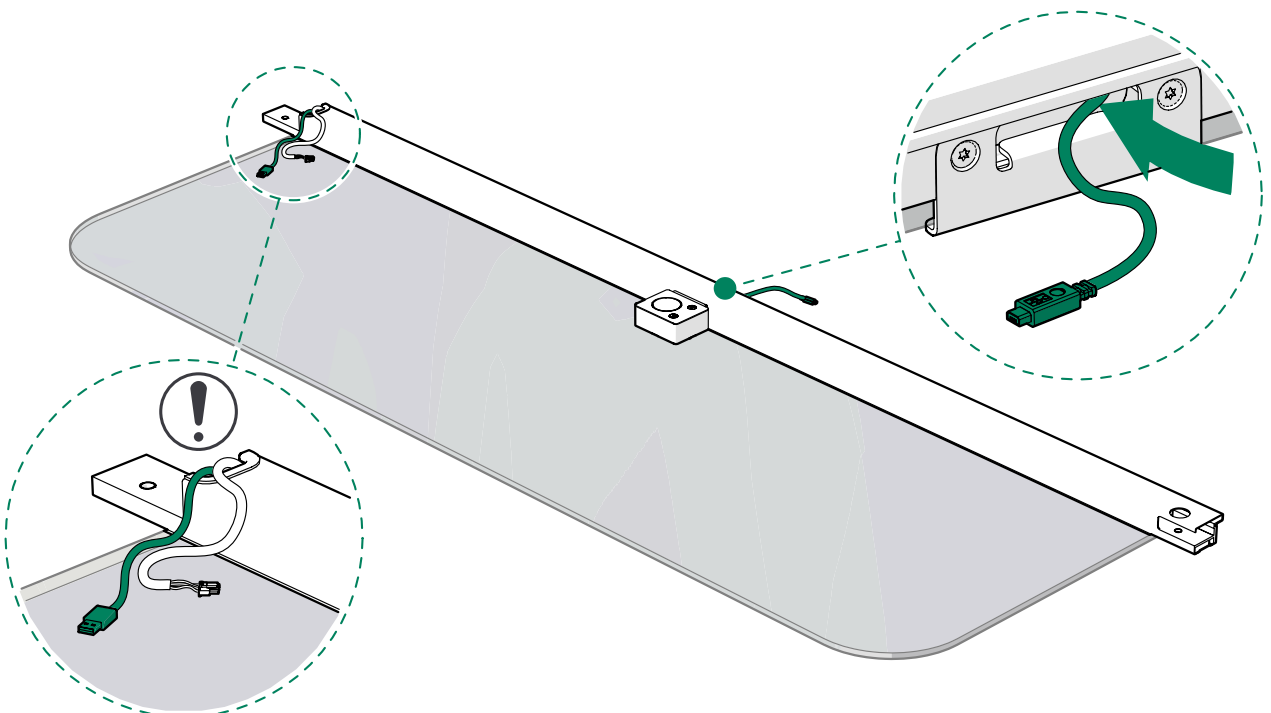
2. Guide the customer supplied USB cord in through the hole behind the strike plate and out through the U-profile at the top edge of the strike plate-side glass frame.



Note: Make sure the USB-A connector of the cord is at the top of the aluminum frame.

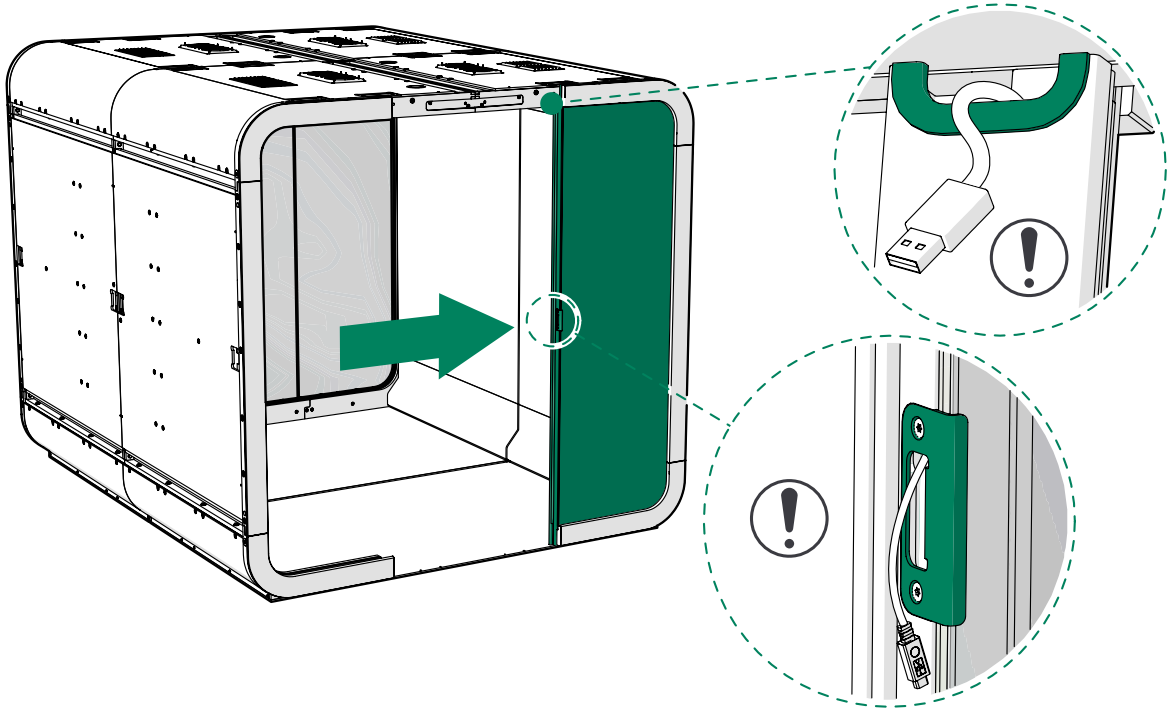


Note: If the tablet is powered by an Ethernet cord, guide the Ethernet cord down out of the bottom of the glass frame. The Ethernet cord is connected to an outlet outside of the pod.



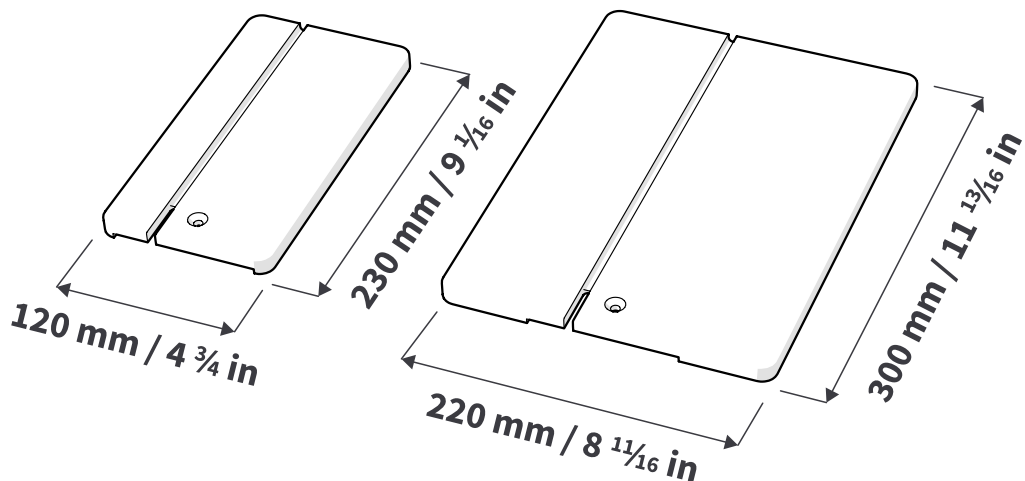
3. Guide the strike plate-side glass into the grooves and slide it in place.

- ⚠ **Note:** Make sure that the control panel and the USB cord are not damaged during the installation. You can tape the cords to the aluminum frame to keep them out of the way.
- ⚠ **Note:** Make sure that the strike plate-side glass with the strike plate is on the correct side for the door handing.



10.3.2 Install the booking system bracket (optional)

Choose the small or large wooden back plate according to the size of the customer supplied tablet bracket.



- ⚠ **Note:** The booking system tablet is customer supplied.

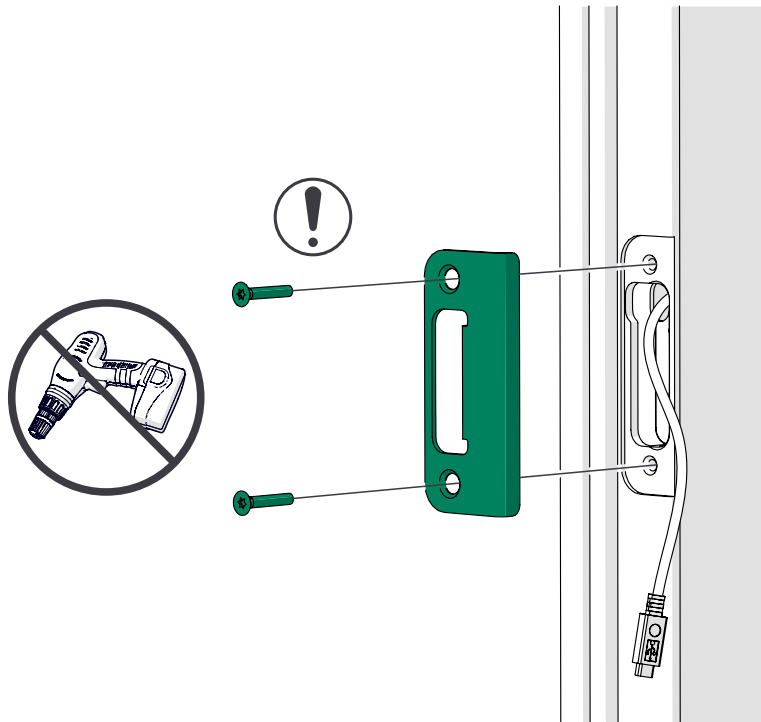
1. Unscrew the M5x25 Taptite screws (2 pcs) and remove the strike plate from the strike plate-side aluminum frame.



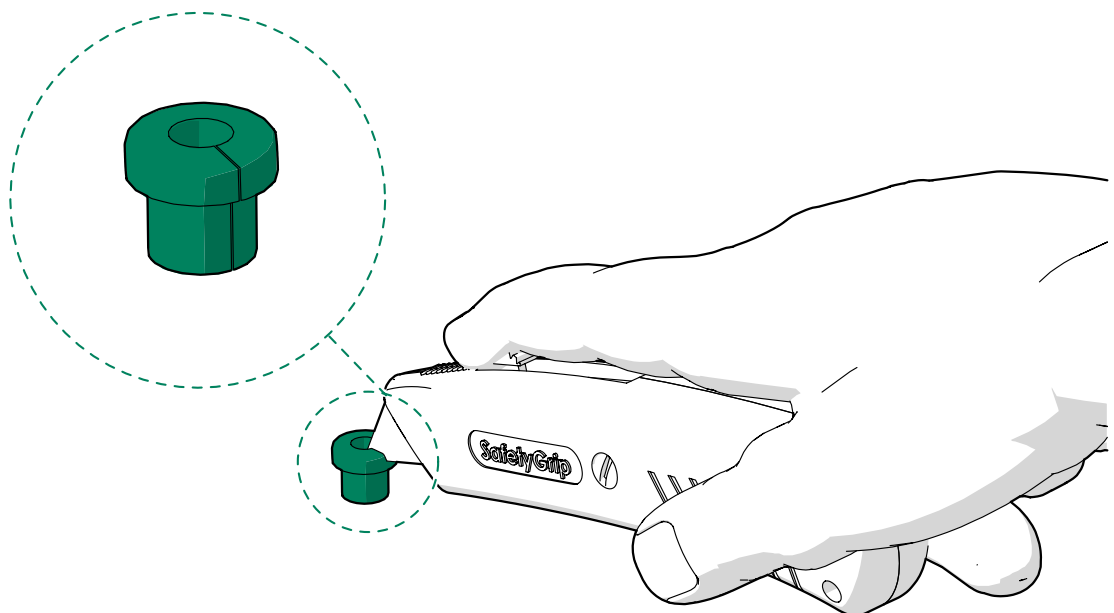
Note: Do not use power tools to remove the strike plate.



Note: Set the screws aside for later use. The standard strike plate is not needed.



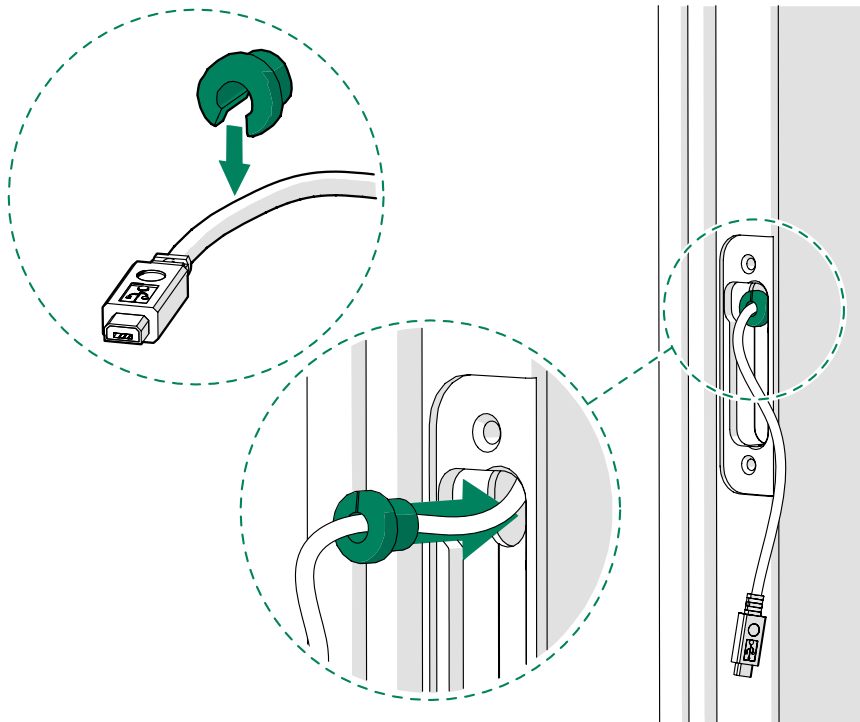
2. Cut the rubber grommet open vertically.



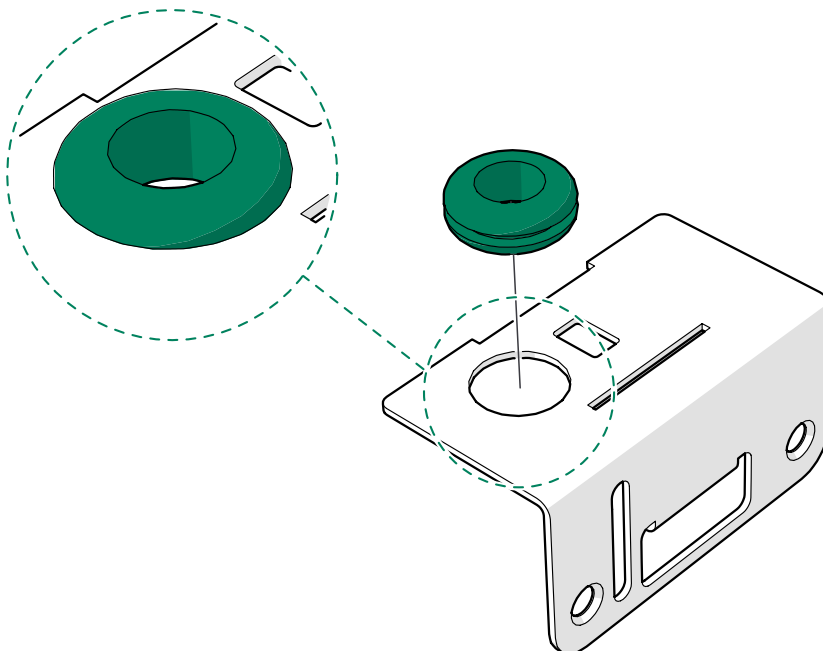
3. Install the small rubber grommet onto the USB cord and insert the grommet into the hole in the strike plate-side glass.



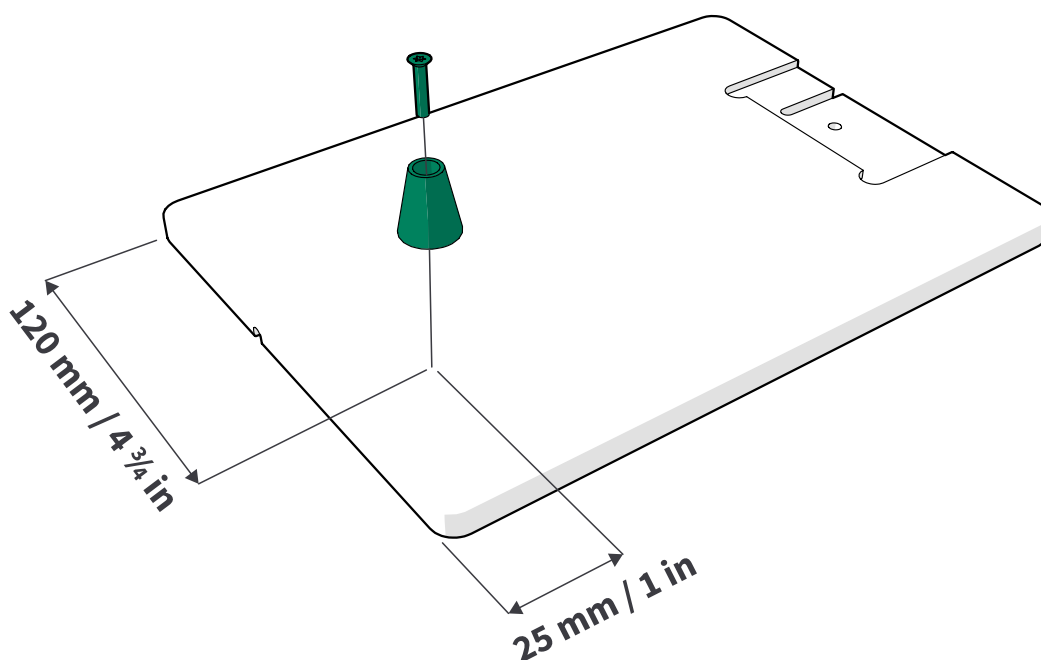
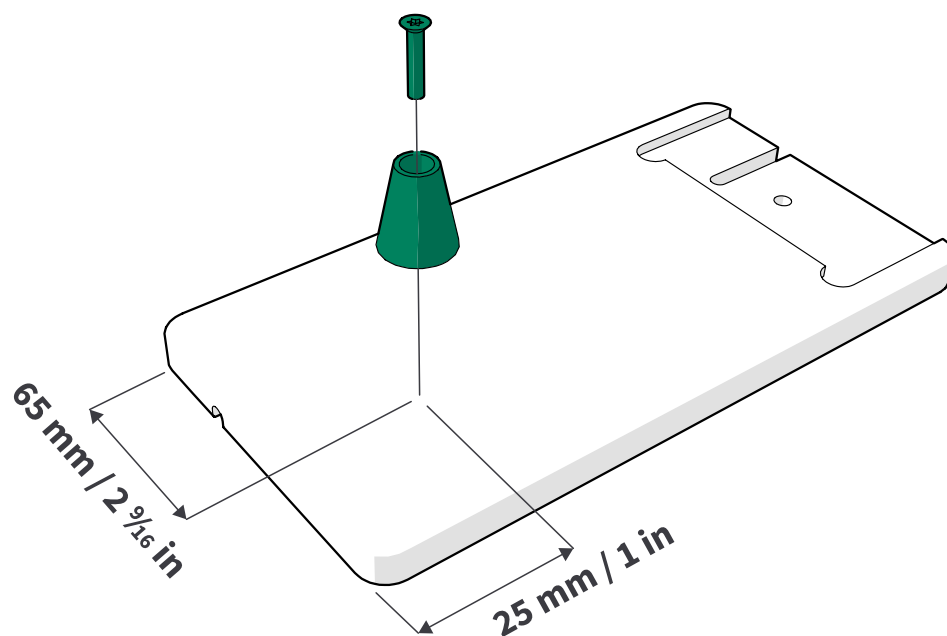
Note: Make sure that you leave enough cord on the outside to reach the customer supplied tablet.



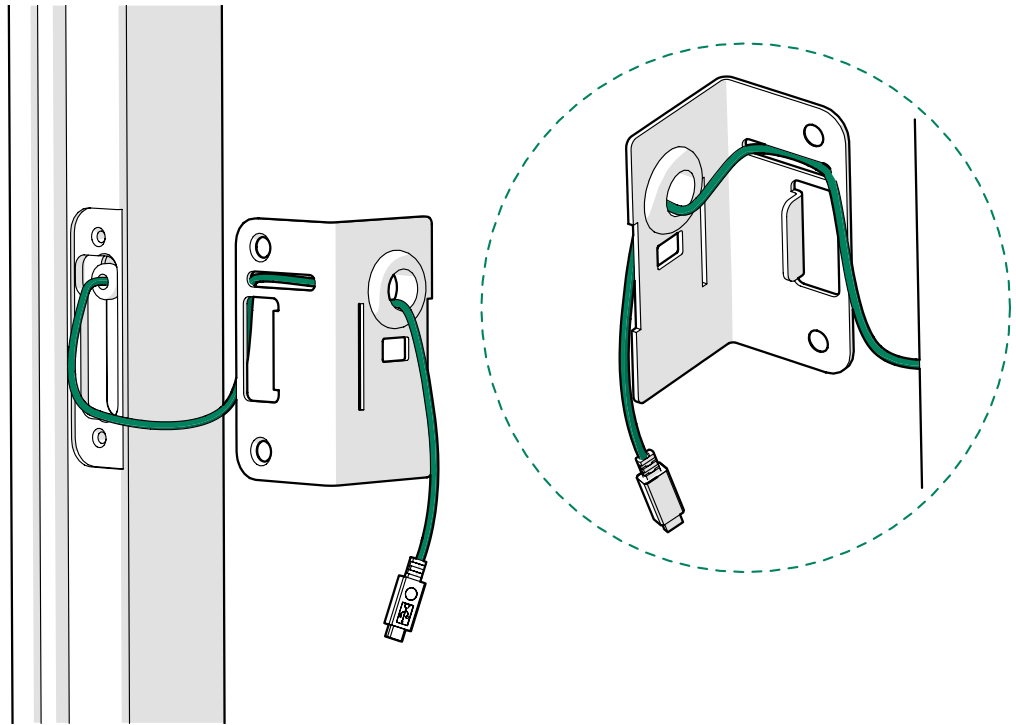
4. Install the large rubber grommet to the strike plate of the booking system bracket.



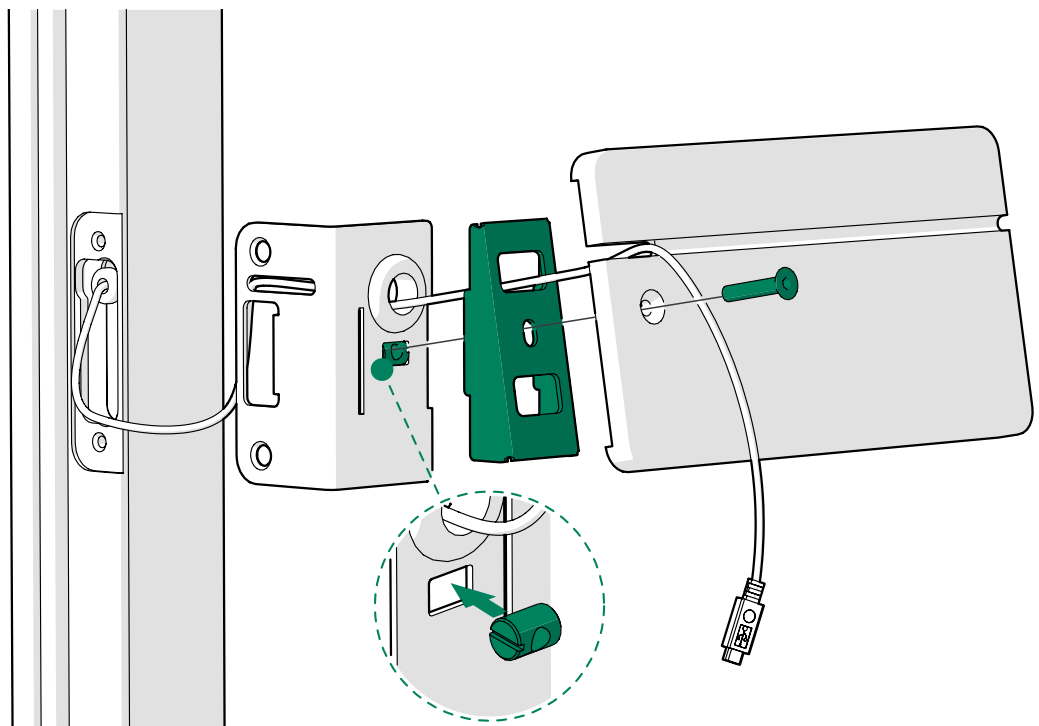
5. Measure the correct place for the rubber spacer on the chosen wooden back plate and install with a 4x20 screw.



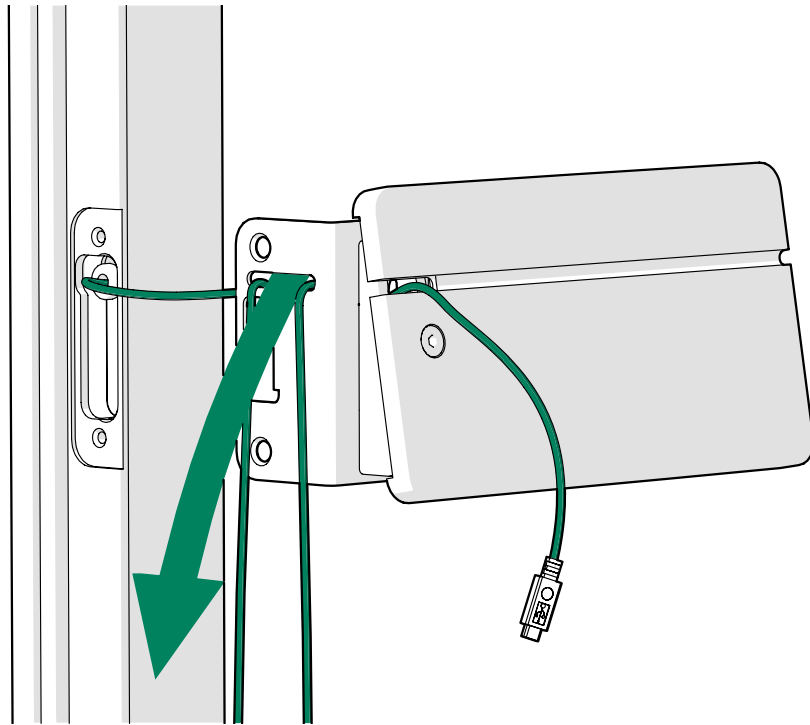
6. Lead the USB cord through the grommet in the strike plate.



7. Assemble the booking system bracket with one M6x30 screw and one M6 barrel nut. Hold the nut in the slot while tightening the screw.



8. Pull the excess cord out of the slot in the strike plate.



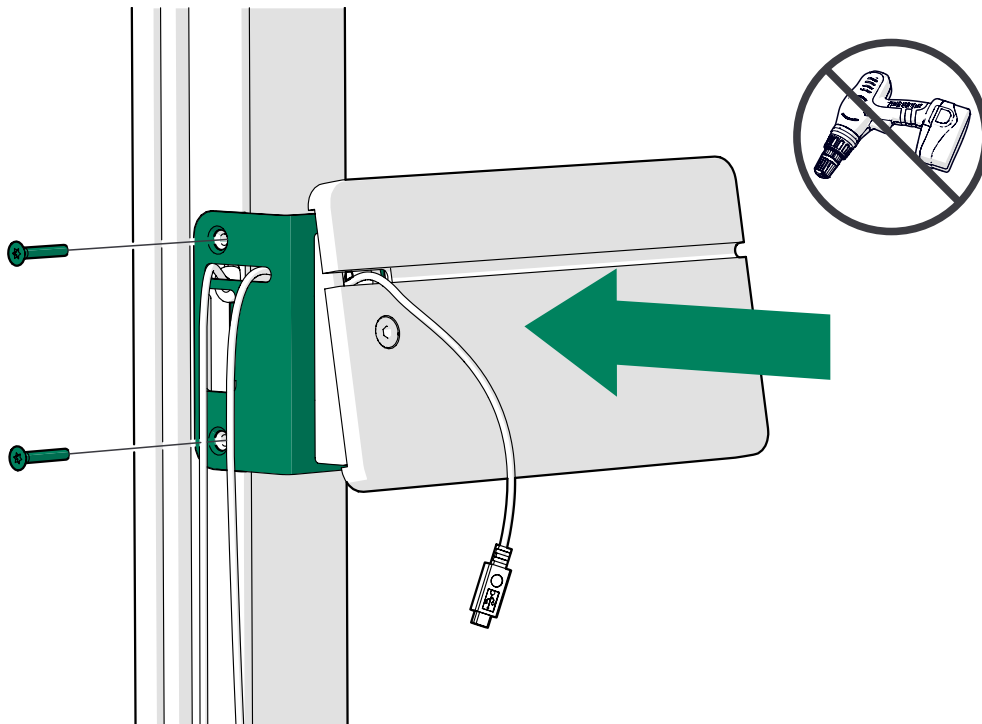
9. Install the strike plate with the bracket assembly to the strike plate-side aluminum frame with the M5x25 Taptite screws (2 pcs) set aside earlier.



Note: Do not use power tools to install the strike plate.

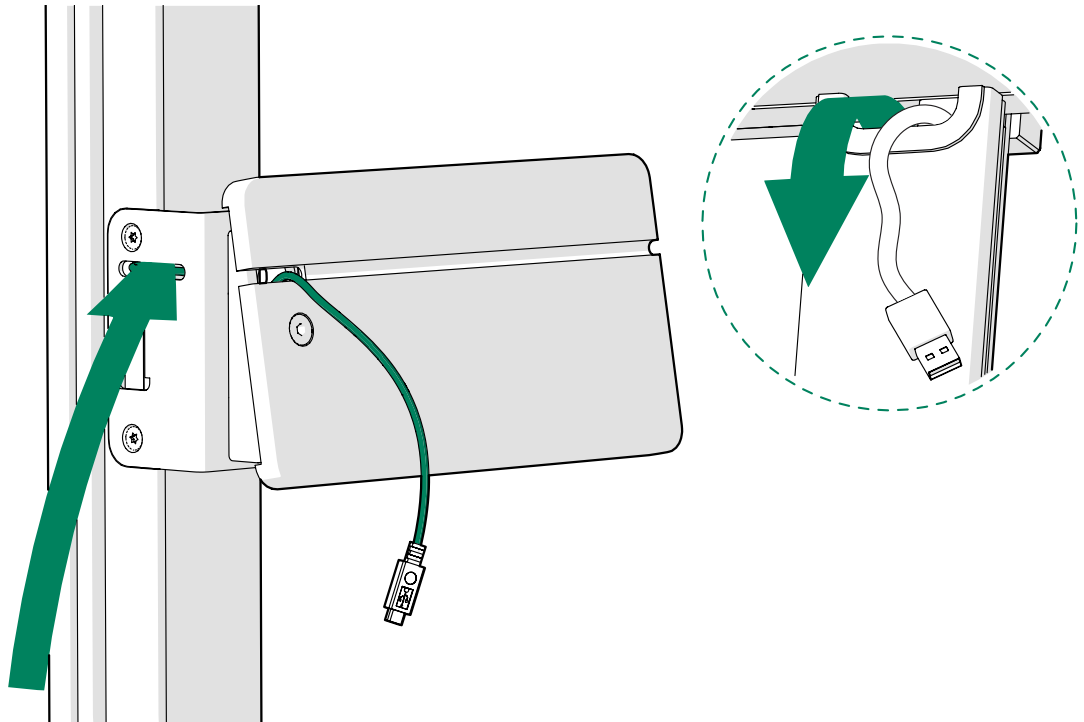


Note: Make sure that the USB cord is not pinched or damaged during the installation.

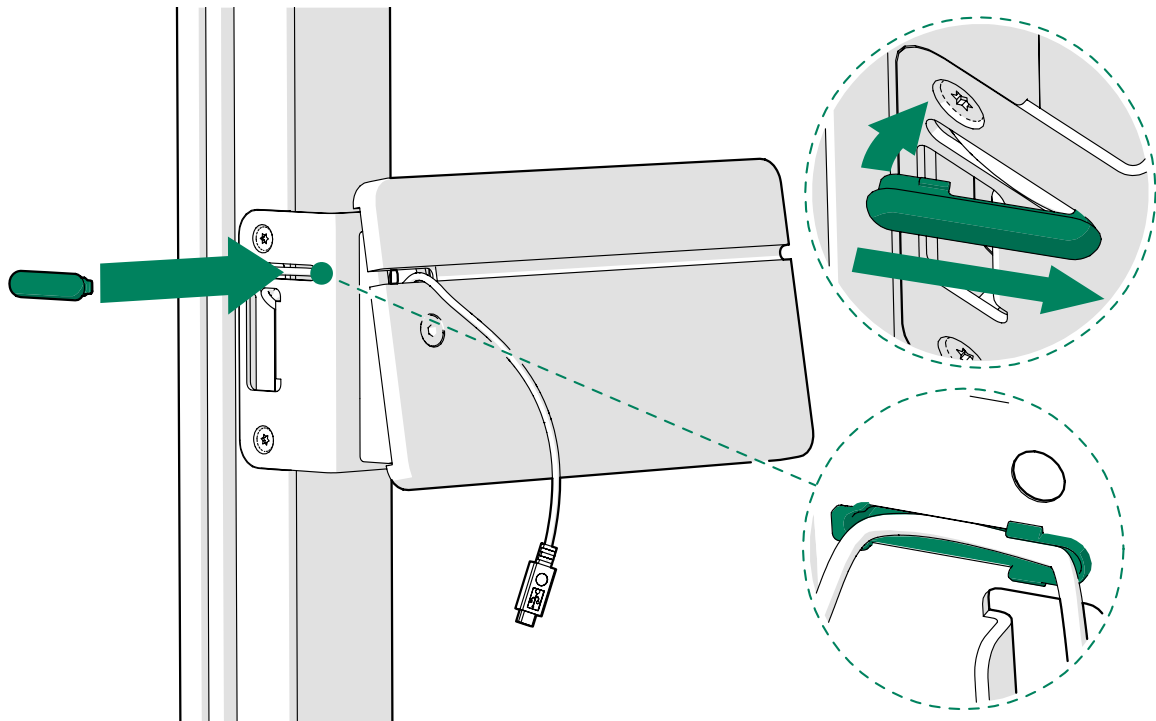


10. Feed the excess USB cord into the frame.

- i** **Tip:** You may need to pull on the cord at the opening near the ceiling to adjust the length.



11. Install the plastic cover to the slot in the strike plate.

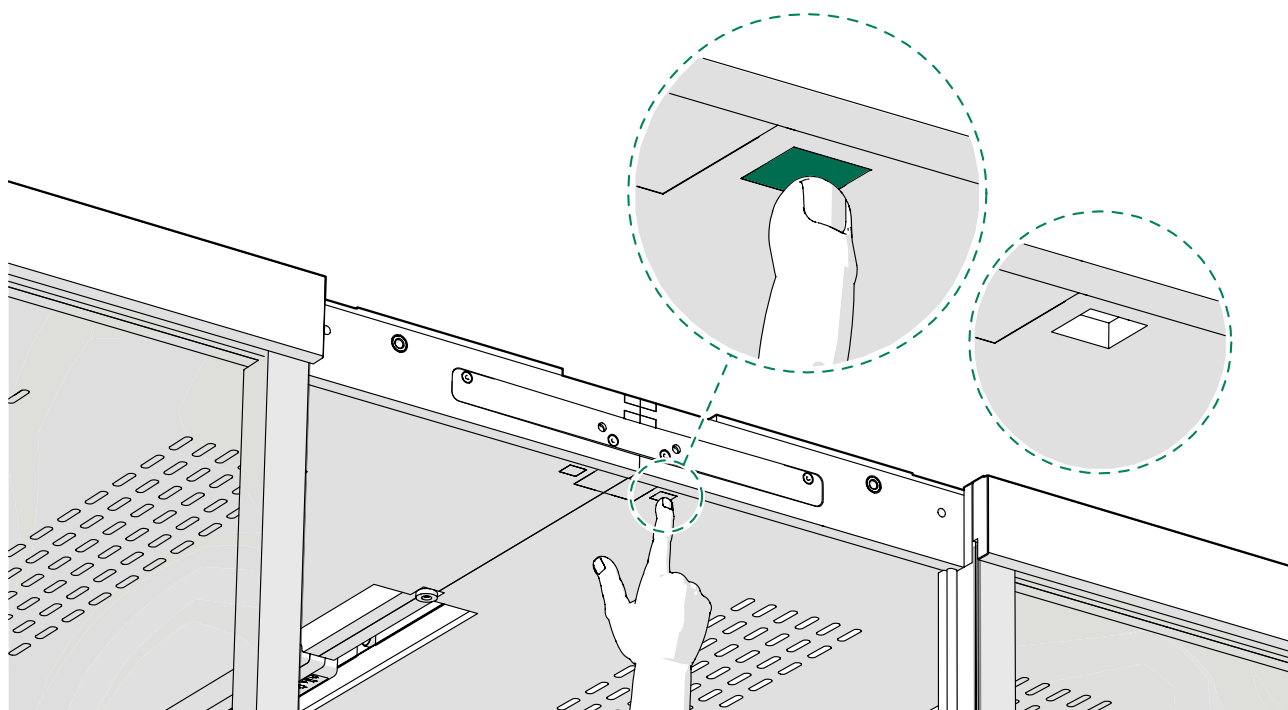


12. Install the customer supplied tablet bracket to the booking system bracket plate with 3.5x12 screws (2 pcs).

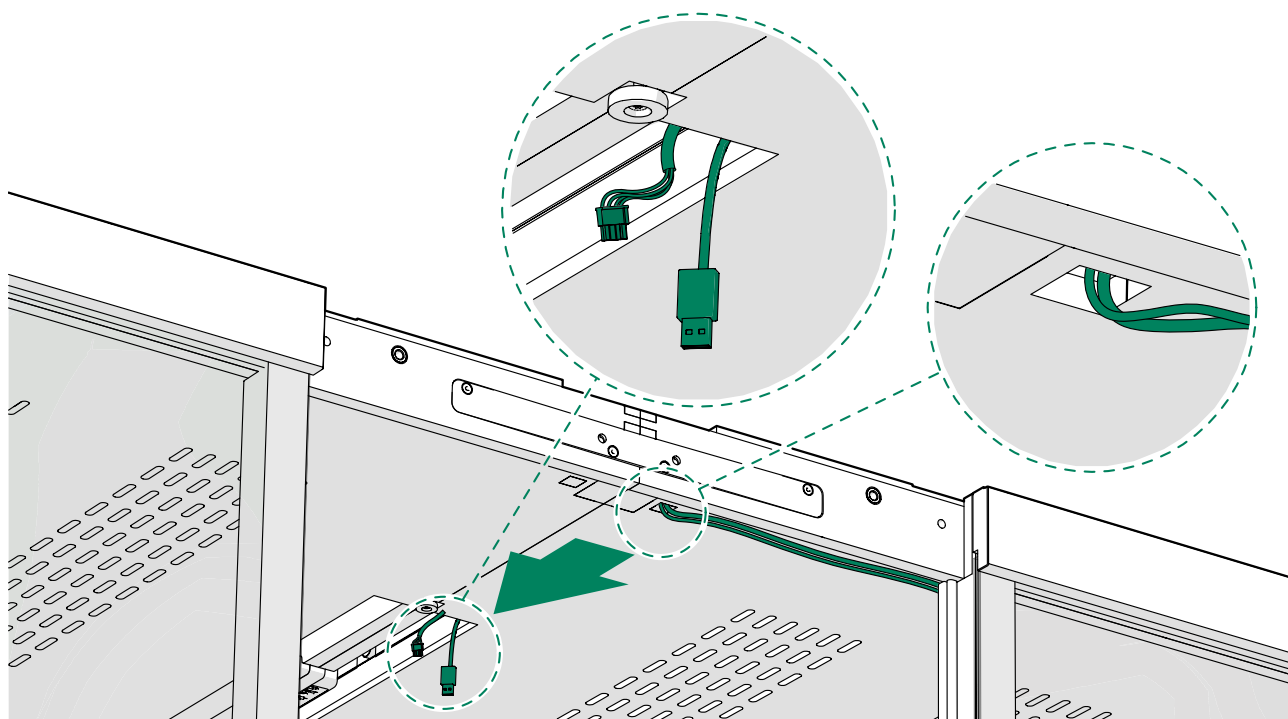
10.3.3 Install the 5V unit (optional)

The 5V unit is only installed if the delivery includes the optional booking system bracket.

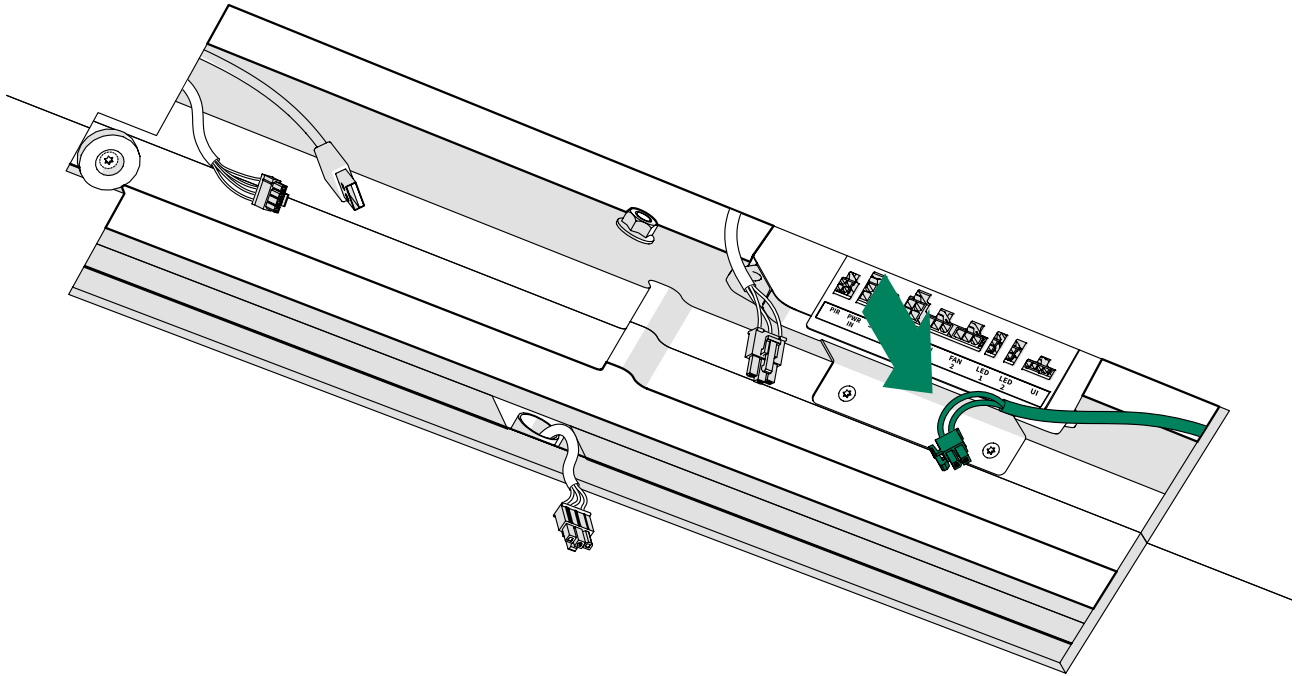
1. Punch out the right-hand side precut hole in the ceiling felt.



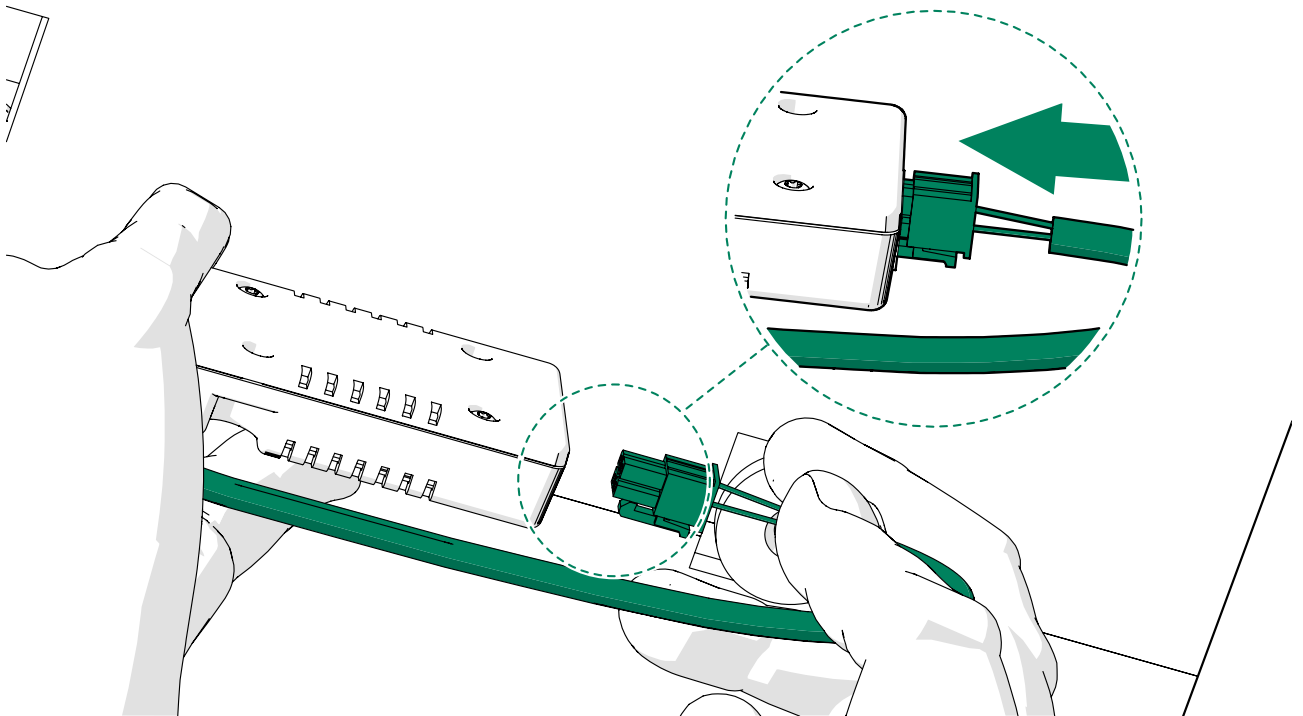
2. Guide the USB and control panel cords from the U-profile on the strike plate-side glass frame to the control unit and pull them out of the front opening in the ceiling.



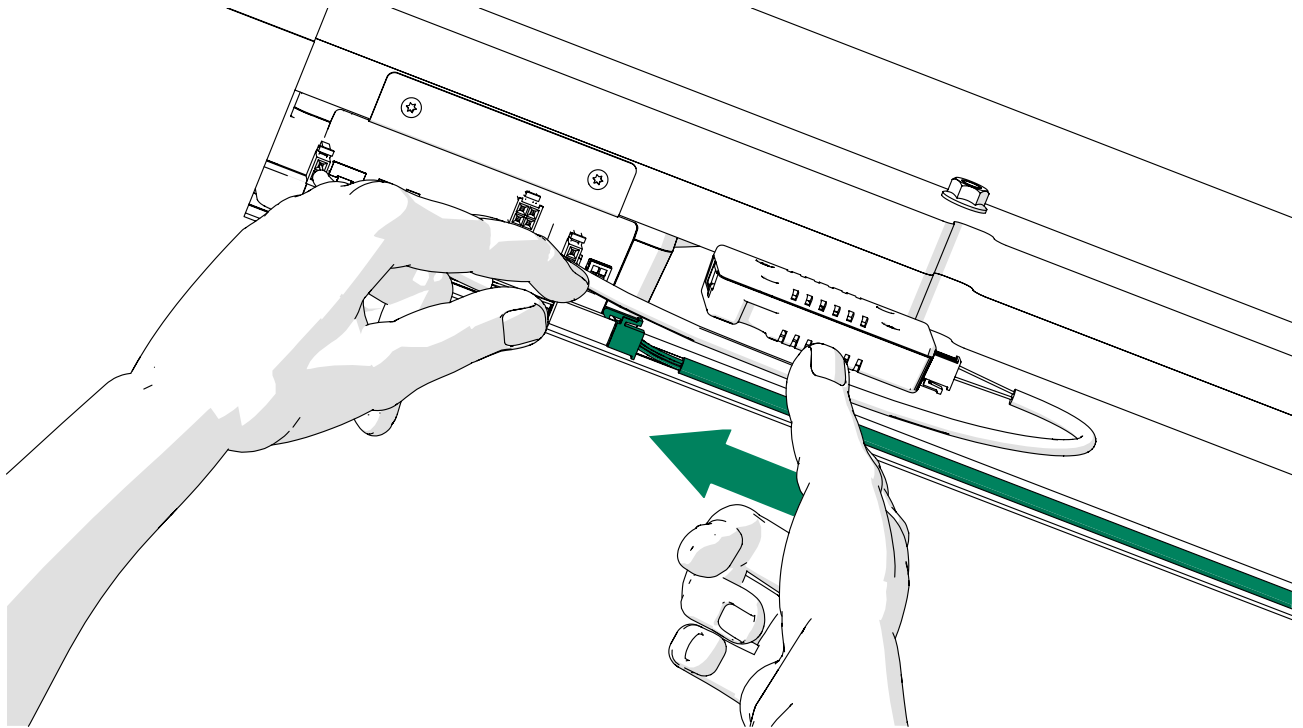
3. Disconnect the DC extension cord from the PWR IN connector of the control unit.



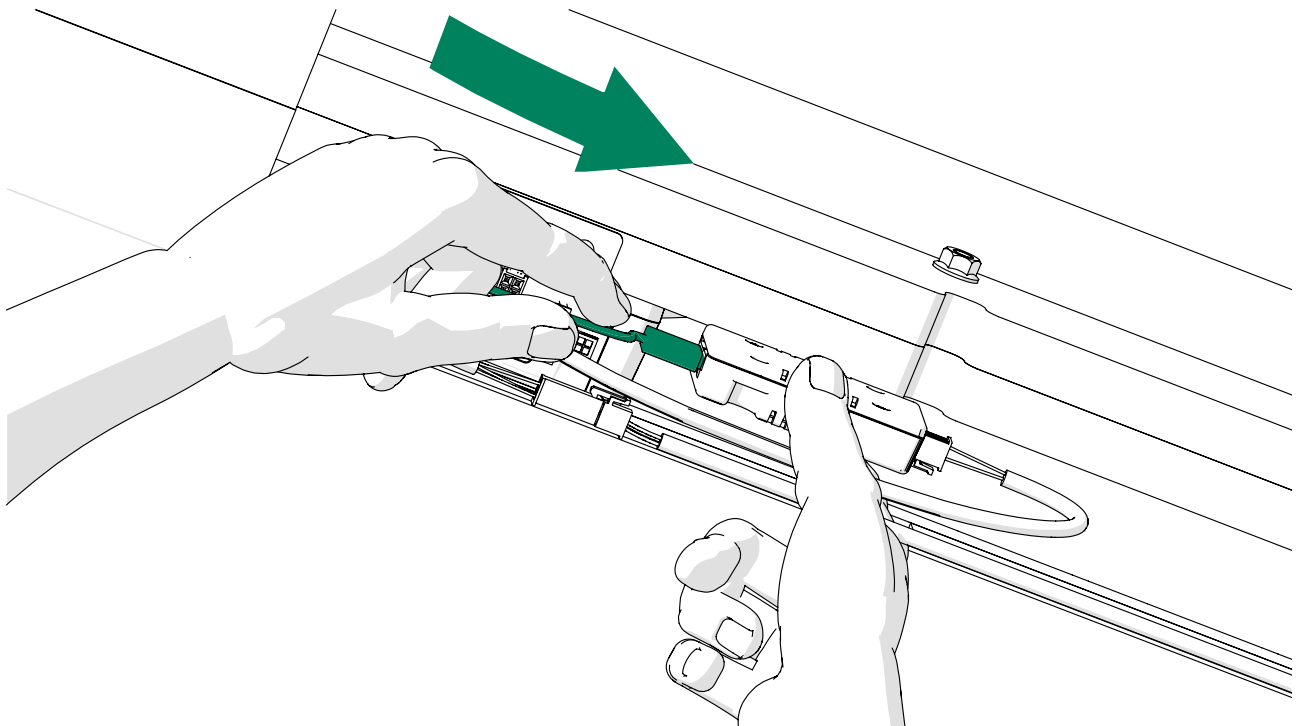
4. Connect the DC splitter cord to the 5V unit.



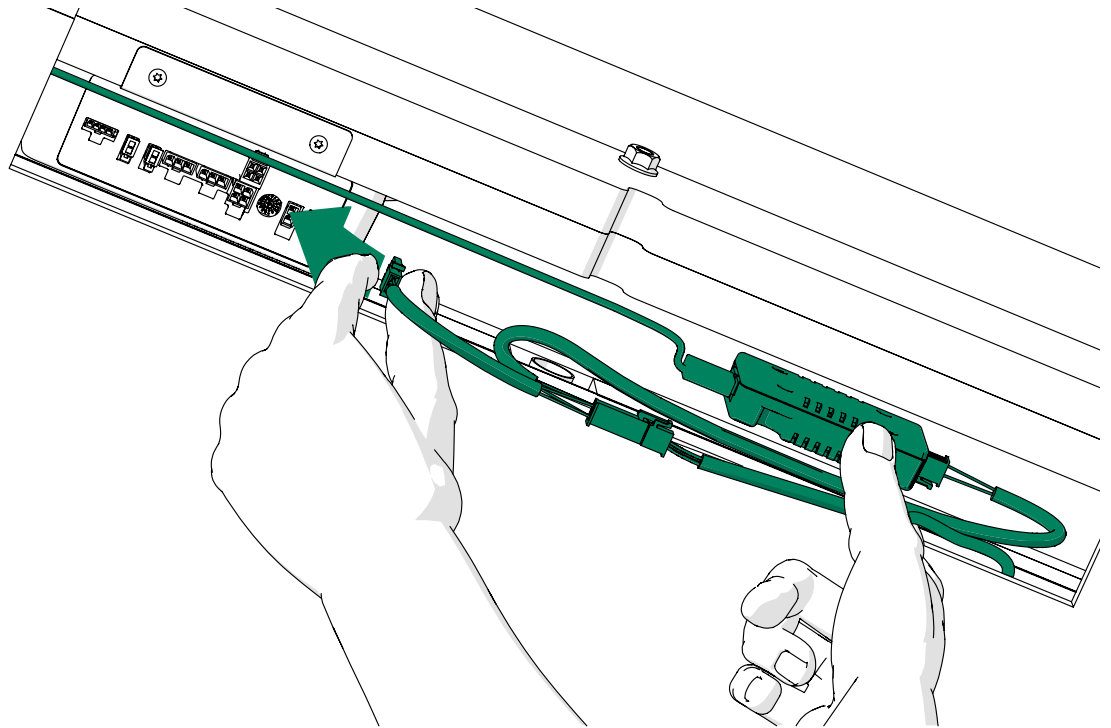
5. Connect the DC extension cord to the DC splitter cord.



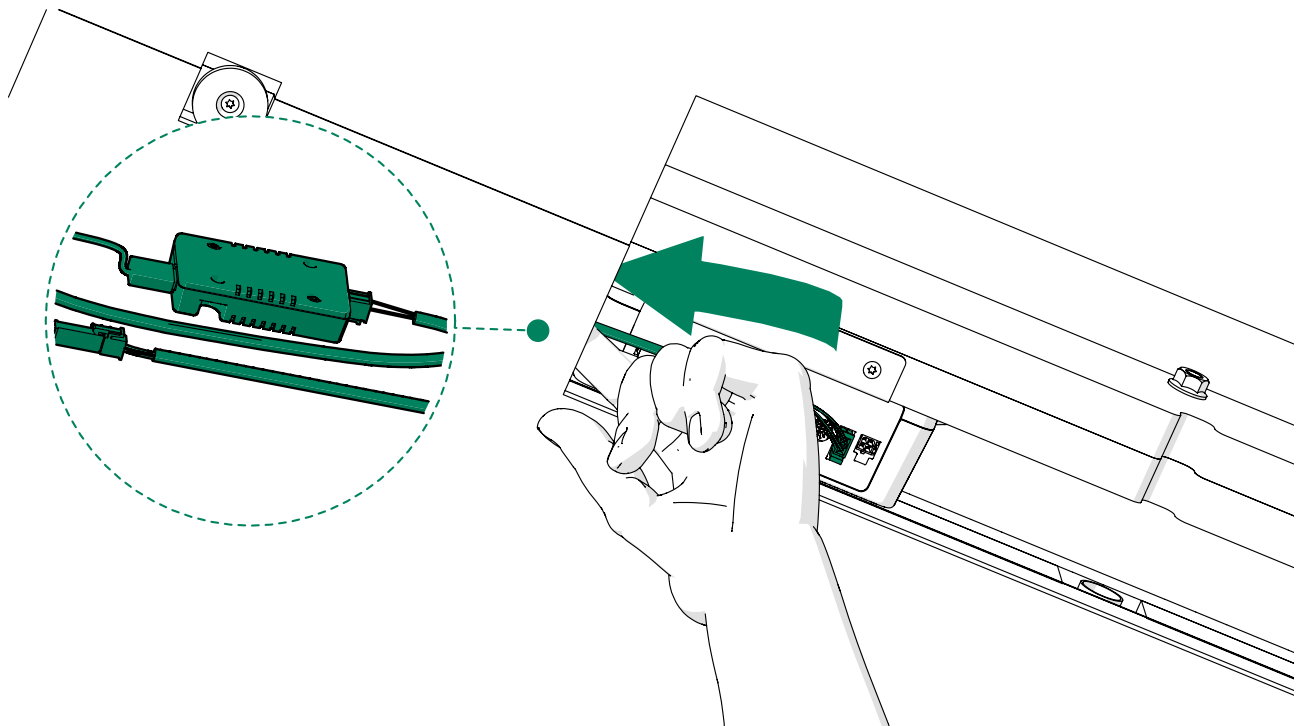
6. Connect the USB cord to the USB connector of the 5V unit.



7. Connect the 5V unit to the PWR IN connector of the control unit.



8. Place the 5V unit carefully on the ceiling felt between the ceiling beams.

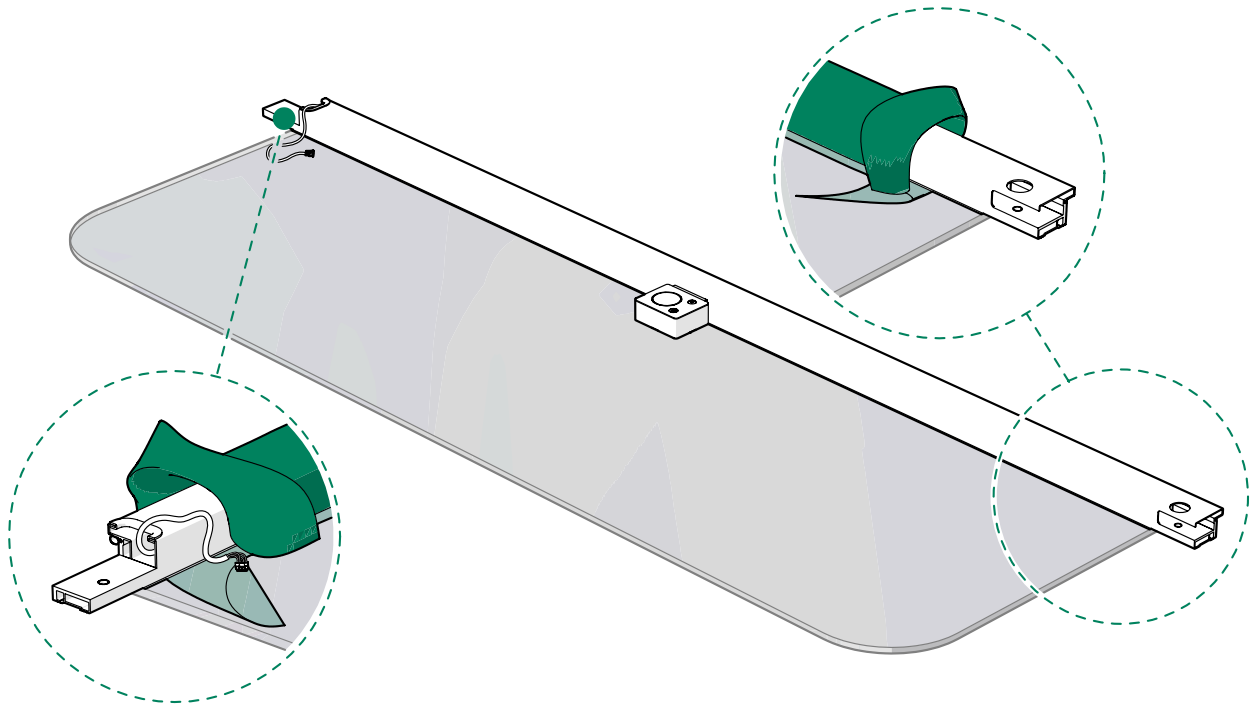


10.4 Install the side glasses



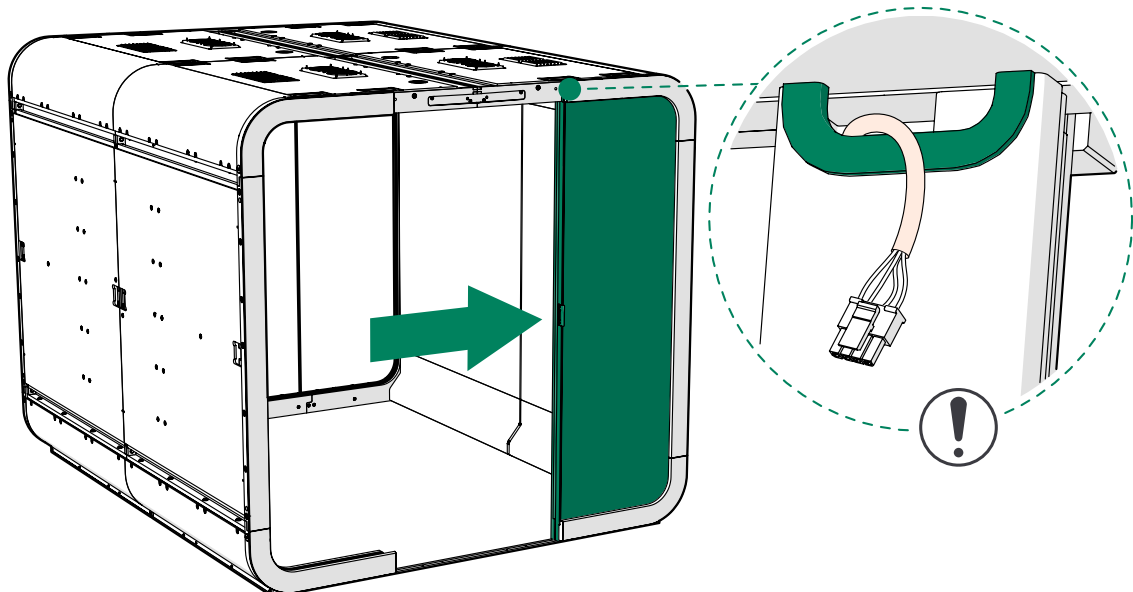
Note: If the delivery includes the booking system bracket, go to step 3.

1. Peel back the protective plastic approximately 100 mm (4 in) from the top and bottom of the aluminum frame of the strike plate-side glass.

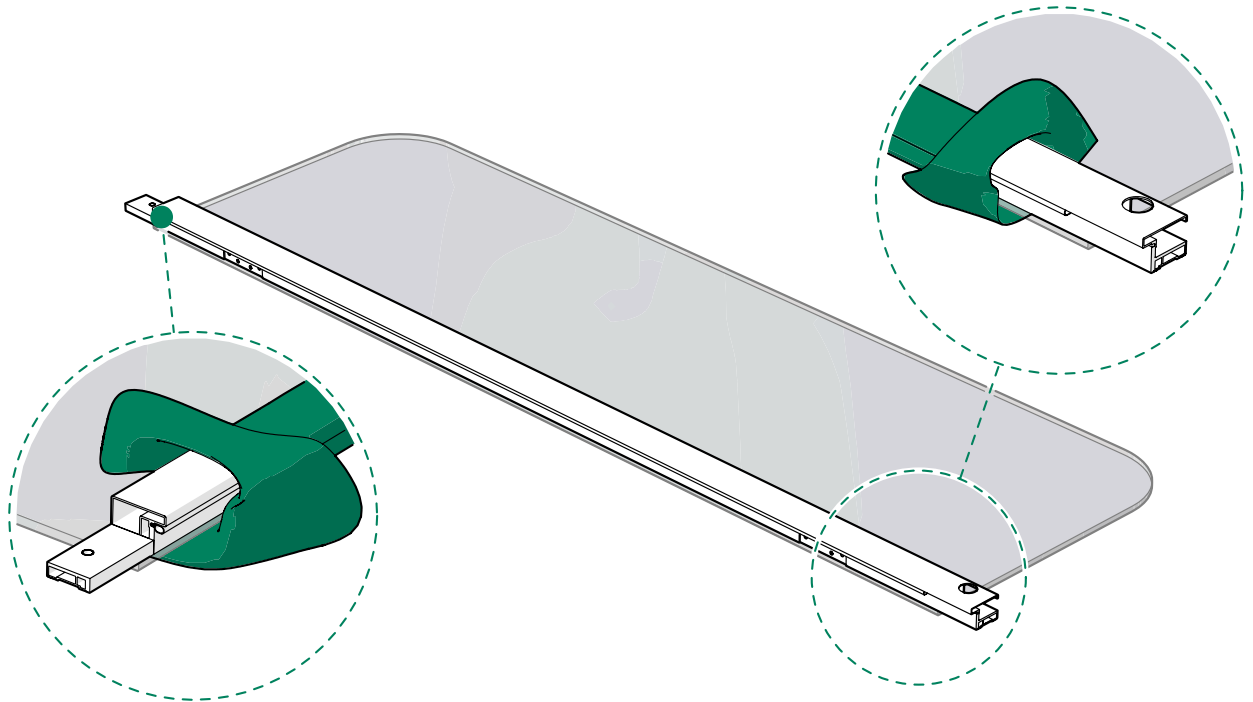


2. Guide the strike plate-side glass into the grooves and slide it into place.

- ⚠ **Note:** Make sure that the control panel cord is not damaged during the installation. You can tape the cord to the aluminum frame to keep it out of the way.
- ⚠ **Note:** Make sure that the strike plate-side glass with the strike plate is on the correct side for the door handing.

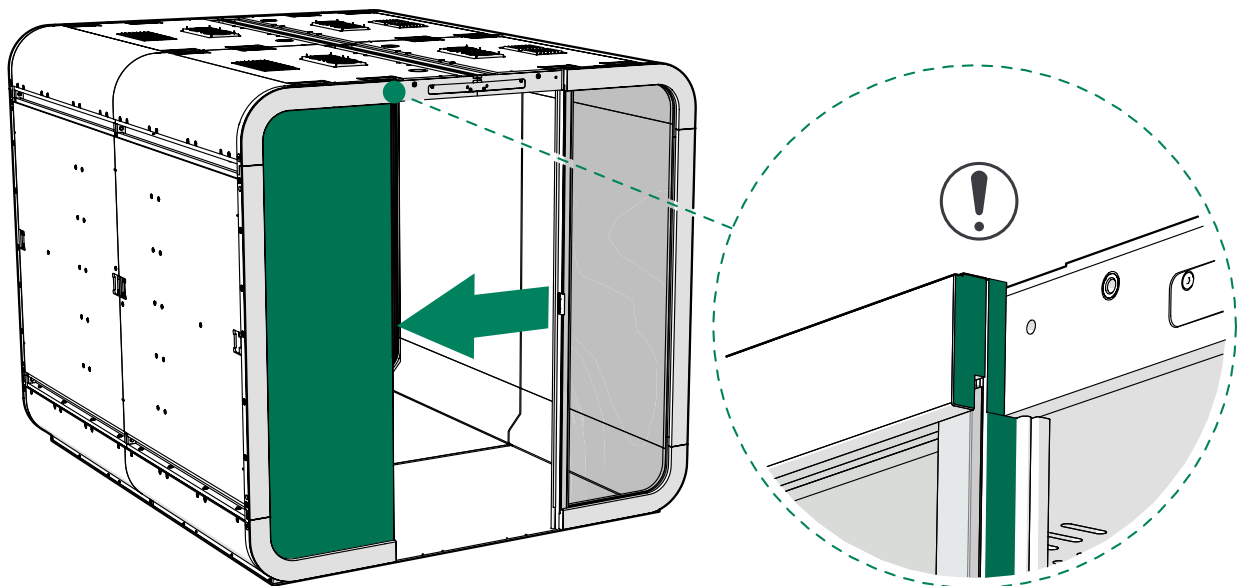


3. Peel back the protective plastic approximately 100 mm (4 in) from the top and bottom of the aluminum frame of the hinge-side glass.

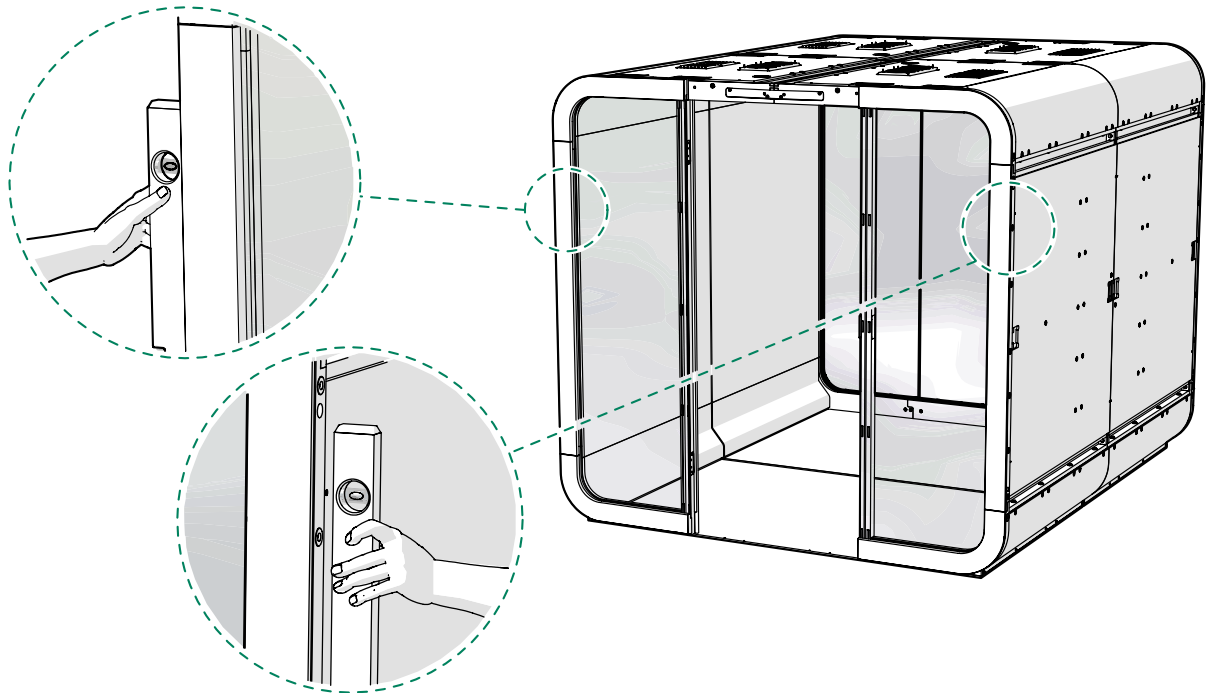


4. Guide the hinge-side glass into the grooves and slide it into place.

⚠ **Note:** Make sure that the aluminum profile of the glass is level with the corner frame.



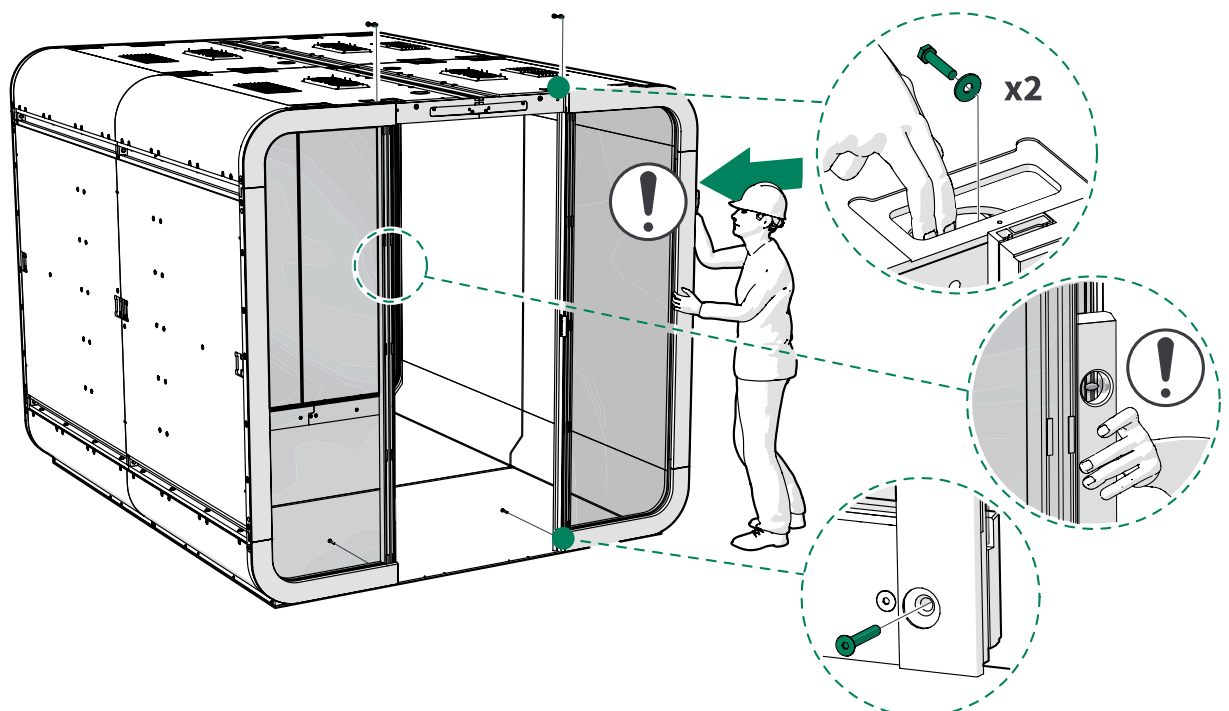
5. Check the straightness of the pod slightly below the roof and wall module junction with a spirit level.



6. Install the screws on the glass frames first on the front half of the roof and then on the front half of the floor.

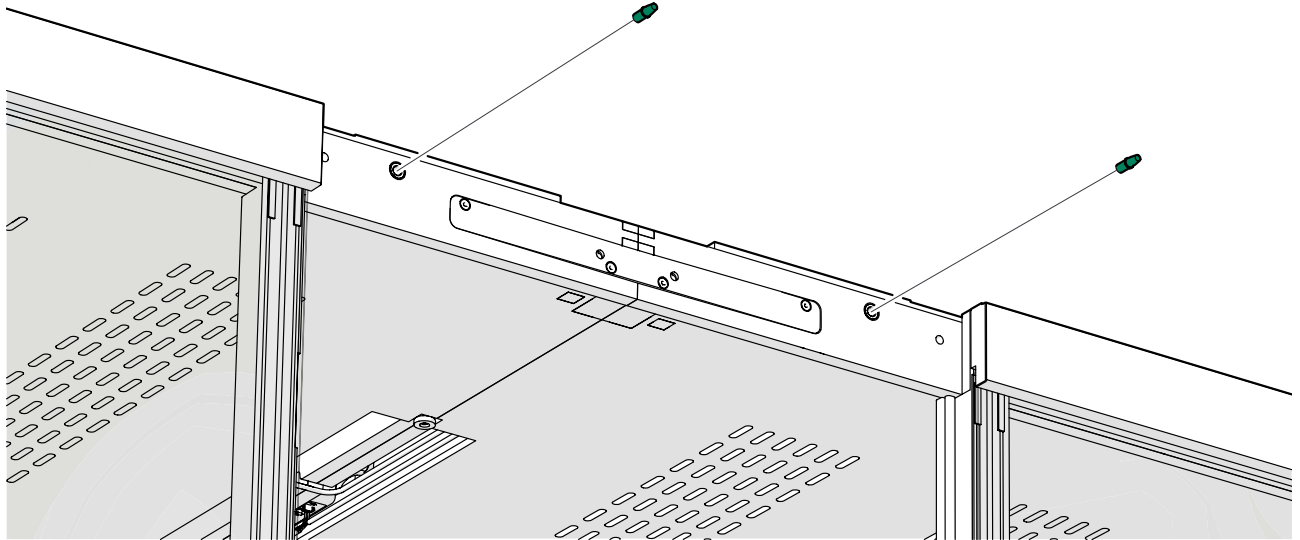
Use M8x35 bolts (2 pcs) and M8 washers (2 pcs) on the roof and black M8x50 countersunk screws (2 pcs) on the floor.

- ⚠ **Note:** Press the acoustic panel aside to reach the screw holes. Make sure that you return the acoustic panel to its original position.
- ⚠ **Note:** Check with a spirit level that the hinge-side frame is straight. Push the pod if needed when installing the screws.



10.5 Install the front center frame

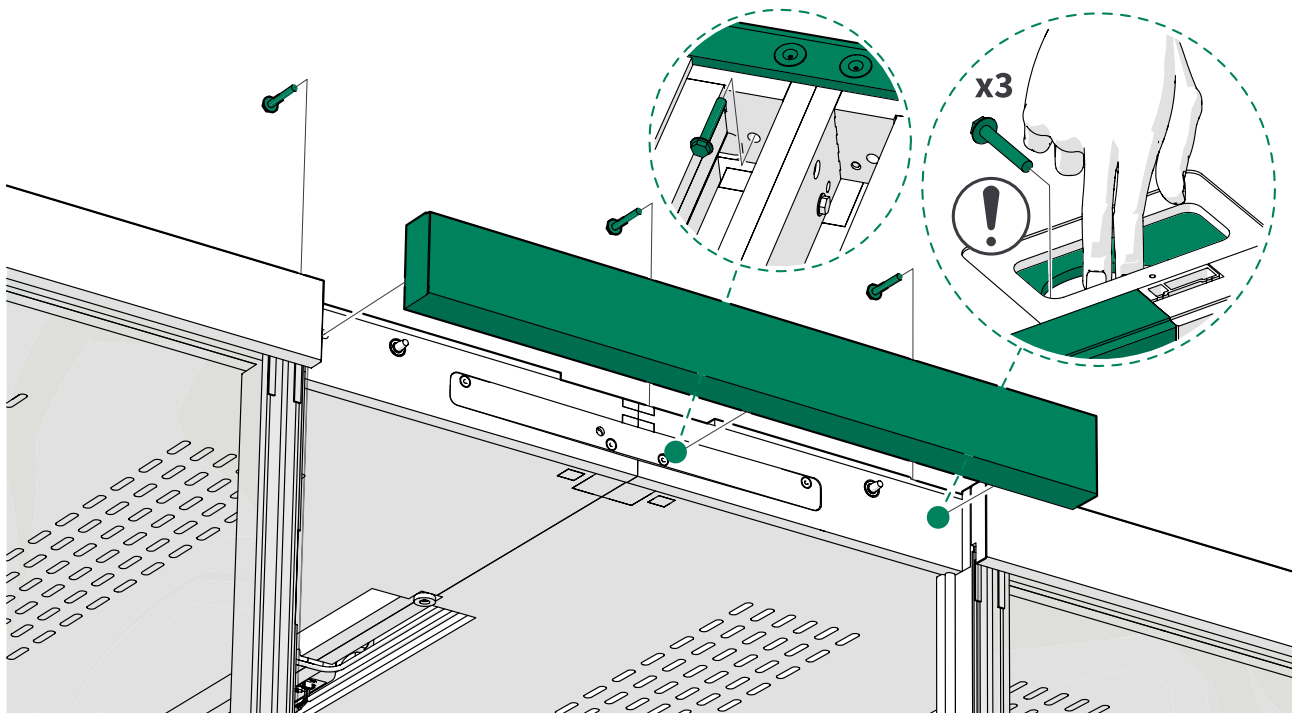
1. Install the guide pins (2 pcs).



2. Install the front center frame with M8x55 bolts (3 pcs) and M8 washers (3 pcs).



Note: Press the acoustic panel aside to reach the bolt holes. Make sure that you return the acoustic panel to its original position.

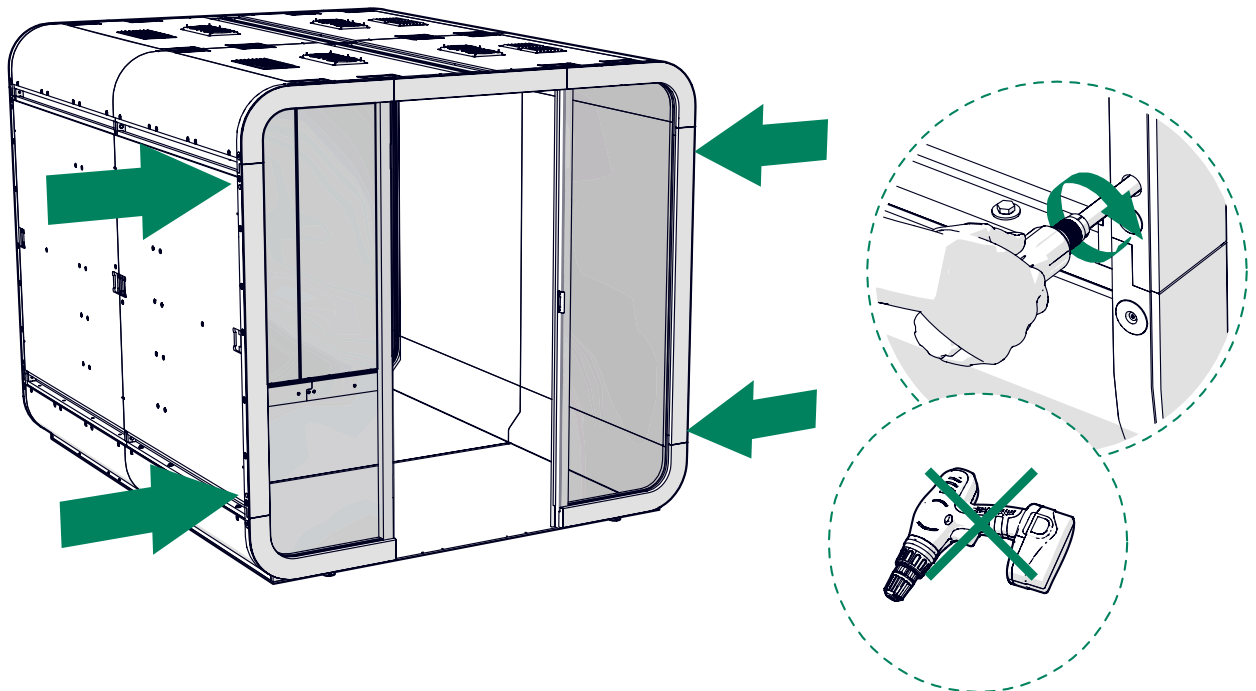


10.6 Finalize the installation of the front frames and glasses

1. Tighten the nylon screws (2 pcs each side) on the sides of the front half of the pod with a flat-head screwdriver.



Note: The glass adjustment screws are only for pushing the glasses together. Tighten the screws until you feel resistance. Do not overtighten.



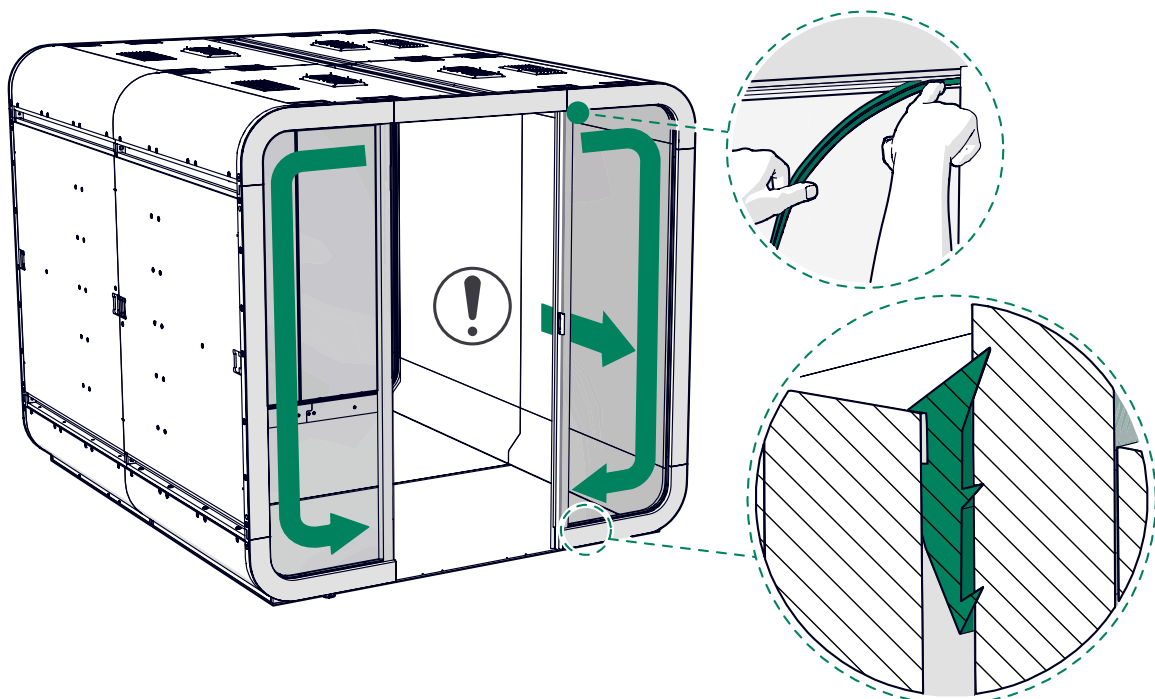
2. Seal the side glasses with wedge-shaped seal between the glasses and frames.



Note: Install the seal on the inside of the front half of the pod.

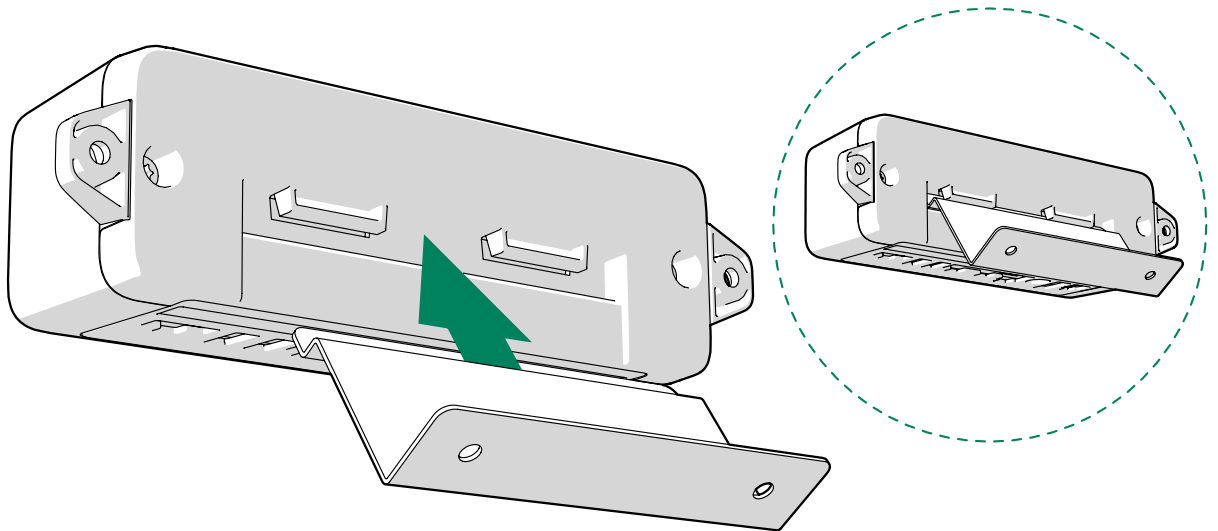


Tip: Use glass washing liquid as a lubricant to help install the seal.

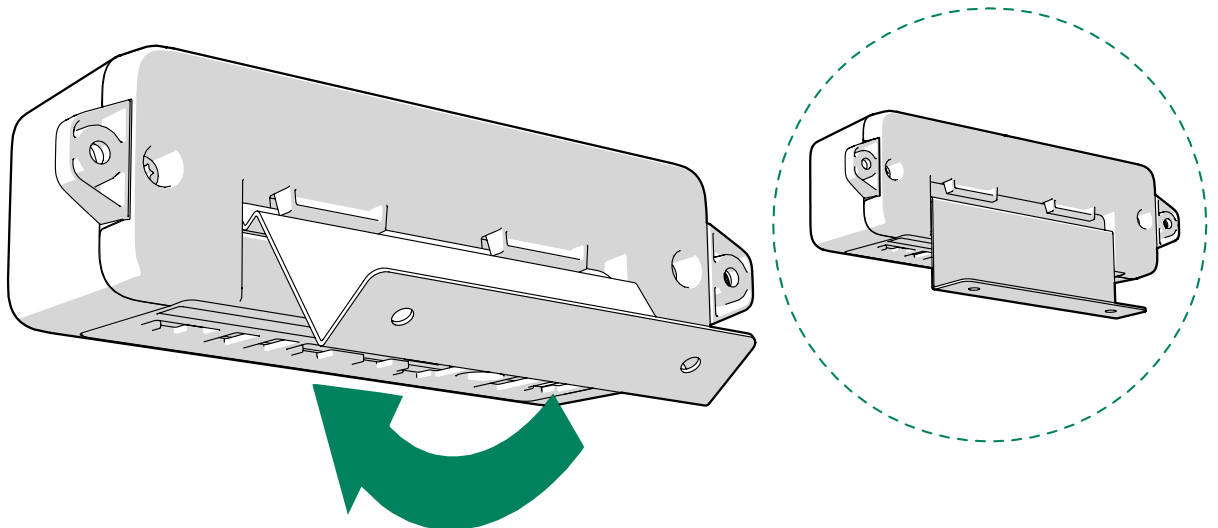


11 Install the control unit

1. Insert the control unit bracket into the back of the control unit.



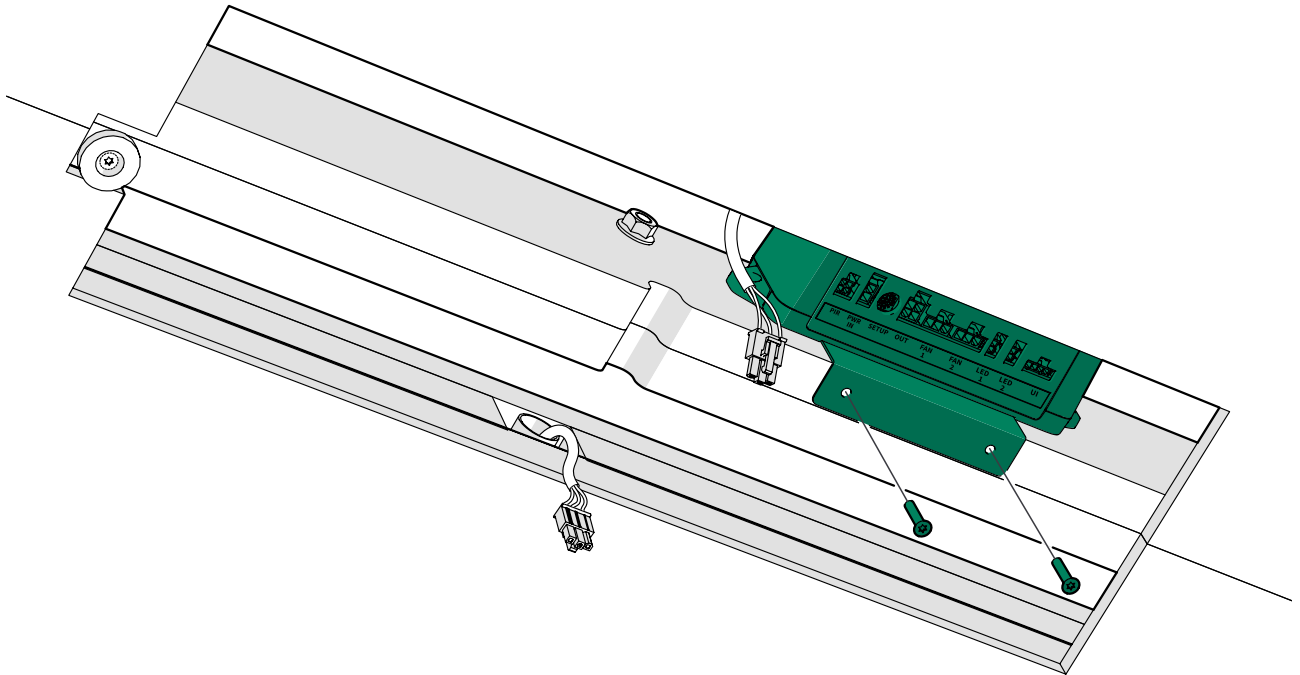
2. Turn the bracket into place.



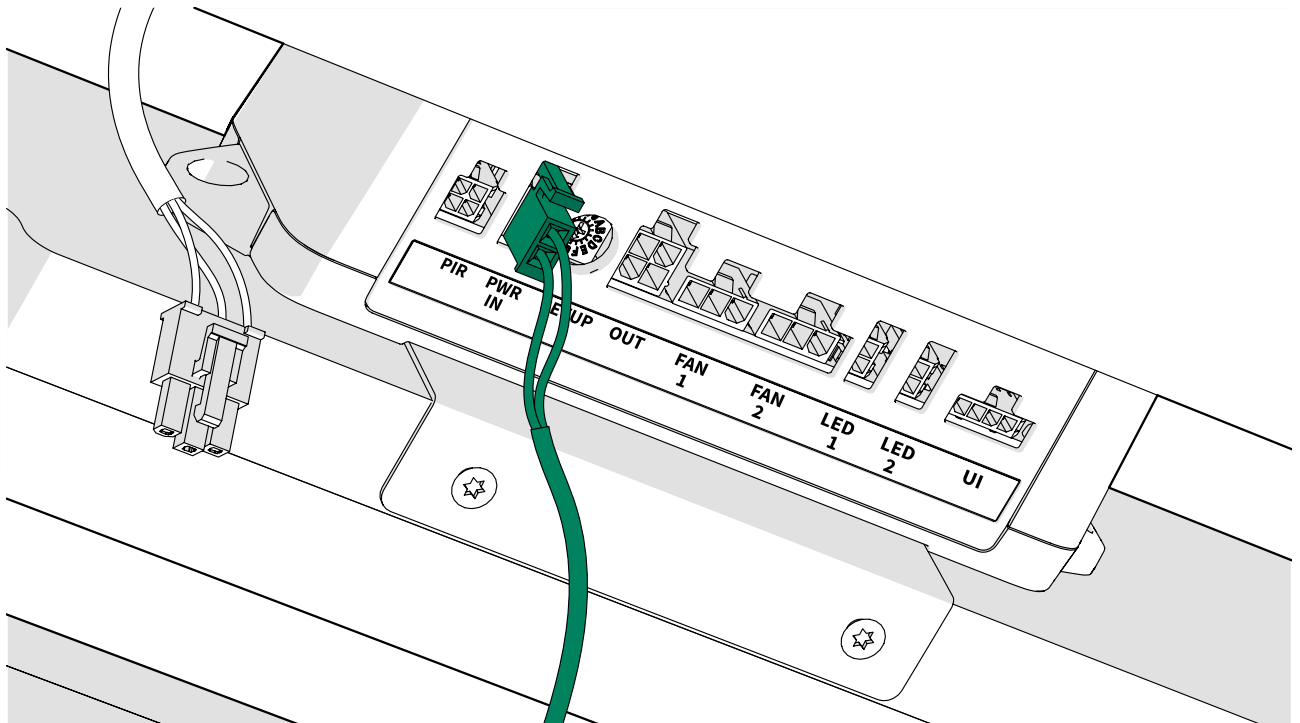
3. Install the bracket with the control unit into the back opening in the ceiling with 3x12 mm screws (2 pcs).



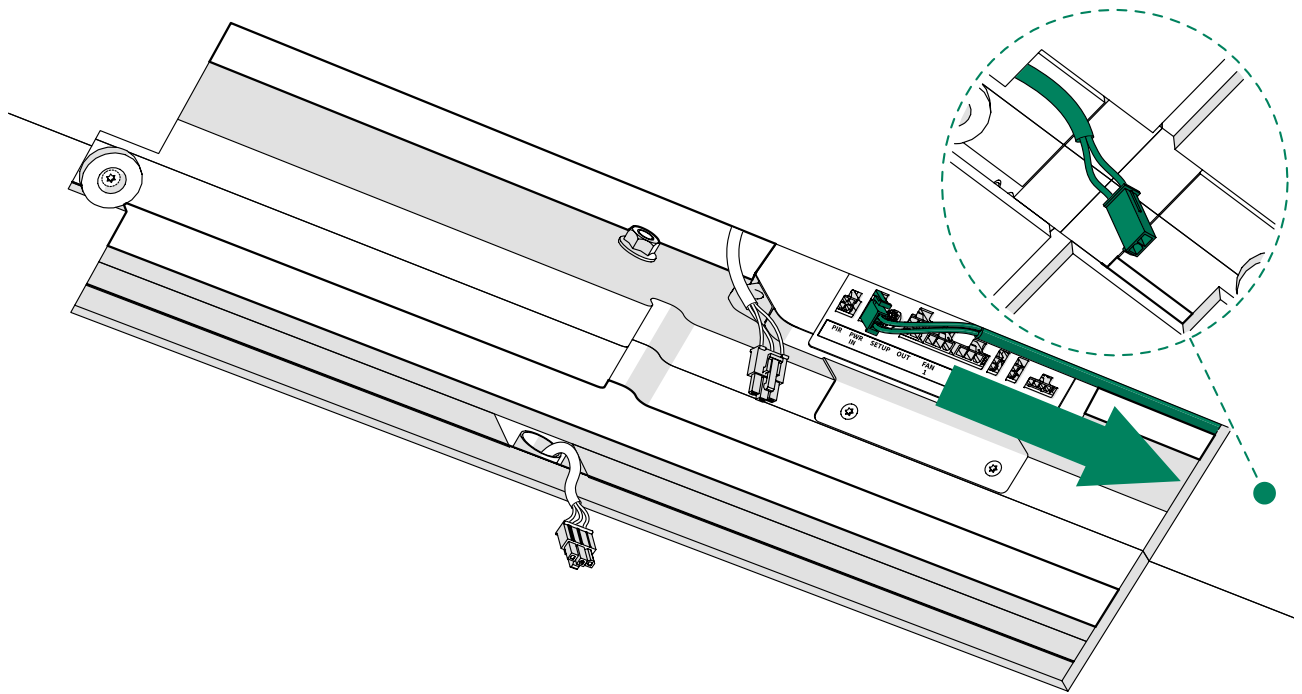
Note: Install the control unit on the right-hand side of the roof beam.



4. Connect the DC extension cord to the PWR IN connector of the control unit.



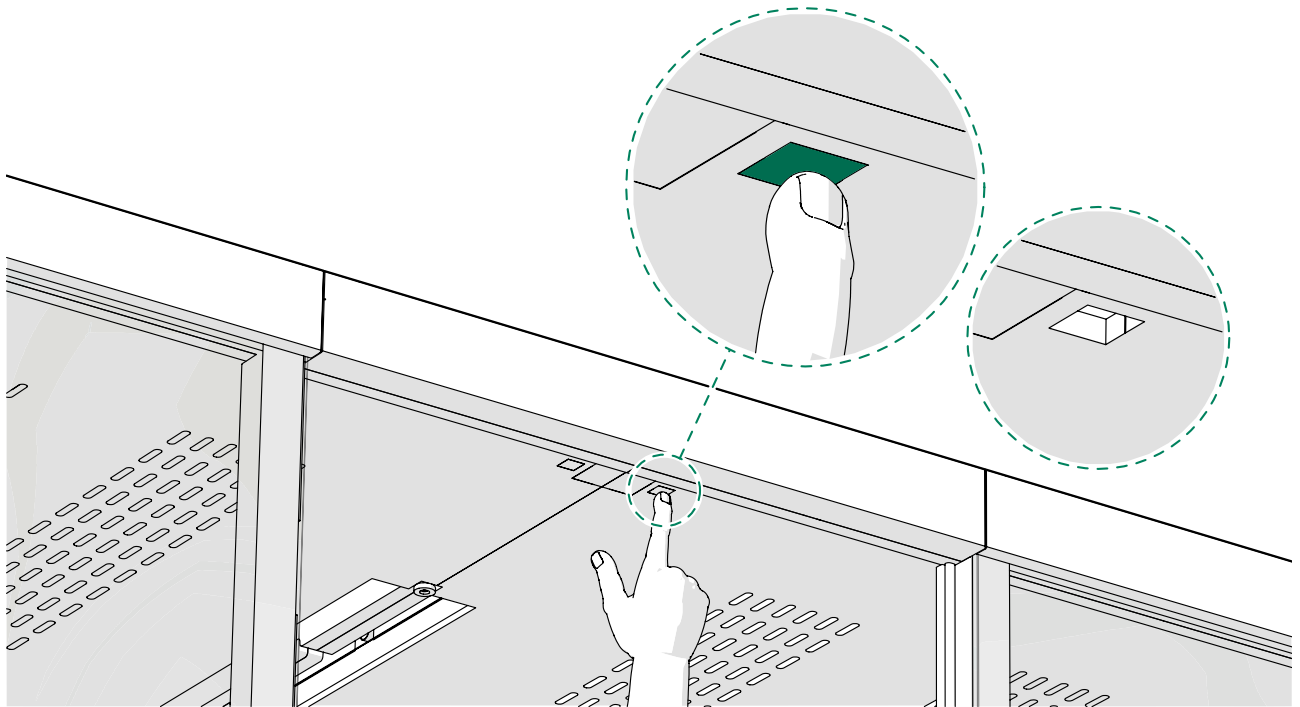
5. Guide the DC extension cord to the opening in the center of ceiling.



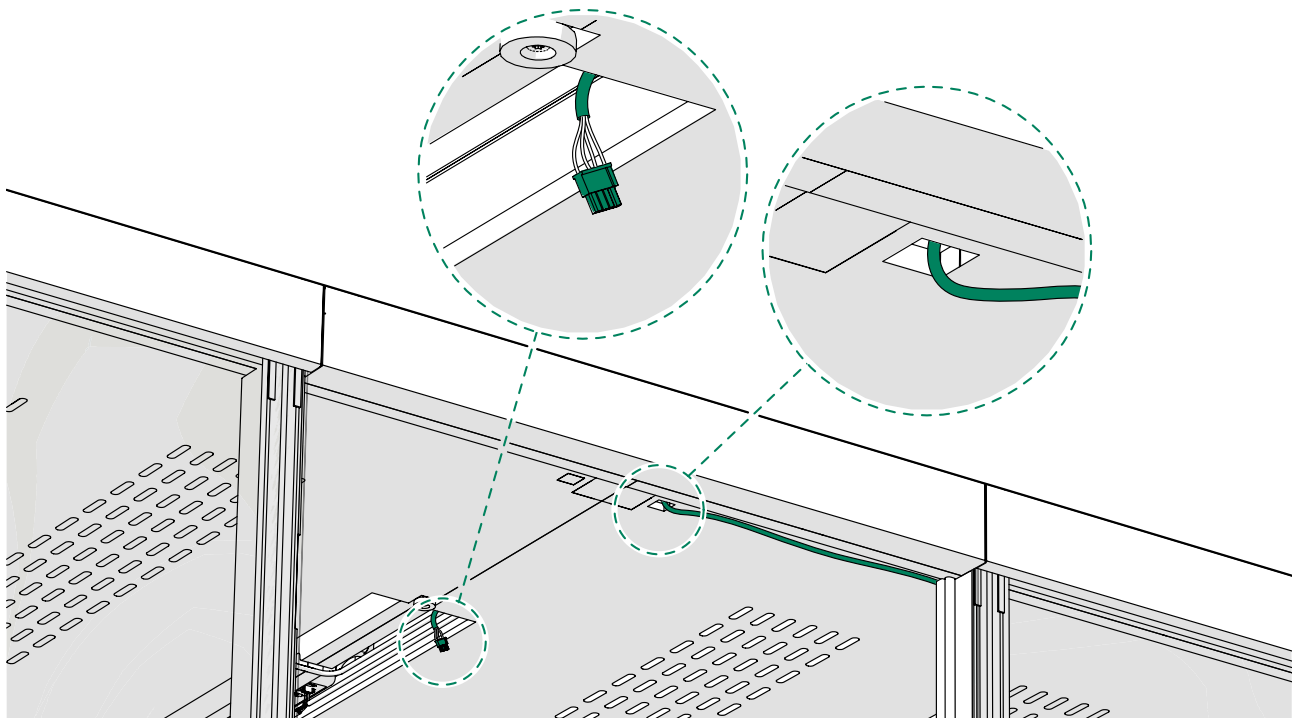
12 Install the control panel cord and the ceiling threshold

If the delivery includes the booking system bracket, go to step 3.

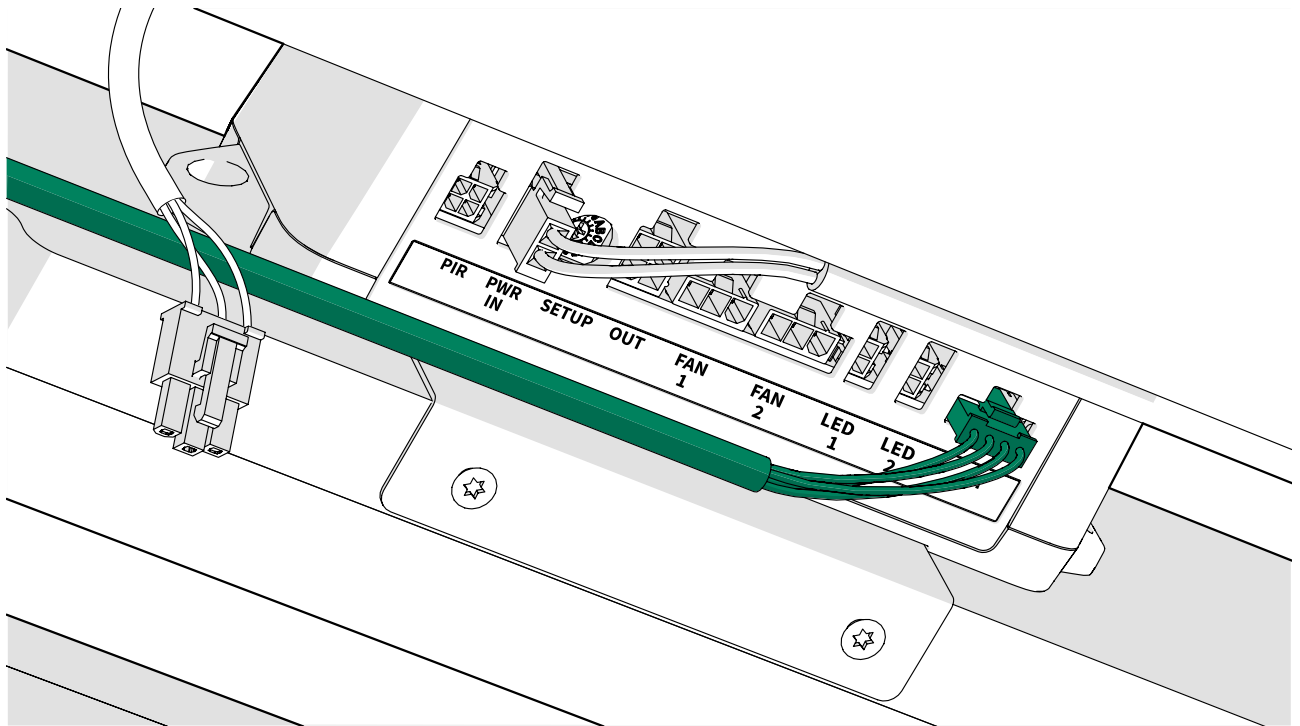
1. Punch out the precut holes in the ceiling felt.



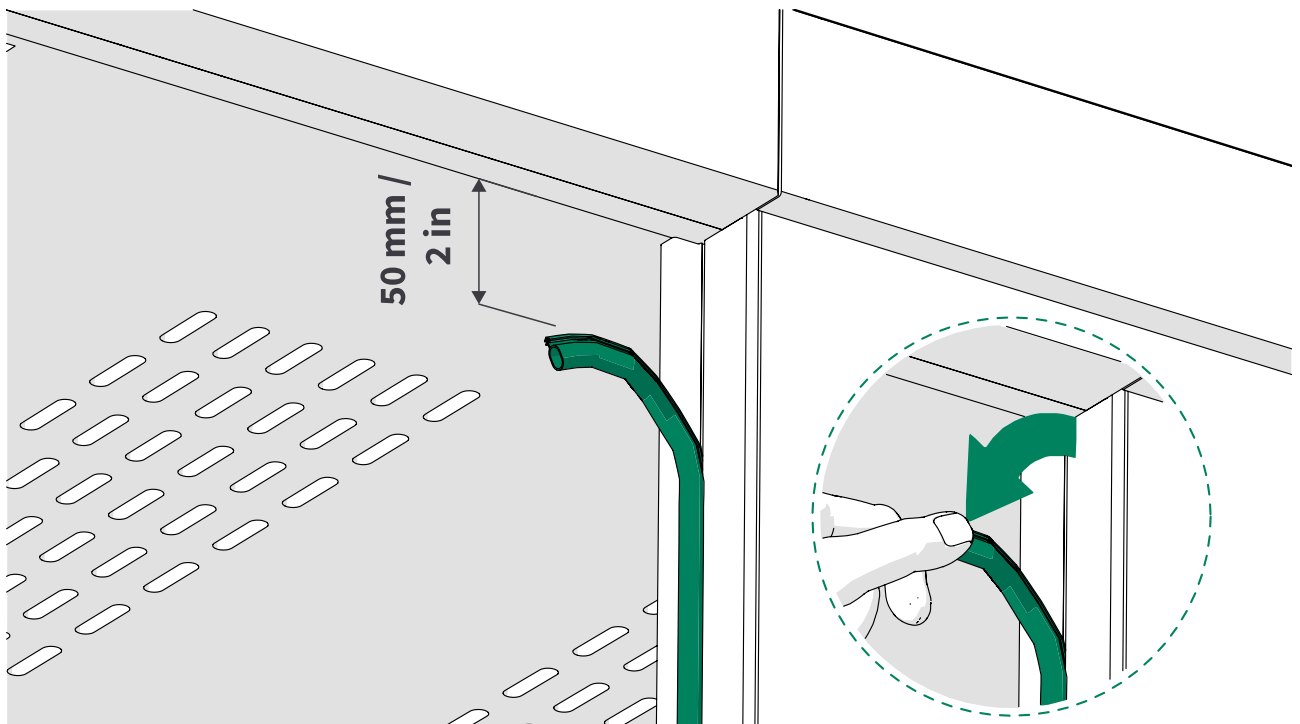
2. Guide the control panel cord from the U-profile on the strike plate-side glass frame to the control unit and pull it out of the front opening in the ceiling.



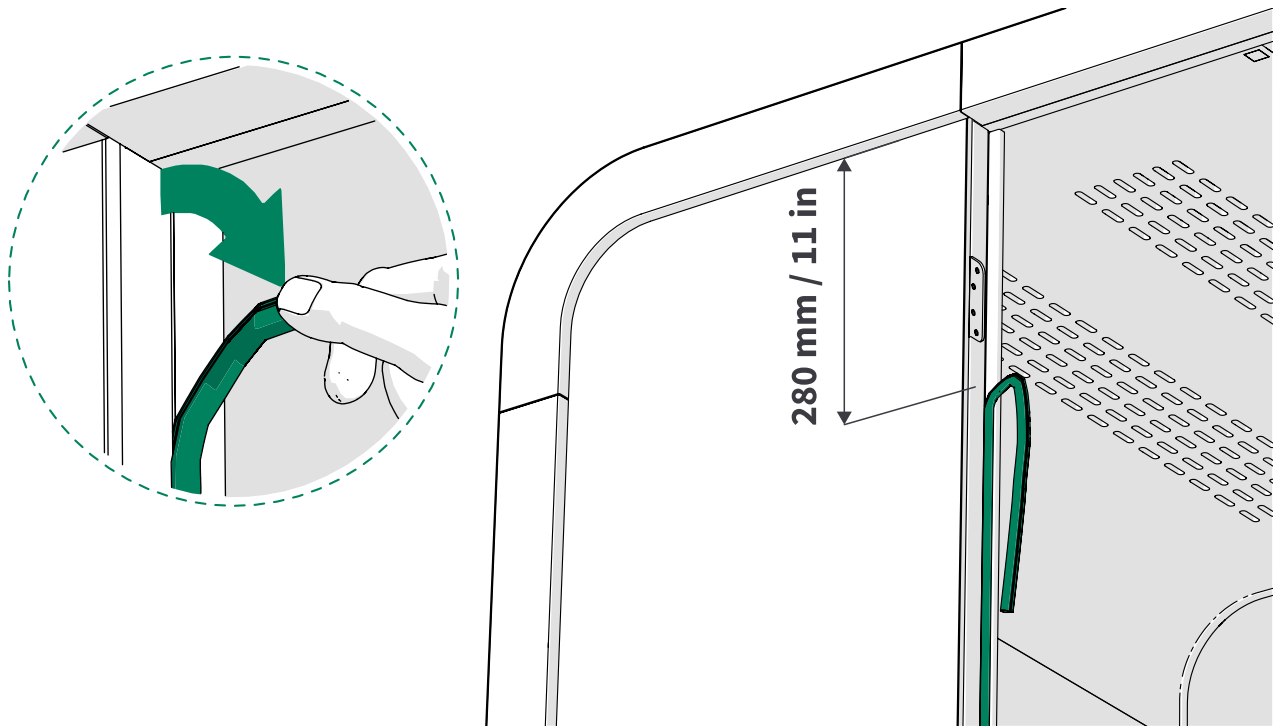
3. Connect the control panel cord to the UI connector of the control unit.



4. Peel back 50 mm (2 in) of the strike plate-side glass frame seal from the door frame.



5. Peel back 280 mm (11 in) of the hinge-side glass frame seal from the door frame.



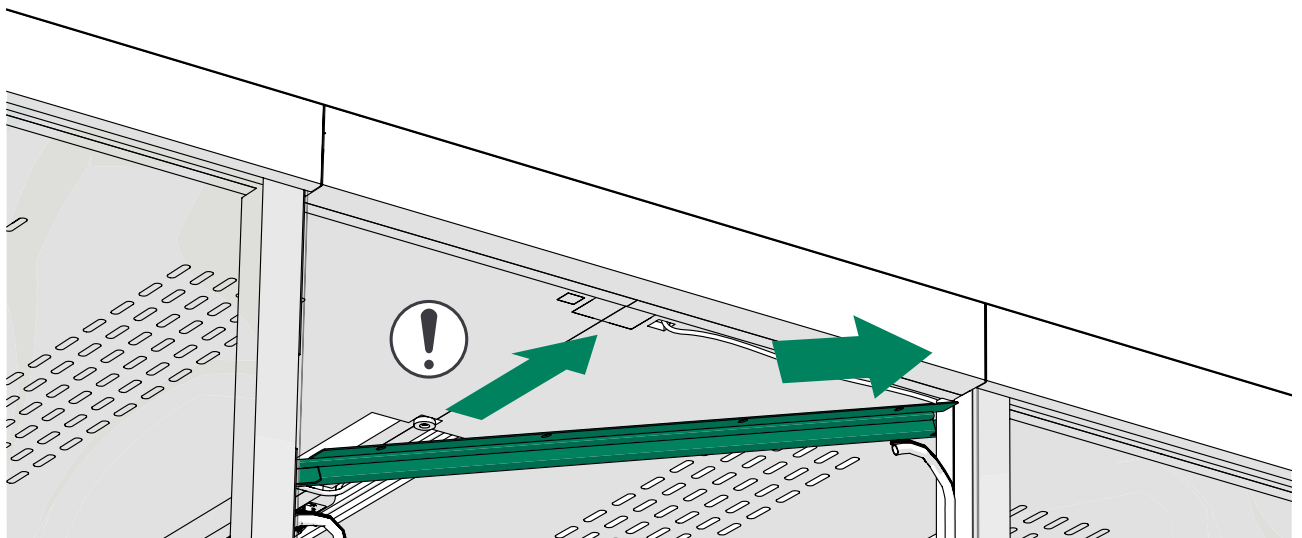
6. Guide first the right-hand side end and then the left-hand side end of the ceiling threshold in place against the door frames.



Note: Install the ceiling threshold from the inside of the door.

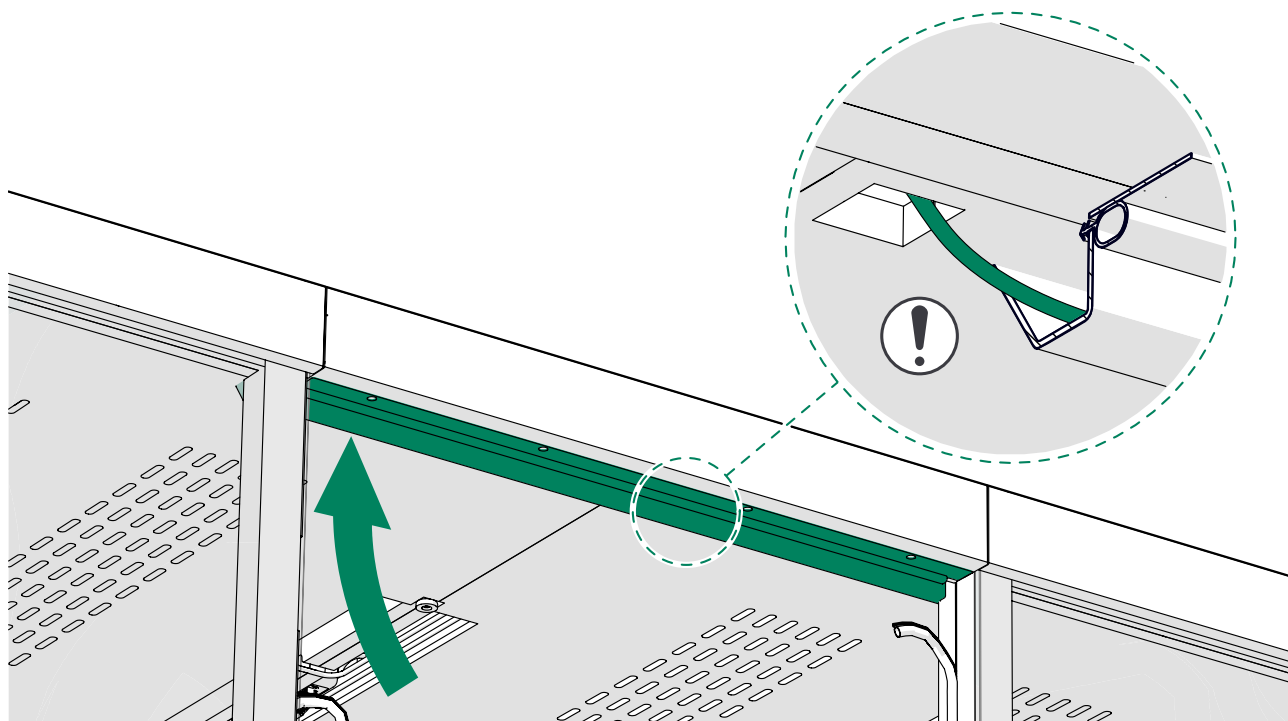


Note: Make sure that the threshold and the door frames are not scratched.



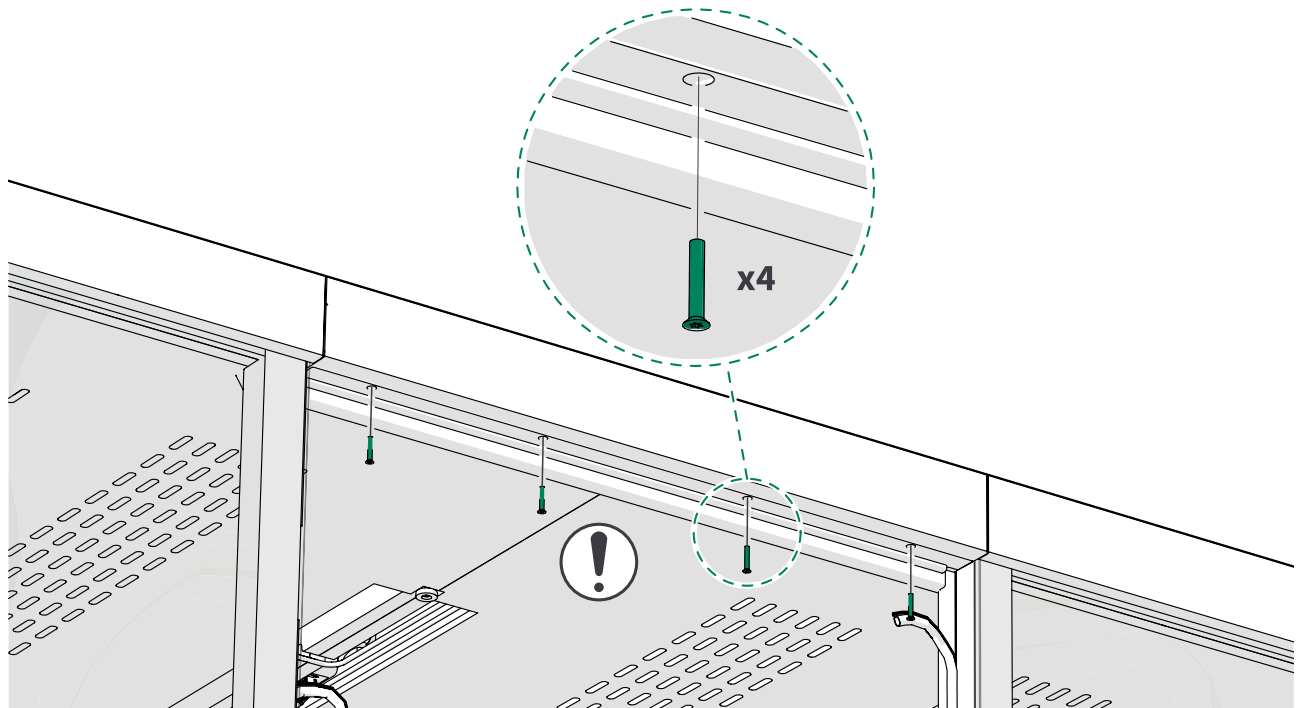
7. Slide the ceiling threshold against the front center frame.

- ⚠ **Note:** Make sure that the control panel cord is in the cord channel of the threshold. If the delivery includes the booking system bracket, make sure that the optional customer supplied USB cord is in the cord channel of the threshold. Make sure that the cords are not damaged.
- ⚠ **Note:** Make sure that the side frame seals are not between the threshold and the door frame.
- ⚠ **Note:** Make sure that the protective plastic on the aluminum frames is not under the threshold. Peel back further, if needed.



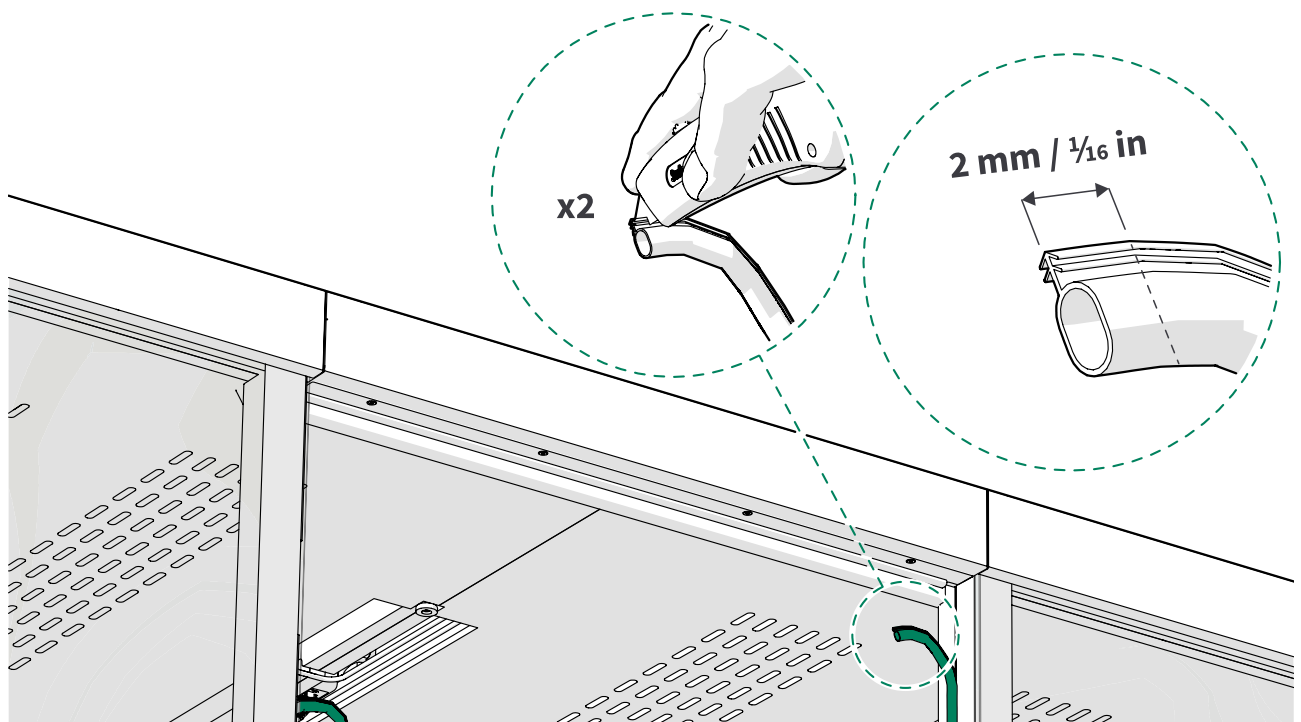
8. Install the ceiling threshold with black 5x30 screws (4 pcs).

- ❗ **Note:** Make sure that the threshold is in the middle of the door opening. Install the screws carefully. The threshold is easily tilted.
- ❗ **Note:** Make sure that the side frame seals are not between the threshold and the door frame.



9. Cut 2 mm (1/16 in) off the upper end of the side frame seals.

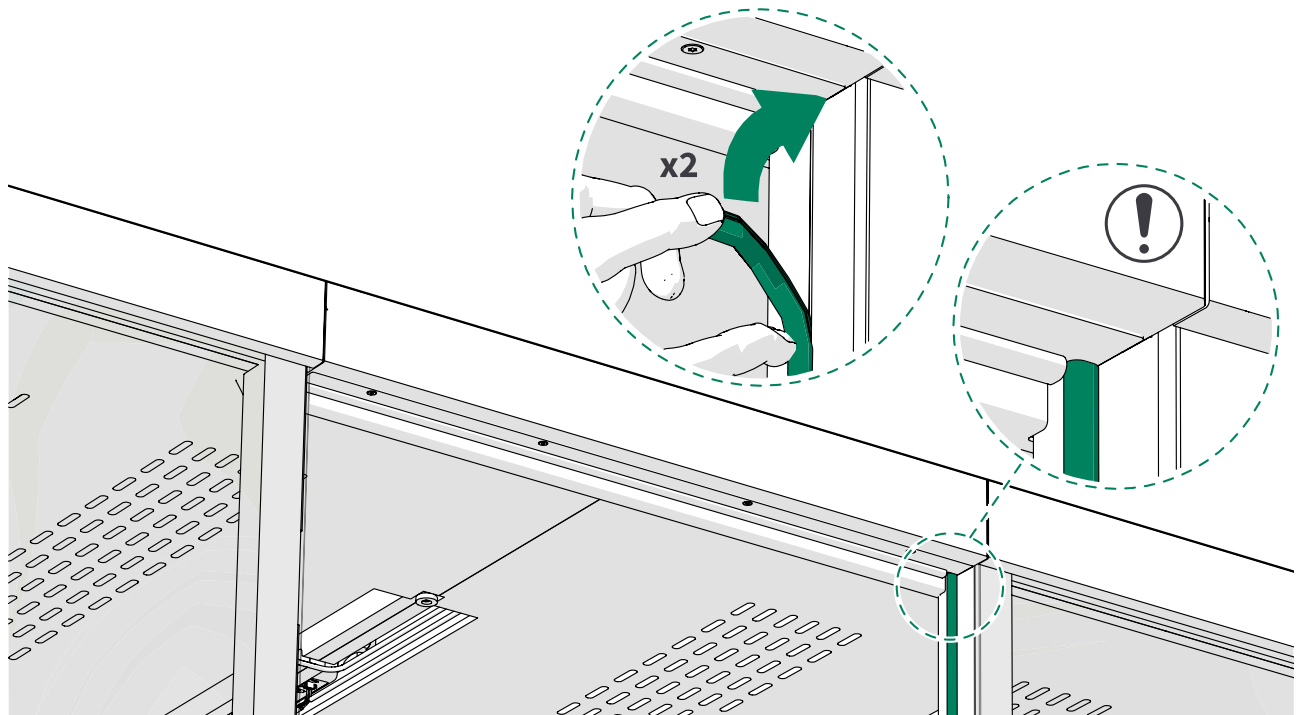
- ❗ **Note:** Make sure that the side frame seals and the threshold seal do not overlap.



10. Reinstall the loose ends of the side frame seals into the door frame.



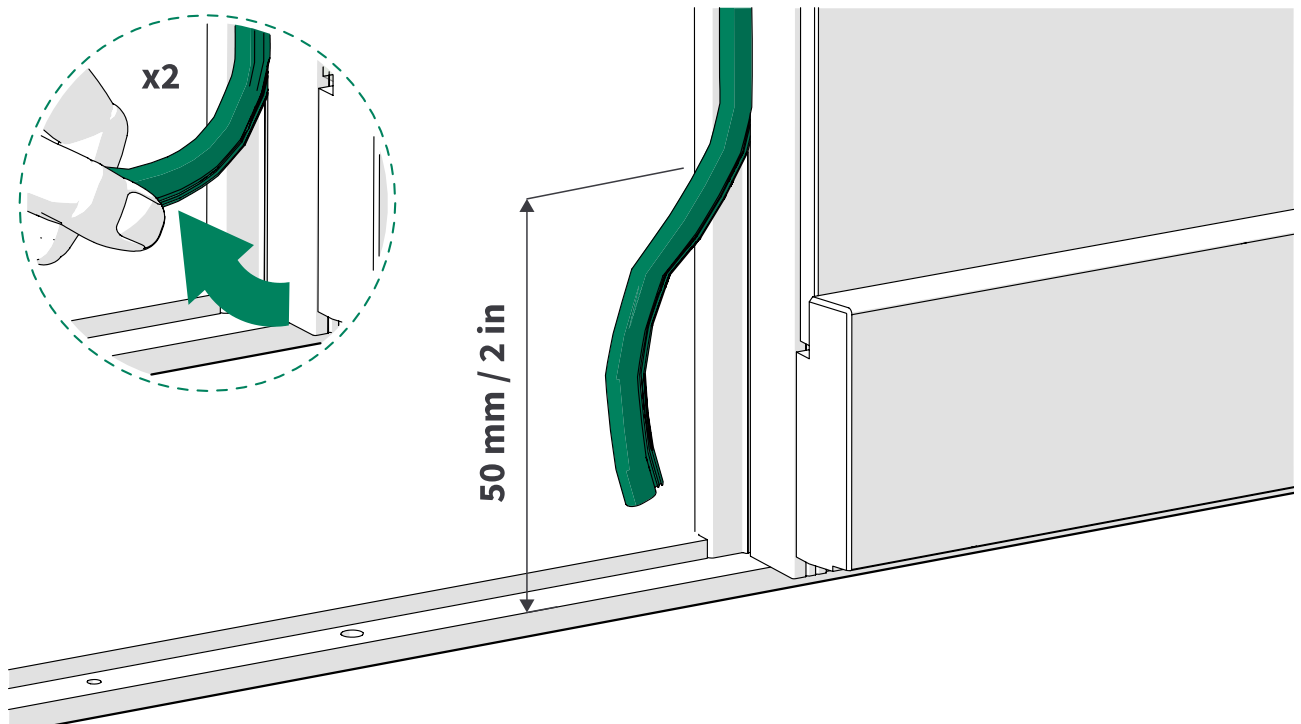
Note: Make sure that the side frame seals and the threshold seal do not overlap.



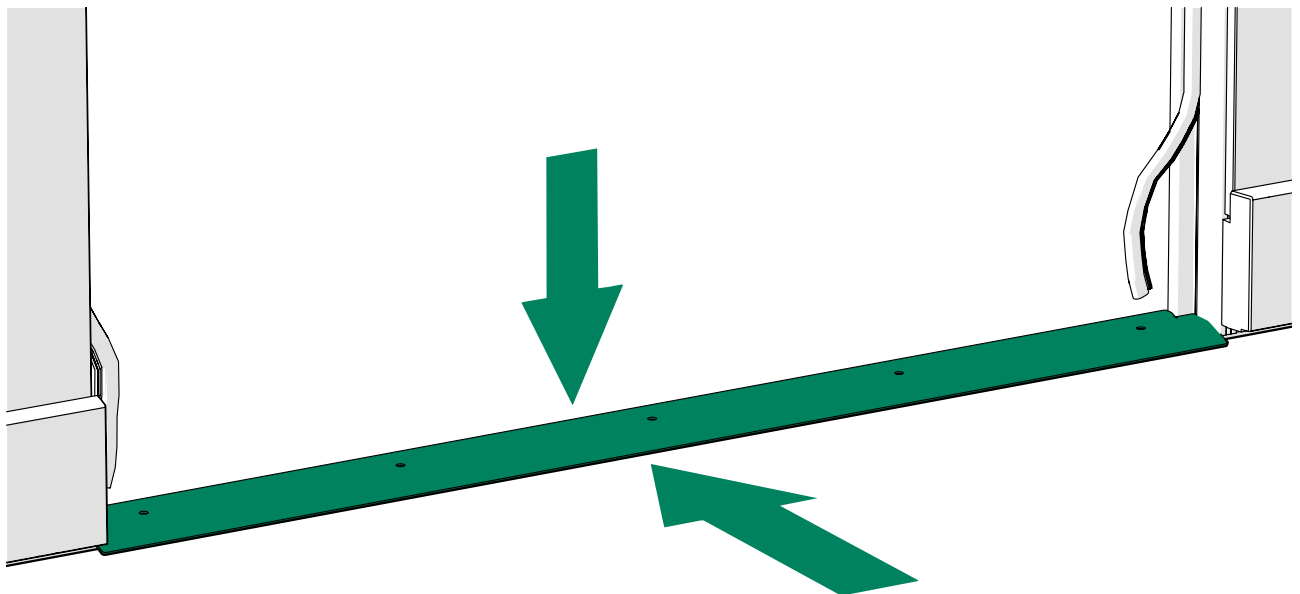
13 Install the door

13.1 Install the floor threshold

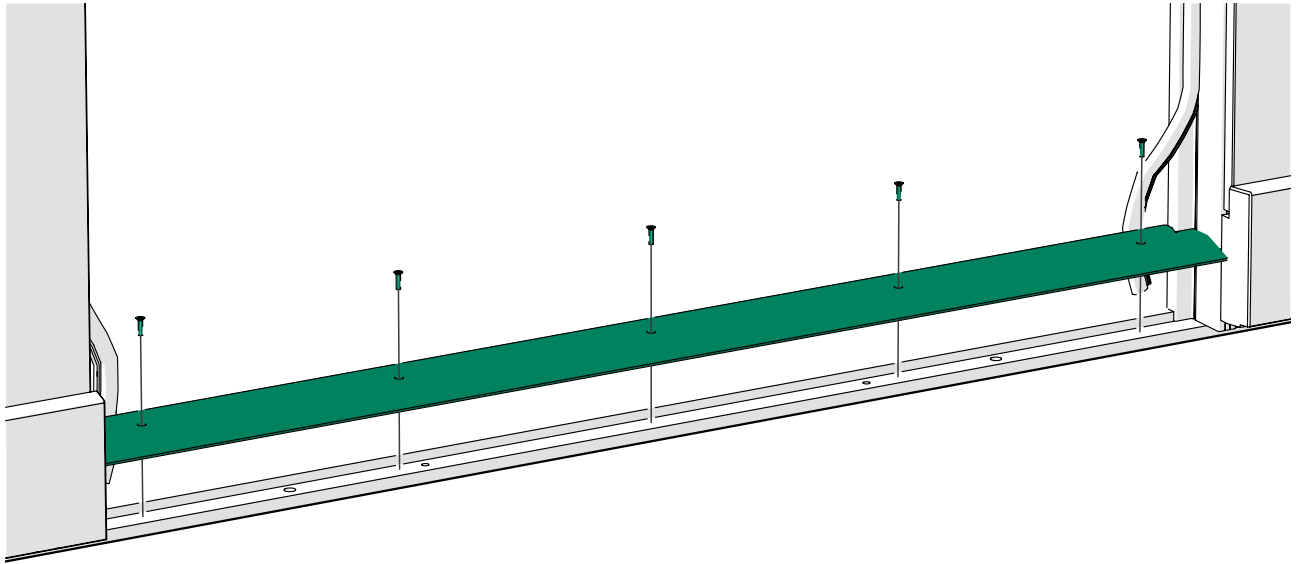
1. Peel back 50 mm (2 in) of the side frame seal from both sides of the door frame.



2. Set the floor threshold down at the doorway and slide against the door frame.



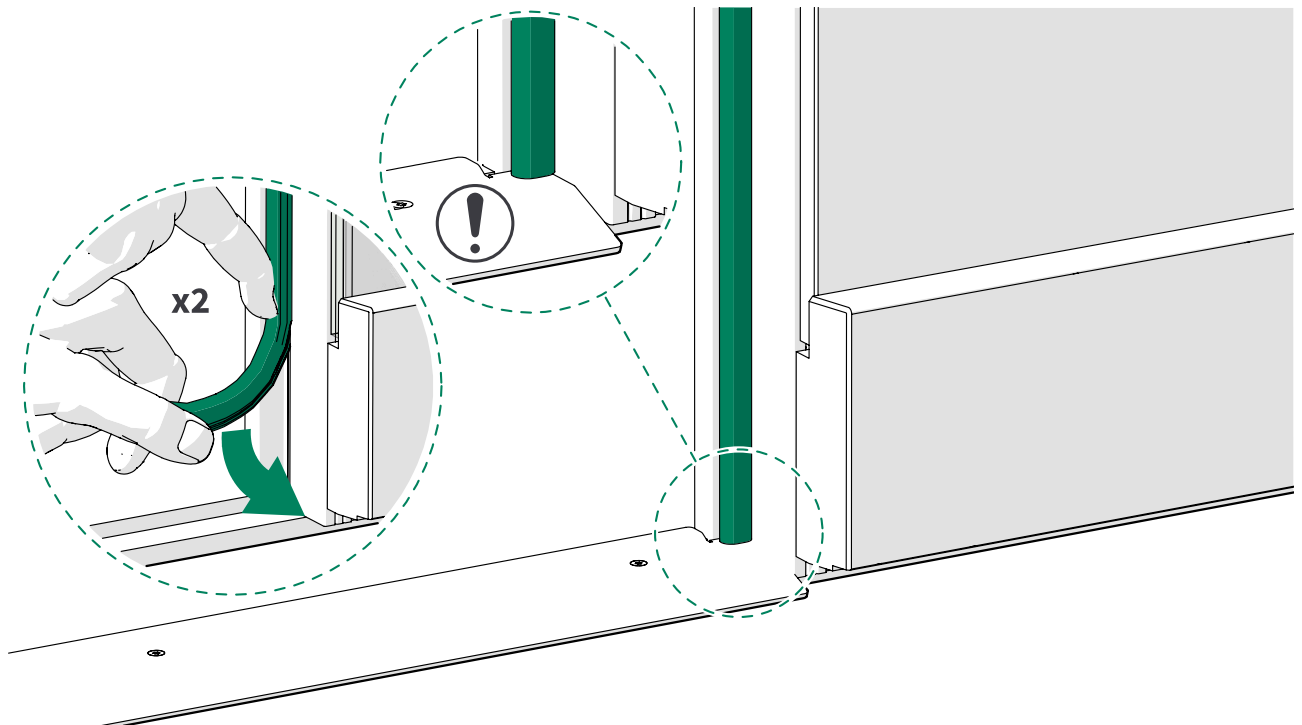
3. Install the floor threshold with 3x12 screws (5 pcs).



4. Reinstall the loose ends of the side frame seals into the door frame.



Note: Cut the side frame seal to the correct length, if needed.

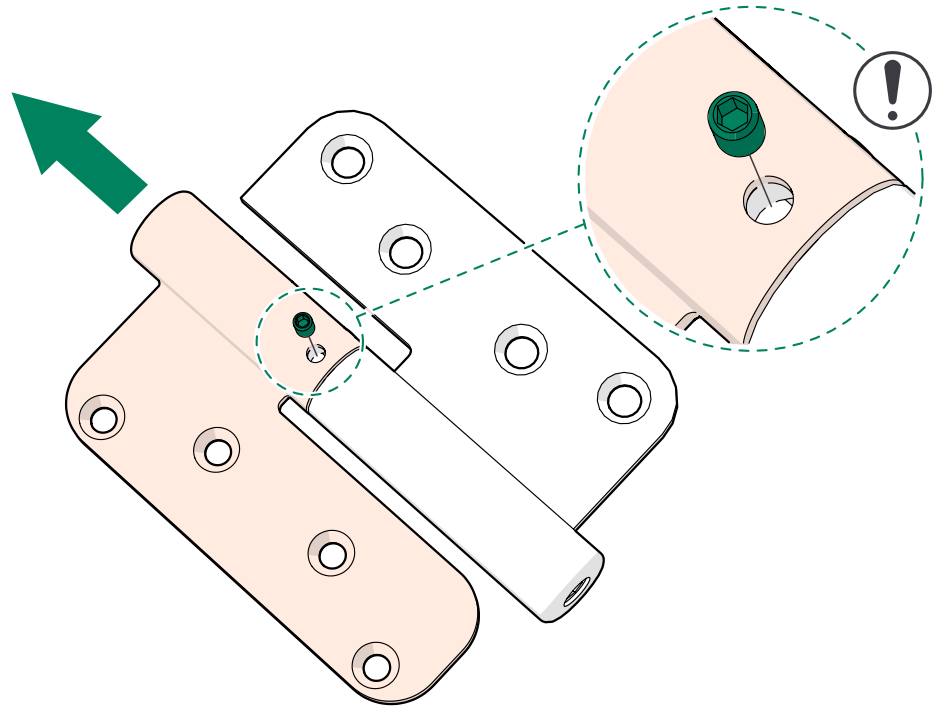


13.2 Install the door

1. Peel back enough of the protective plastic from the door frame to install the hinges.
Do not remove the protective plastic completely.

2. Remove M5x6 screw from the upper part of both hinges. Separate the hinges into two parts each.

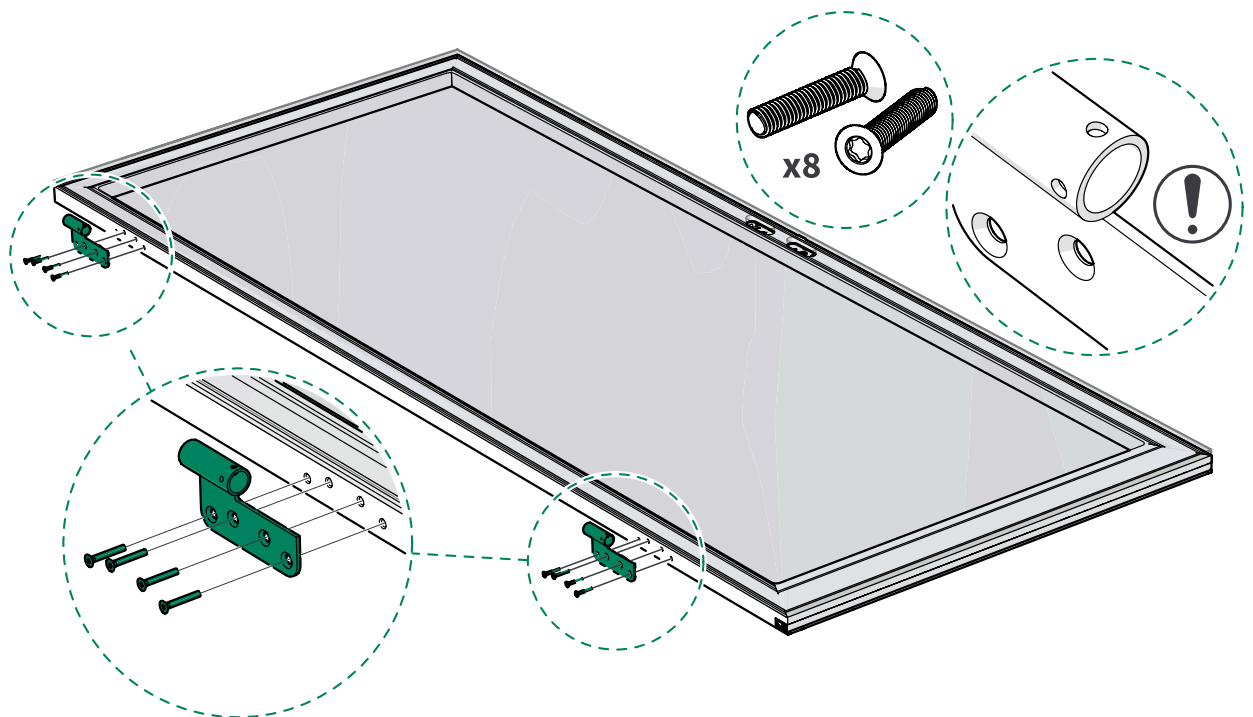
⚠ **Note:** Set the screw aside and make sure that you do not lose it.



3. Attach the upper halves of the hinges to the door with black M6x30 Taptite screws (4 pcs each). Use a hand tool to tighten the screws.

⚠ **Note:** The upper halves of the hinges have two small holes in the side.

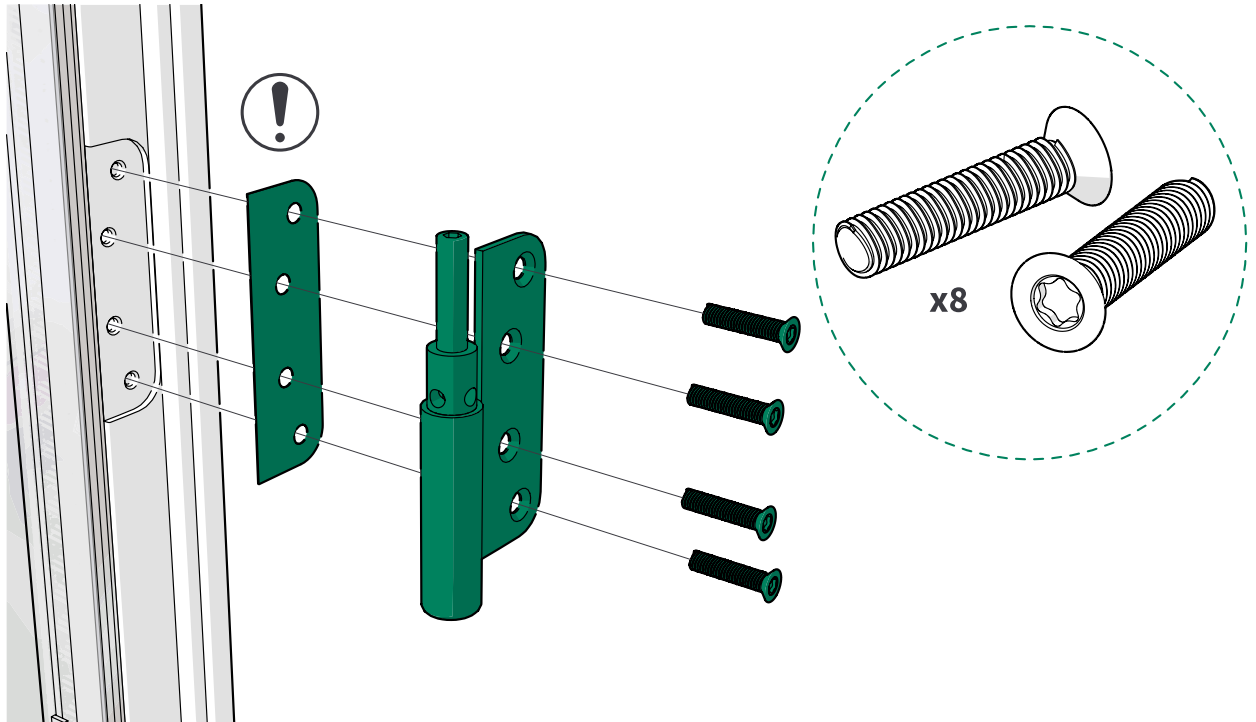
⚠ **Note:** Make sure that the hinges do not overlap the seal.



4. Attach the lower halves of the hinges to the door frame with black M6x30 Taptite screws (4 pcs each) and install a 1 mm (1/16 in) adjustment plate into the lower hinge mounting hole. Use a hand tool to tighten the screws.

⚠ **Note:** Install the adjustment plate under the lower hinge only.

⚠ **Note:** Make sure that the seal is not squashed between the hinge and the door frame.



5. Lift the door into place and guide both hinges together.



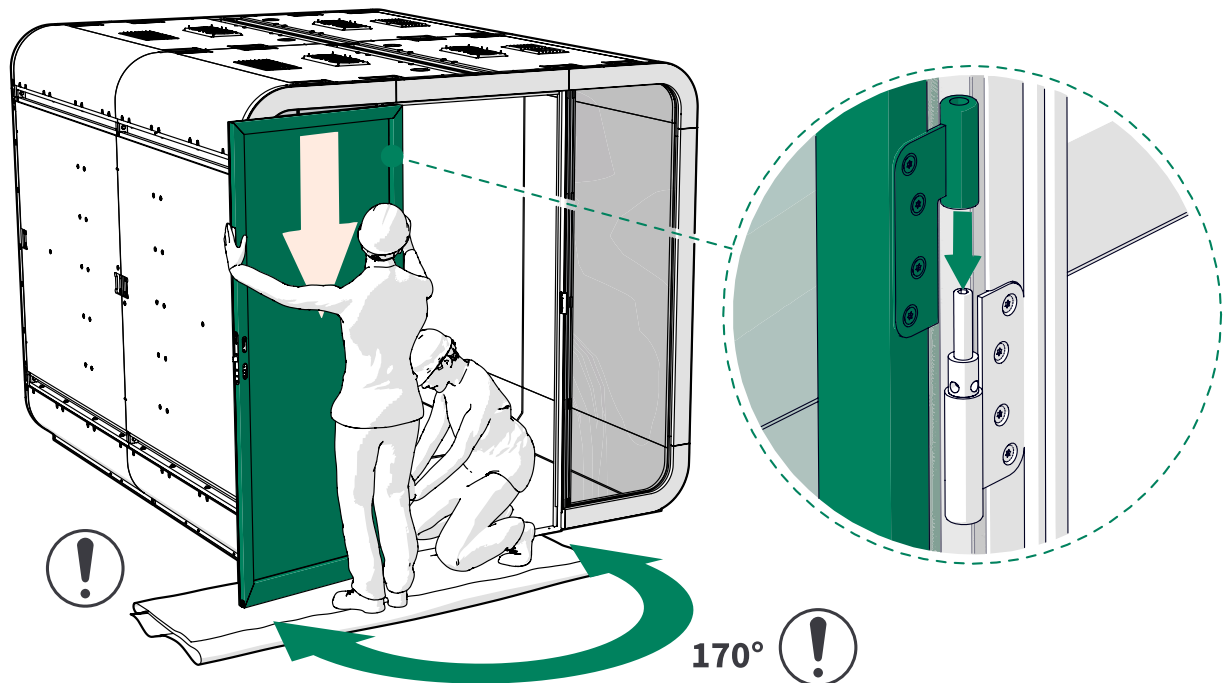
Warning: Lifting requires two people. Make sure that the lower hinge falls into place.



Note: Keep the door in the open position (170° angle).



Note: Use a separate piece of carpet in the installation. Set the separate piece of carpet on the ground to protect the door.

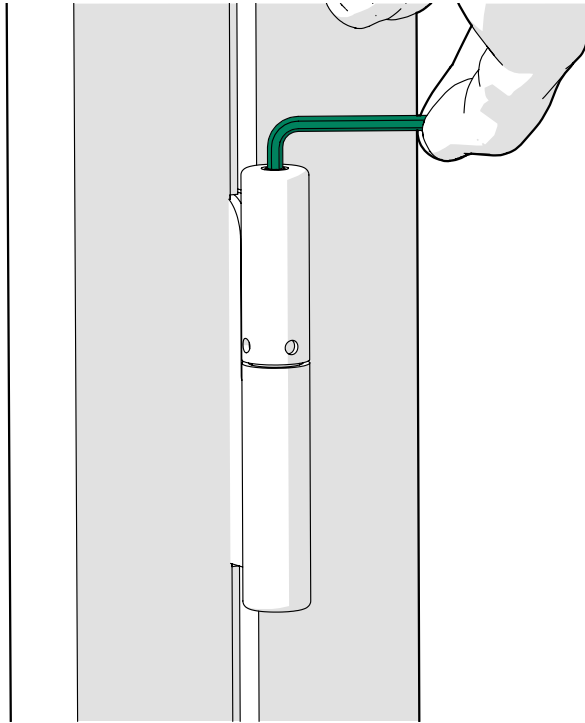


6. Check that the air goes out of the seal when you close the door. Cut off 2 mm (1/16 in) at the lower end of the seal, if needed.

13.3 Adjust the closing speed of the door

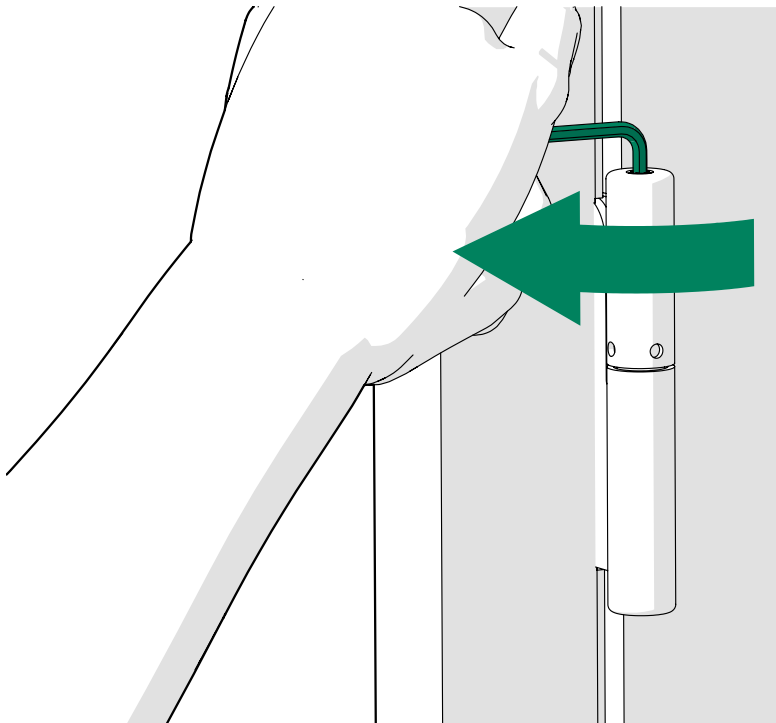
If you want the door to close faster, you can adjust it. Test the door before adjustment.

1. Insert the 5 mm hex key into the top of the hinge.



2. Tighten the spring clockwise with a 5 mm hex key to the point where you feel resistance.

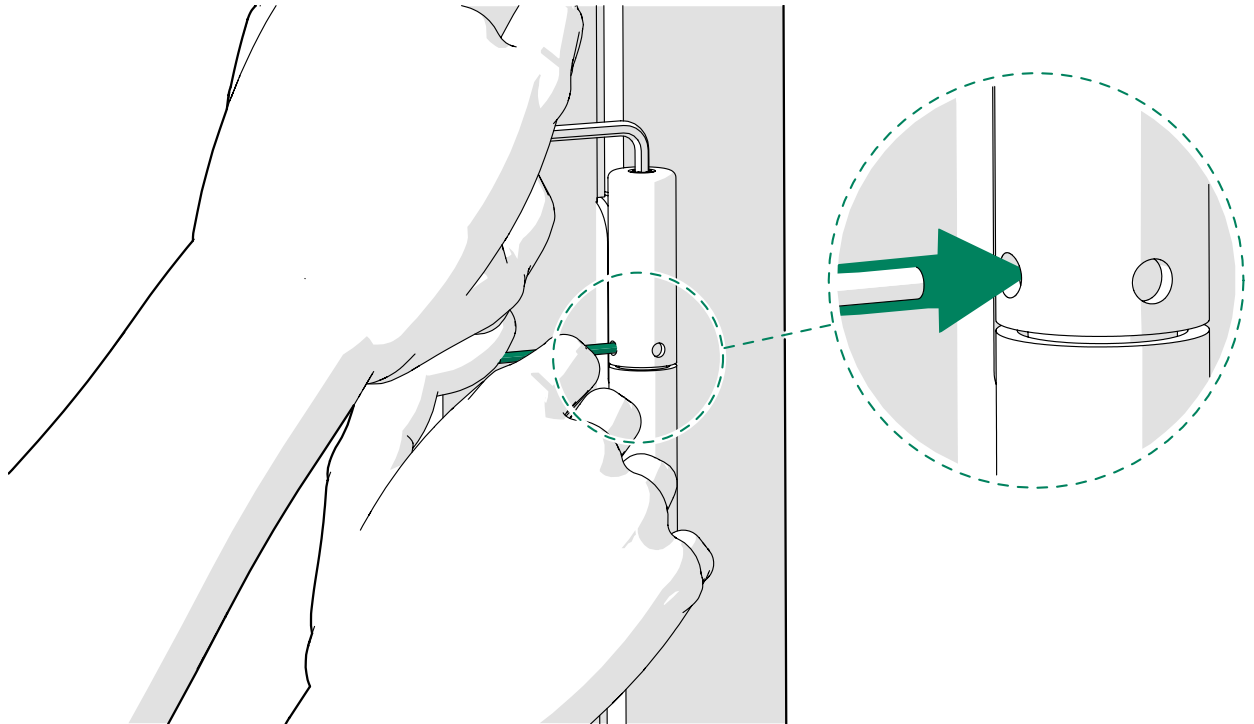
The key bounds back when it encounters resistance.



3. Hold the hex key against the resistance and insert the lock pin into the hole on the left-hand side of the hinge close to the door frame.



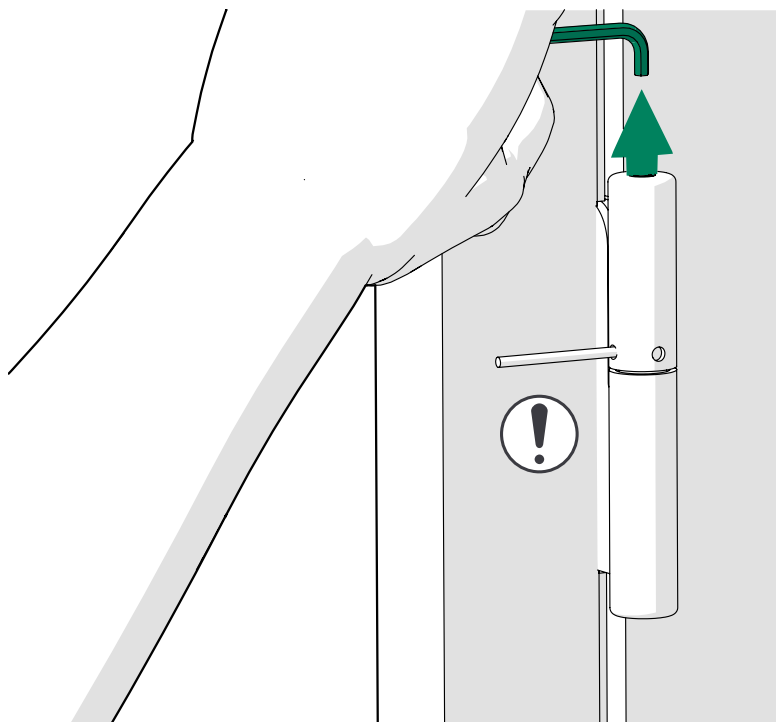
Note: To insert the lock pin, align the hole in the inner cylinder of the hinge with the hole in the outer surface.



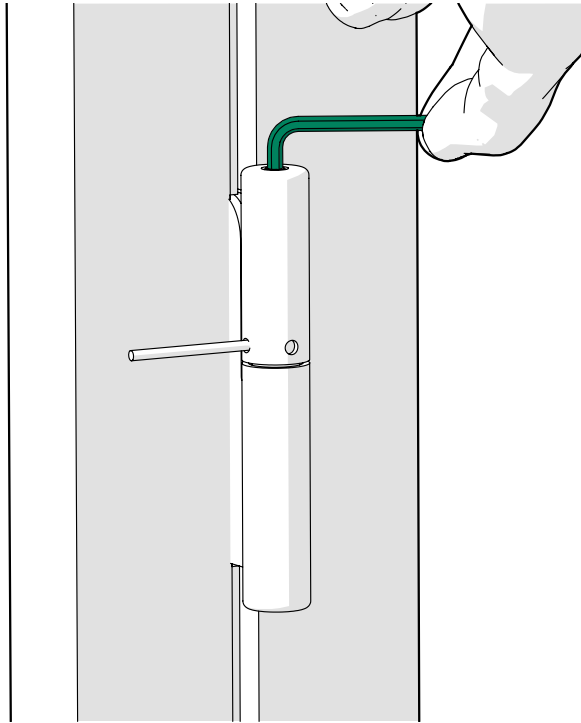
4. Remove the hex key.



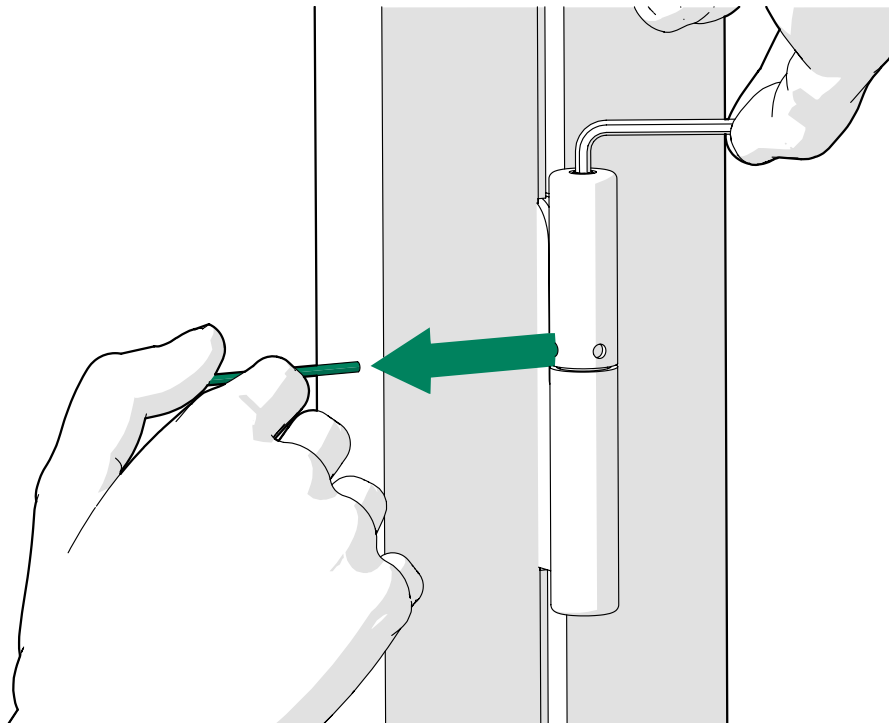
Note: Do not remove the lock pin. It holds the spring in place so it does not unwind and break.



5. Reinsert the 5 mm hex key into the top of the hinge.



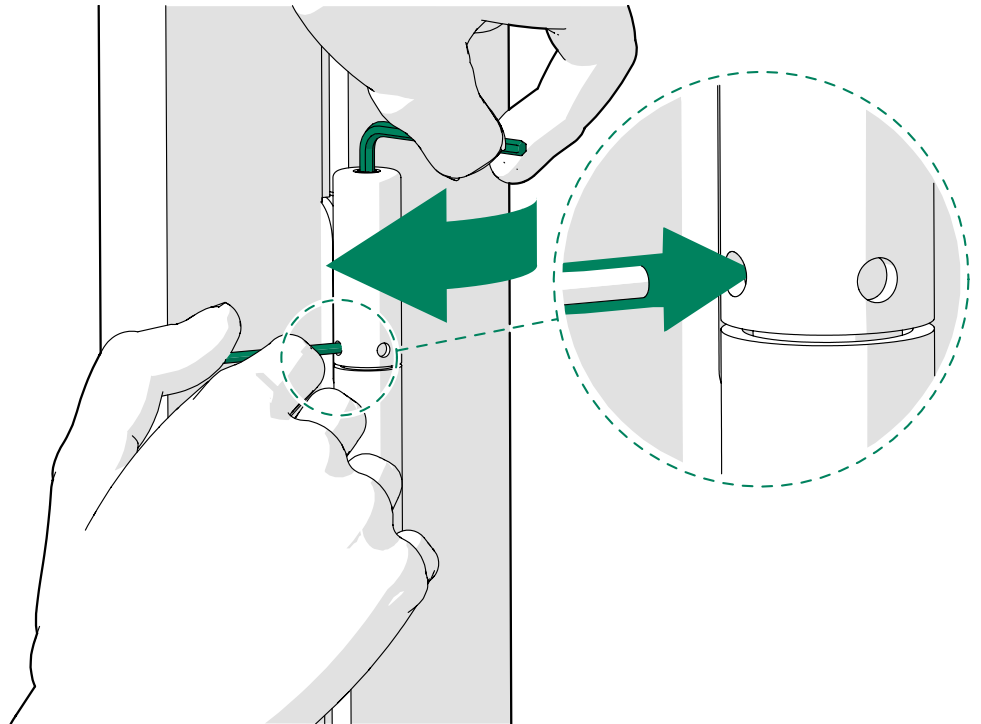
6. Hold the hex key in place and remove the lock pin.



7. Turn the hex key a $\frac{1}{4}$ turn and insert the lock pin into the hole on the left-hand side of the hinge close to the door frame.



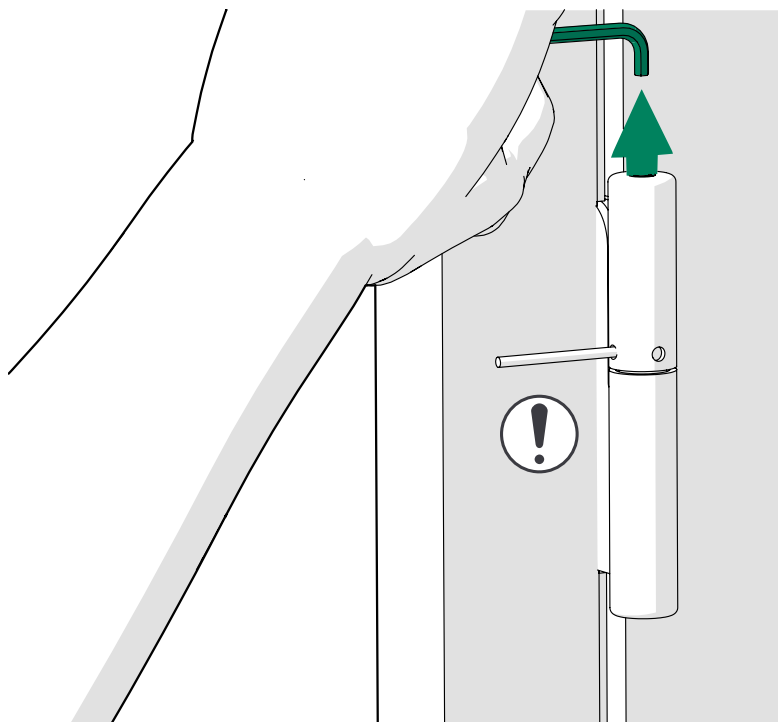
Note: To insert the lock pin, align the hole in the inner cylinder of the hinge with the hole in the outer surface.



8. Remove the hex key.

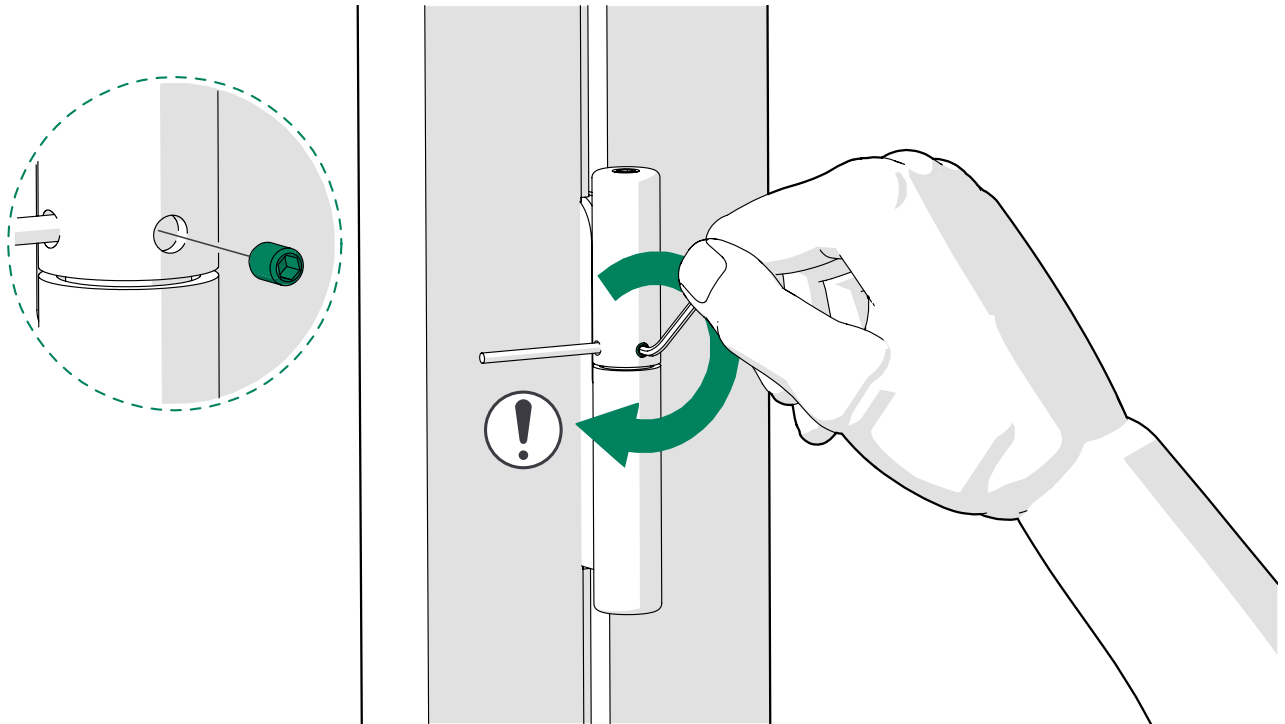


Note: Do not remove the lock pin. It holds the spring in place so it does not unwind and break.

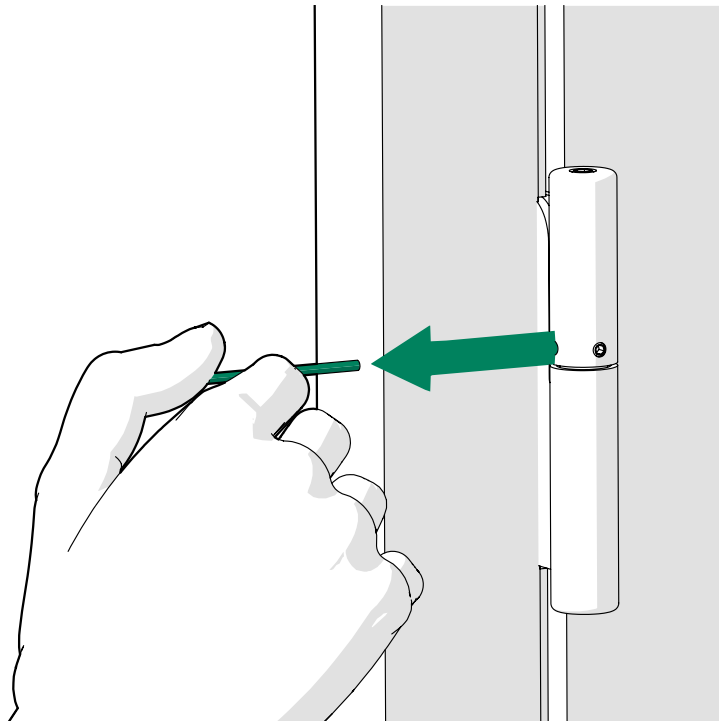


9. Install the M5x6 screw.

⚠ **Note:** Do not remove the lock pin before the screw is fully in place.



10. Remove the lock pin.

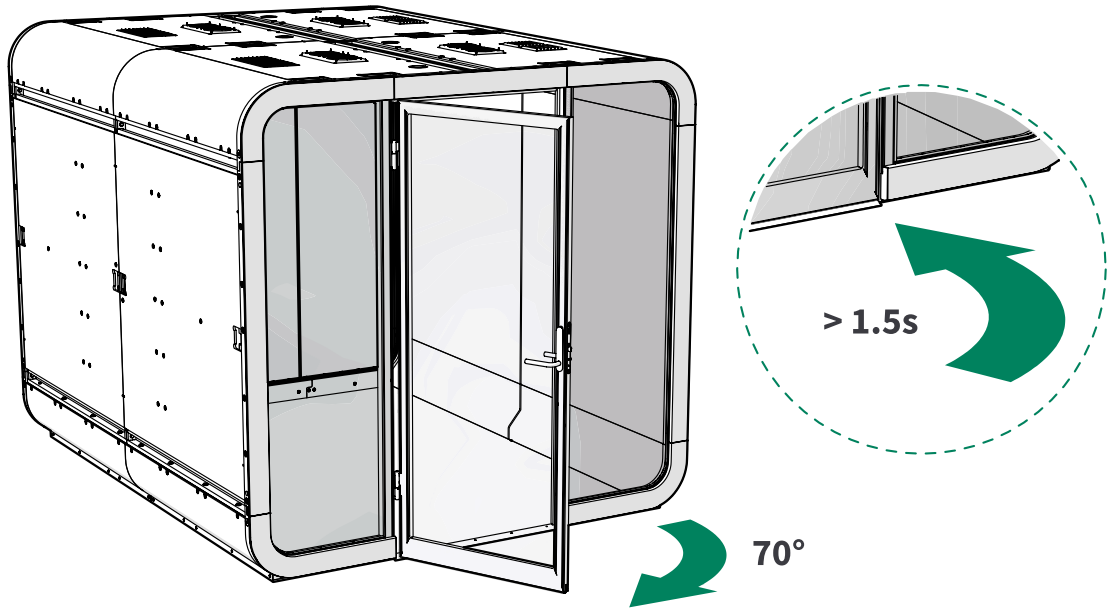


11. Adjust the lower hinge to the same setting as the upper hinge.

⚠ **Note:** Make sure that you adjust both hinges to the same setting.

12. Test the door and repeat if needed.

- ⚠ **Note:** You can tighten the springs a maximum of 6 x ¼ turns from the point of resistance.
- ⚠ **Note:** The closing of the door must take at least 1.5 seconds from a 70° angle.

**13.4 Install the lock case**

Install the lock case to the door with M5x25 screws (2 pcs).

- ⚠ **Note:** If installing the lock case used with the smart lock kit, make sure that the lock case is the right way around (sliding snib above lock latch).

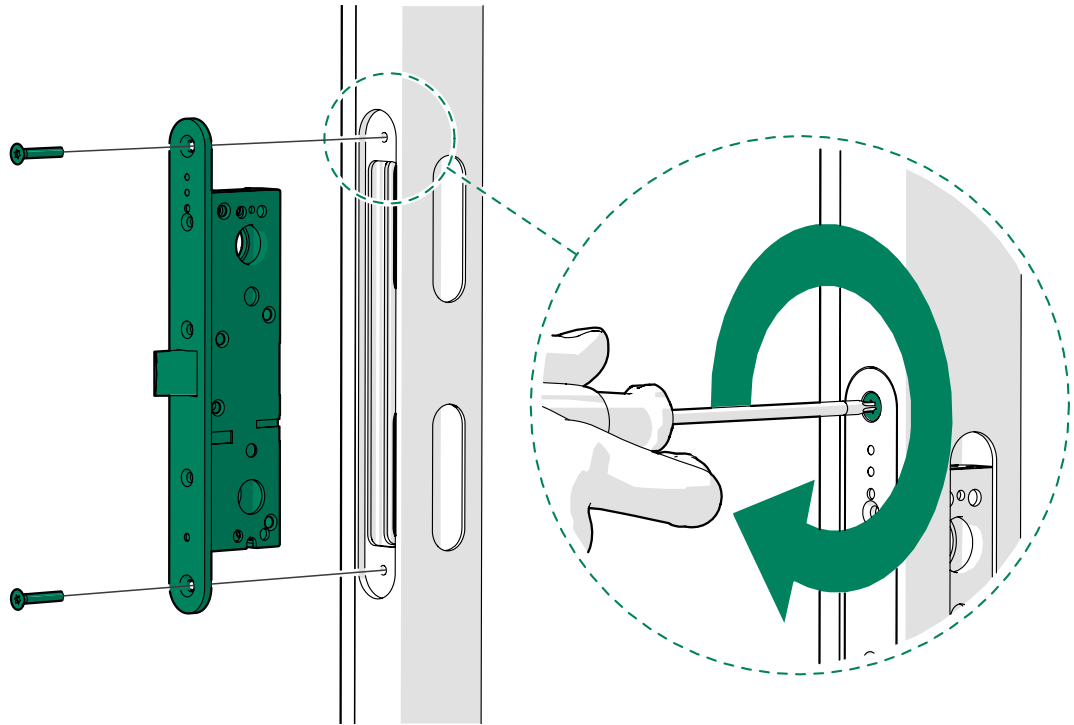


Figure 4: Standard lock case

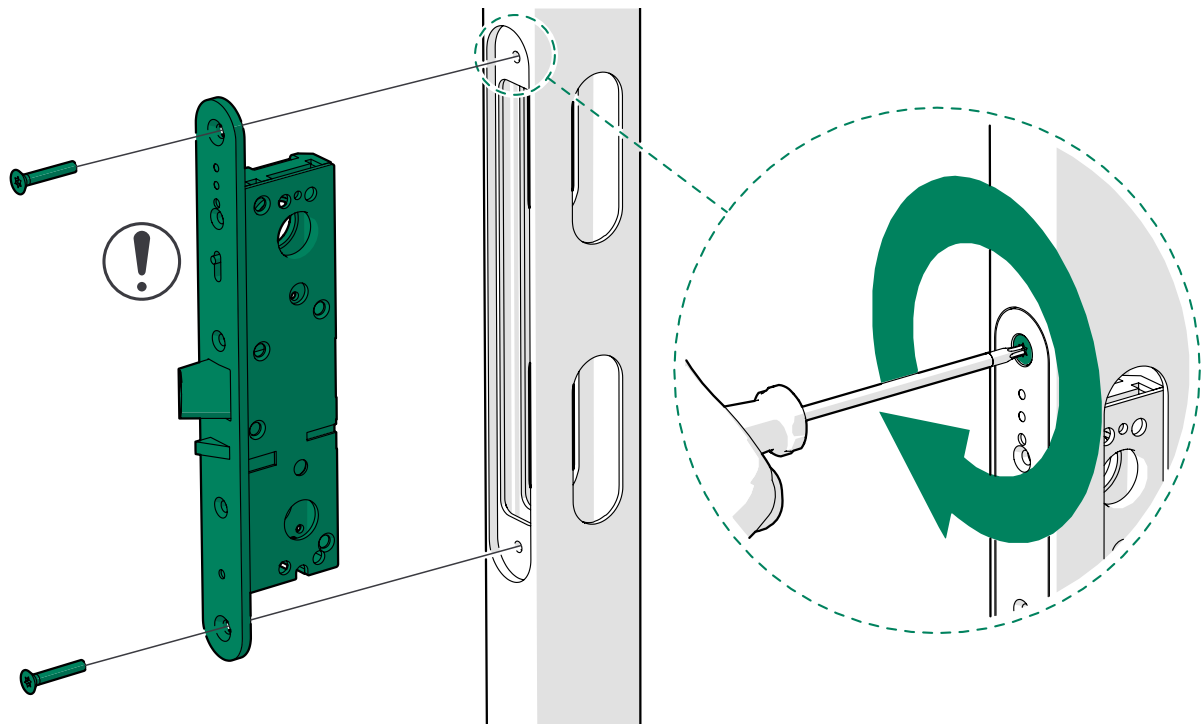


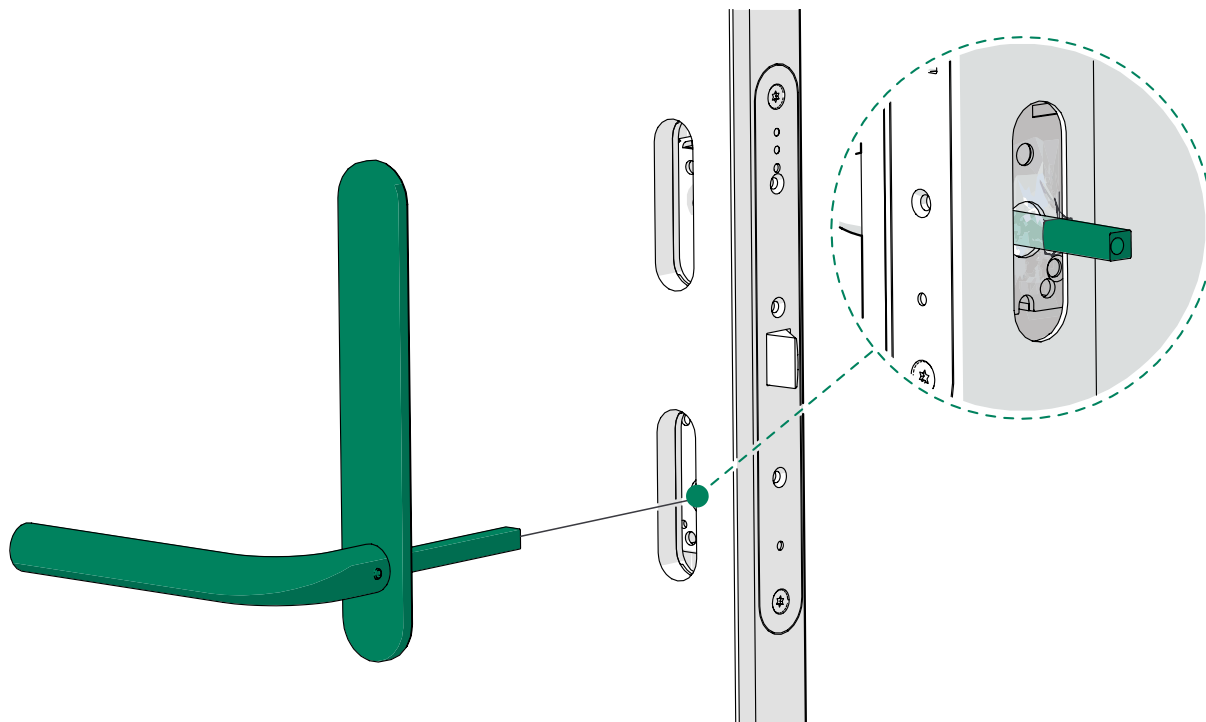
Figure 5: Lock case with Smart lock kit

13.5 Install the door handle

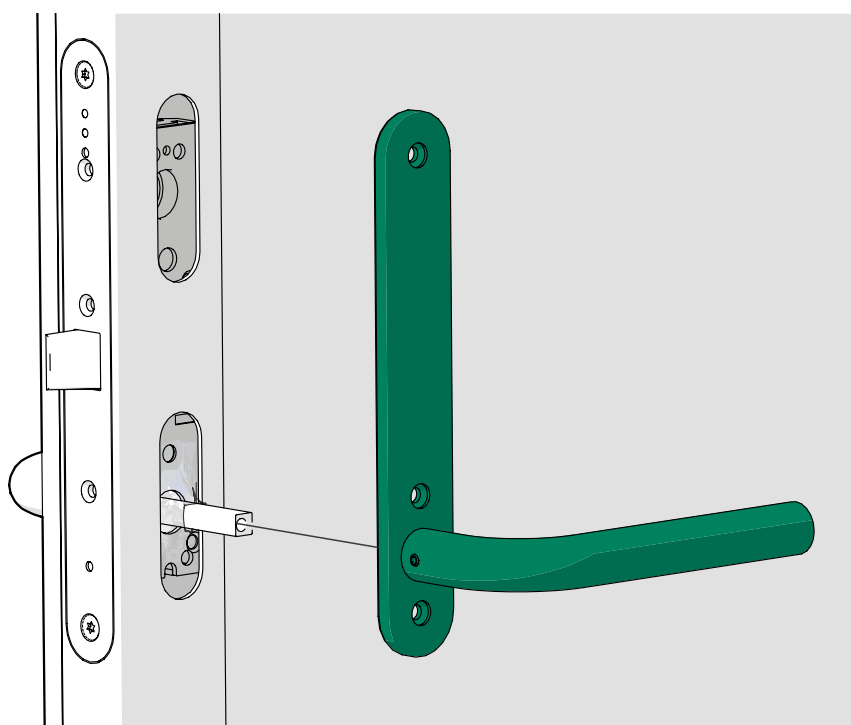
If you intend to install a smart lock handle to the door, see [Install the smart lock handle](#).

1. Remove the protective plastic on the inside of the door.

2. Push the handle with the spindle attached to it into place on the outside of the door. Pierce the plastic in the lock case with the spindle.



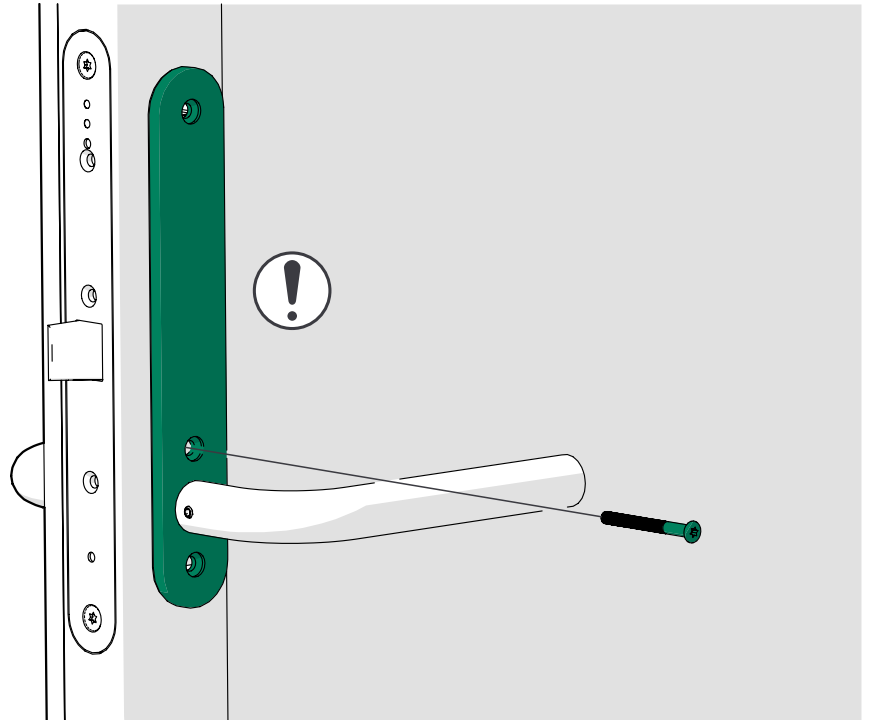
3. Push the second handle into place on the inside of the door.



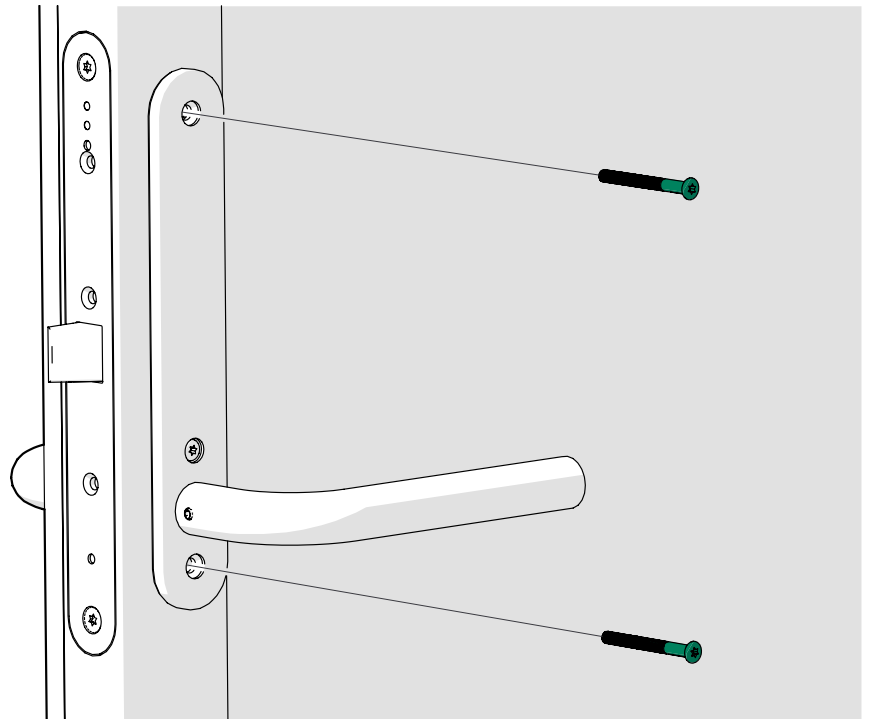
4. Install an M5x46 screw in the hole at the center of the handle from the inside of the door.



Note: Check that the cover plate is positioned straight.



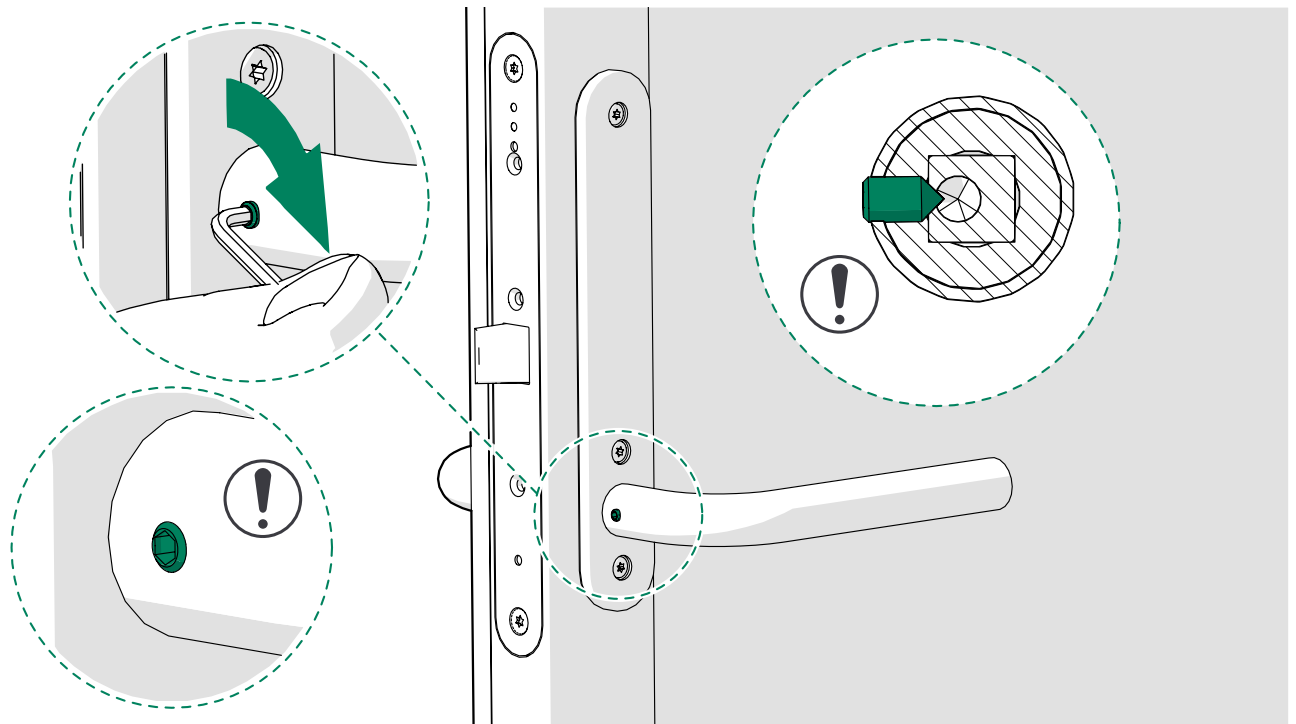
5. Install M5x46 screws (2 pcs) in the vacant holes from the inside of the door.



6. Tighten the set screw on the inside handle.

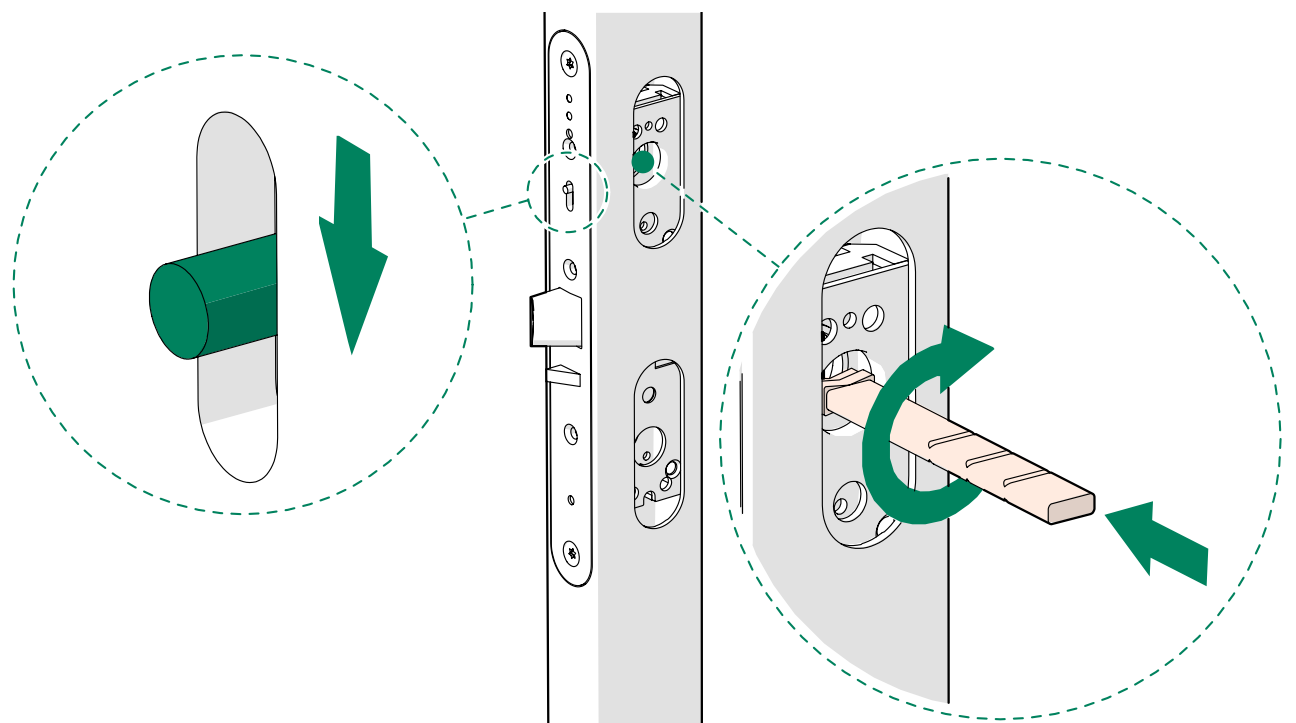
The resistance increases steadily until the screw pierces the spindle. You can feel the resistance stop when the set screw pierces the spindle.

- ⚠ **Note:** In the final position, the head of the set screw is slightly above the handle surface.



13.6 Install the smart lock handle (optional)

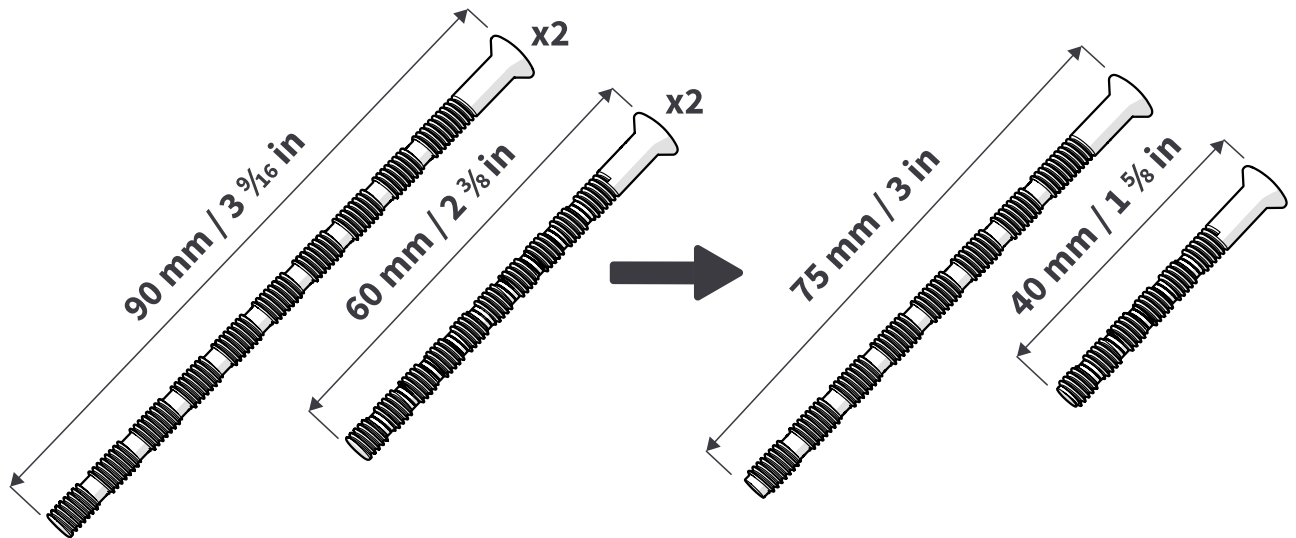
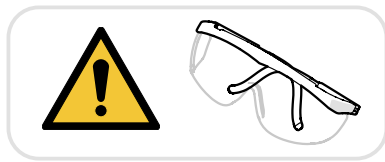
1. Turn the twist spindle in the upper opening in the door and press sliding snib down to the middle position to avoid the door from locking.



2. Shorten the M5 screws to the correct length.



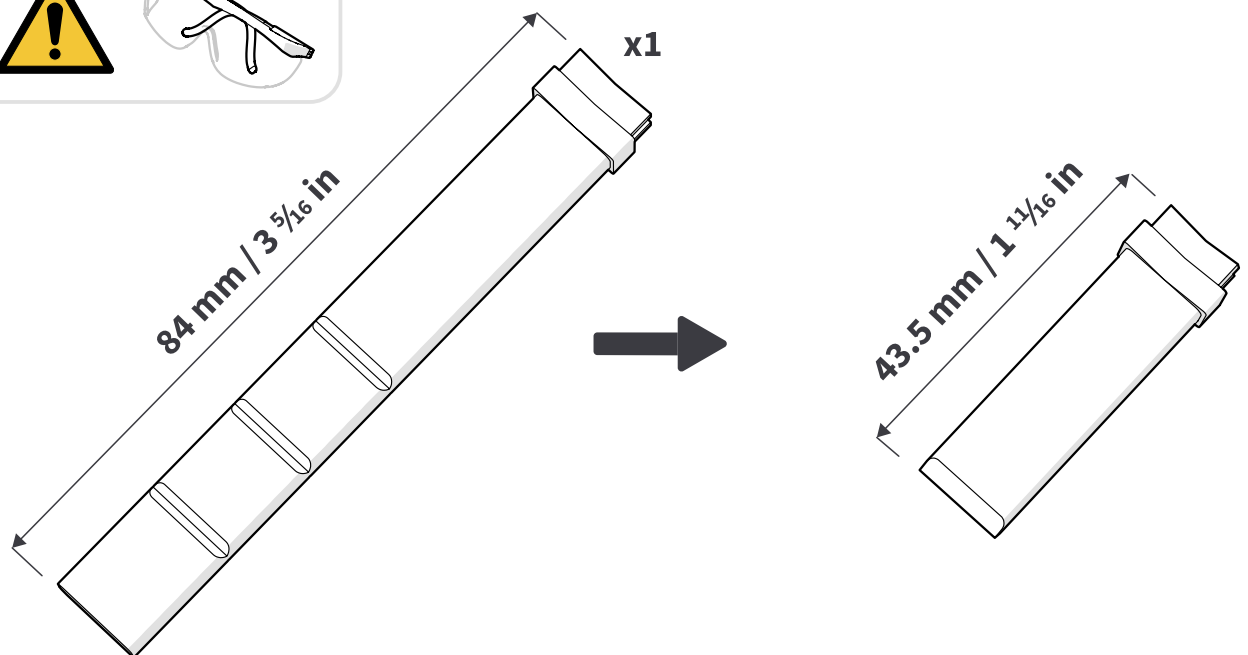
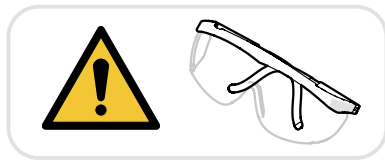
Warning: Wear safety glasses when cutting the screws.



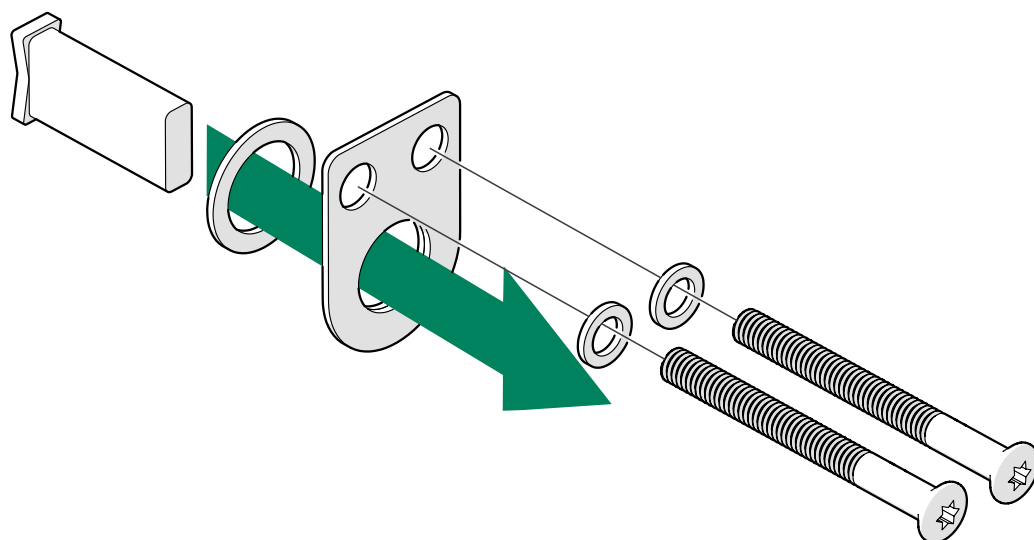
3. Shorten the twist spindle to the correct length at the first groove in the twist spindle.



Warning: Wear safety glasses when cutting the twist spindle.



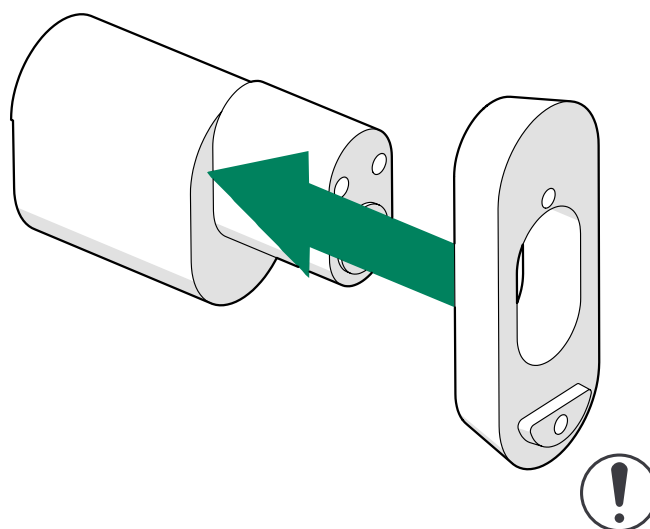
4. Assemble the connector plate, twist spindle, and the previously cut M5x40 screws (2 pcs).




5. Assemble the smart lock cylinder and the cylinder escutcheon.

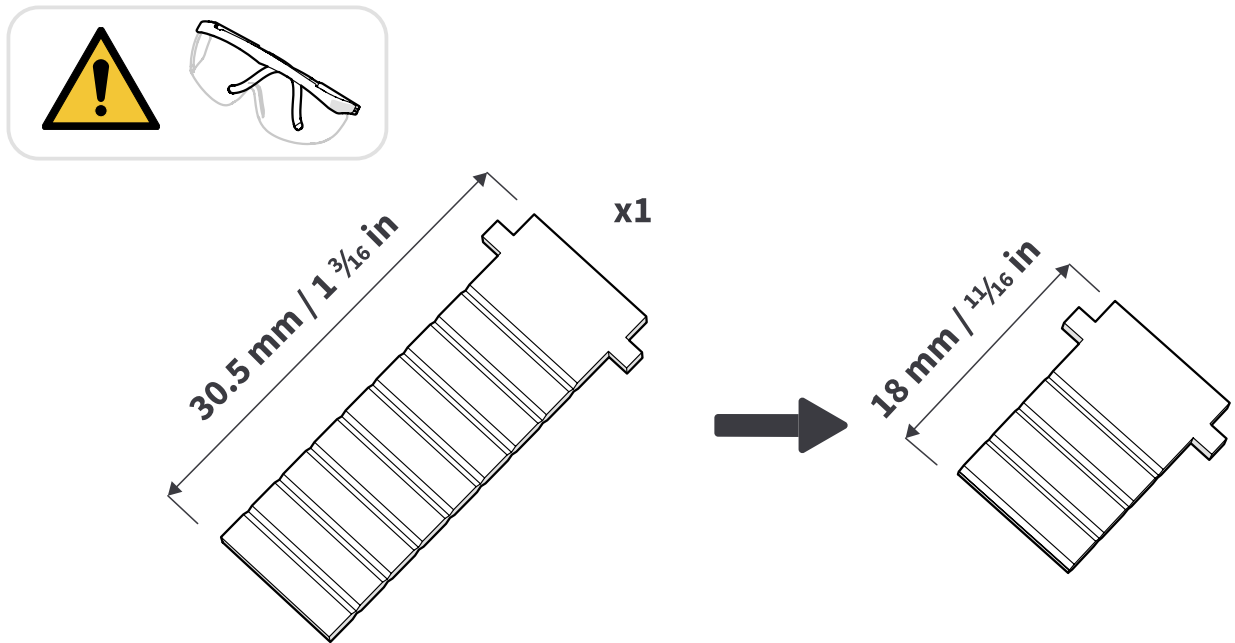


Note: Make sure that you install the cylinder escutcheon the right side up.

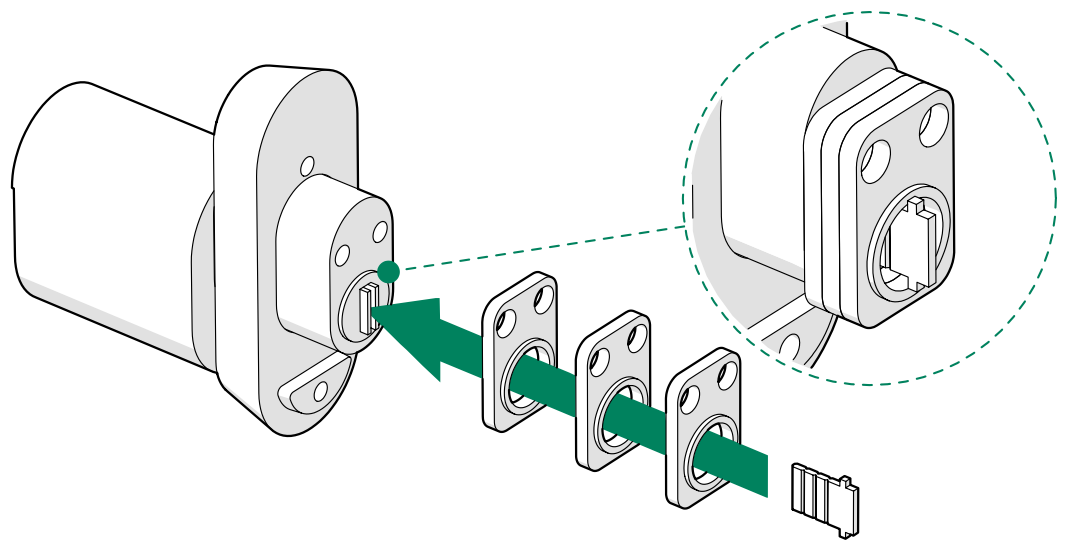


6. Shorten the twist spindle to the correct length at the third groove in the twist spindle.

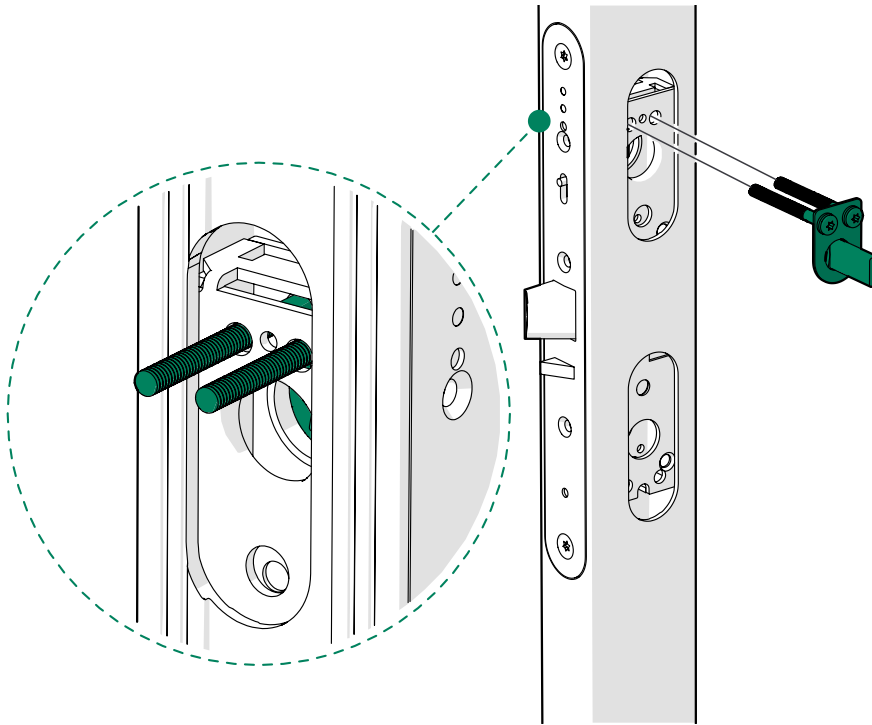
 **Warning:** Wear safety glasses when cutting the twist spindle.



7. Push the twist spindle through the extension plates to the smart lock.
Extension plates are not needed if the cylinder lock is 38 mm or longer.



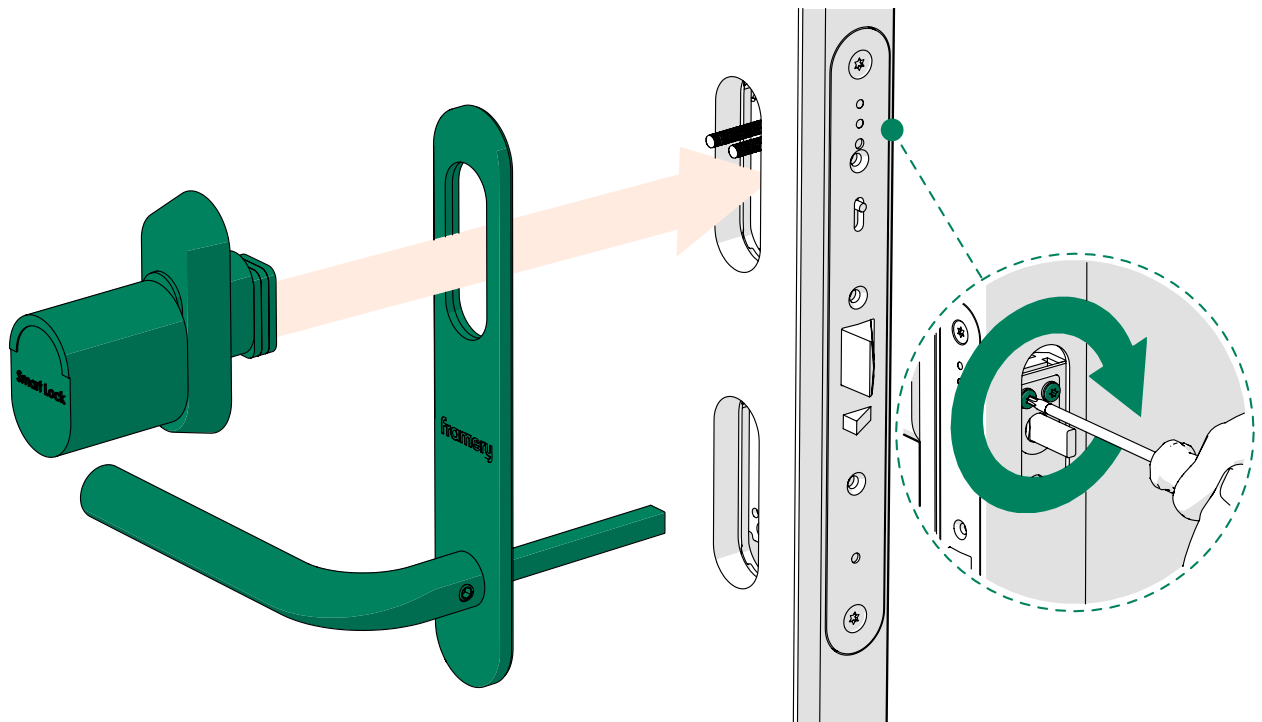
8. Place the connector plate assembly onto the upper opening in the door.



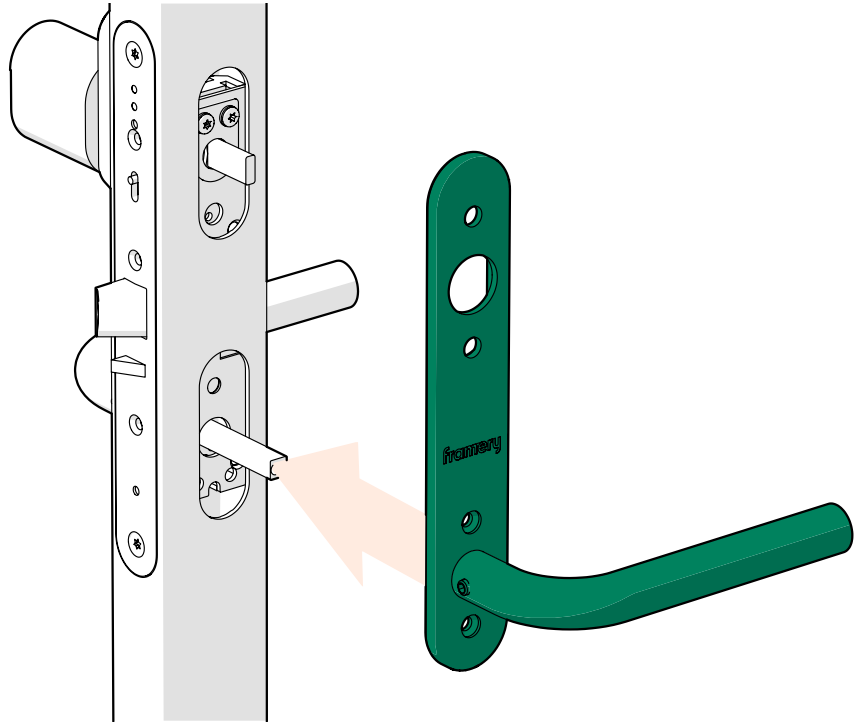
9. Install the smart lock assembly and the door handle with the spindle onto the door from outside, and tighten the screws (2 pcs) from inside.

Use a manual screwdriver to tighten the screws. Do not overtighten.

If the lock latch does not return easily to the starting position, loosen the screws slightly and check the lock function again.



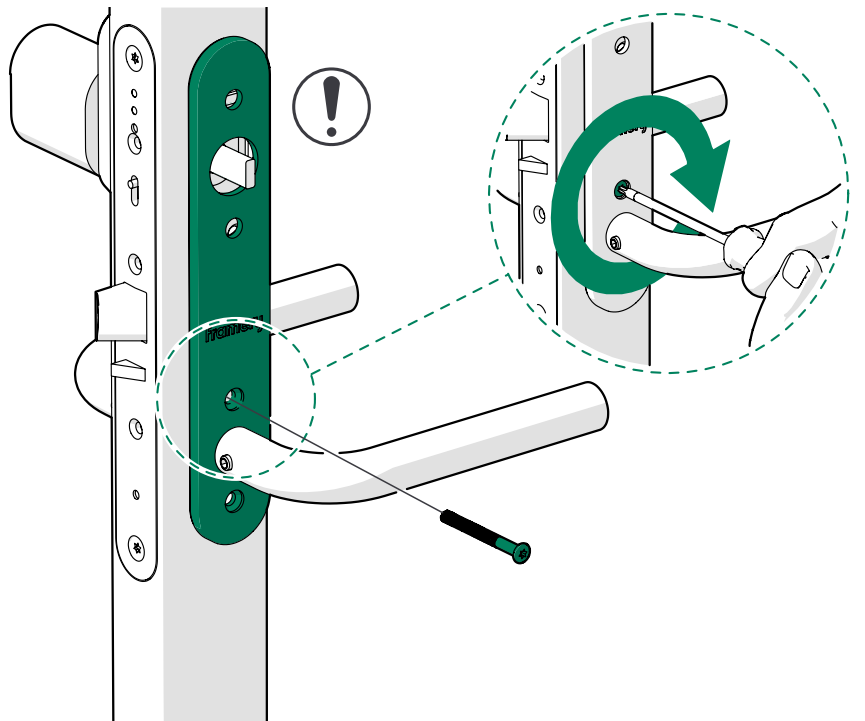
10. Push the counter part of the door handle onto the door from inside.



11. Tighten the M5x32 screw above the door handle from inside.

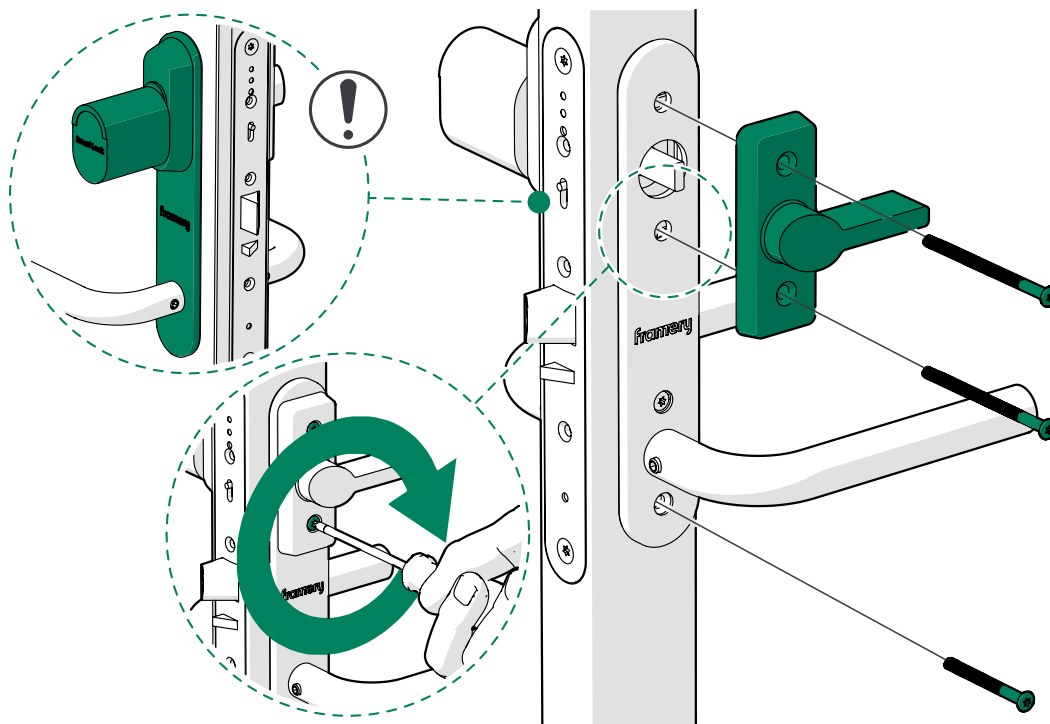


Note: Check the straightness of the cover plate before fully tightening the screw.



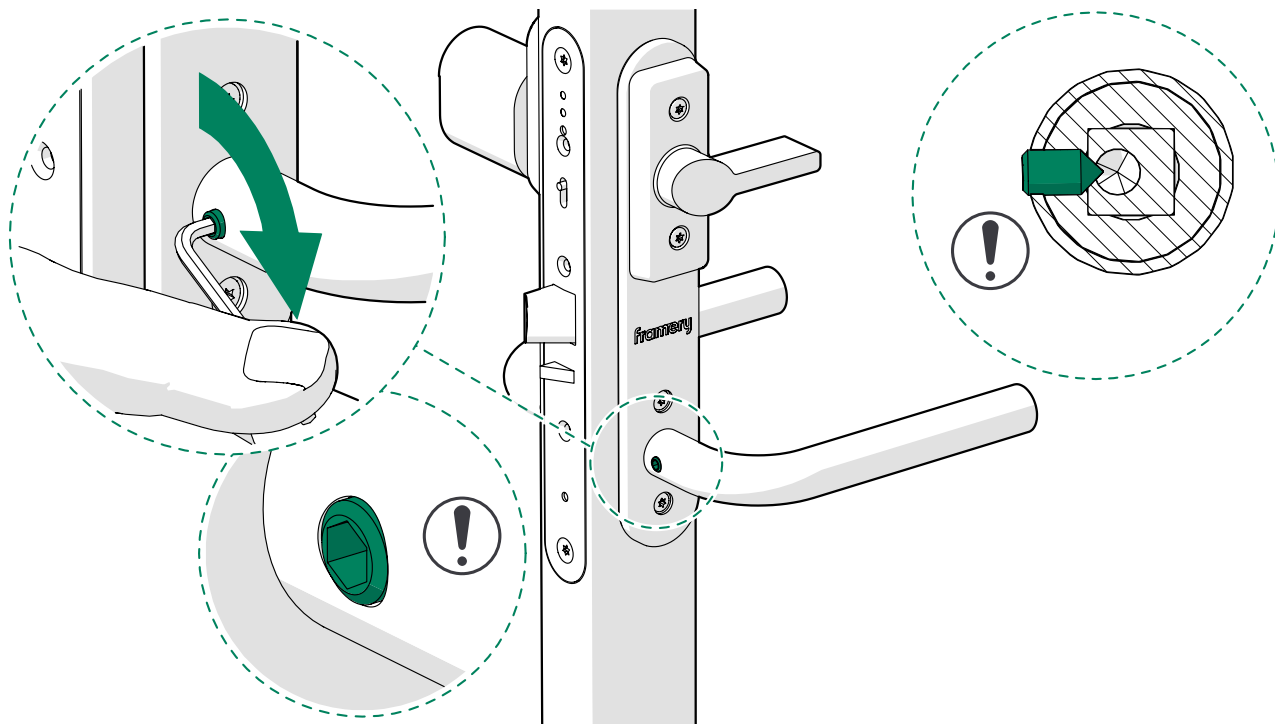
12. Install the thumb turn with the previously cut M5x61 screws (2 pcs), and the handle plate with the remaining M5x32 screw from inside.

⚠ **Note:** Check the straightness of the cover plate outside the door before fully tightening the thumb turn screws.



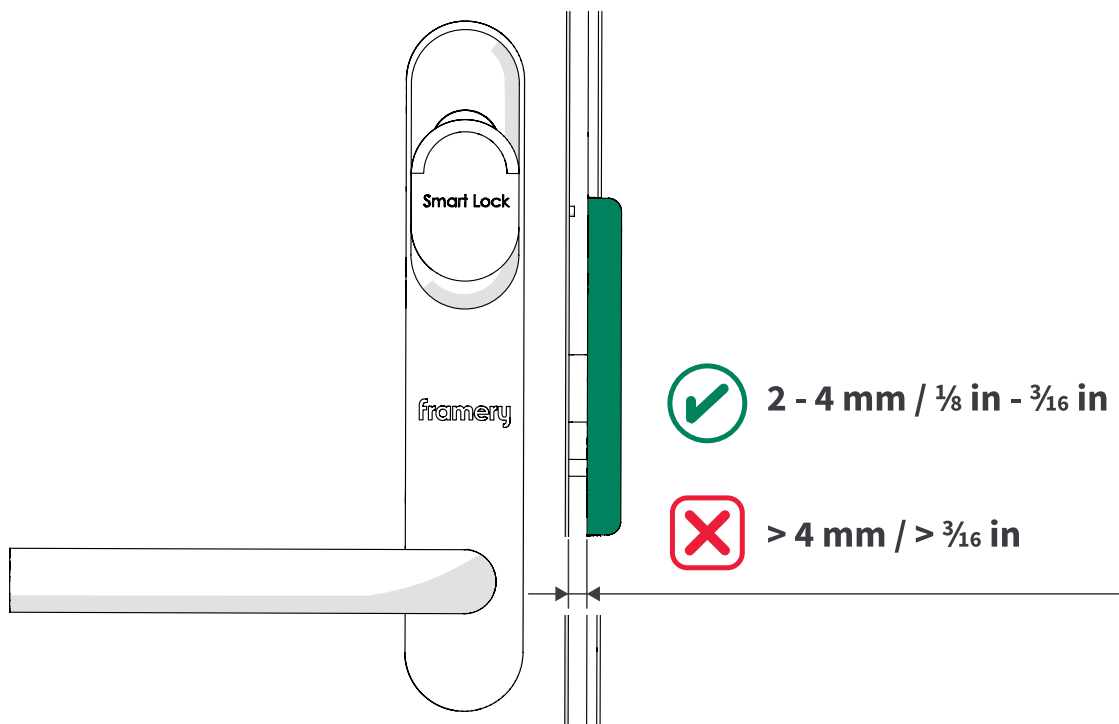
13. Tighten the set screw on the inside handle.

⚠ **Note:** Tighten the set screw. The resistance increases steadily until the screw pierces the spindle. In the final position, the head of the set screw is slightly above the handle surface.



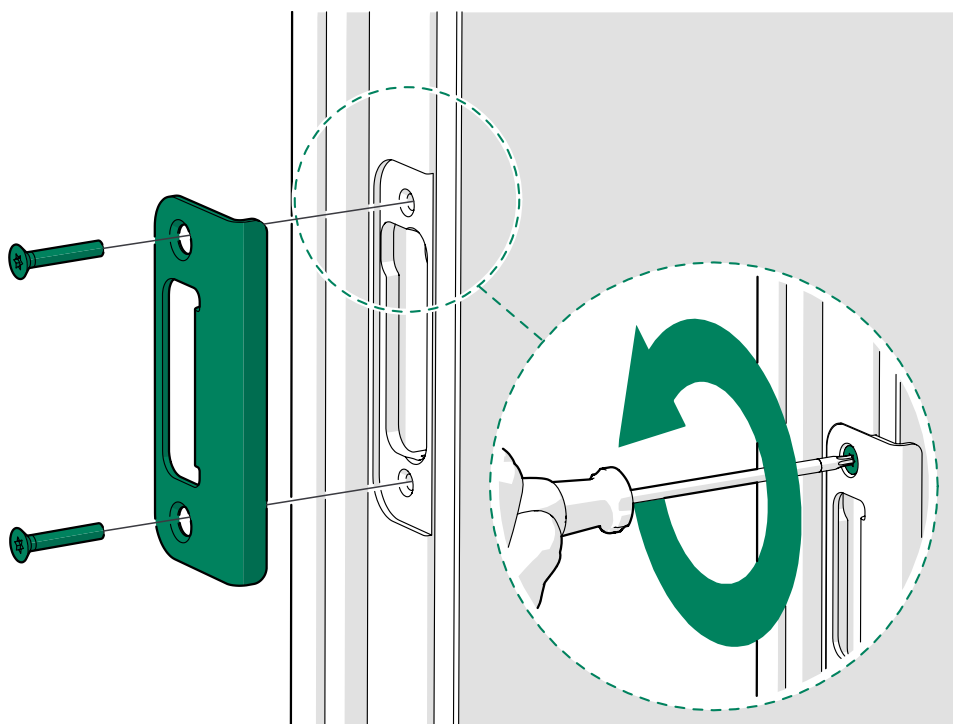
14. Check the gap between the lock and the strike plate.

If the gap is larger than 4 mm, see **Adjust the strike plate**.

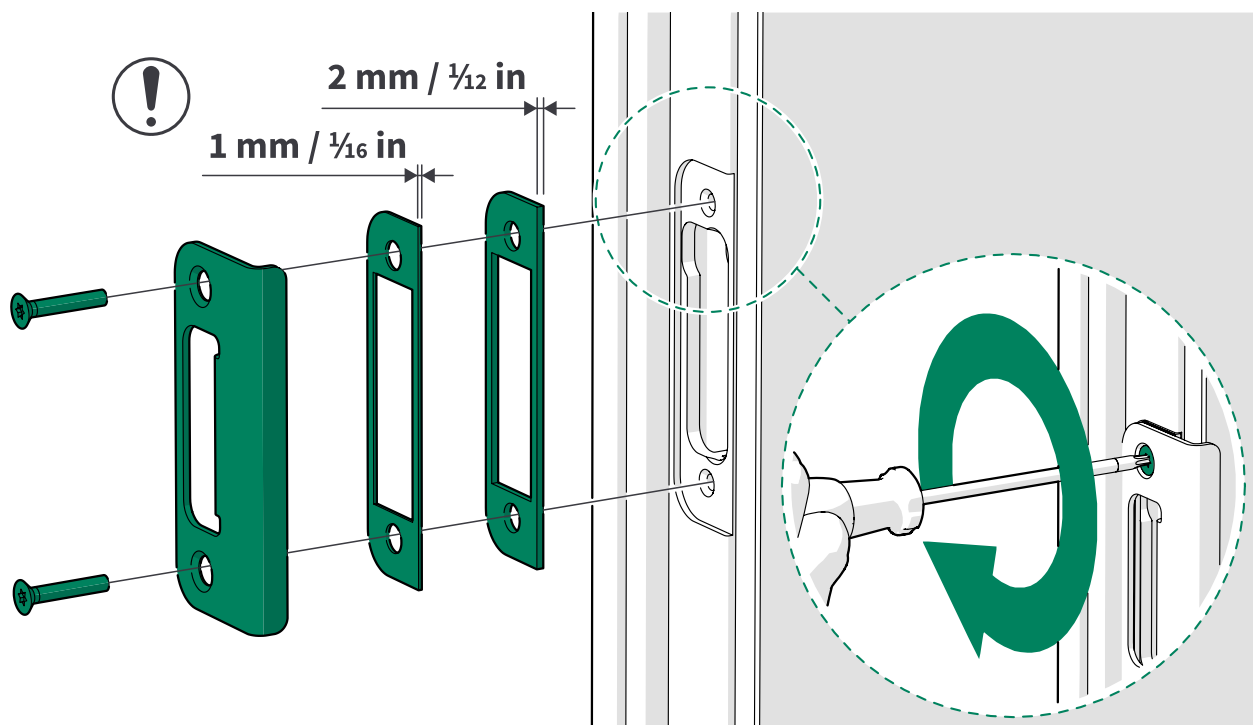
**13.6.1 Adjust the strike plate**

The gap between the lock and strike plate can be adjusted with the adjustment plates included in the delivery.

1. Remove the strike plate.

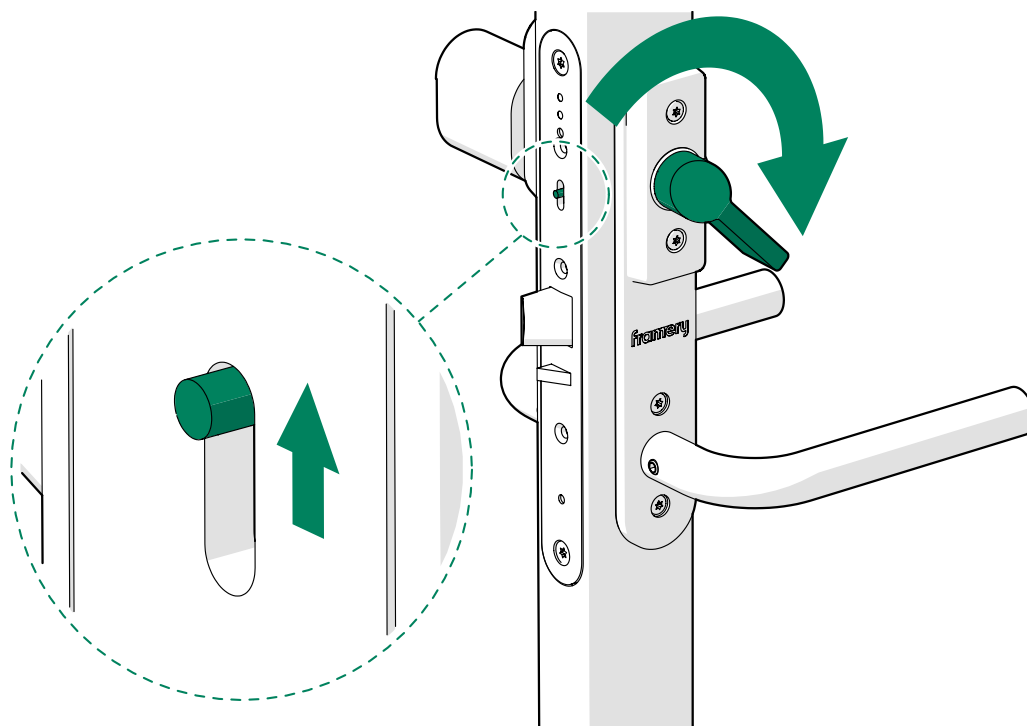


2. Re-install the strike plate and the adjustment plates.

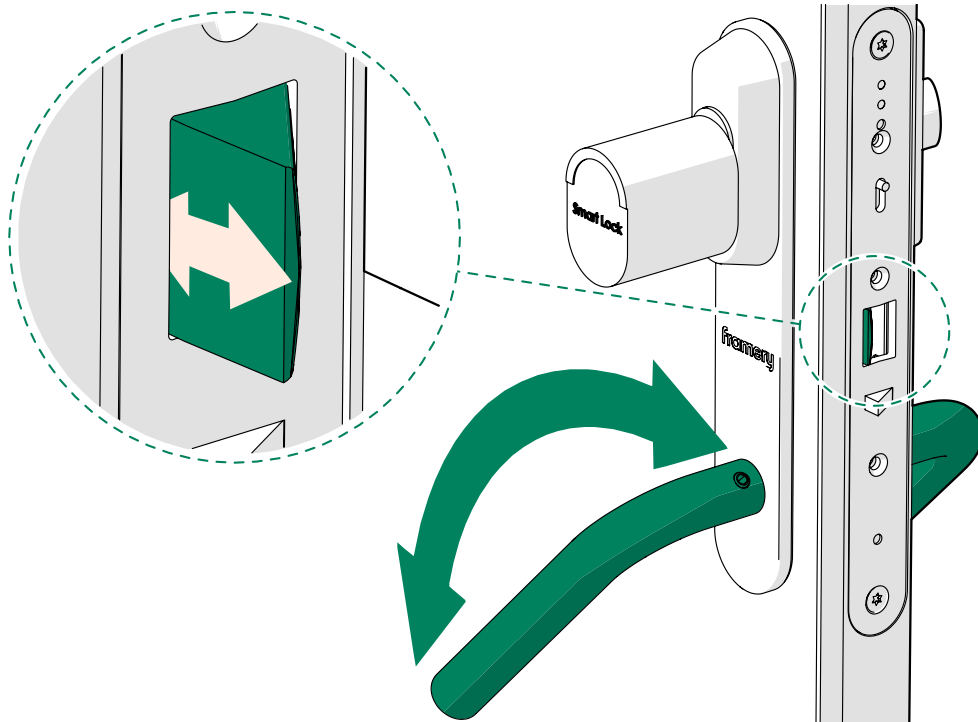


13.6.2 Check the lock function

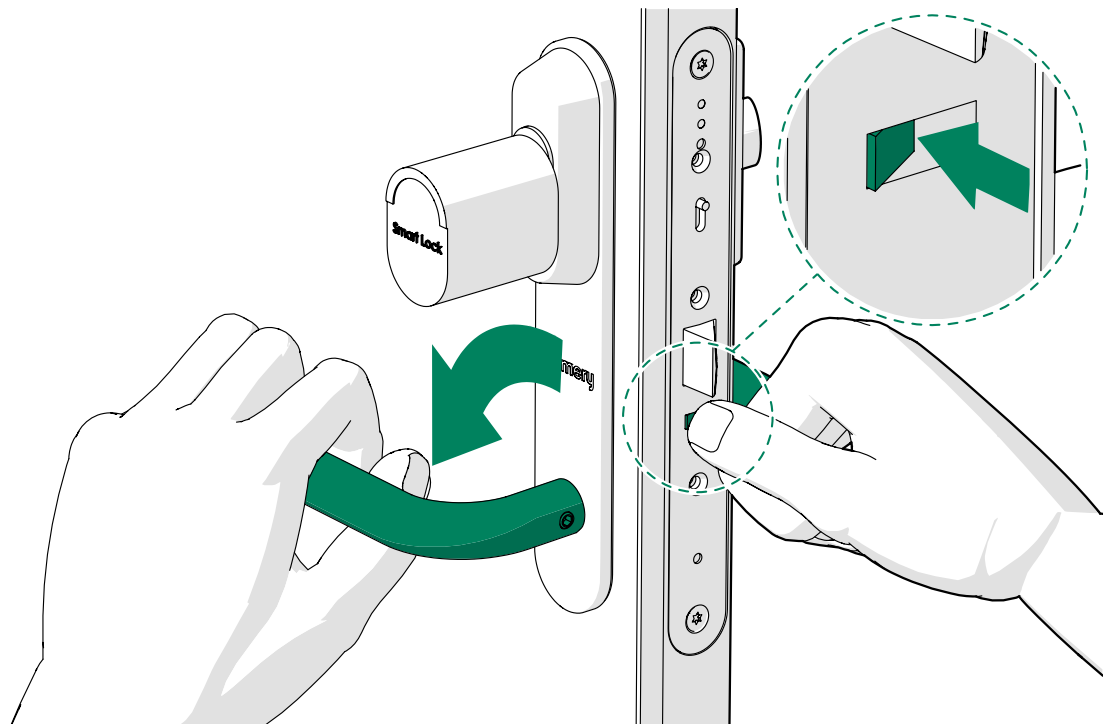
1. With the door open, press the thumb turn down and push the sliding snib up.



2. Press the door handle down to check the lock latch function.
If the lock latch does not return easily to the starting position, see for instructions.

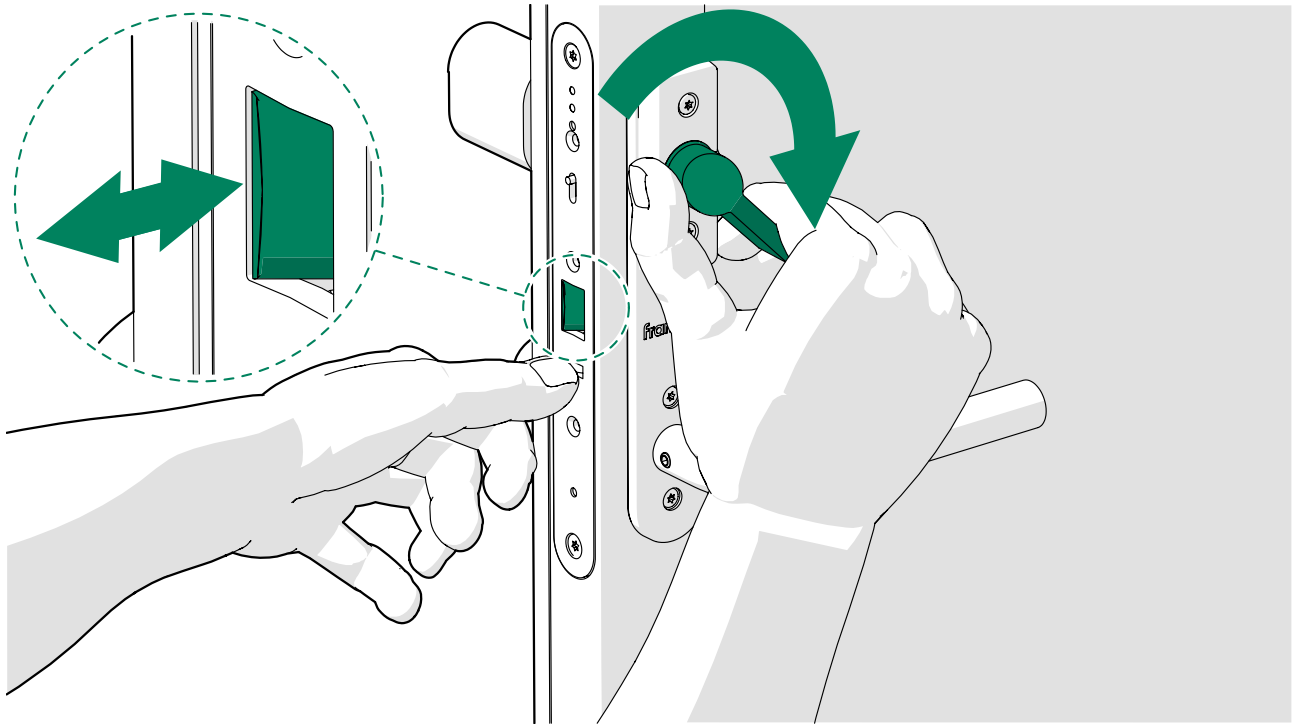


3. Press the smaller latch in with your thumb and try pressing the door handle down.
If the handle cannot be pressed down, the lock functions correctly.

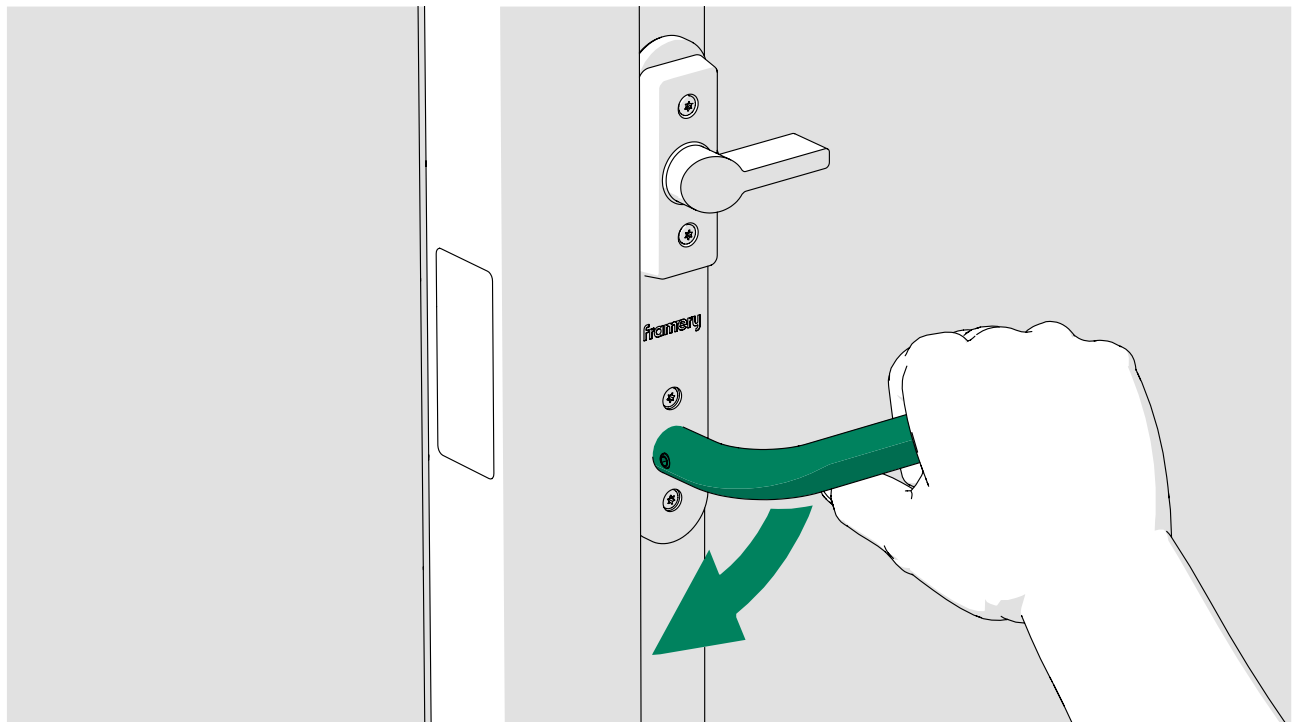


4. With the smaller latch pressed in, press the thumb turn down to test the lock latch function.

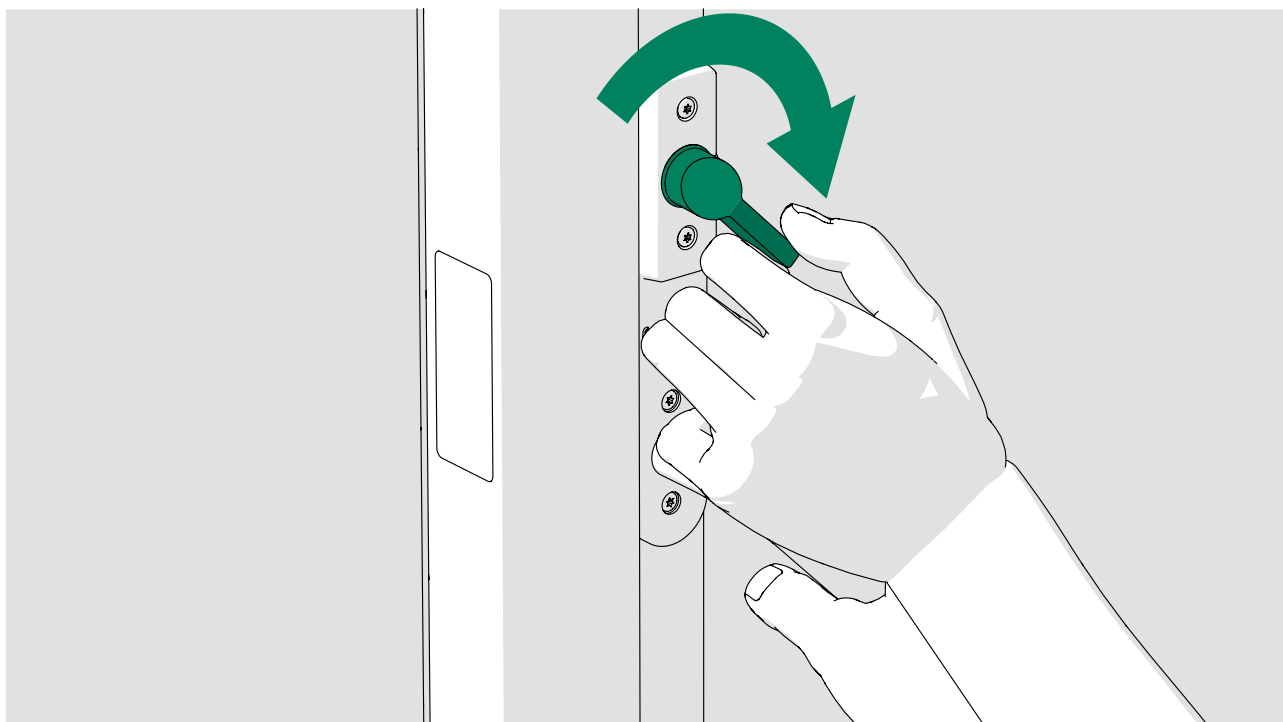
The lock latch should retract inside the lock case.



5. Go into the pod and close the door. Press the door handle down. The door should not open.



6. Press the door handle and the thumb turn down.
The door should open.



7. Program the smart lock as instructed by the manufacturer.

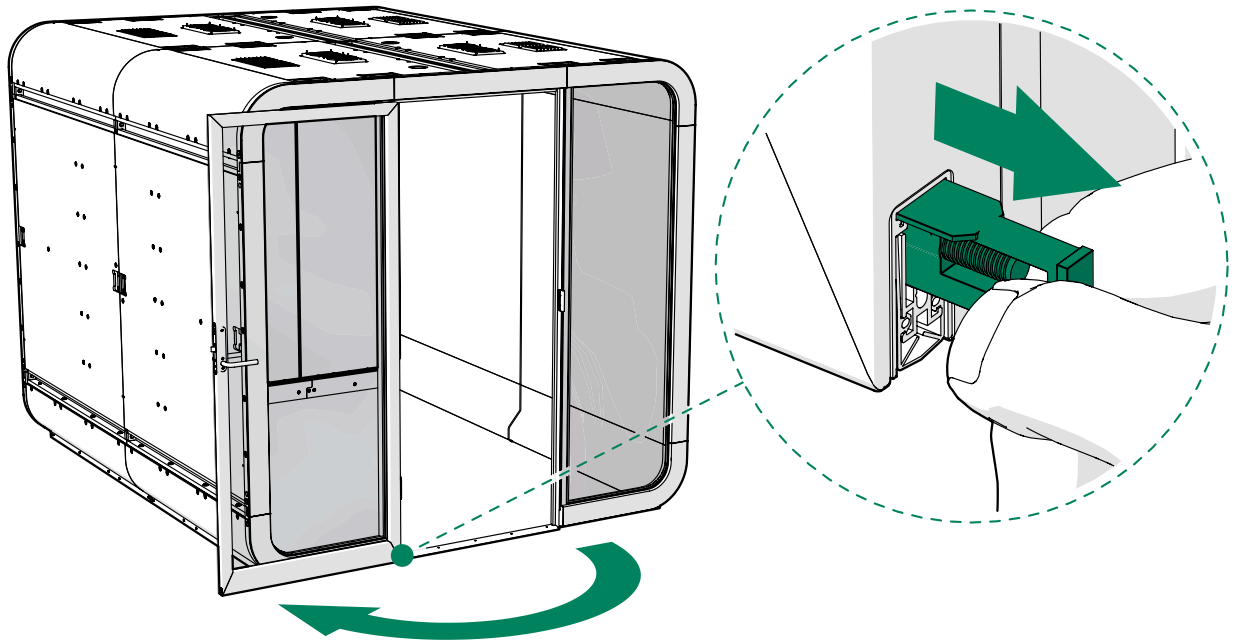


Note: Once the smart lock system is in use, the door cannot be opened by pressing the door handle down.

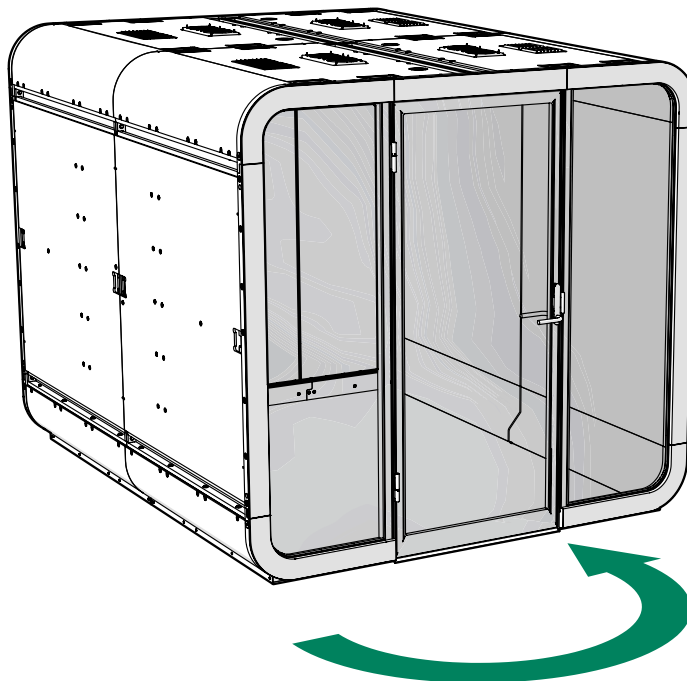
13.7 Adjust the door height

Before the adjustments, test the operation of the door. If the door catches on the floor threshold, you can lift the door a maximum of 3 mm (1/8 in). In all cases, it is recommended to adjust the height of the door to a position where the hinge halves do not rub against each other.

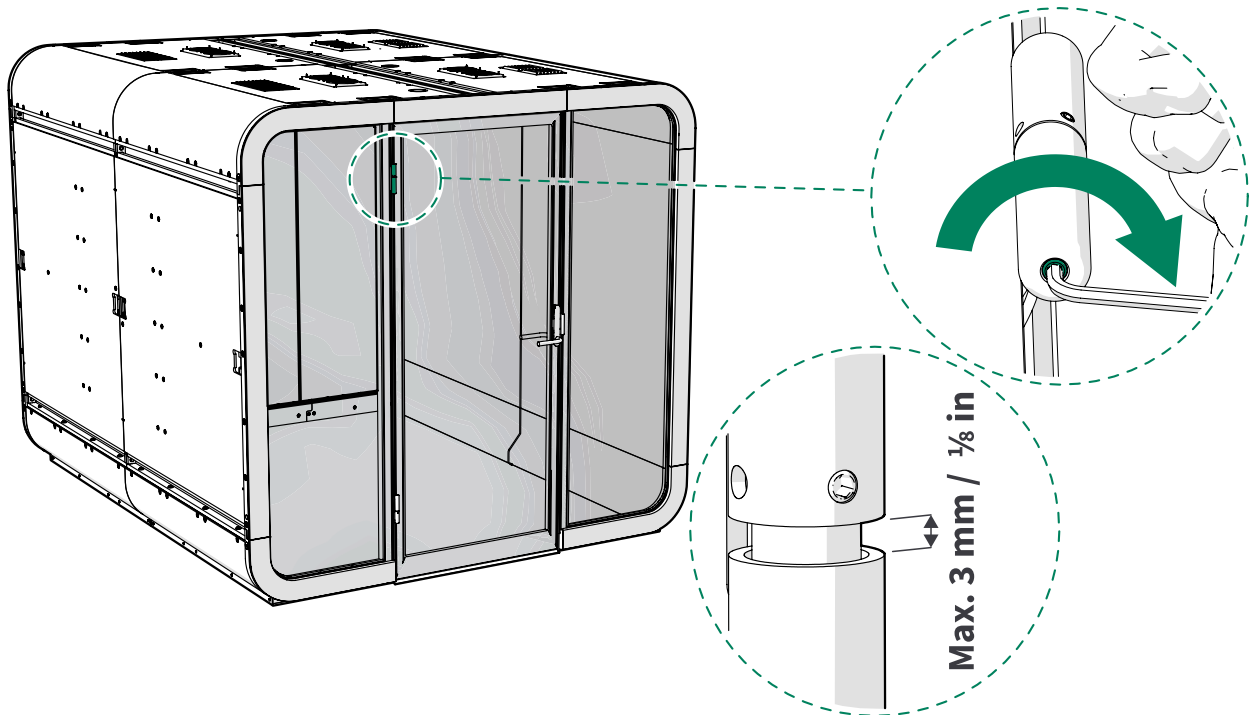
1. Pull out the adjustment stick from the lower inside frame of the door.



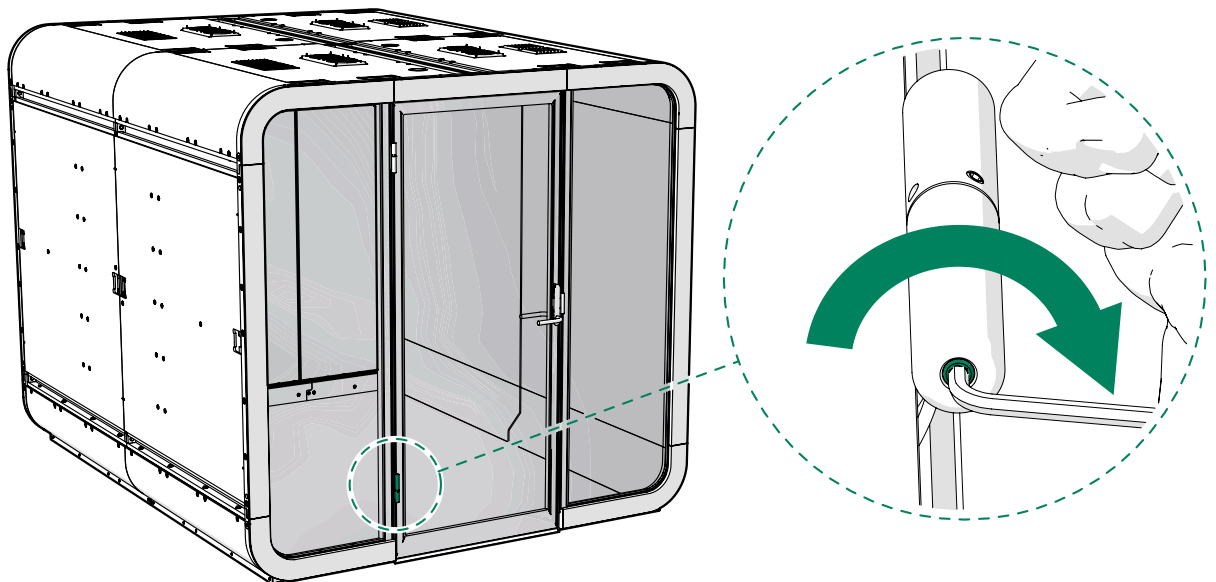
2. Close the door.



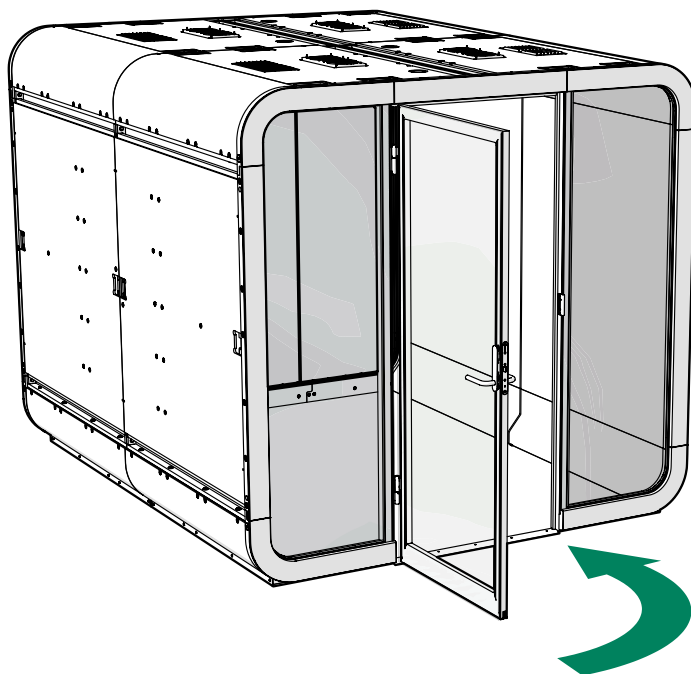
3. Turn the bottom screw of the upper hinge clockwise with a hex key.
Lift the door a maximum of 3 mm (1/8 in).



4. Adjust the lower hinge to the same level as the upper hinge.
The lower hinge is at the same level with the upper hinge when you feel resistance.

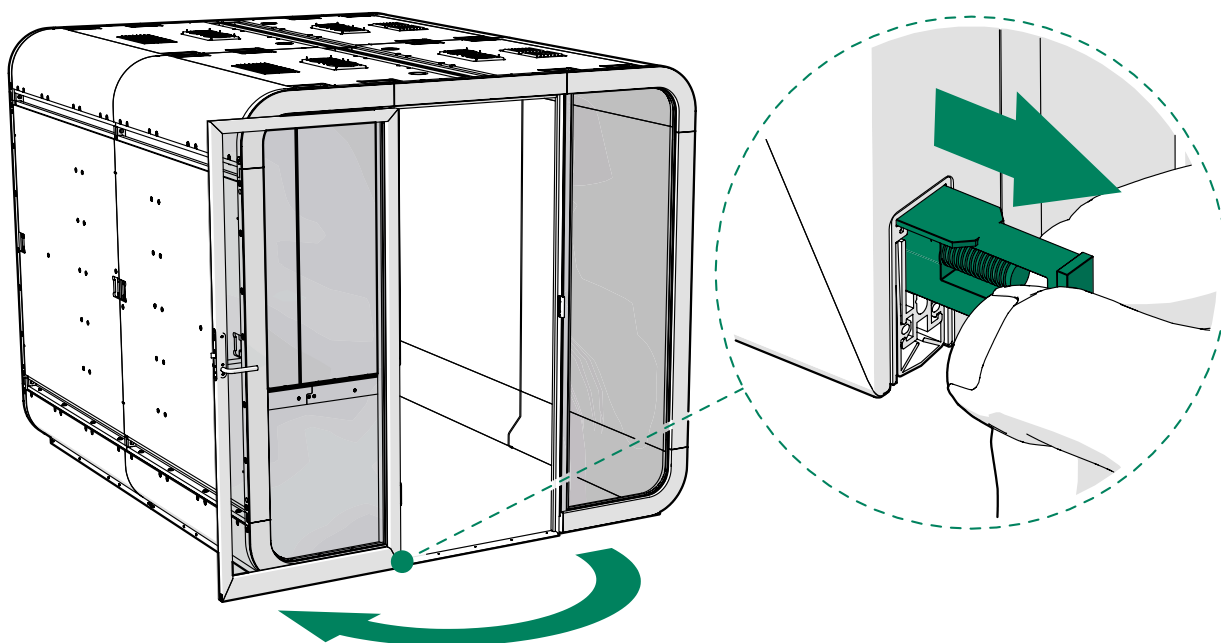


5. Make sure that the door closes correctly and smoothly.



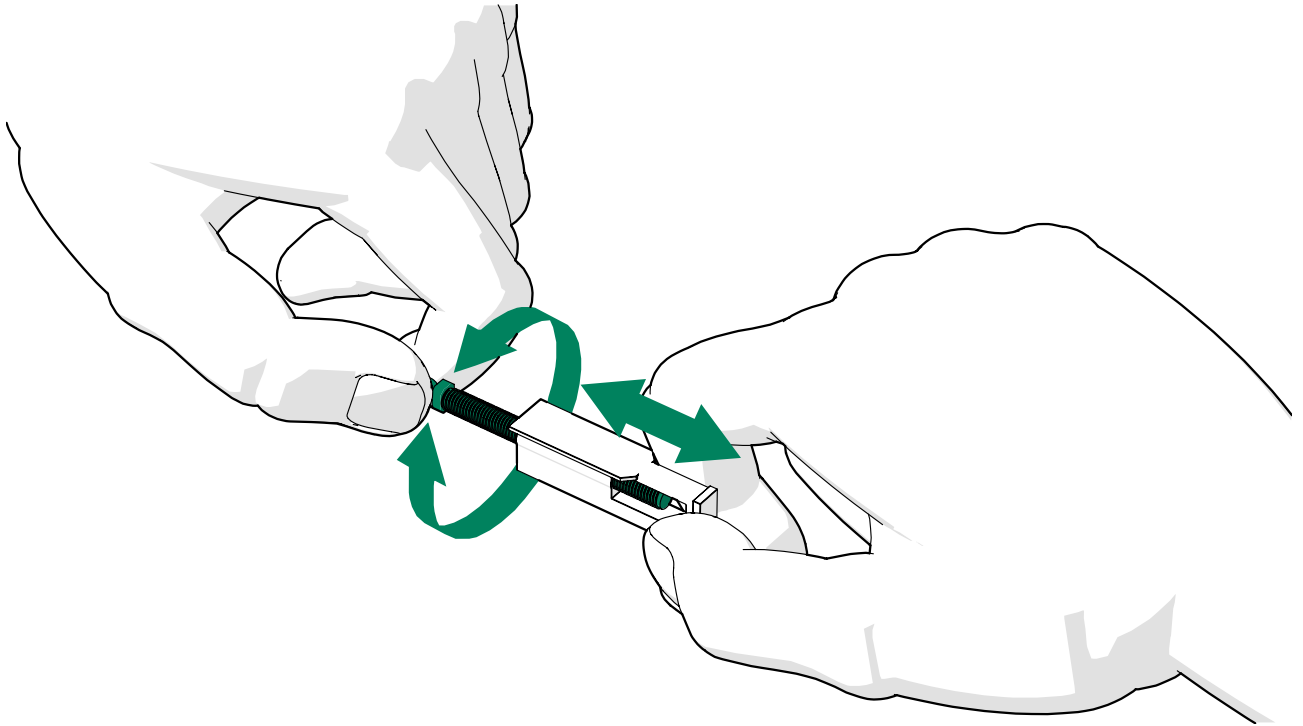
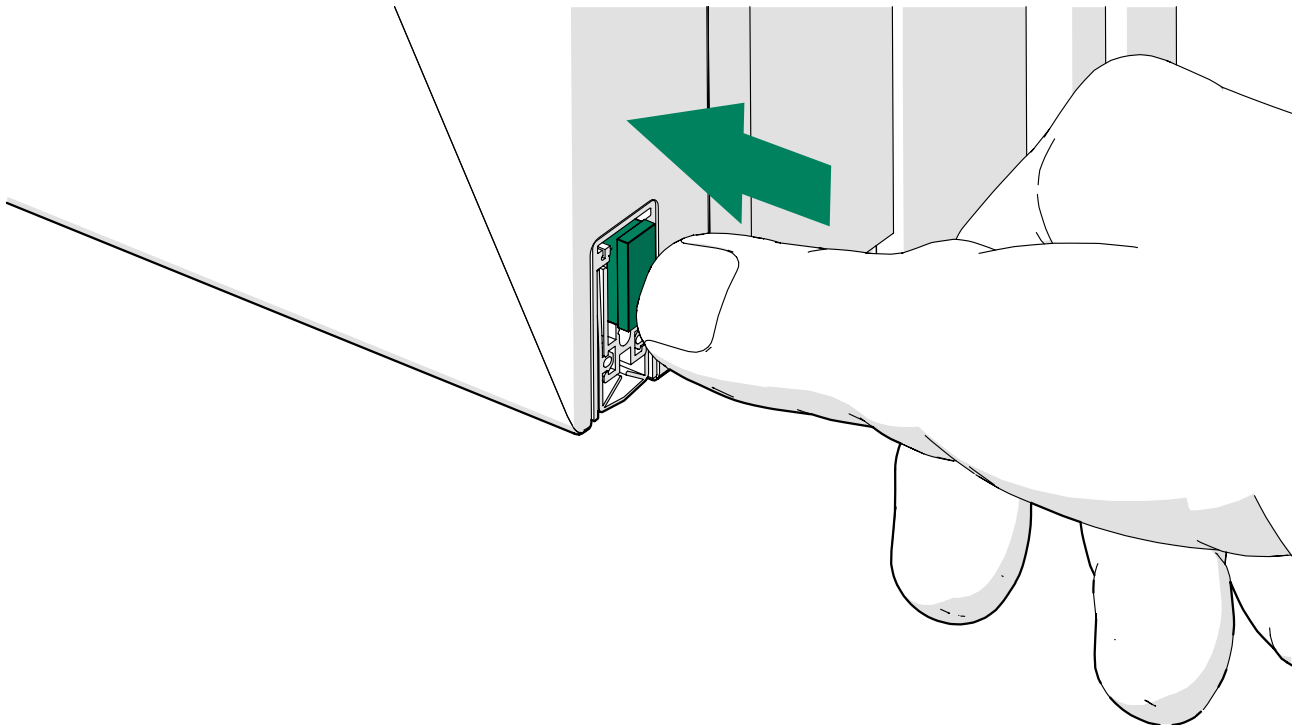
13.8 Adjust the automatic door seal

1. Pull out the adjustment stick from the lower inside frame of the door.



2. Adjust the screw on the stick.

The further the stick comes out of the door frame, the lower the door seal descends.
The seal descends automatically when you close the door.

**3. Push the stick back into place with a snap.****4. Check with a flashlight that there is no gap under the door.**

If the light shines through from under the door, readjust the door seal.

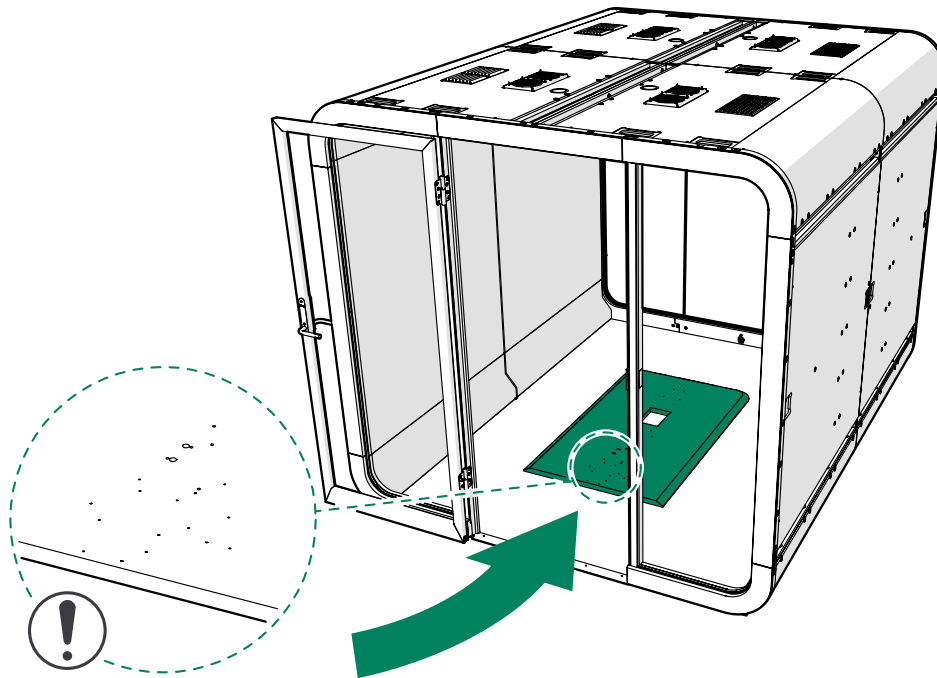
14 Install the interior and electrics

14.1 Install the metal box to the table top

1. Lift the table top into the pod upside down.

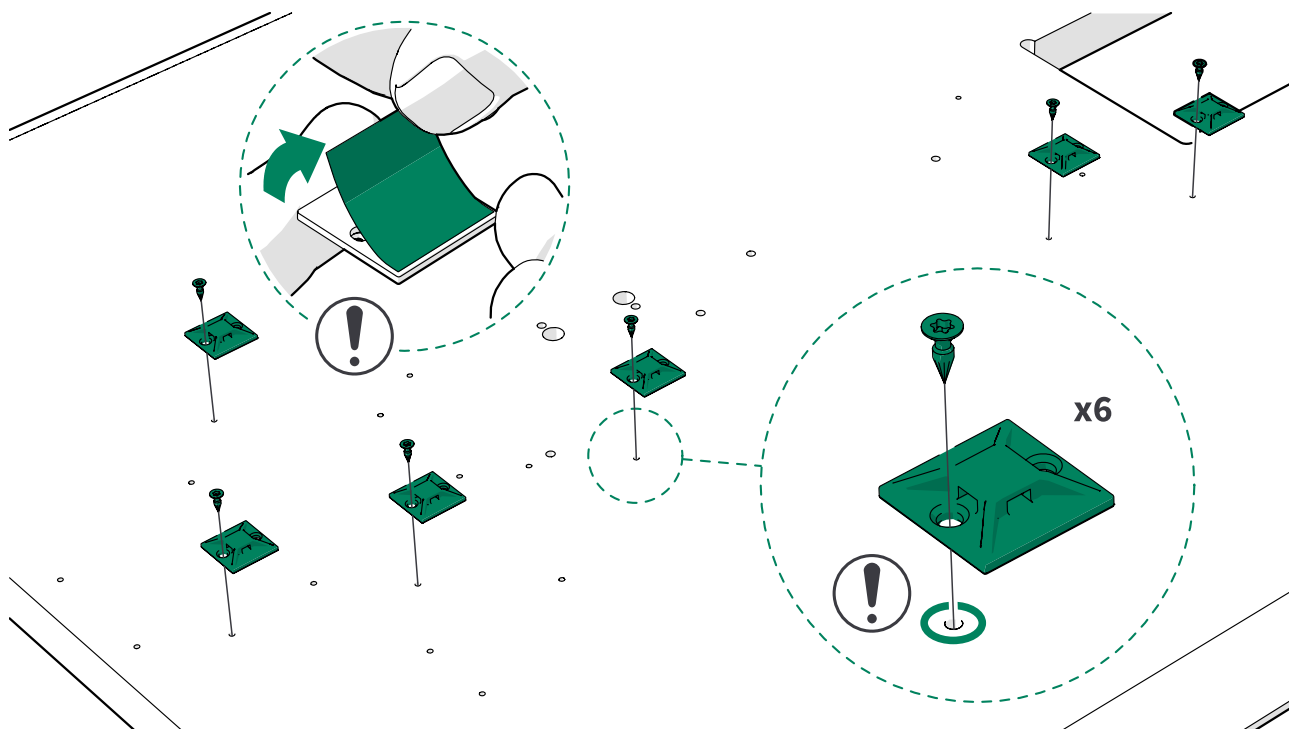


Note: Make sure that the ready-made holes are upwards.

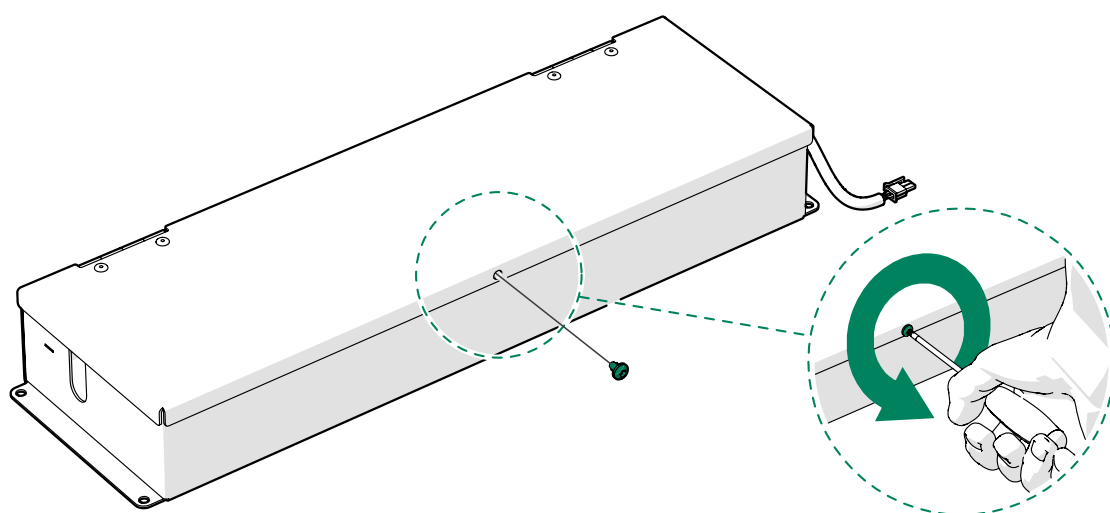


2. Install the cable holders with 3.5x16 screws (6 pcs) into the holes in the bottom of the table top.

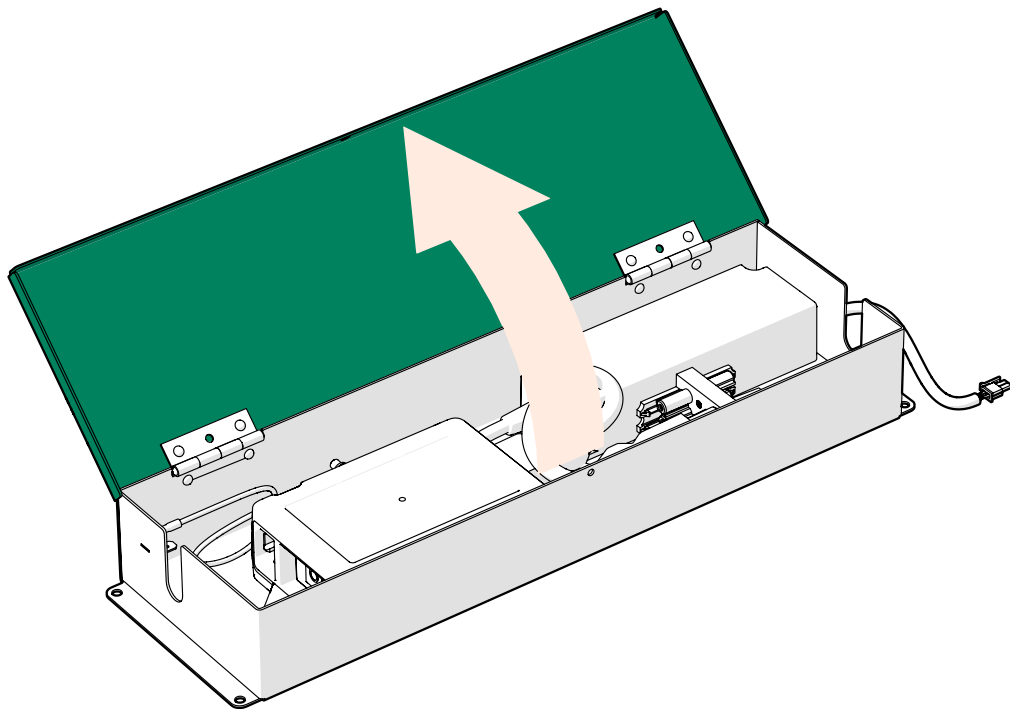
- ⚠ **Note:** Make sure that you remove the cover of the adhesive surface on the backside of the cable holders.
- ⚠ **Note:** Make sure that you install the cable holders to the ready-made holes.



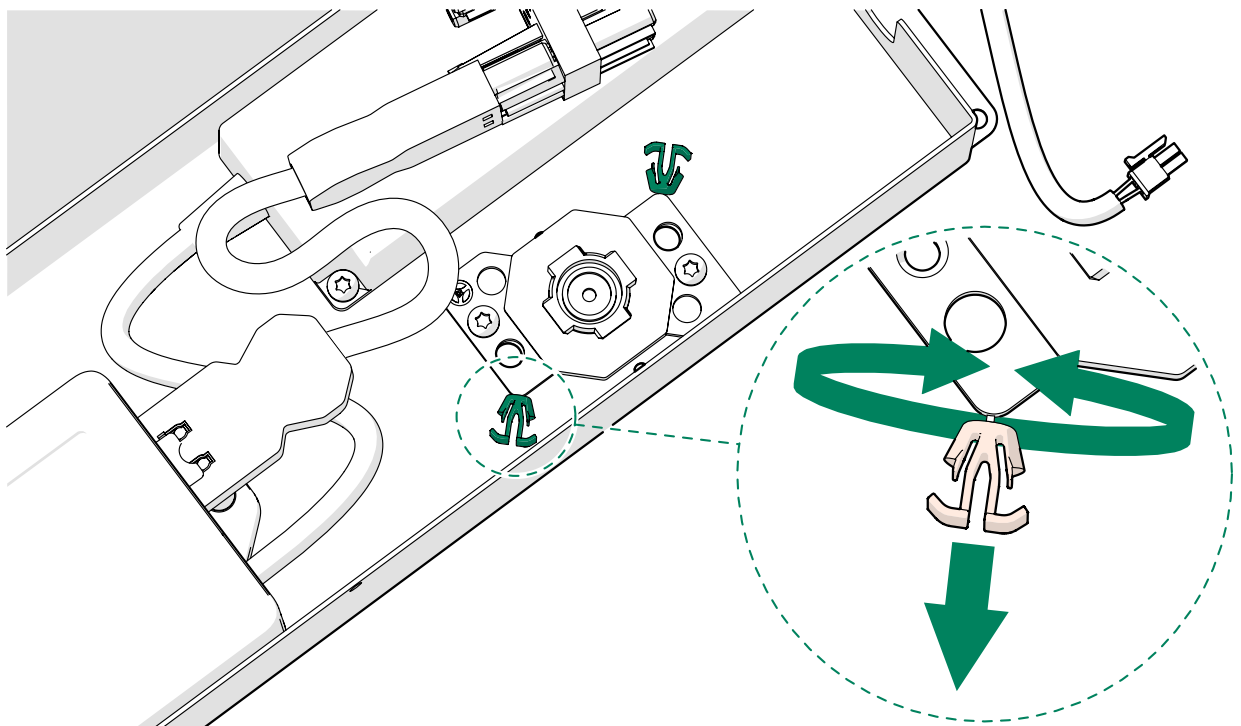
3. Remove the M4x6 screw from the lid of the metal box.



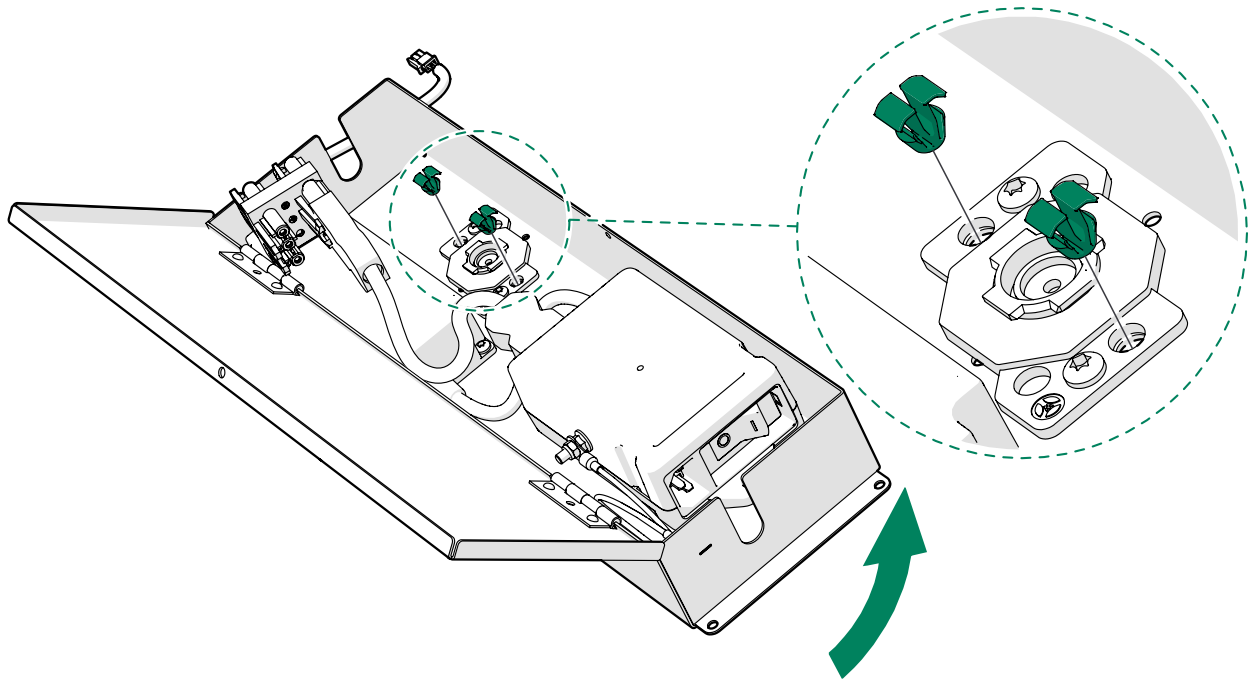
4. Open the lid of the metal box.



5. Remove the plastic inserts from the corners of the GST splitter baseplate.



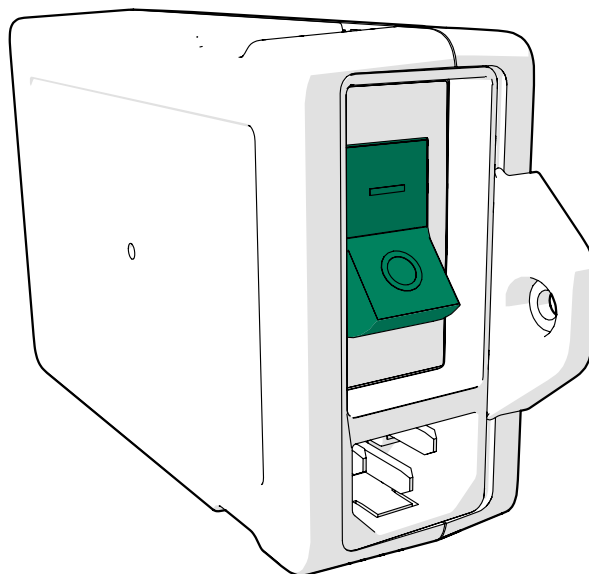
6. Tilt the metal box and push the plastic insert into the holes in the baseplate.



7. Make sure that the ON/OFF switch of the power unit is in the "I" position.



Note: If there is no ON/OFF switch, the power is always ON.



8. Install the metal box with electrics to the bottom of the table top with 4x20 screws (4 pcs).

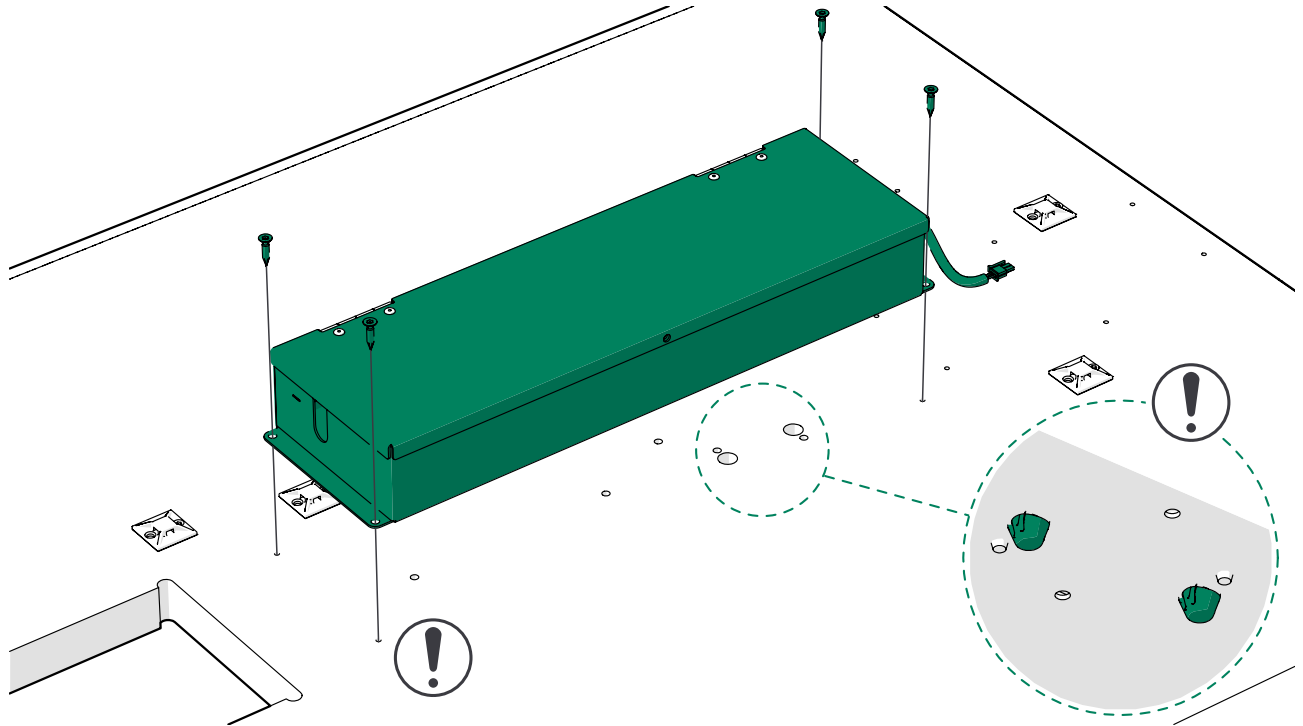
The inserts in the baseplate guide the metal box to the correct place on the bottom of the table top.



Note: Make sure that you install the metal box to the ready-made holes.



Note: Make sure that the DC converter cord is on the wall-side of the table top.

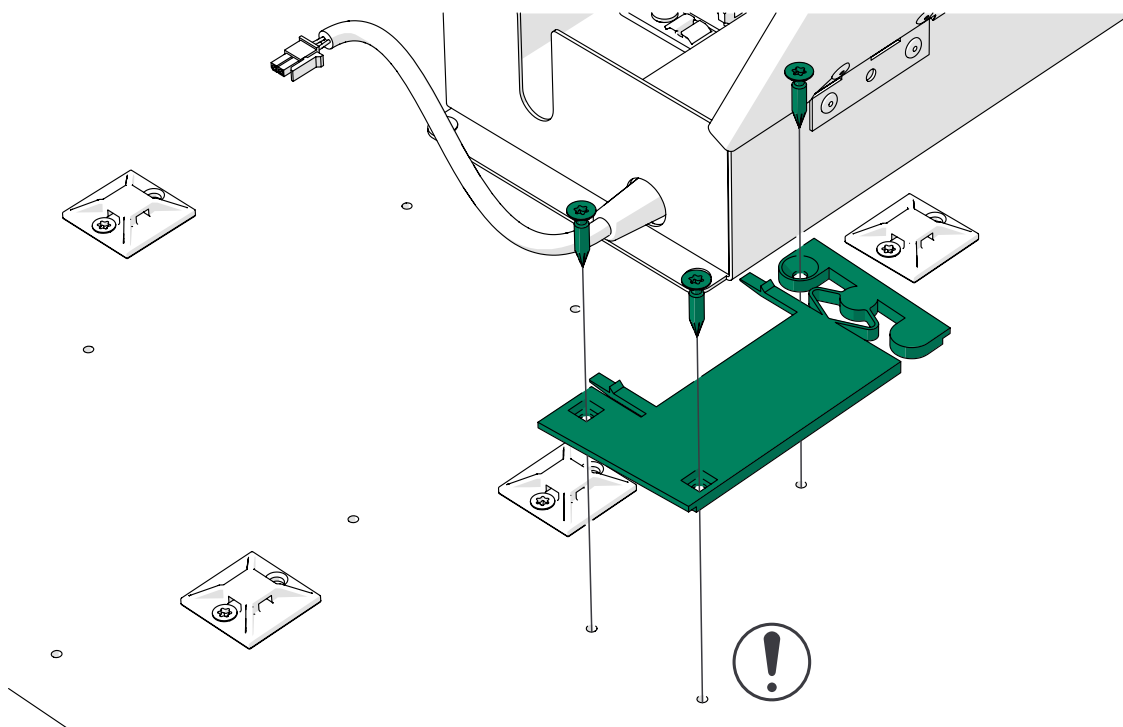


14.2 Install the power outlet to the table top

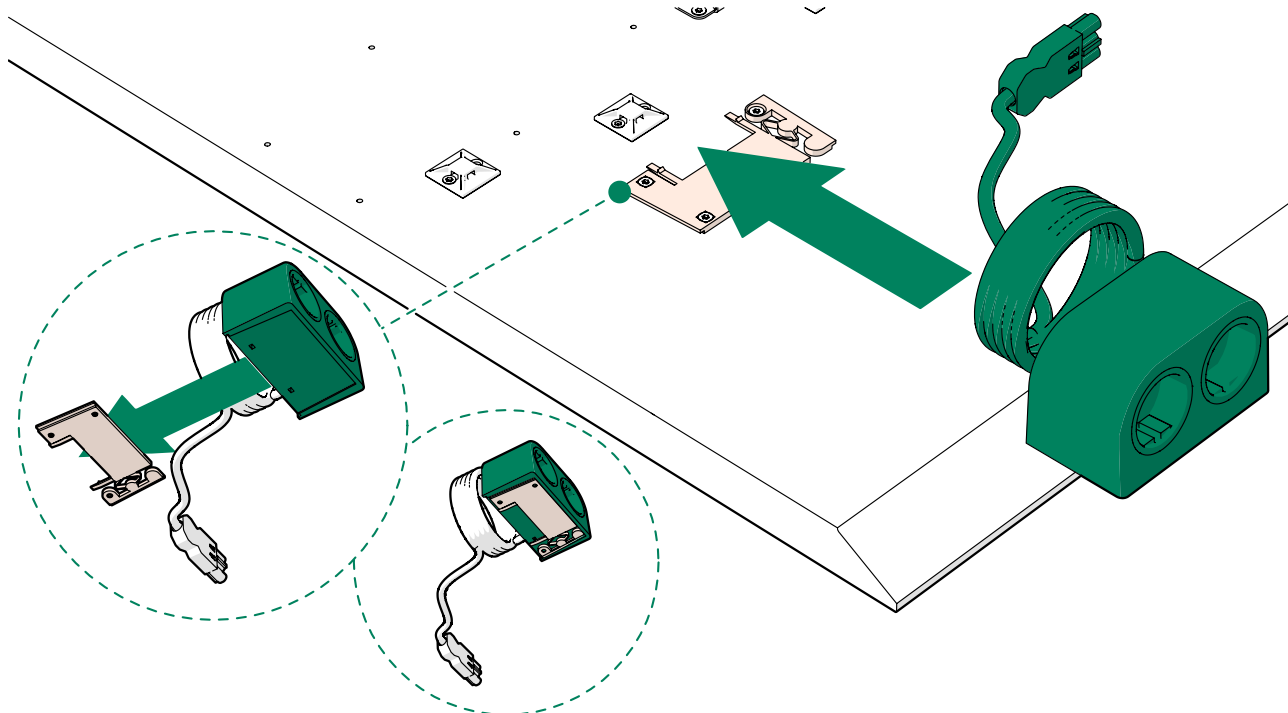
1. Install the mounting plate of the power outlet onto the table top with 4x20 screws (3 pcs).



Note: Make sure that you install the mounting plate to the ready-made holes.

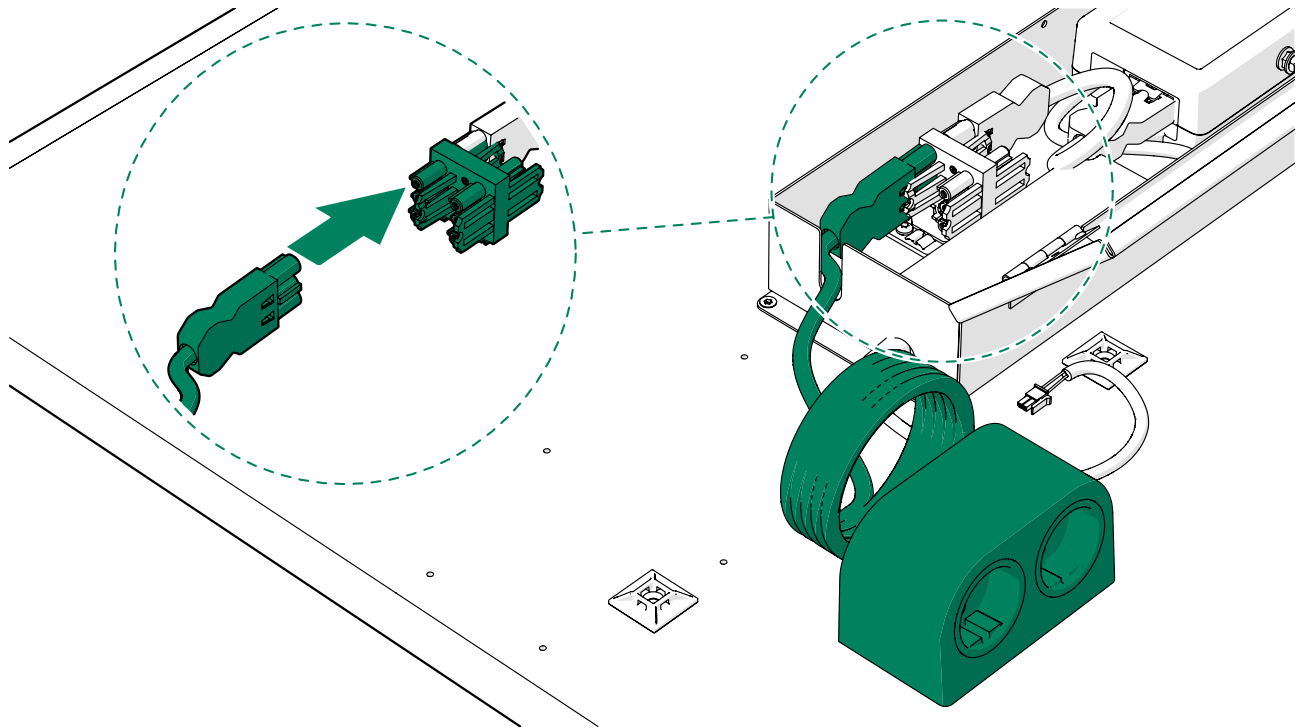


2. Slide the power outlet onto the mounting plate.

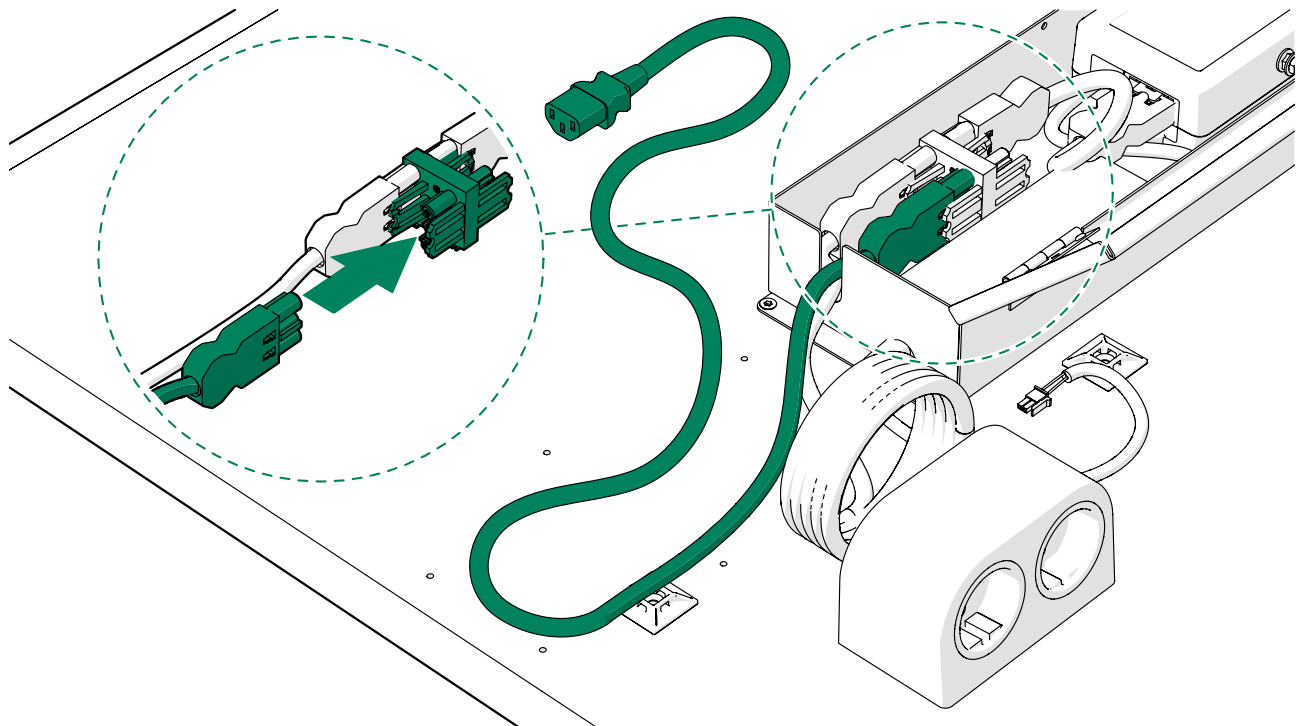


3. Roll the extra length of the cord into a loop and tie into a loop with a cable tie.

4. Connect the power outlet cord to the GST splitter.



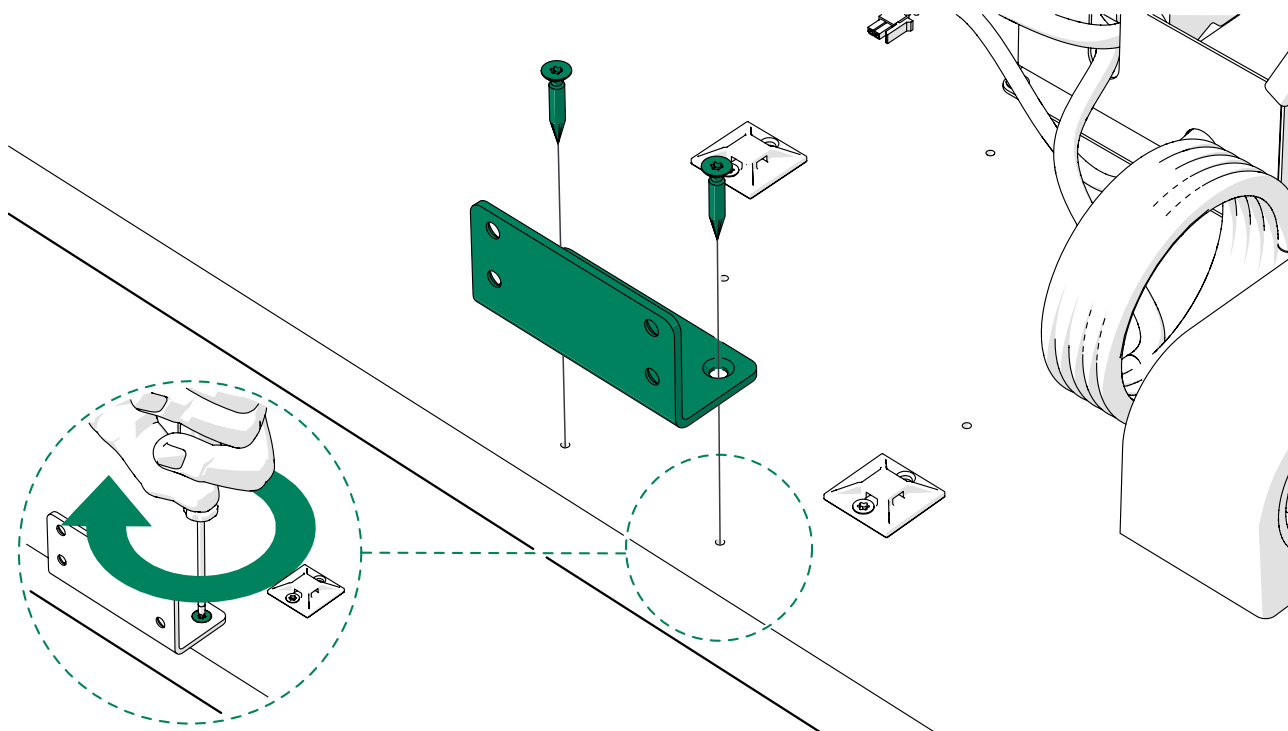
5. Connect the optional display power cord to the GST splitter.



14.3 Install the wall bracket and table legs

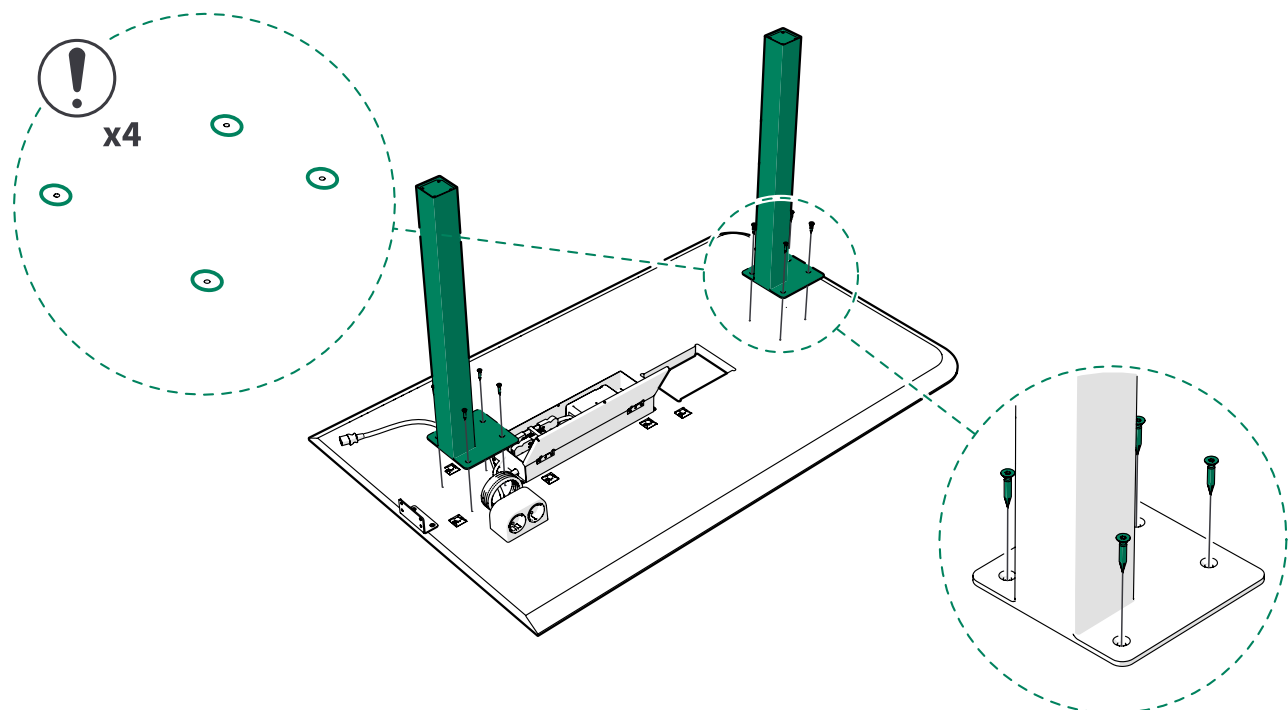
1. Install the wall bracket to the table top with black 5x30 screws (2 pcs)

⚠ **Note:** Make sure that you install the screws to the ready-made holes.



2. Install the table legs to the table top with black 5x30 screws (8 pcs).

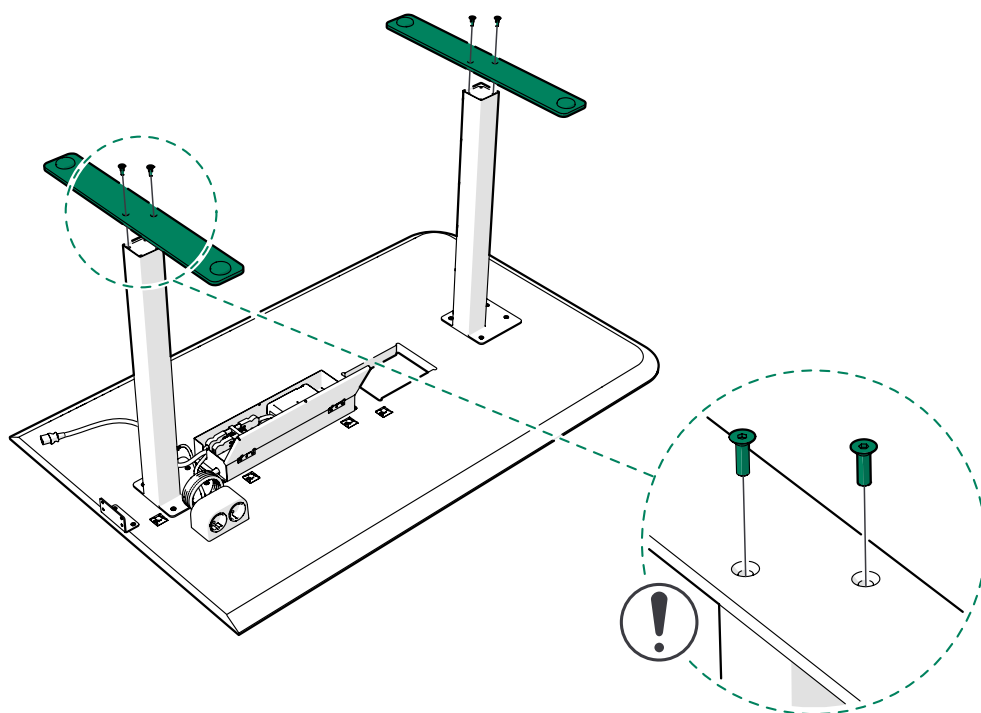
⚠ **Note:** Make sure that you install the screws to the ready-made holes.



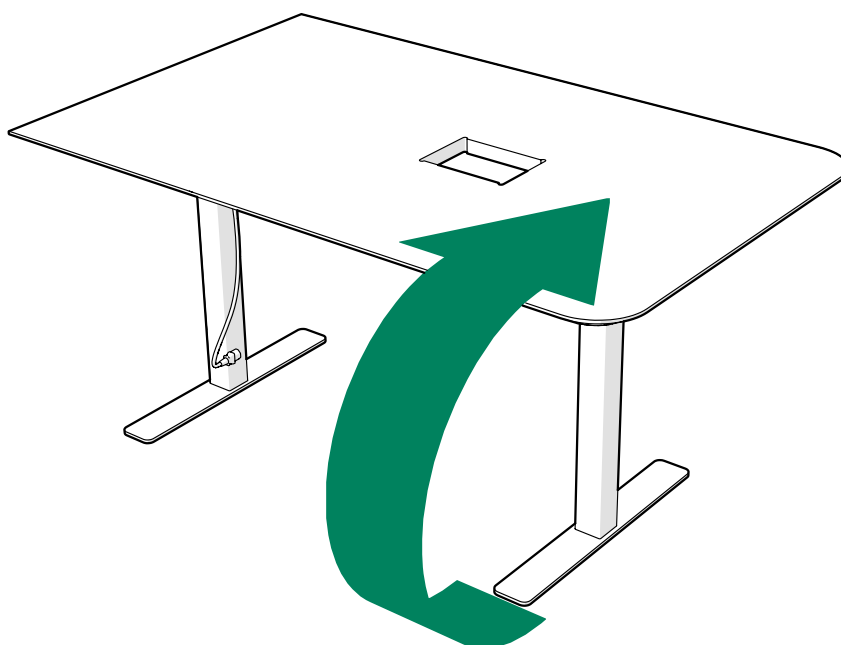
3. Install the support bars with black M6x20 countersunk screws (4 pcs) onto the table legs.



Note: Place the countersunk holes upwards.



4. Lift the table up.



14.4 Install the power outlet on the table

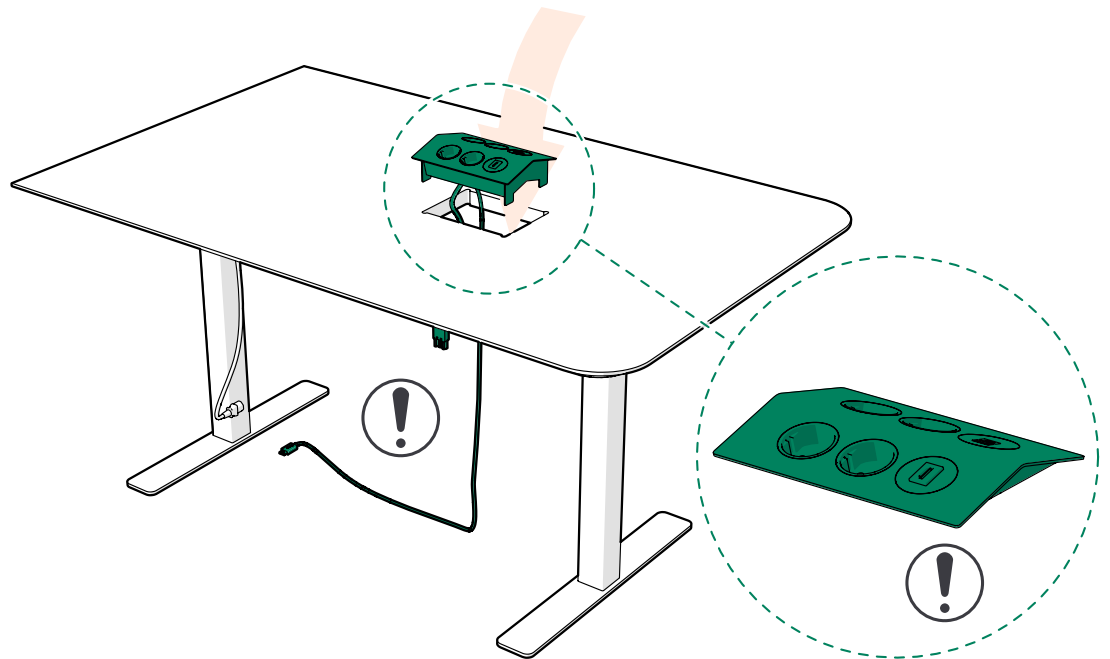
1. Install the power outlet into the opening on the table.



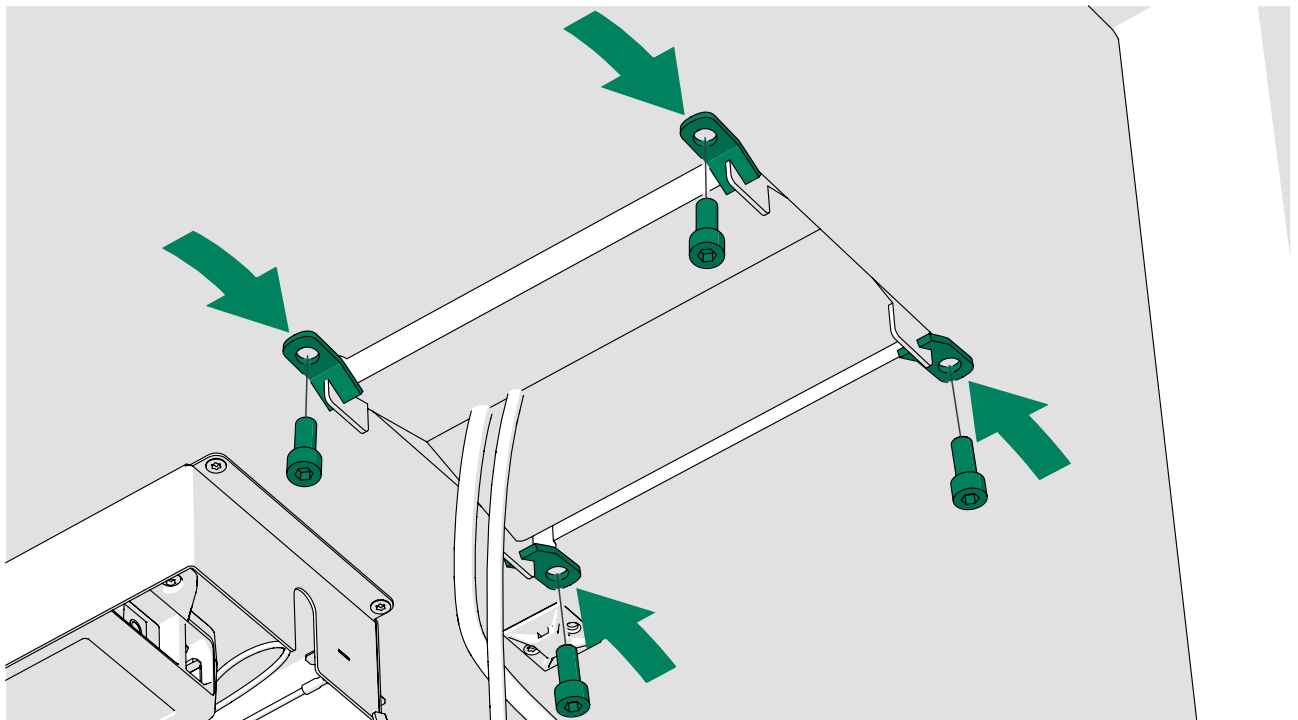
Note: Guide the cords through the opening first.



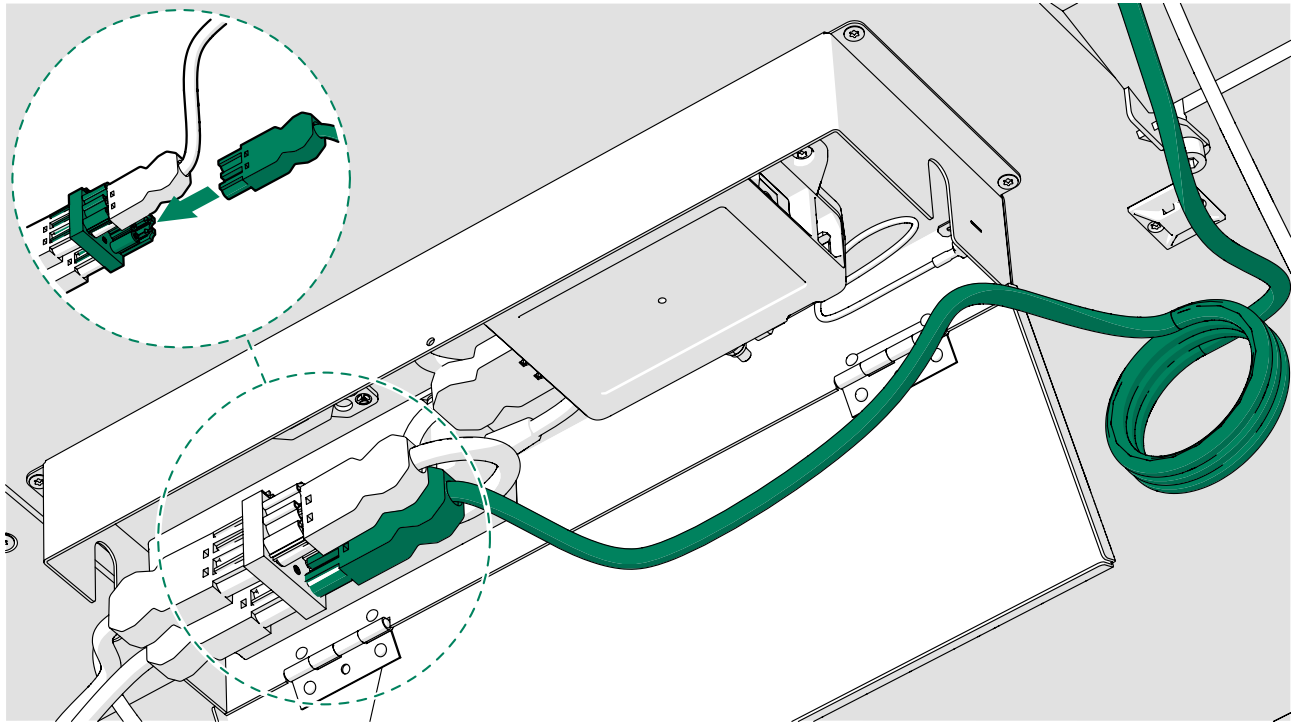
Note: Make sure that the USB plug is on the right-hand side.



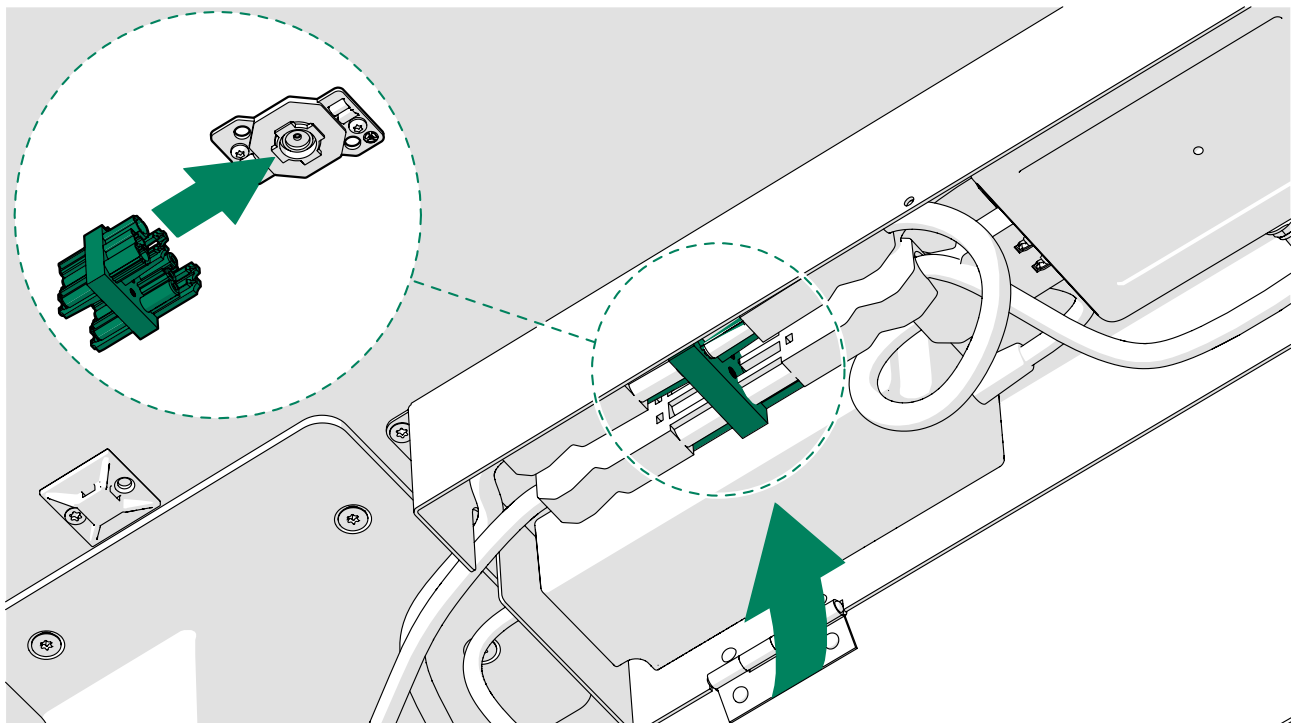
2. Install the fixing mounts into the slots under the power outlet with 4x6 screws (4 pcs).



3. Connect the power outlet cord to the GST splitter.

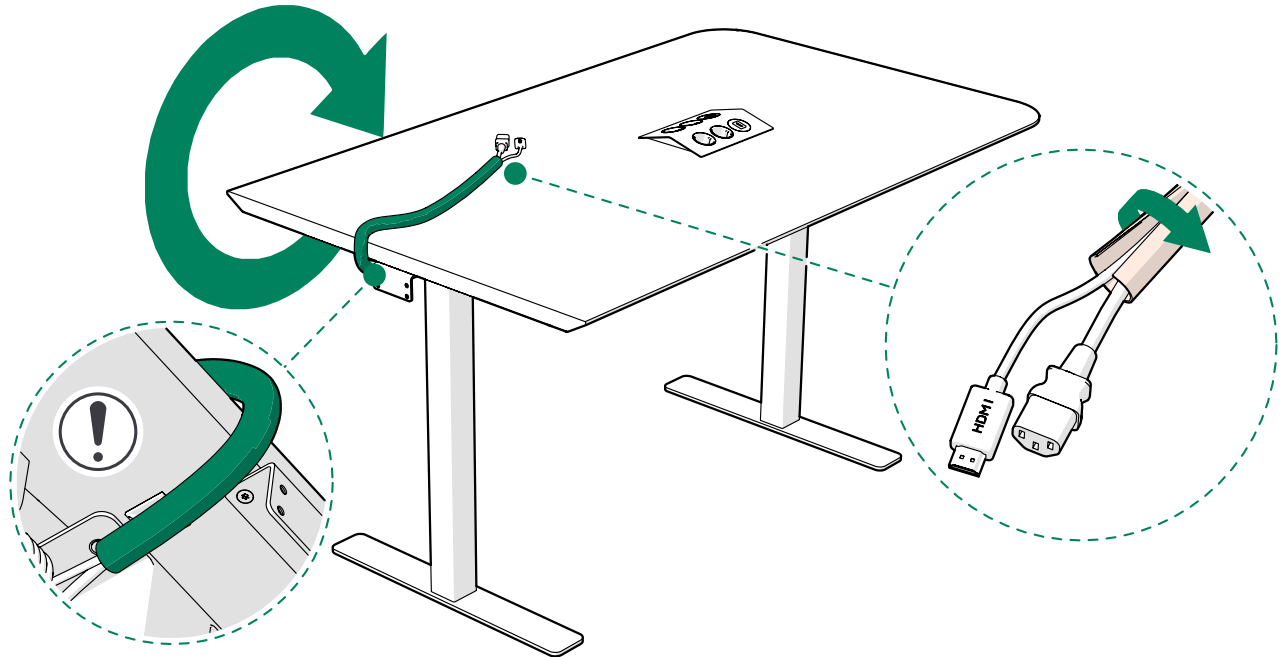


4. Slide the GST splitter onto the base plate.



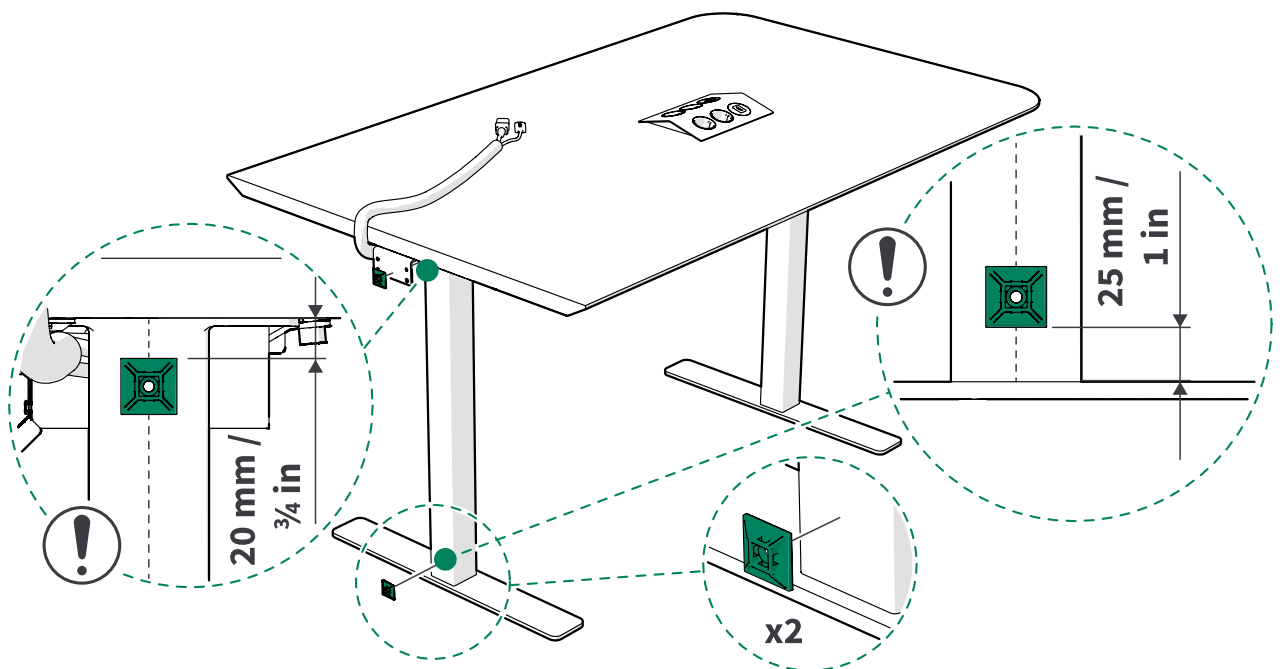
5. Guide the HDMI cord and the display power cord into a cable wrap and place the cable wrap on the table.

Guide the cable wrap over the the first cable holder.



6. Attach the adhesive cable holders (2 pcs) to the left-hand side table leg.

⚠ **Note:** Make sure that the cable holders are installed to the mid-point of the table leg.



14.5 Install the power cord from the roof

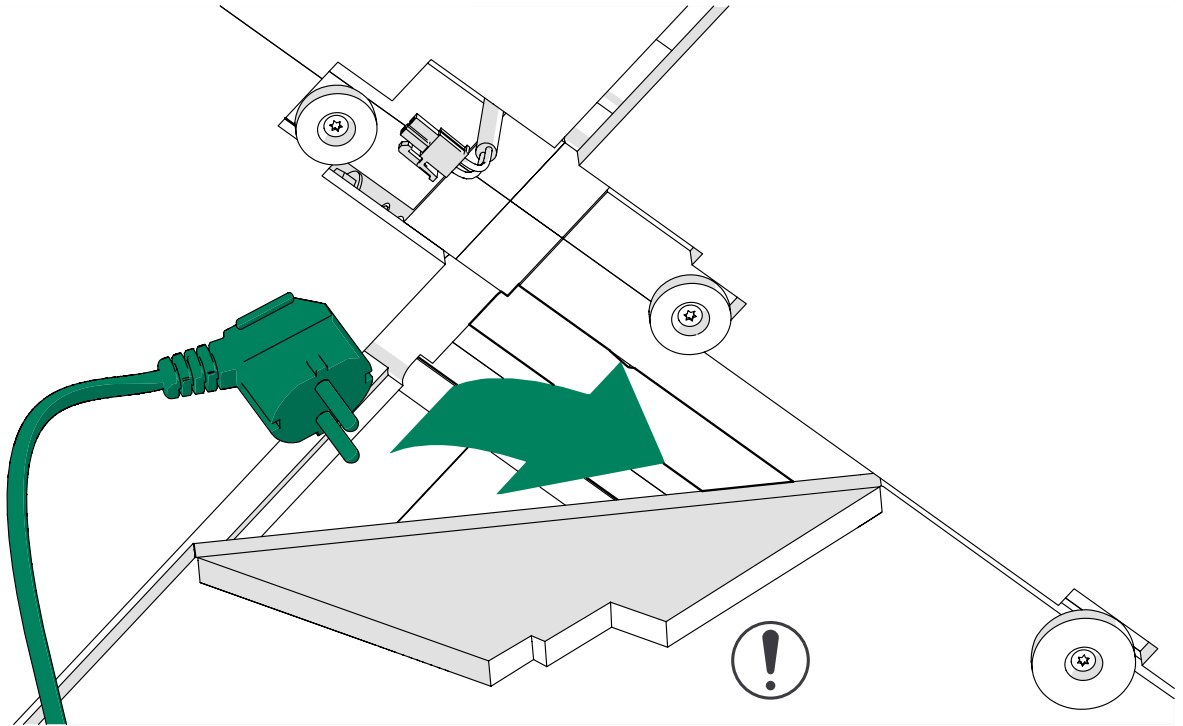
If installing the power cord from the roof, follow these instructions.

Guide the main power cord from the left hand-side of the pod through the opening in the center of the roof.

Guide the wall plug in first.

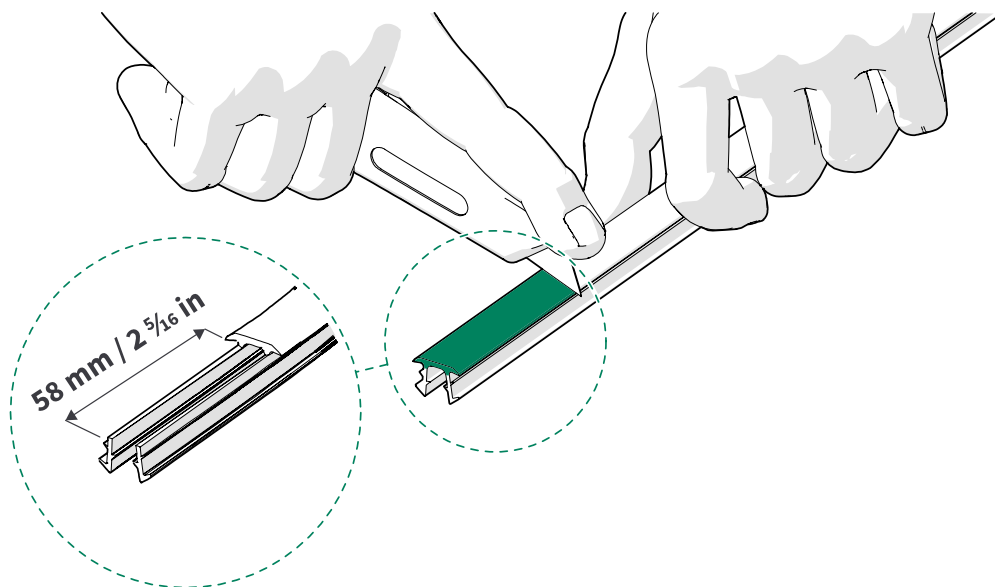


Note: Open the ceiling felt slightly to guide the wall plug in.



14.6 Install the seals

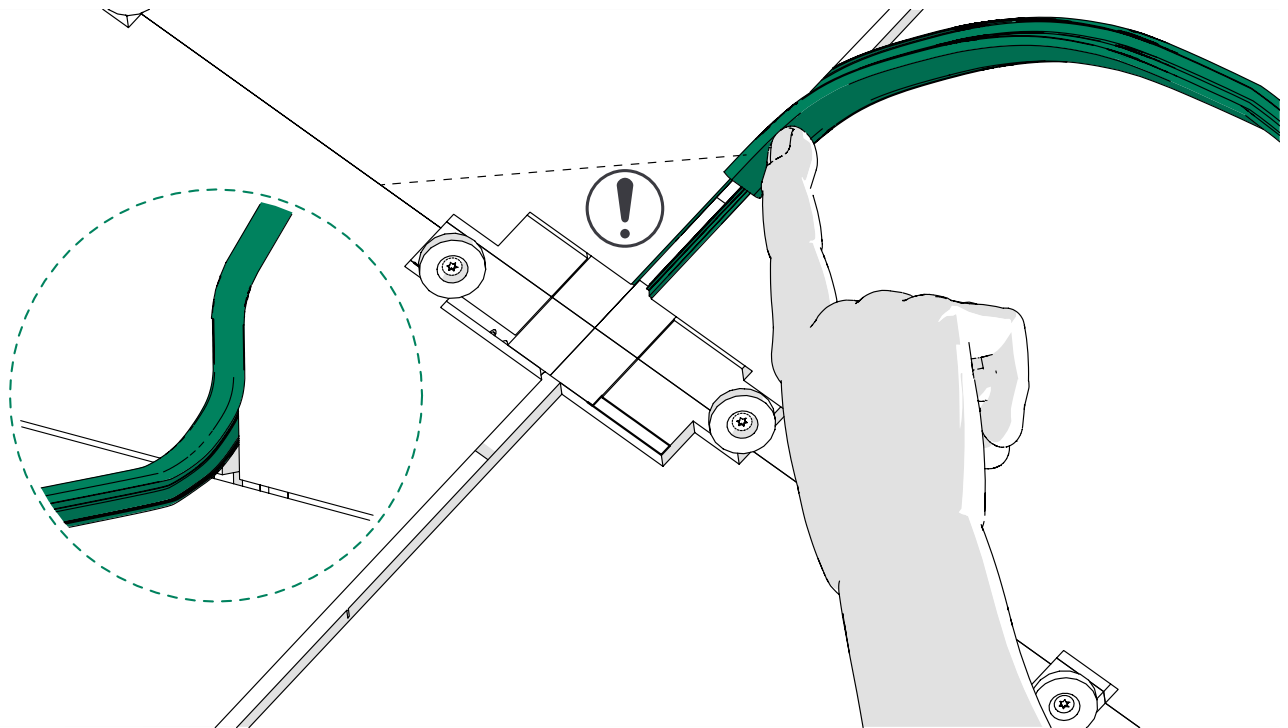
1. Cut 58 mm (2 5/16 in) off the top of the seal at one end.



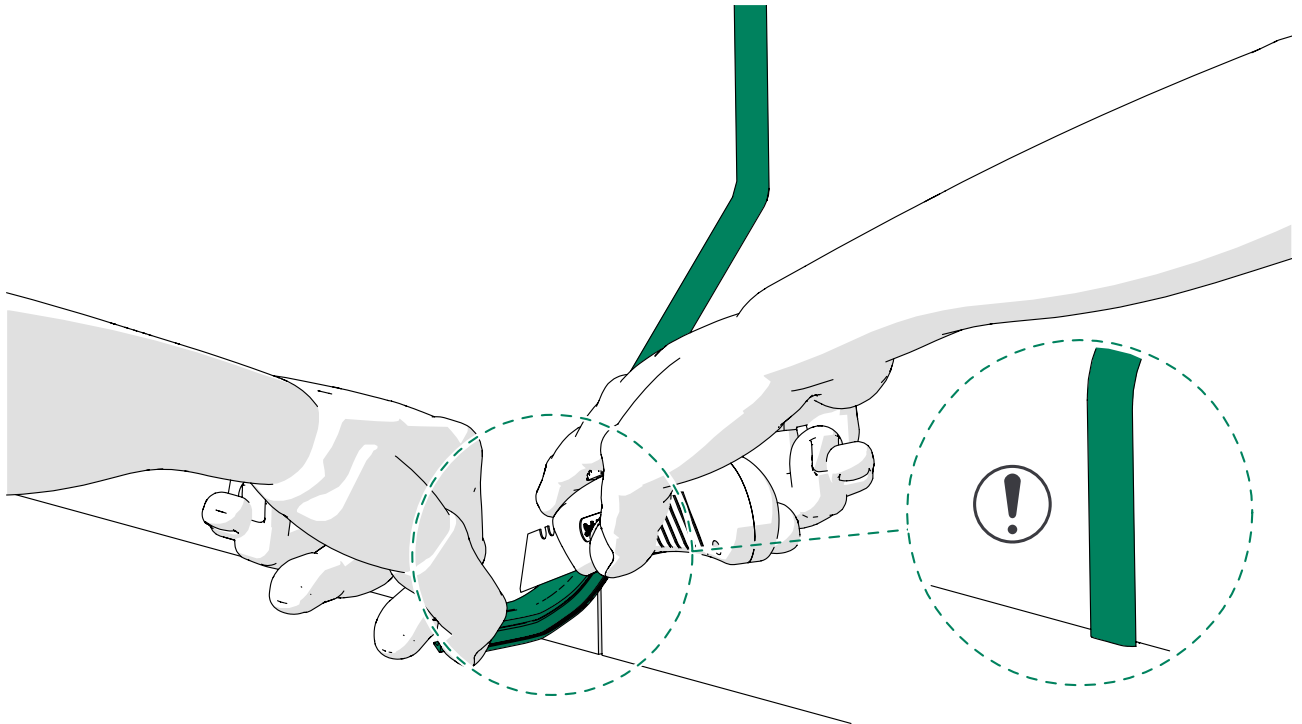
2. Install the seal to the U-profile on the right side of the pod from the ceiling to the floor.



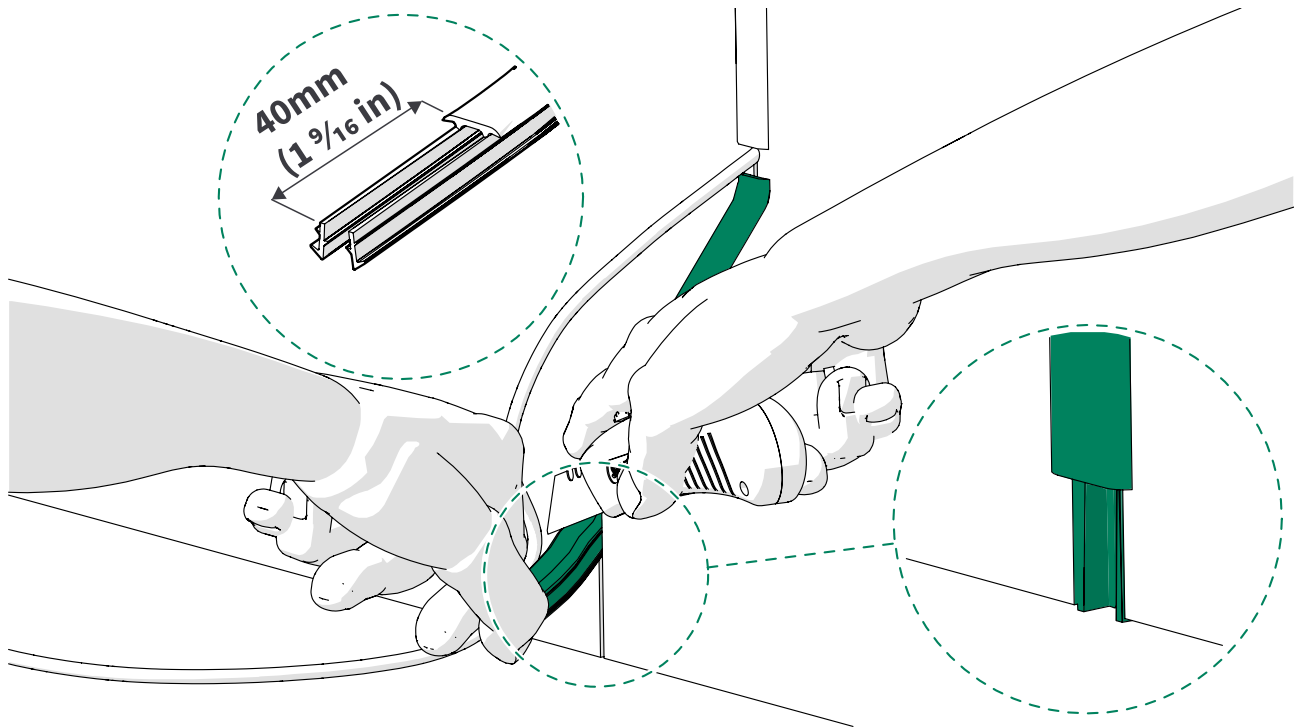
Note: Start the installation with the end where the top is cut off at the edge of the fold in the ceiling felt.



3. Cut the seal at the floor end.

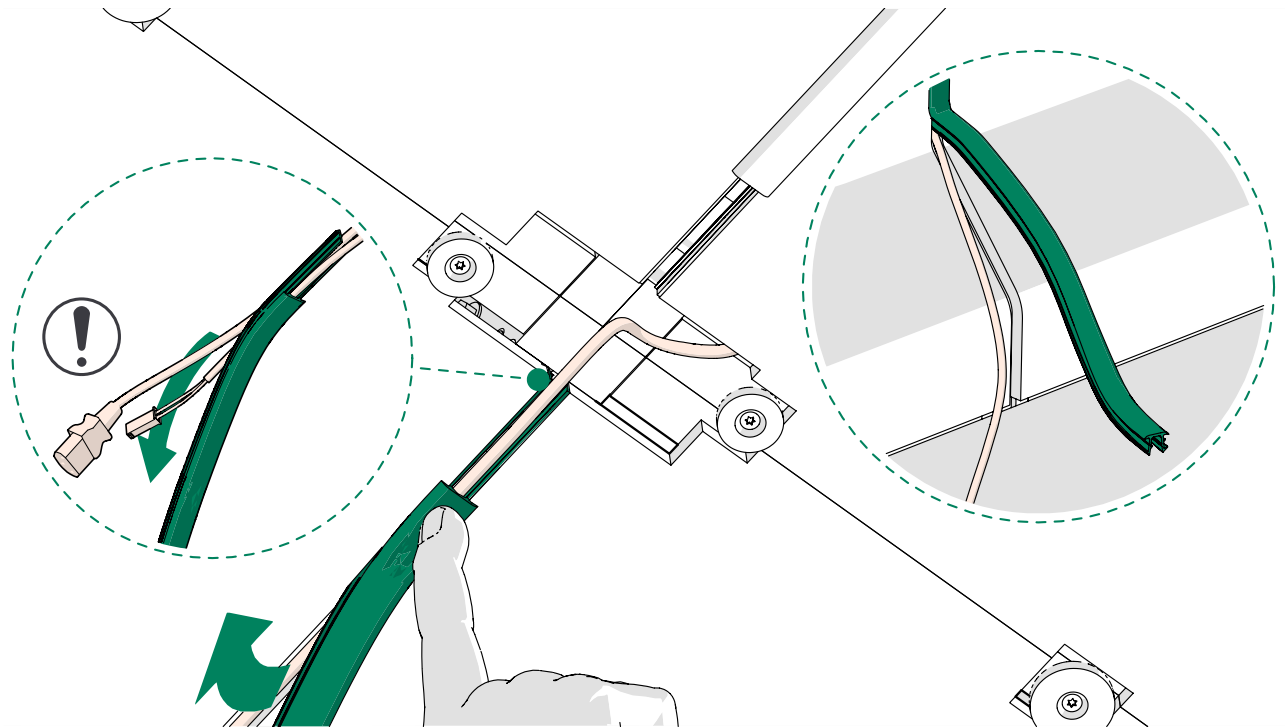


4. Cut 40 mm (1 9/16 in) off the top of the seal.



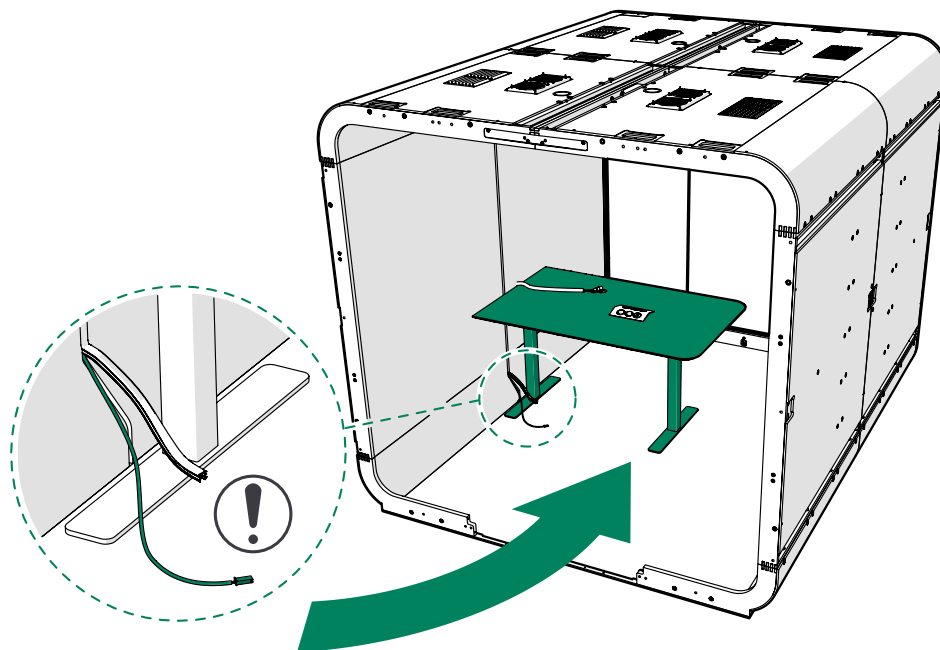
5. Install the other half of the seal to the U-profile on the left side of the pod from the ceiling to the floor.

- ⚠ **Note:** Start the installation with the end where the top is cut off.
- ⚠ **Note:** Press the DC extension cord into the seal.
- ⚠ **Note:** If you installed the power cord from the roof, press the power cord into the seal.



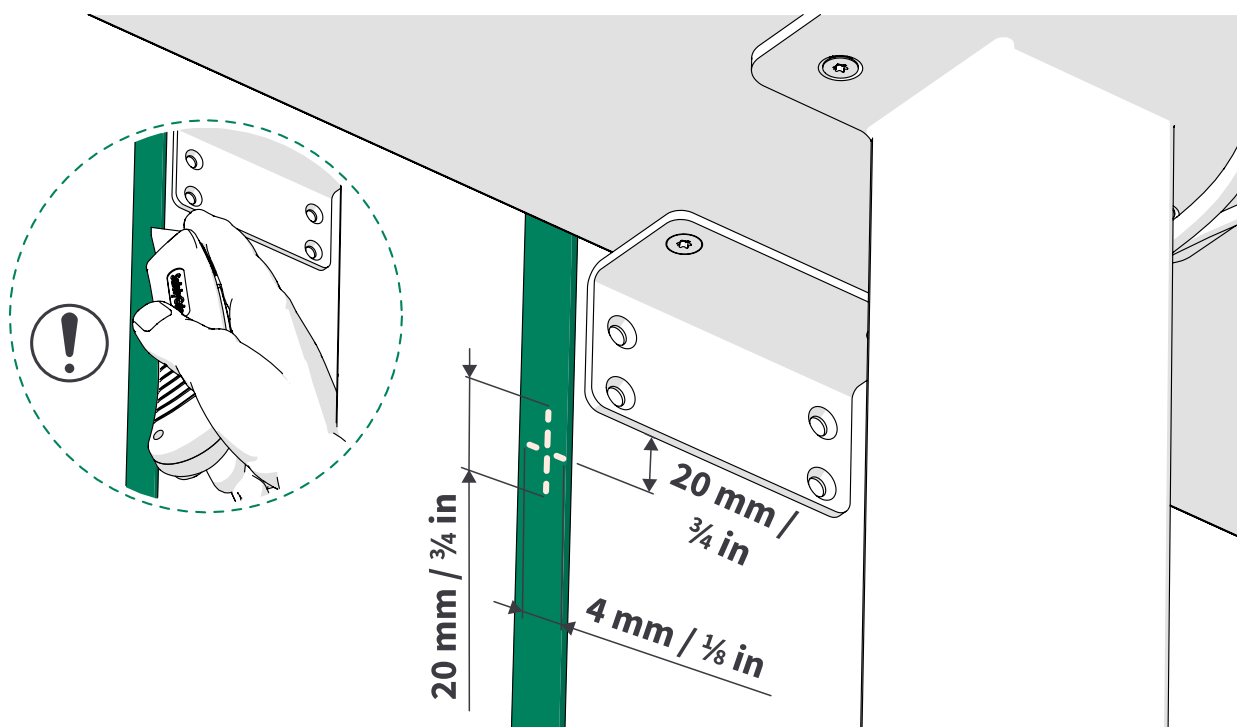
6. Lift the table into the pod and against the left side wall.

⚠ **Note:** Make sure that the DC extension cord and the seal are not pinched under the base plate of the table.

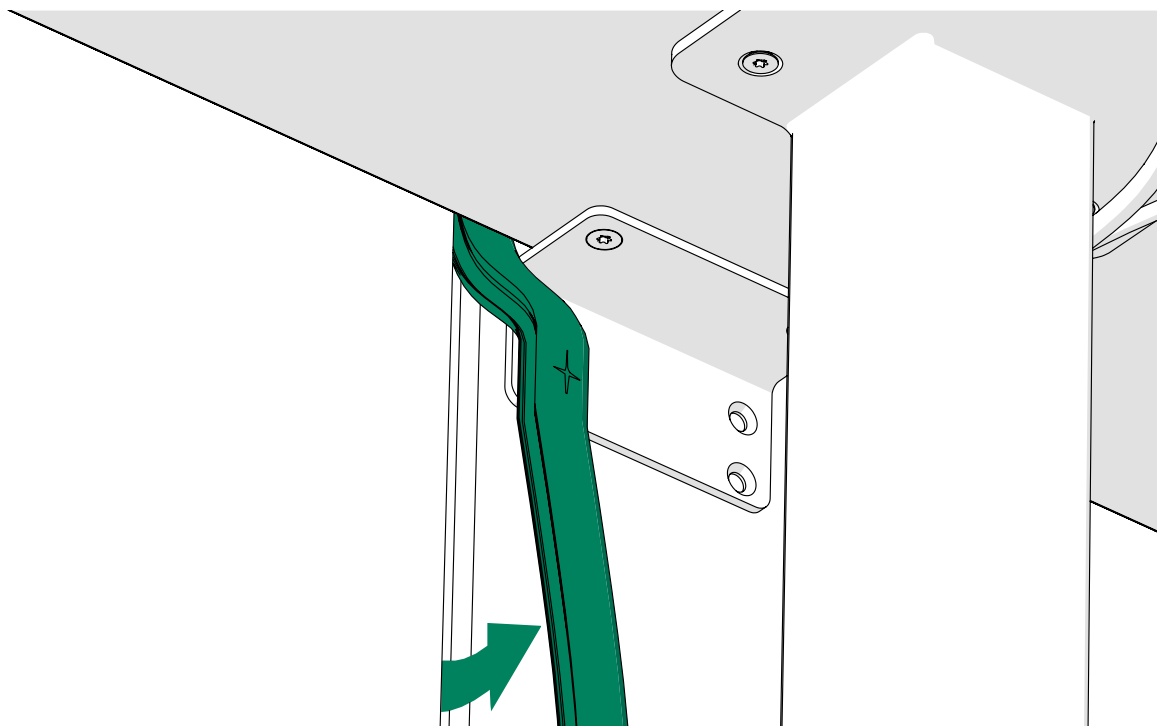


7. Cut a small slit vertically and another horizontally in the seal under the wall bracket.

⚠ **Note:** Make sure that the DC extension cord is not cut or damaged.



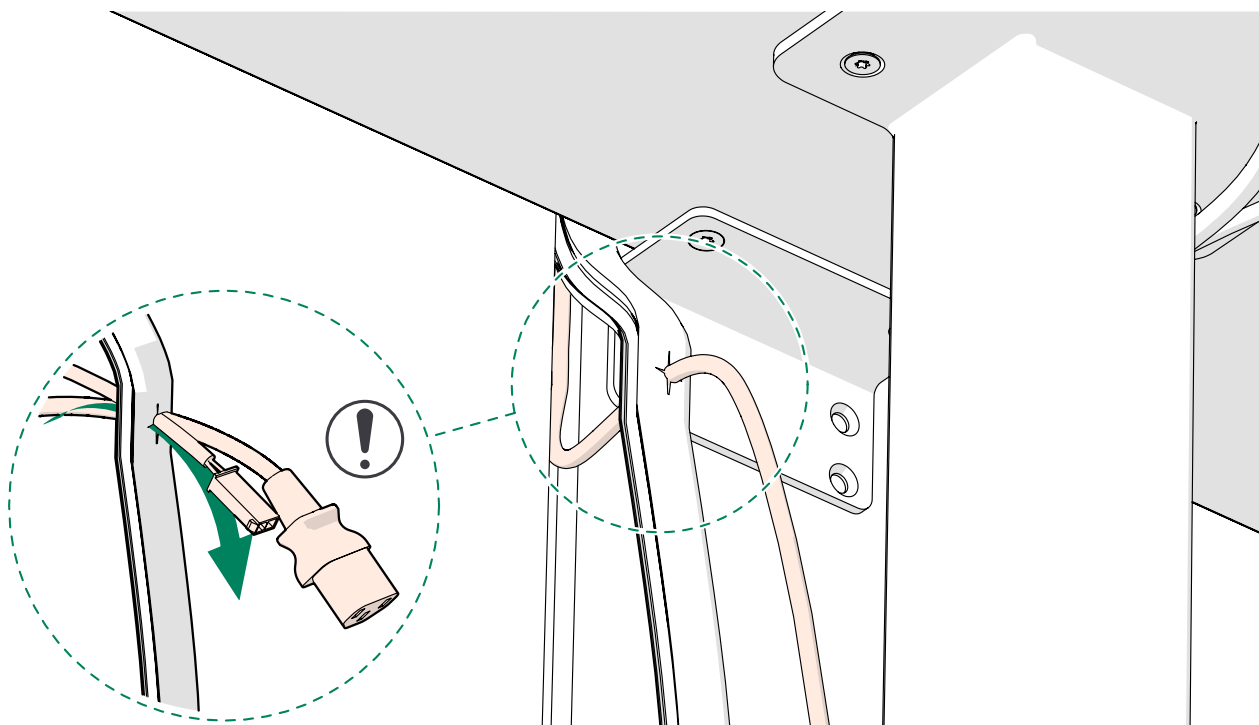
8. Pull the seal out of the U-profile.



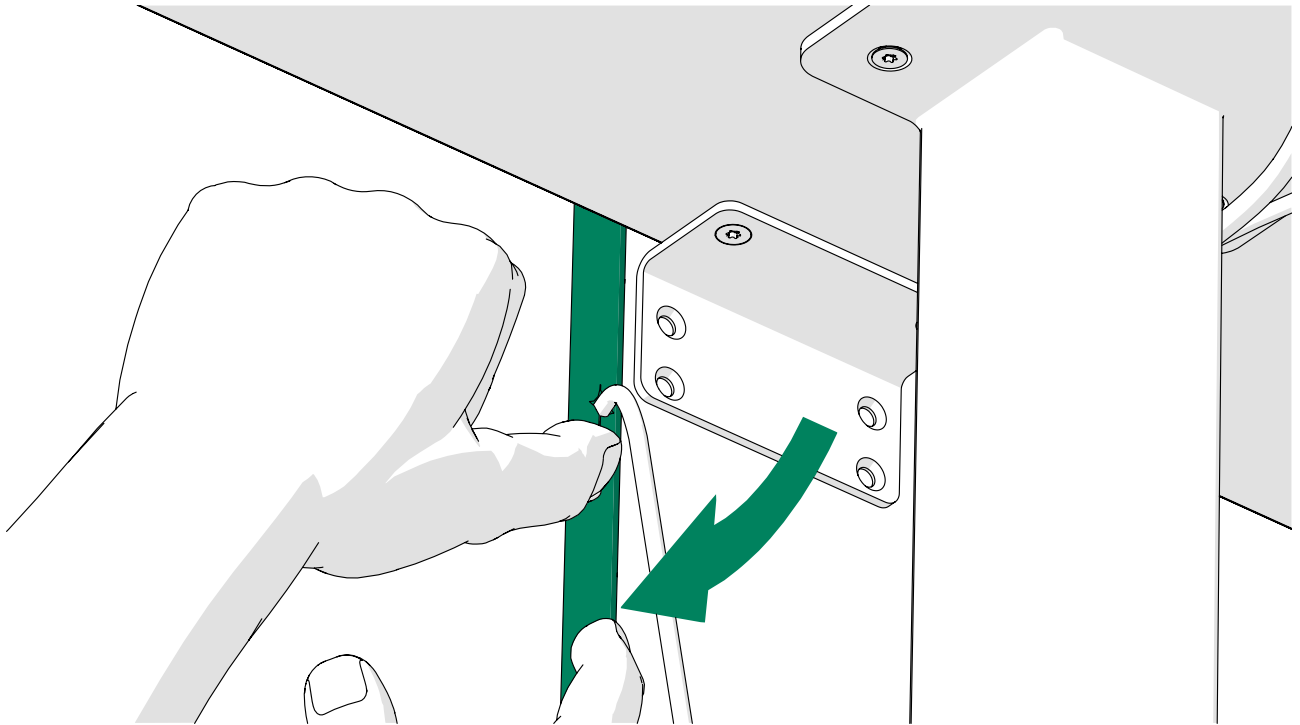
9. Guide the DC extension cord through the slit.



Note: If you have installed the power cord from the roof, guide the power cord through the slit.

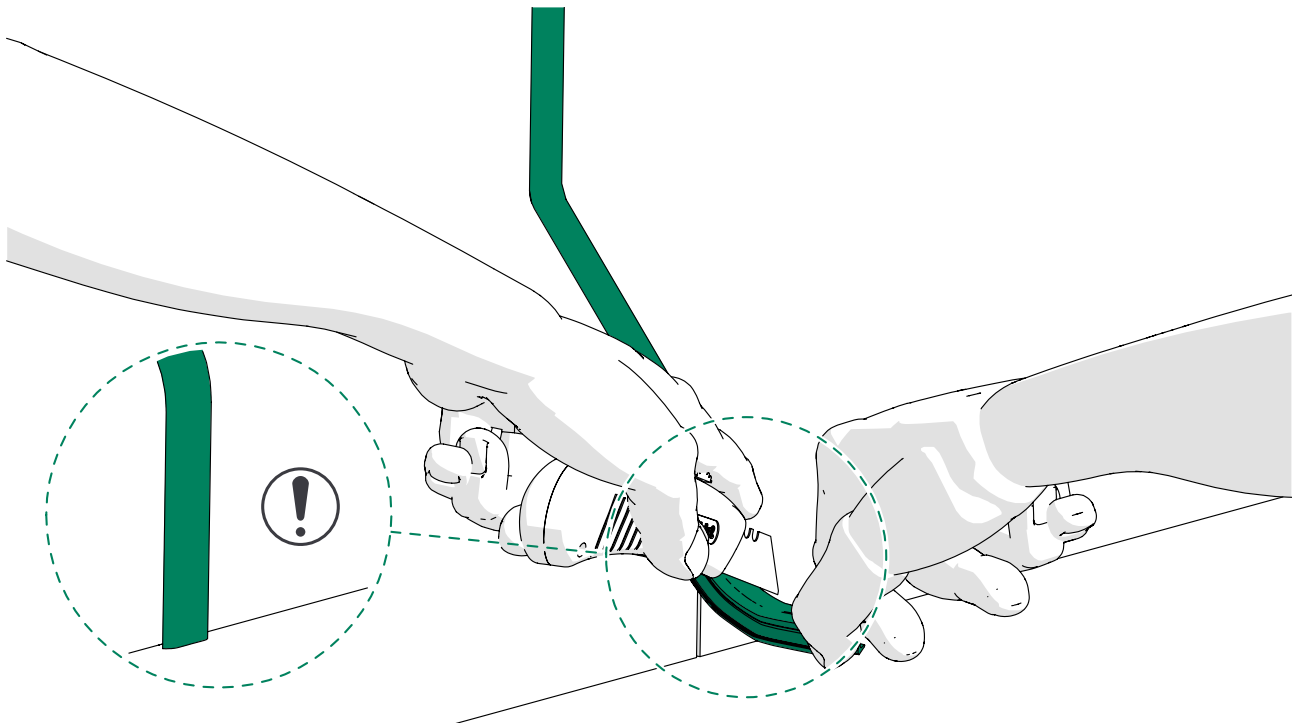


10. Press the seal back into the U-profile.

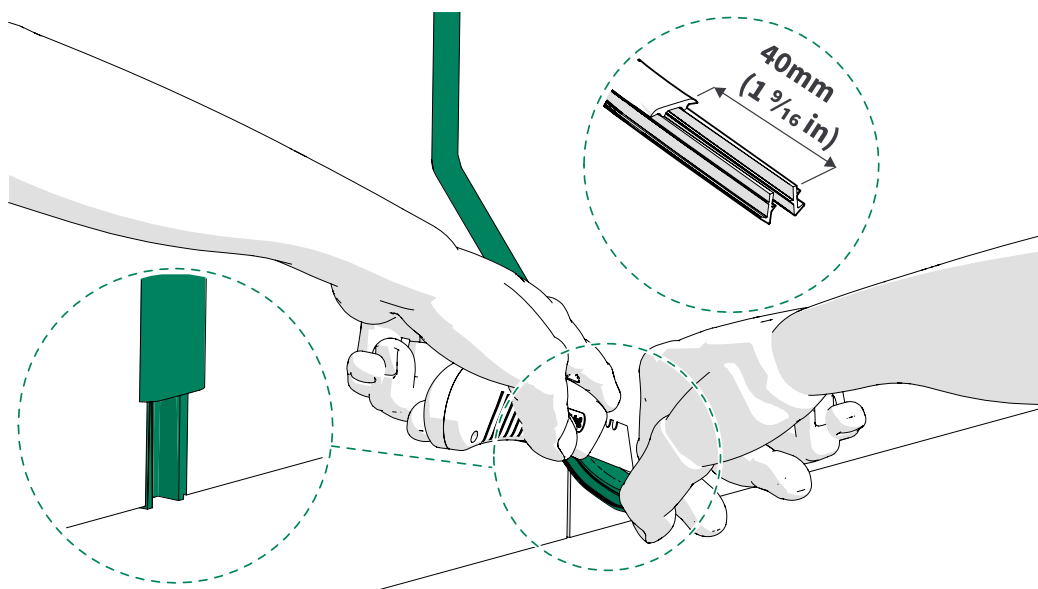


11. Cut the seal to the correct length.

⚠ **Note:** Measure the seal to the floor.

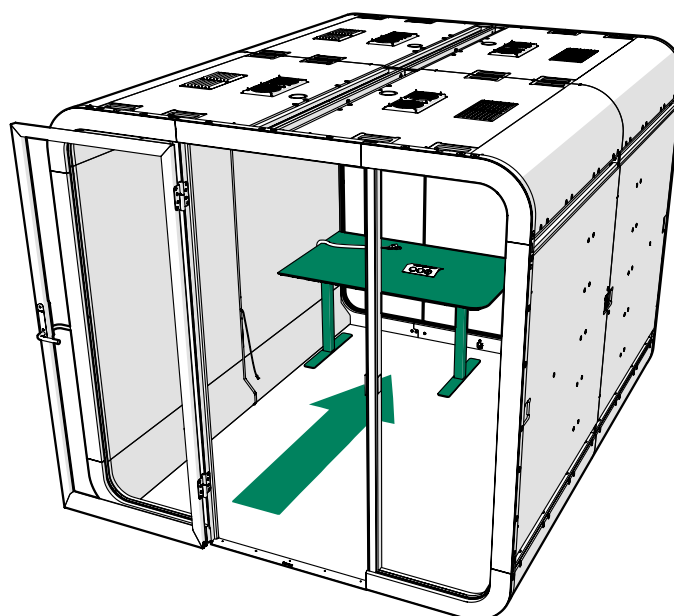


12. Cut 40 mm (1 9/16 in) off the top of the seal.



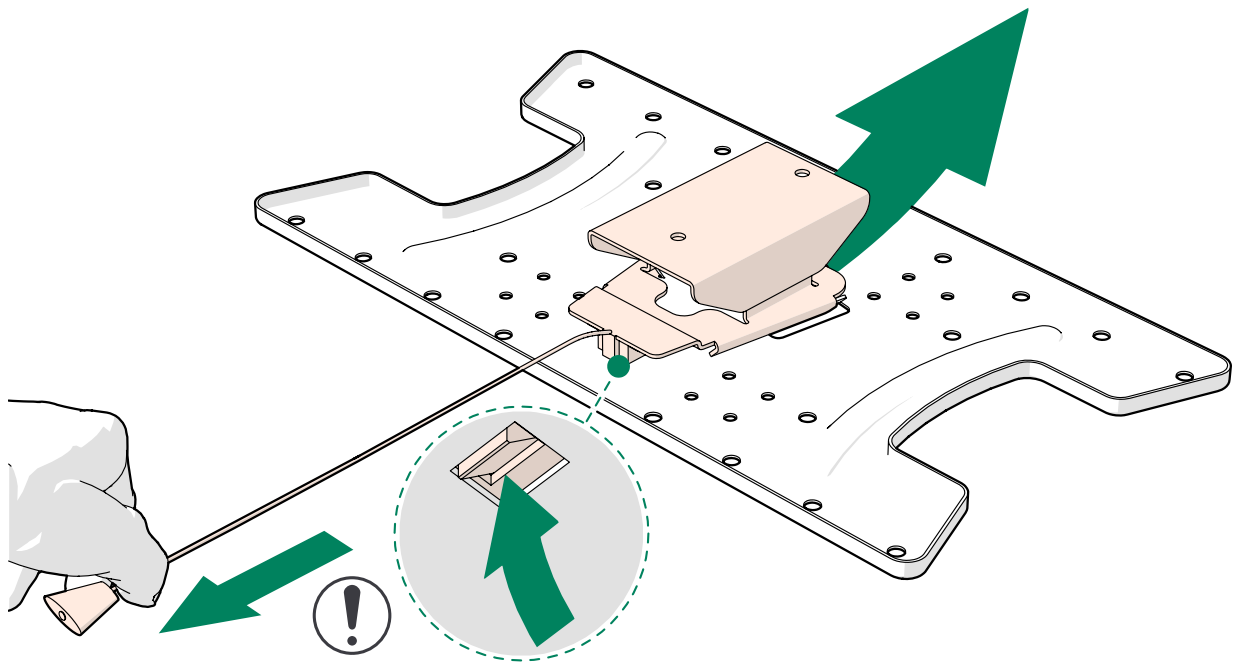
14.7 Install the display bracket and display (optional)

1. Push the table against the back wall.



2. Detach the wall bracket from the display bracket.

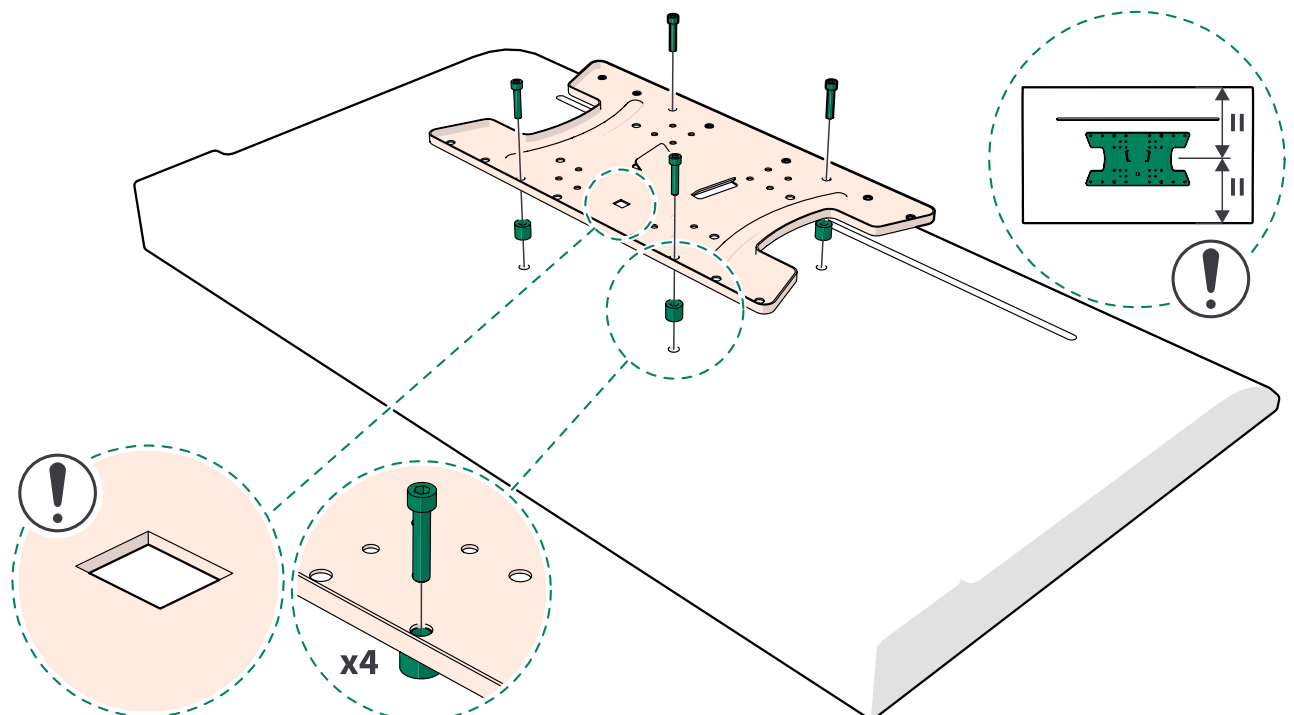
ⓘ **Note:** Make sure that you pull from the cord to release the locking.



3. Install the display bracket to the display with the supplied nuts (4 pcs).

ⓘ **Note:** Make sure that the display bracket is in the center of the display.

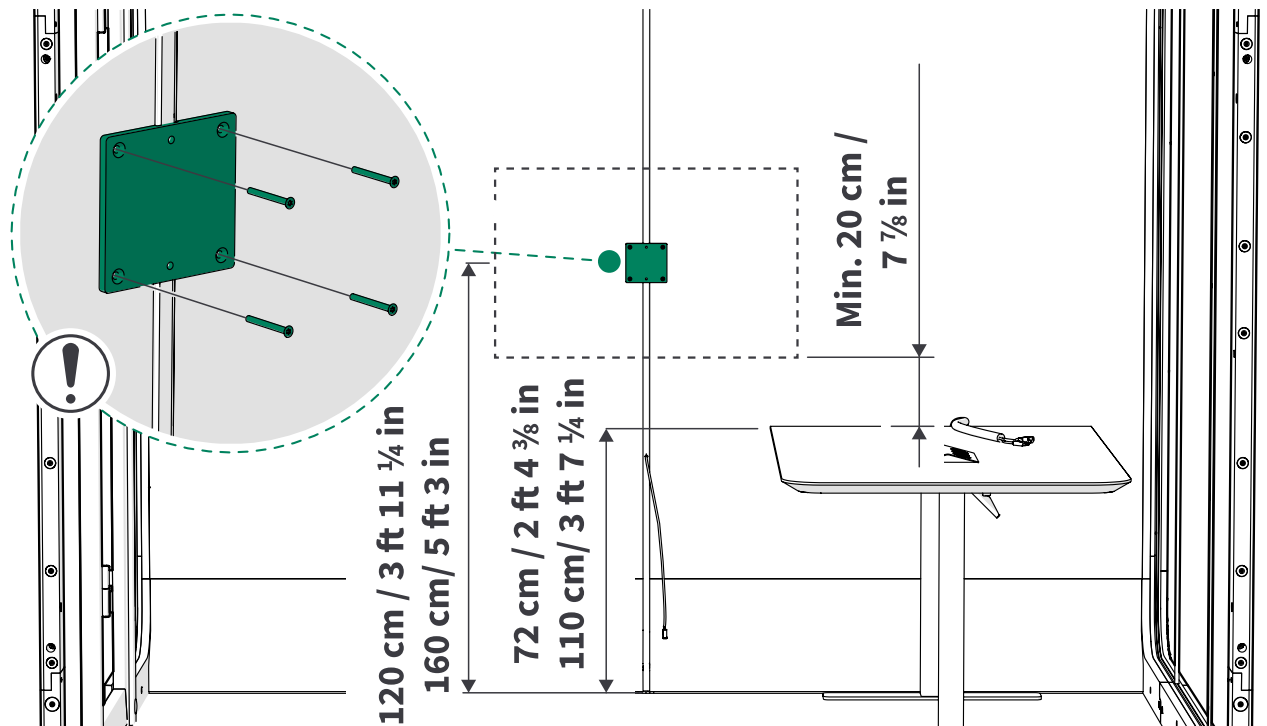
ⓘ **Note:** Make sure that the square hole on the display bracket is at the lower end of the bracket.



4. Install the base plate of the display bracket to the left-hand side wall with 4x40 screws (4 pcs).

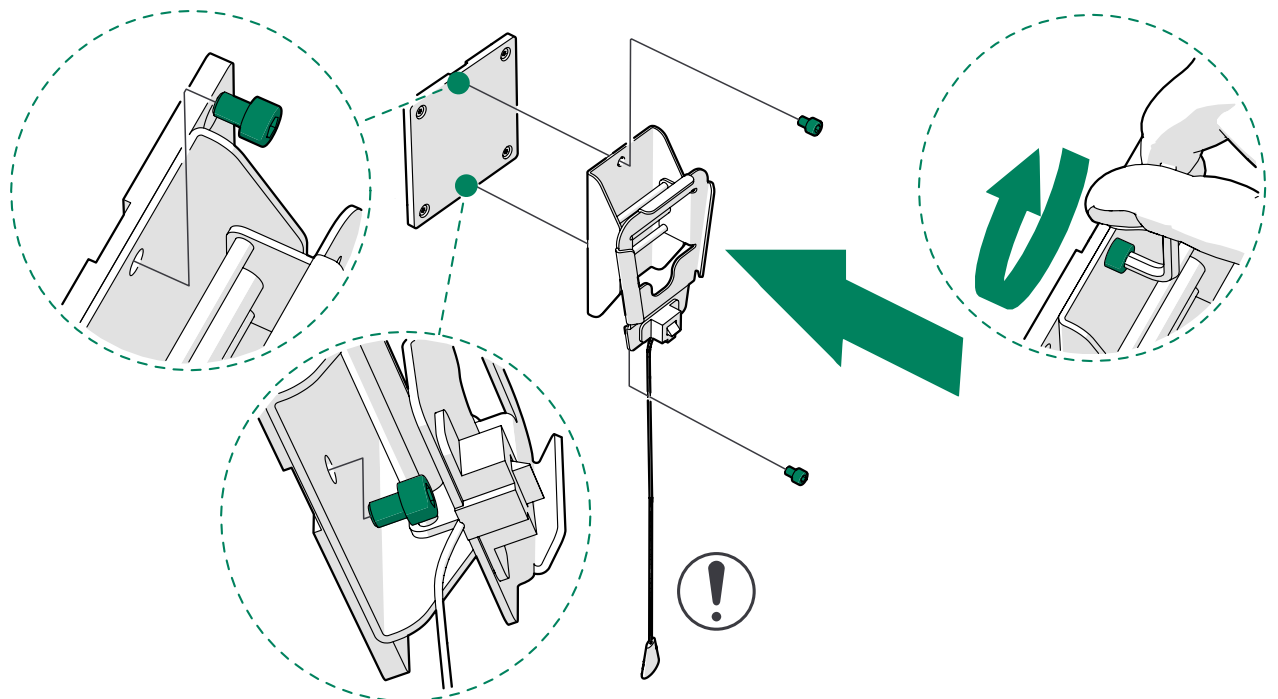
The height of the base plate depends on its size.

- ⚠ **Note:** Make sure that the seal on the wall is in the middle of the base plate.
- ⚠ **Note:** Make sure that the base plate is vertically straight before tightening the screws.



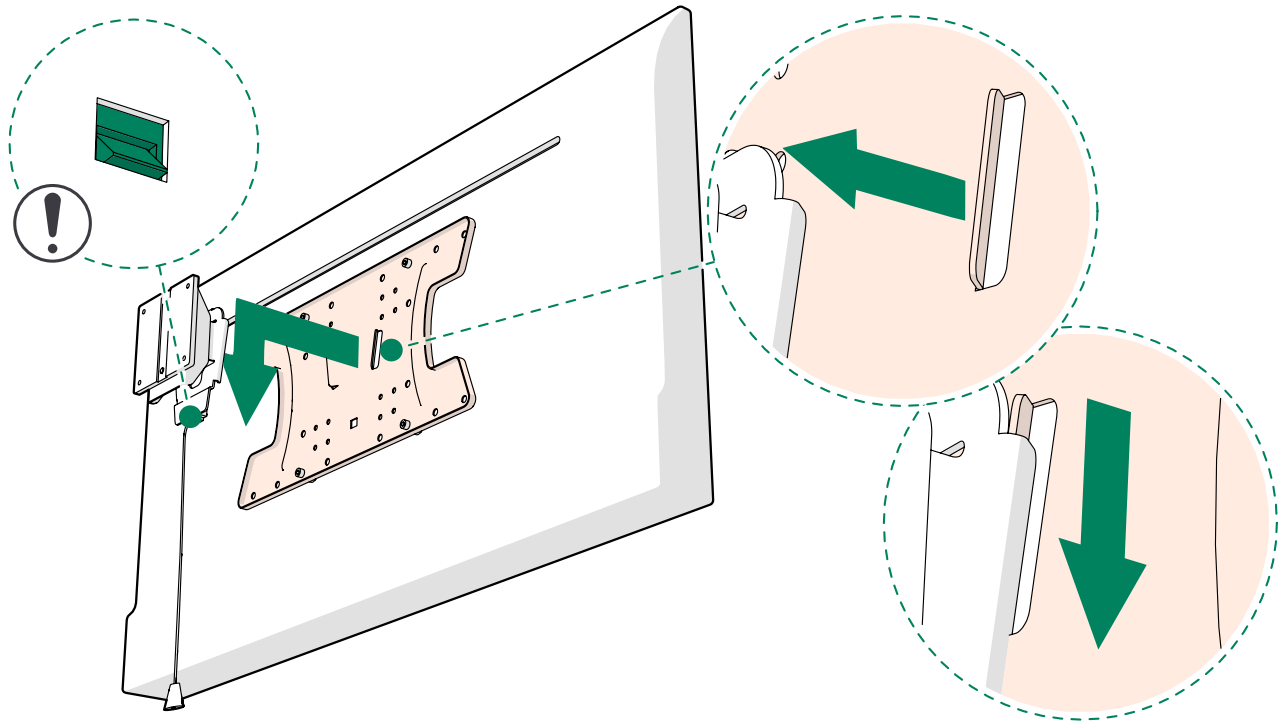
5. Install the wall bracket onto the base plate with M6x8 screws (2 pcs).

- ⚠ **Note:** Make sure that you check the straightness of the base plate.
- ⚠ **Note:** Make sure that the release mechanism cord is downwards.



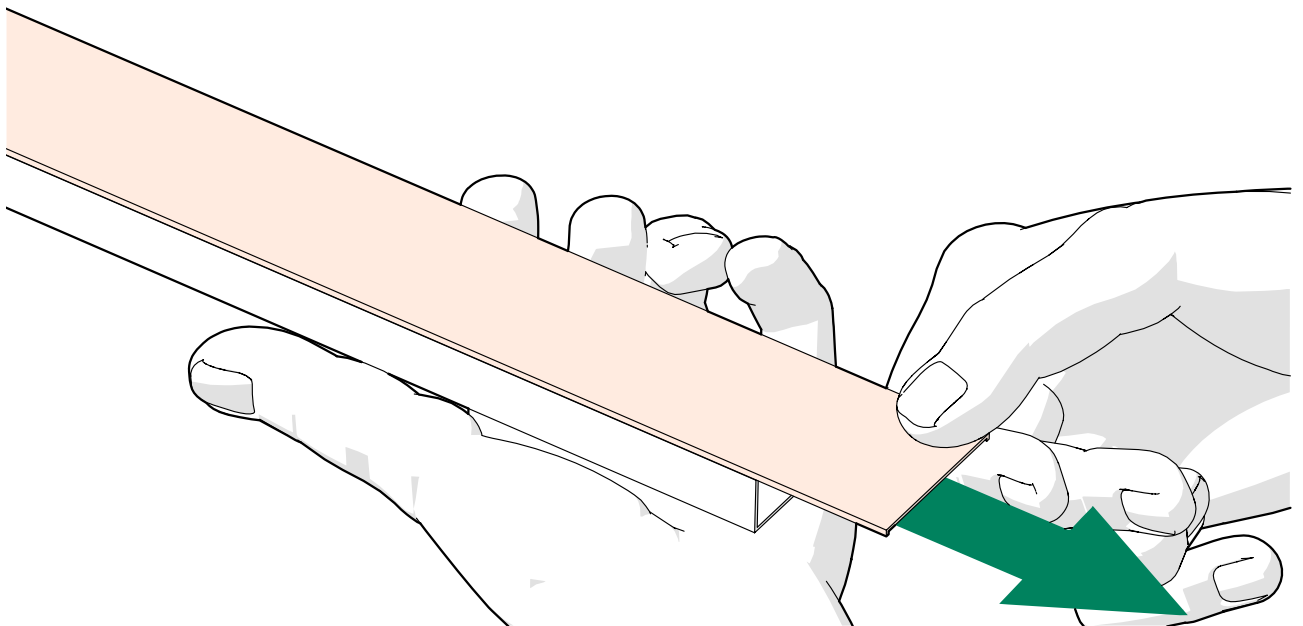
6. Install the display bracket to the wall bracket.

ⓘ **Note:** Make sure that the latch is locked in place.



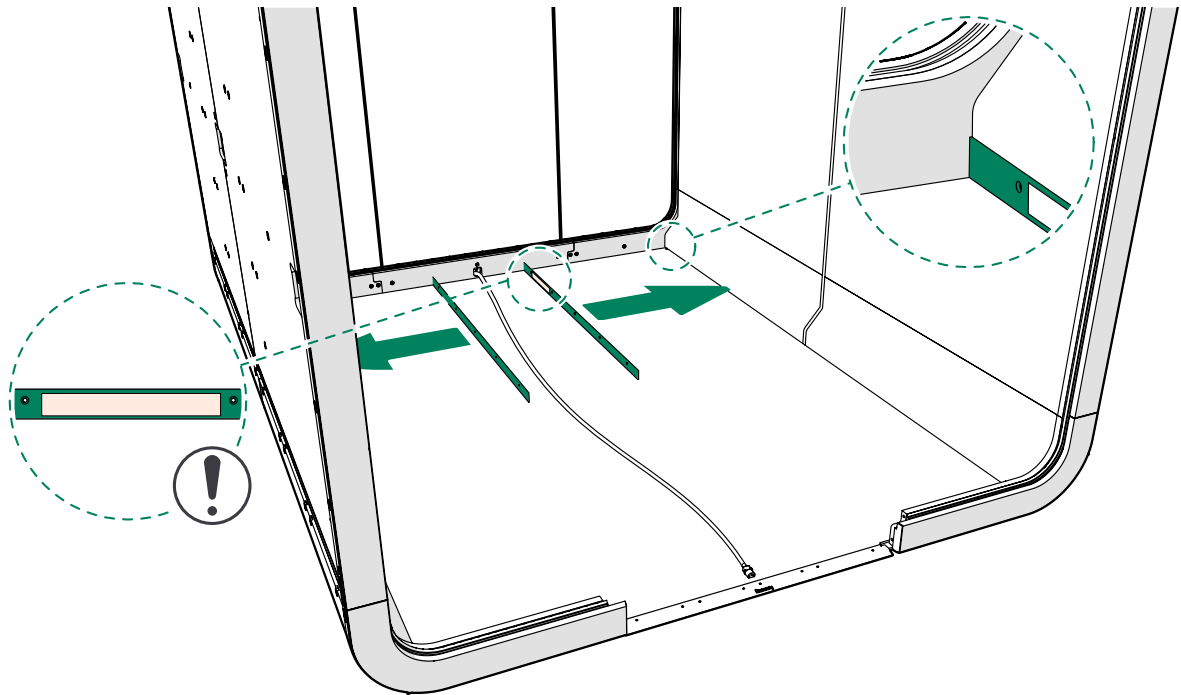
14.8 Install the metal trims and cord duct

1. Pull apart the back and front profiles of the cord duct.



2. Place the black metal trims against the side walls. Do not install them with screws.

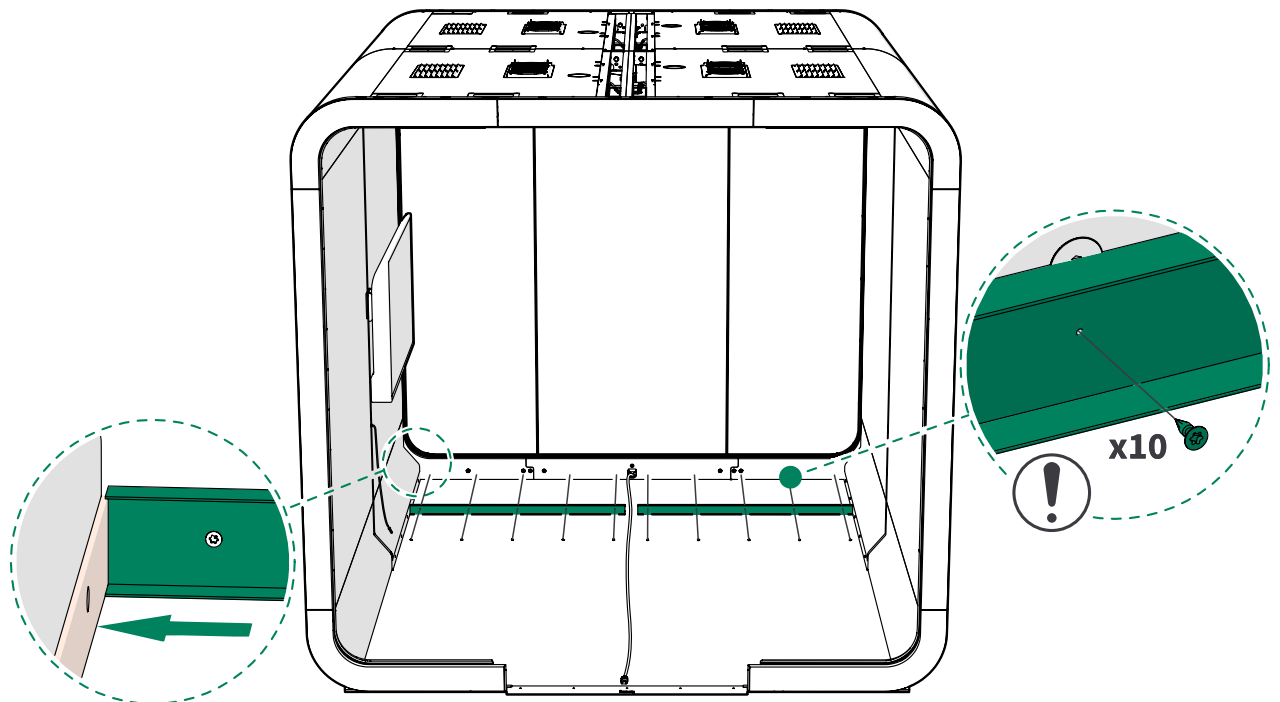
⚠ **Note:** Place the metal trim with the sticker at the back in the right-hand corner of the pod and with the sticker outwards.



3. Install the back profiles of the cord ducts (2 pcs) onto the back wall with 3.5x16 screws (10 pcs).

Push the back profiles against the black metal trims.

⚠ **Note:** Make sure that you use the ready-made holes.

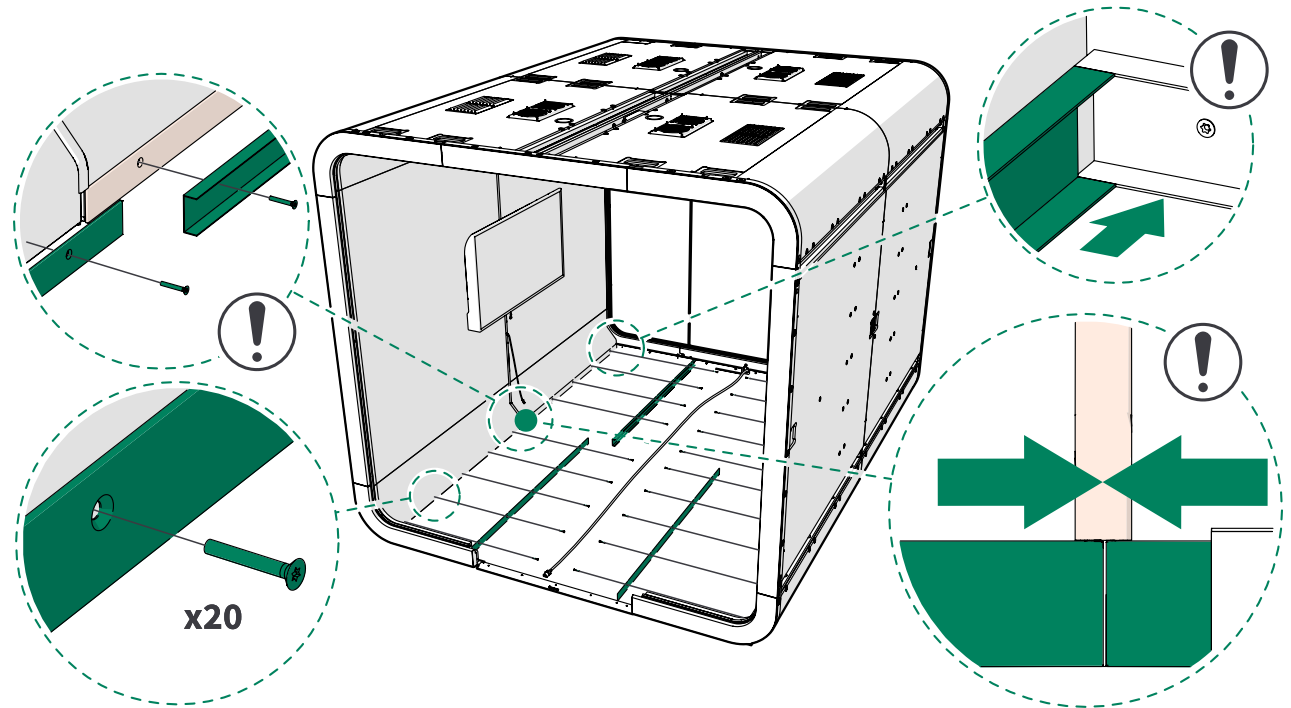


4. Install first the black metal trims to the right-hand side wall with black countersunk 5x50 screws. Then install the back profile of the cord duct and the black metal trims to the left-hand side wall with black countersunk 5x50 screws.

Use the holes in the black metal trims. They do not match with the holes in the back profile of the cord duct. You will need to install the screws through the back profile.

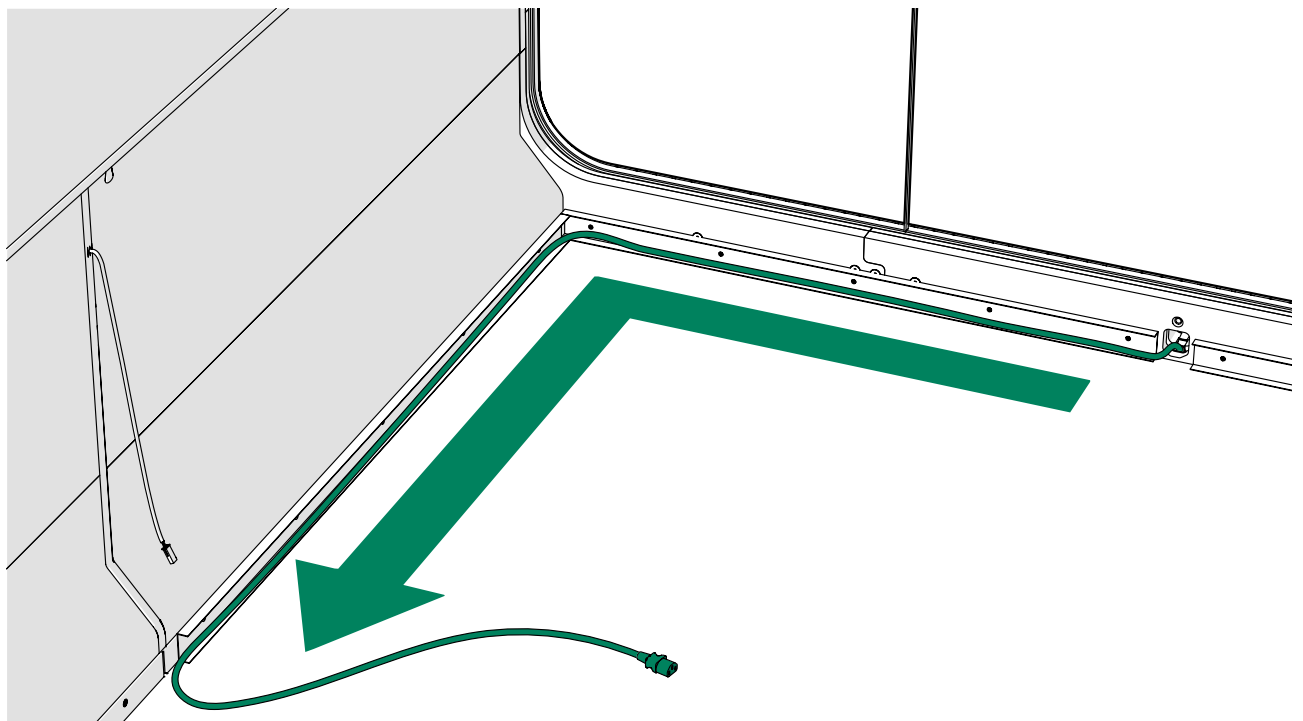
⚠ **Note:** Make sure that you install the back profiles in a butt joint in the corner of the pod.

⚠ **Note:** Make sure that you install the metal trims in a butt joint.



5. Guide the power cord into the cord duct.

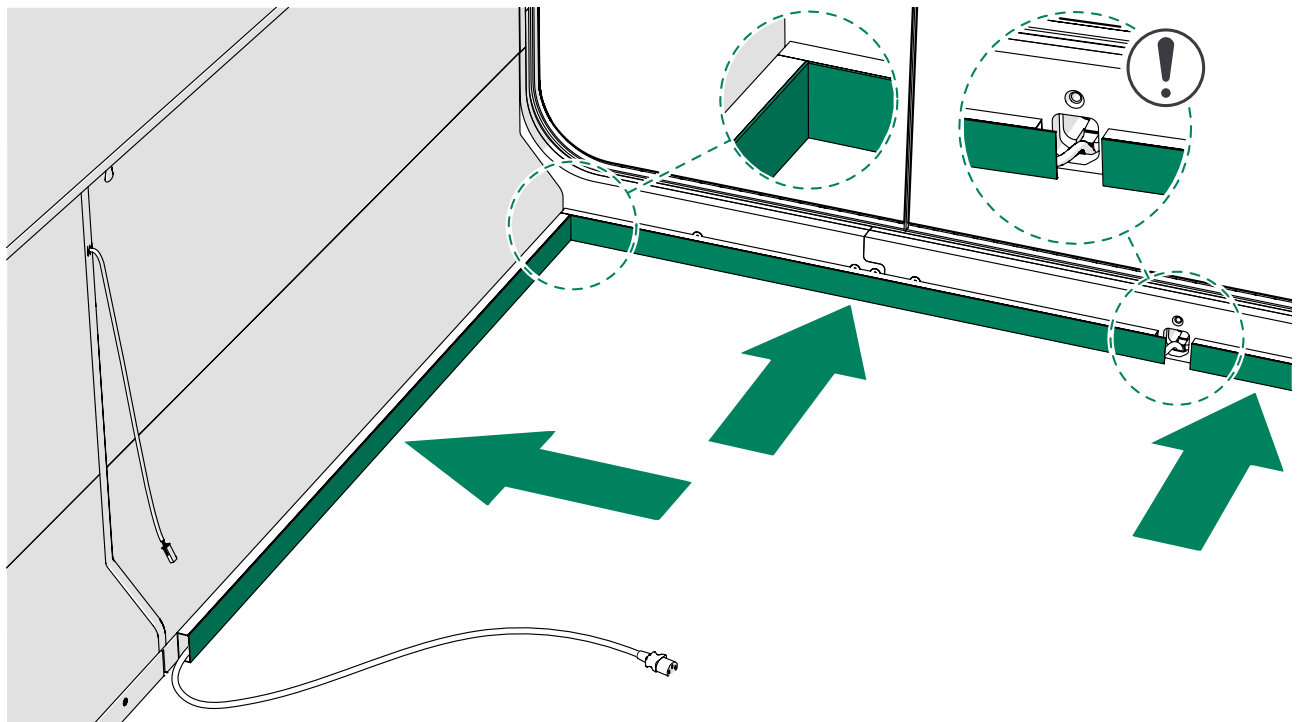
⚠ **Note:** Make sure that the power cord is long enough. The recommended length inside the pod is 3.8 m (12 ft 5 5/8 in).



6. Press the front profile of the cord duct in place.

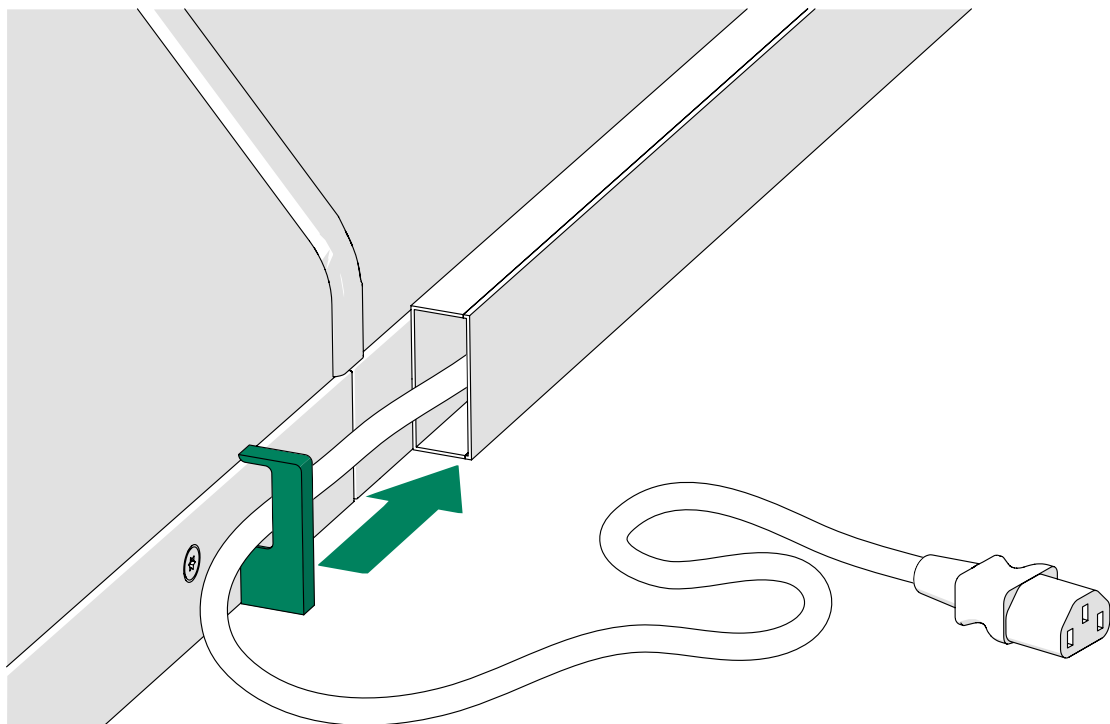


Note: Make sure that the front profile sits slightly over the opening in the lower back frame.

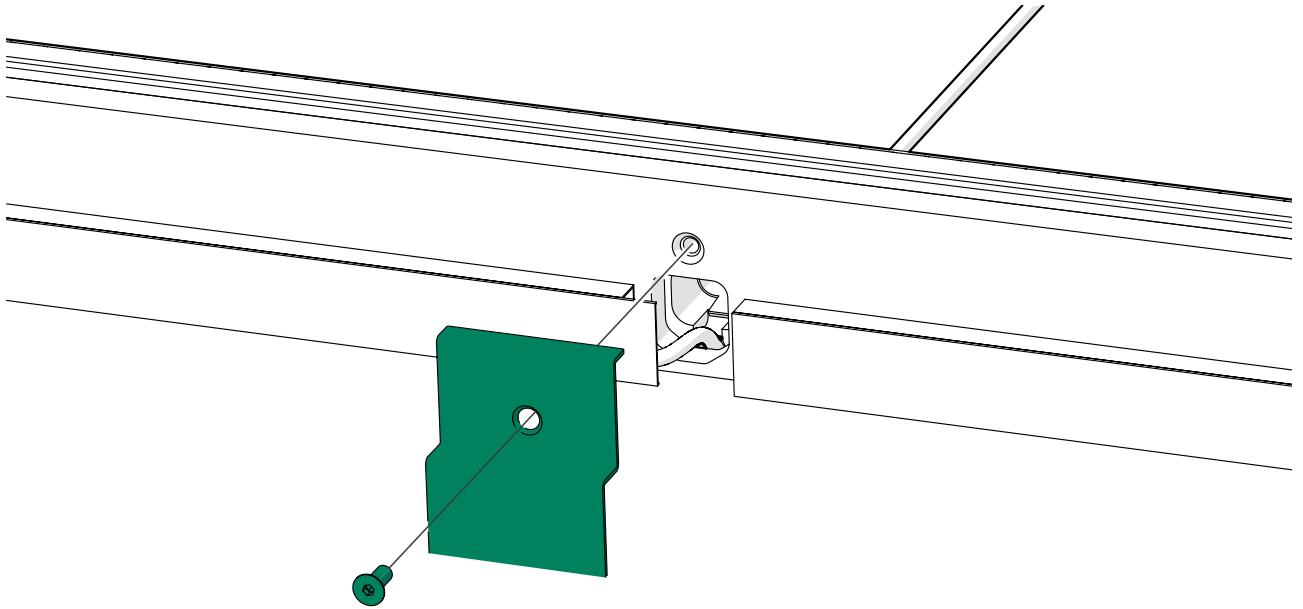


7. Press the cord duct plug to the end of the cord duct.

If you install the 72 cm (28 3/8 in) table, you will need at least 1.5 m (4ft 11 in) of power cord inside the pod.

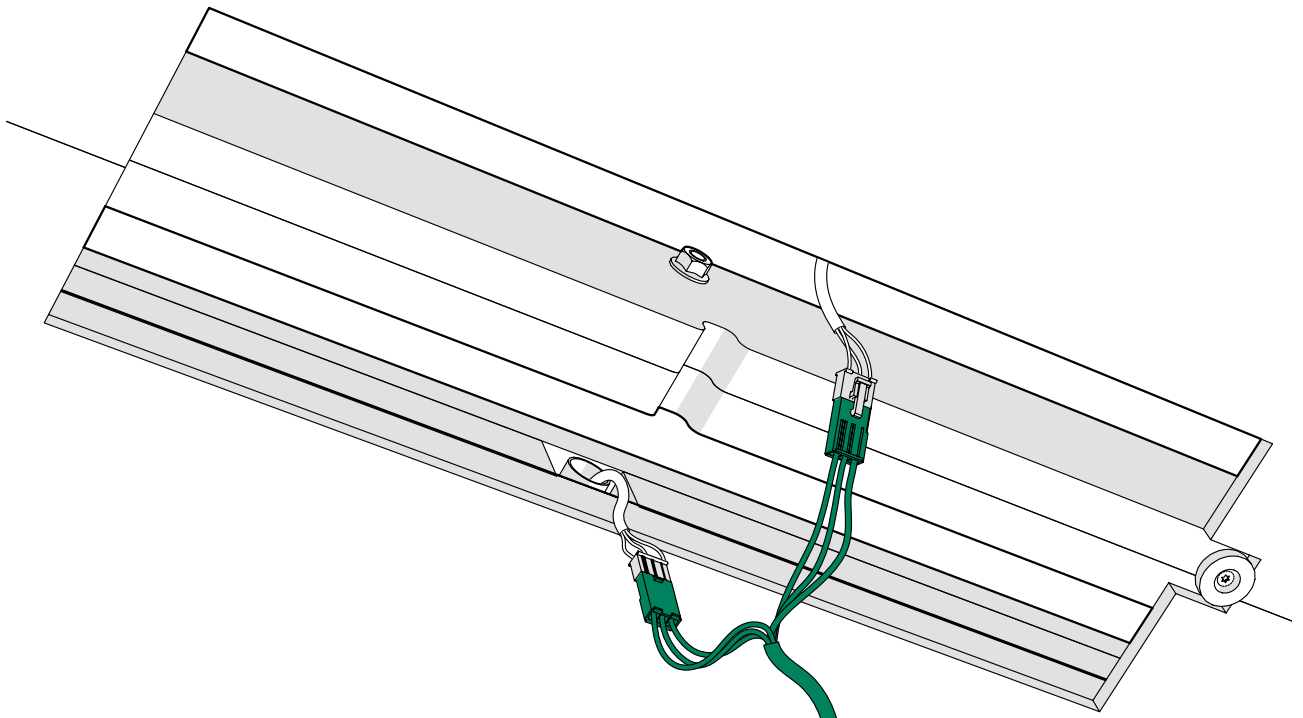


8. Install the cover plate onto the opening in the lower back frame with a black M8x20 countersunk screw.



14.9 Install electrical connections to the control unit

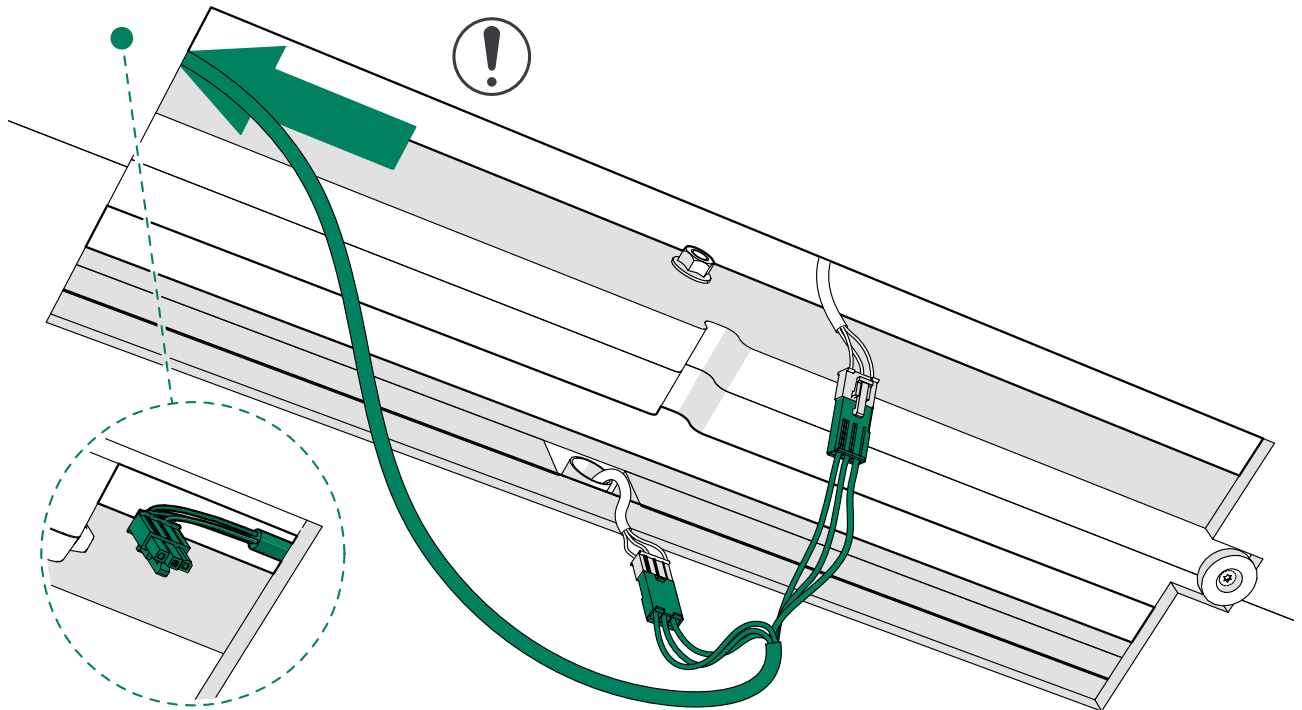
1. Connect the fan DC cords at the back opening to the long fan extension cord.



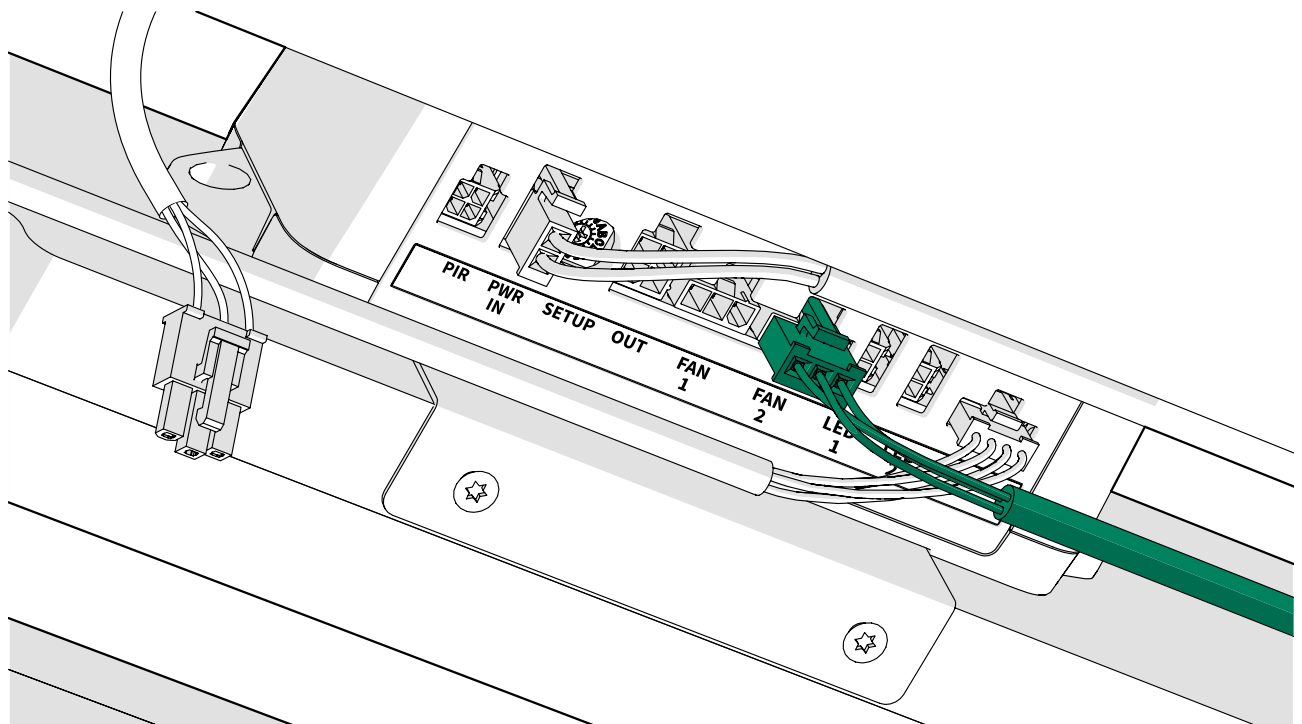
2. Feed the long fan extension cord from the back of the pod through the groove in the center beam and into the pod from the light opening at the front.



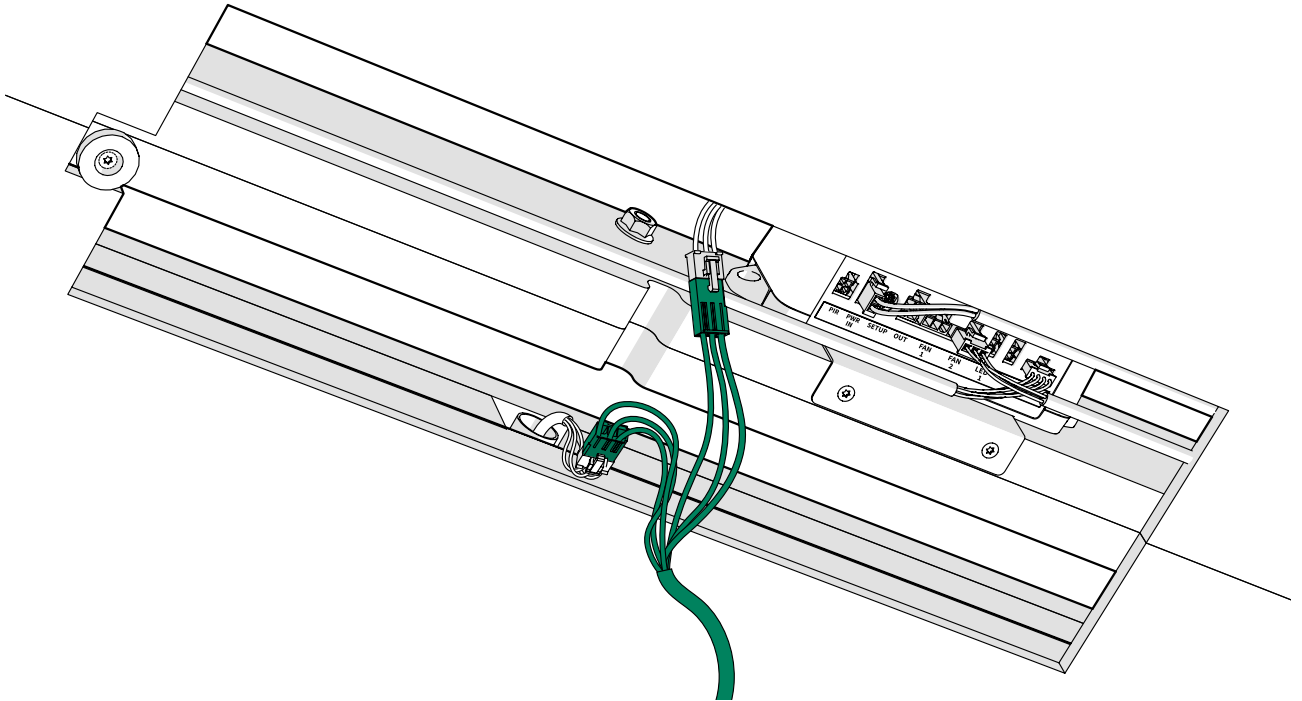
Note: Feed the extension cord to the same side of the ceiling beam as the control unit.



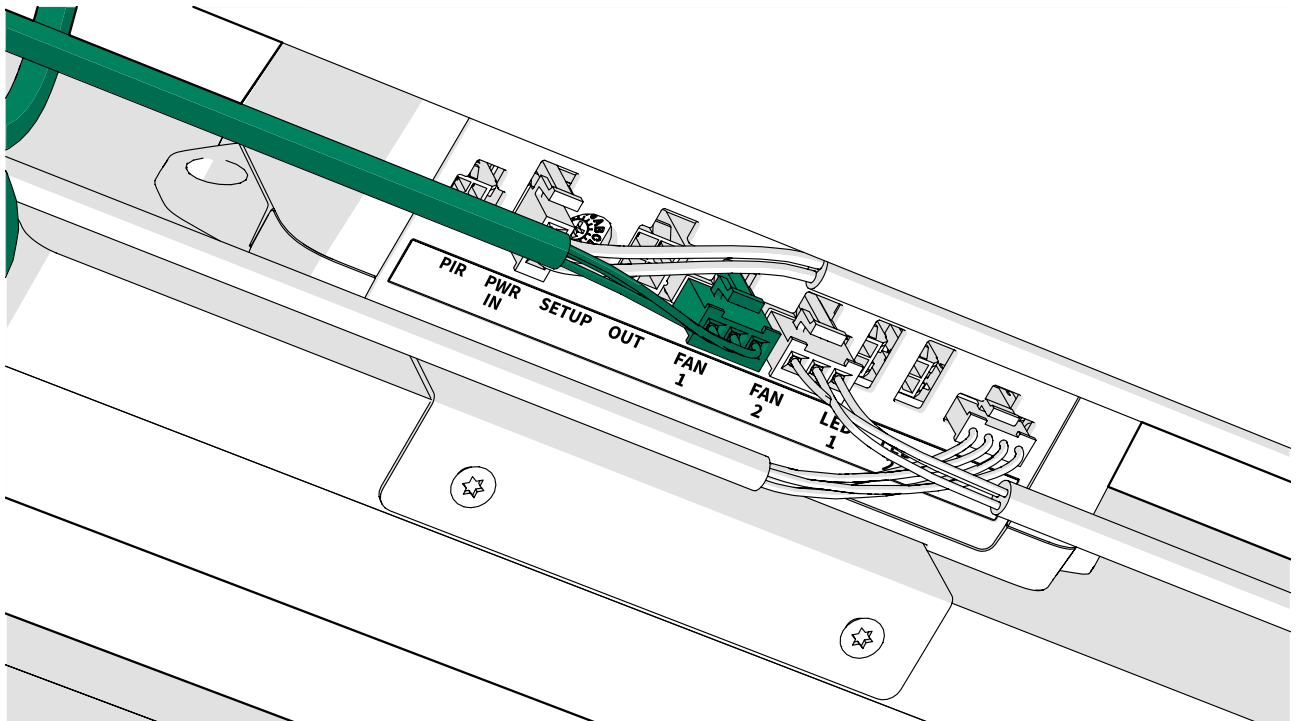
3. Connect the long fan extension cord to the FAN 2 connector of the control unit.



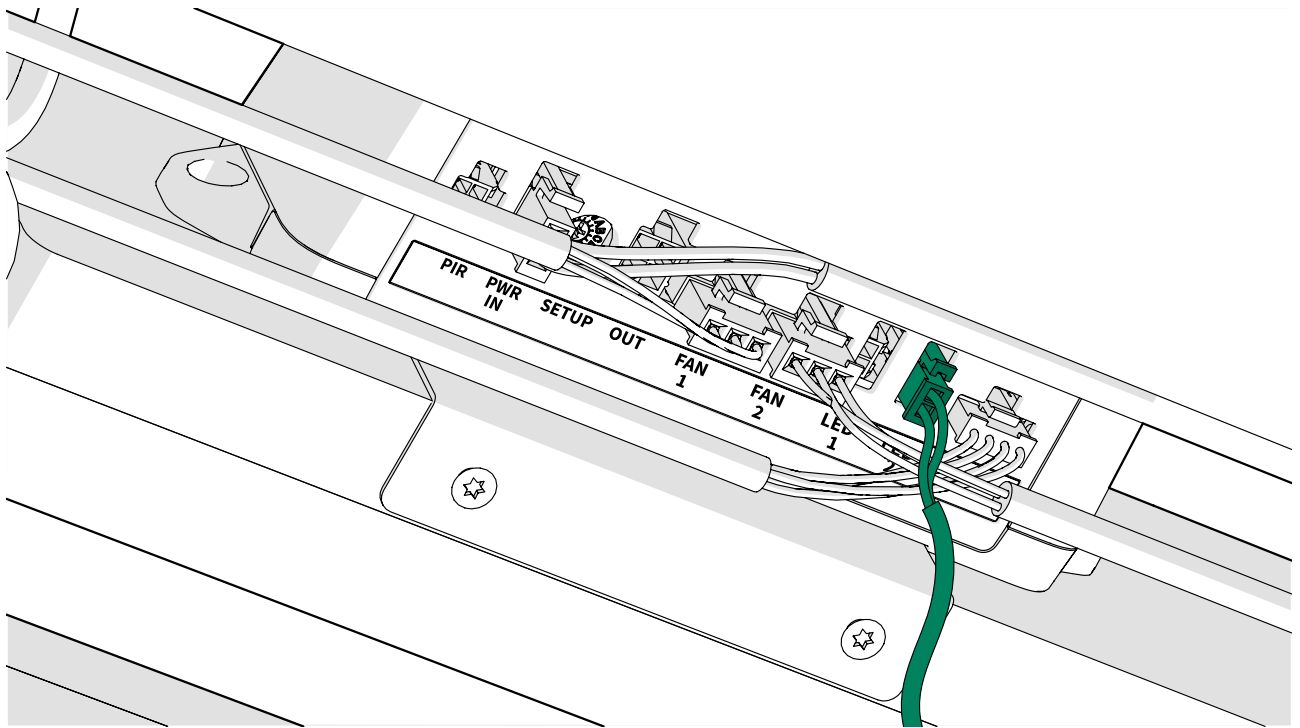
4. Connect the fan DC cords to the short fan extension cord at the front.



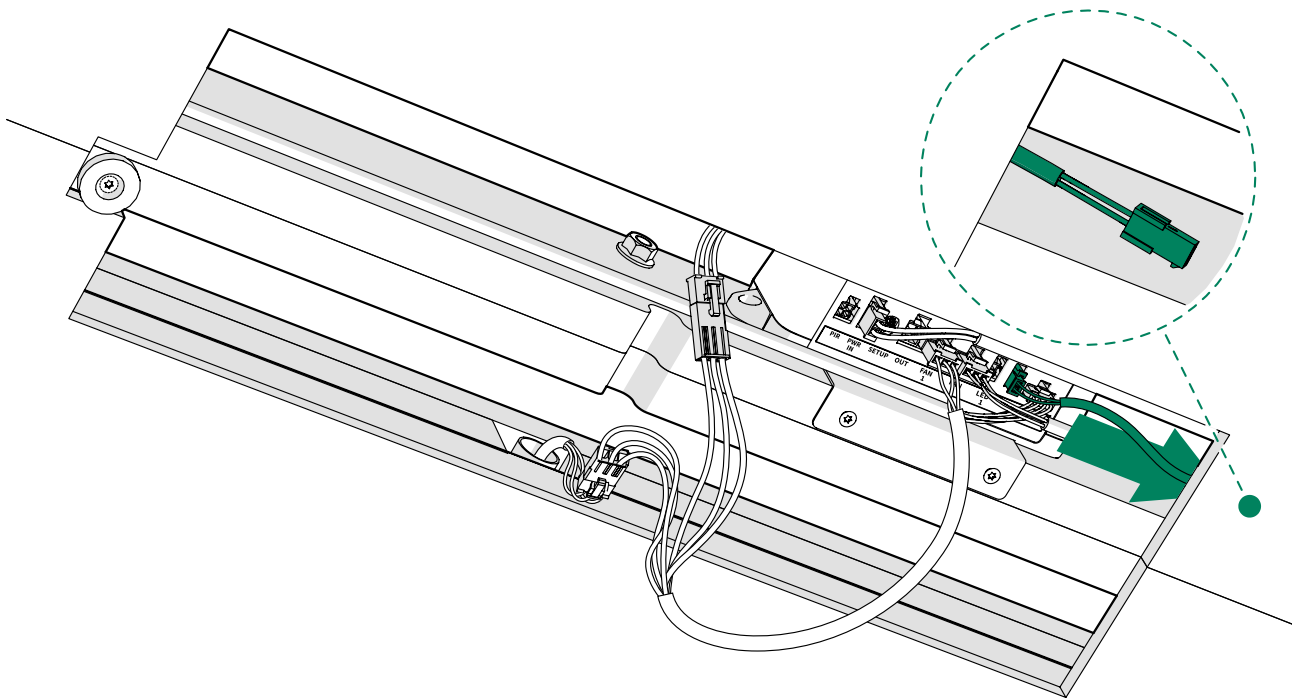
5. Connect the short fan extension cord to the FAN 1 connector of the control unit.



6. Connect the light extension cord to the LED 2 connector of the control unit.



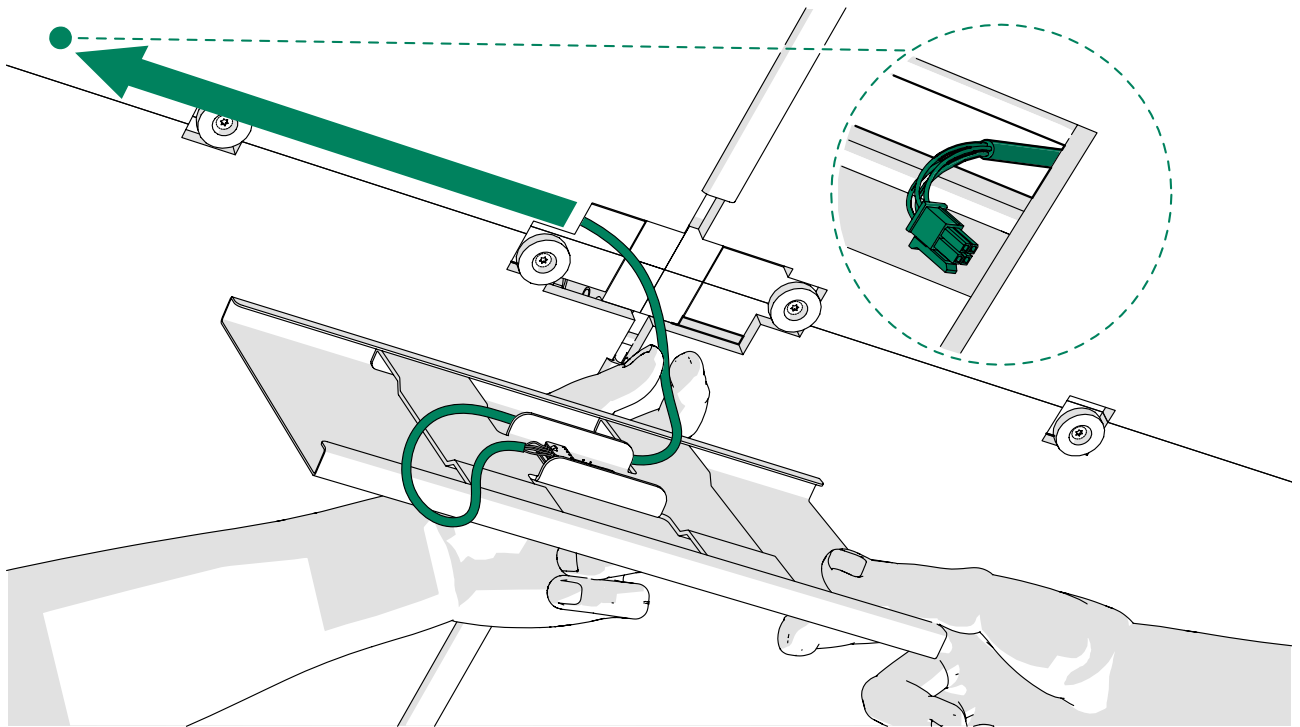
7. Feed the light extension cord from the front of the pod to the back and out of the light opening.



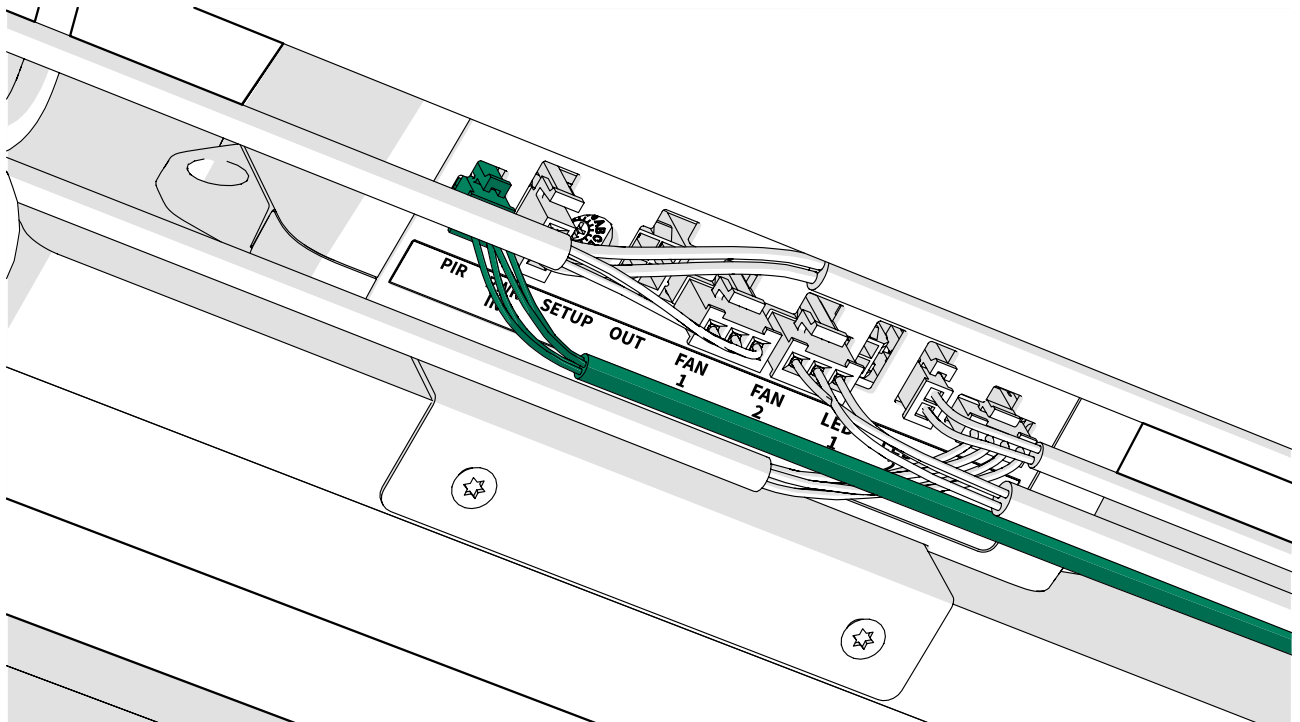
14.10 Install the motion detector

1. Feed the motion detector DC cord to the control unit.

⚠ **Note:** Feed the cord to the same side of the ceiling beam as the control unit.



2. Connect the motion detector DC cord to the PIR connector of the control unit.



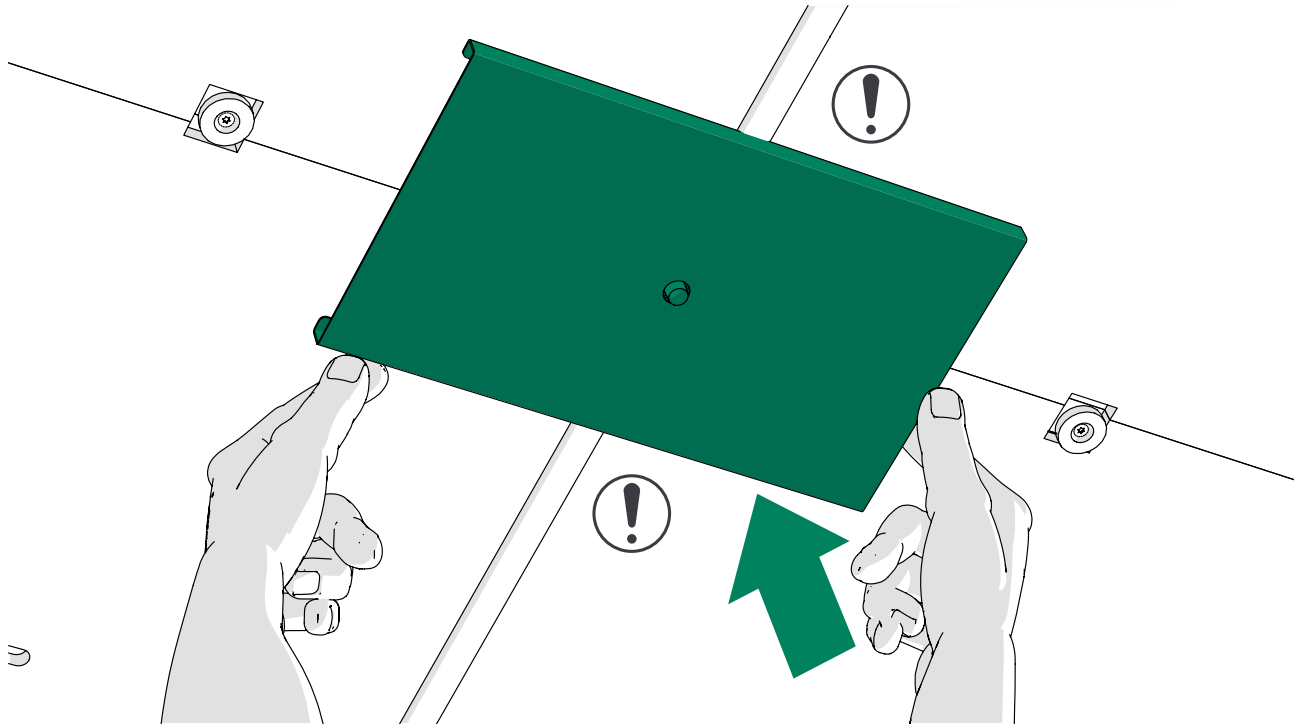
3. Lift the motion detector into place so that it snaps onto the magnets.



Note: Make sure that the cord is not caught between the motion detector and the magnets.

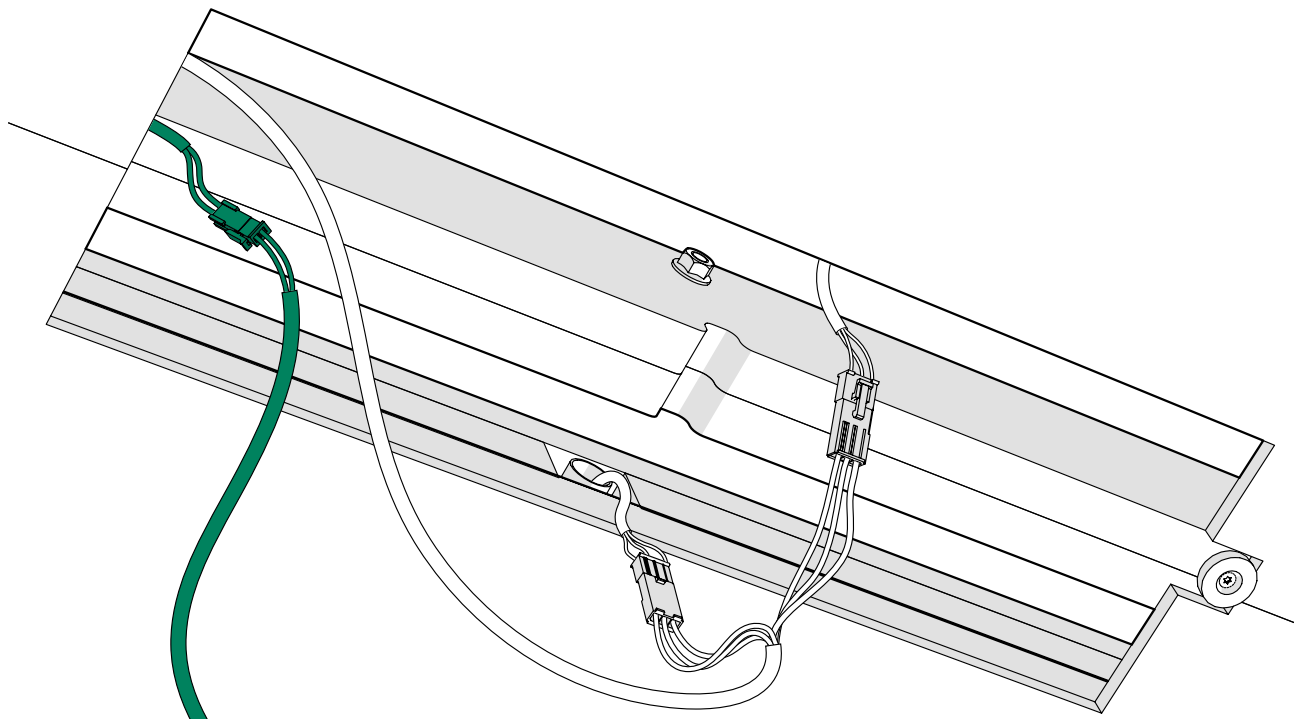


Note: Install the seal and the edge of the motion detector in a butt joint.

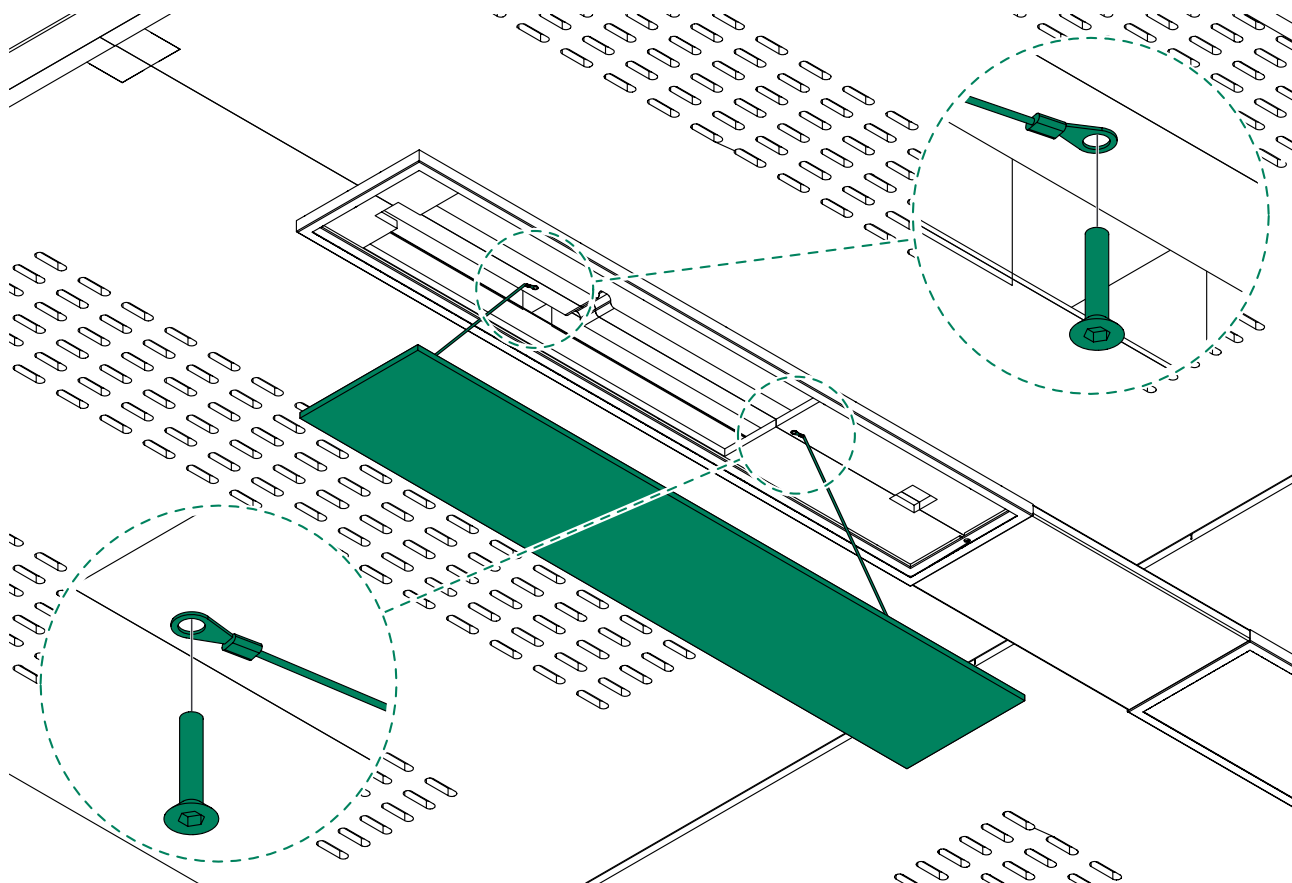


14.11 Install the lights

1. Connect the light at the back to the light extension cord connector.



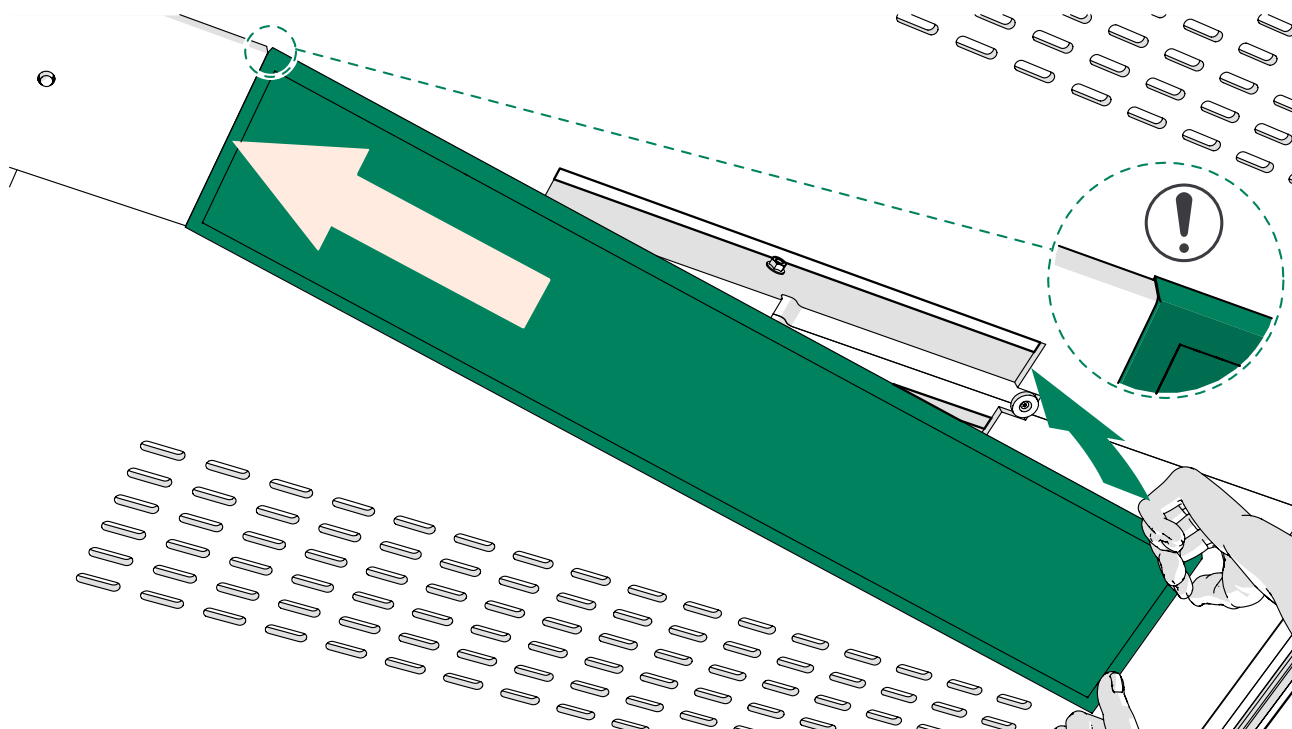
2. Install the light wires to the roof with 4x20 screws.



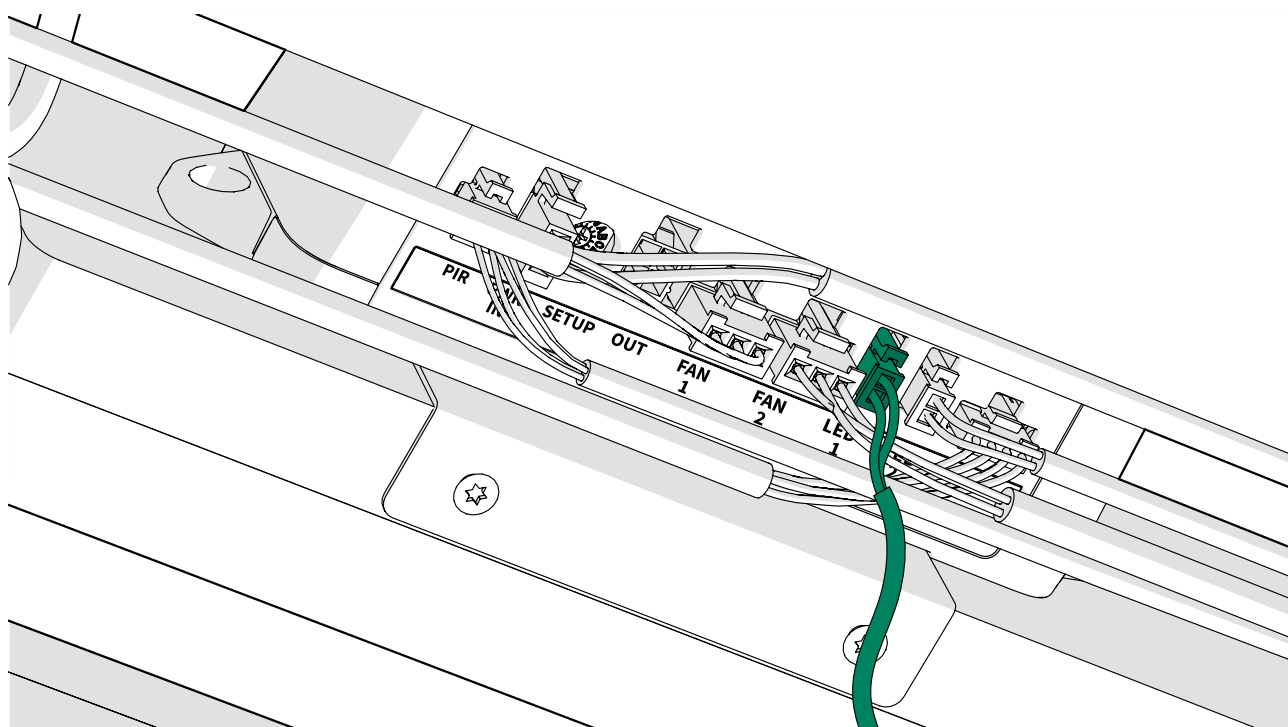
3. Install the light onto the back ceiling, edge to edge with the motion detector. The light attaches to the ceiling with magnets.



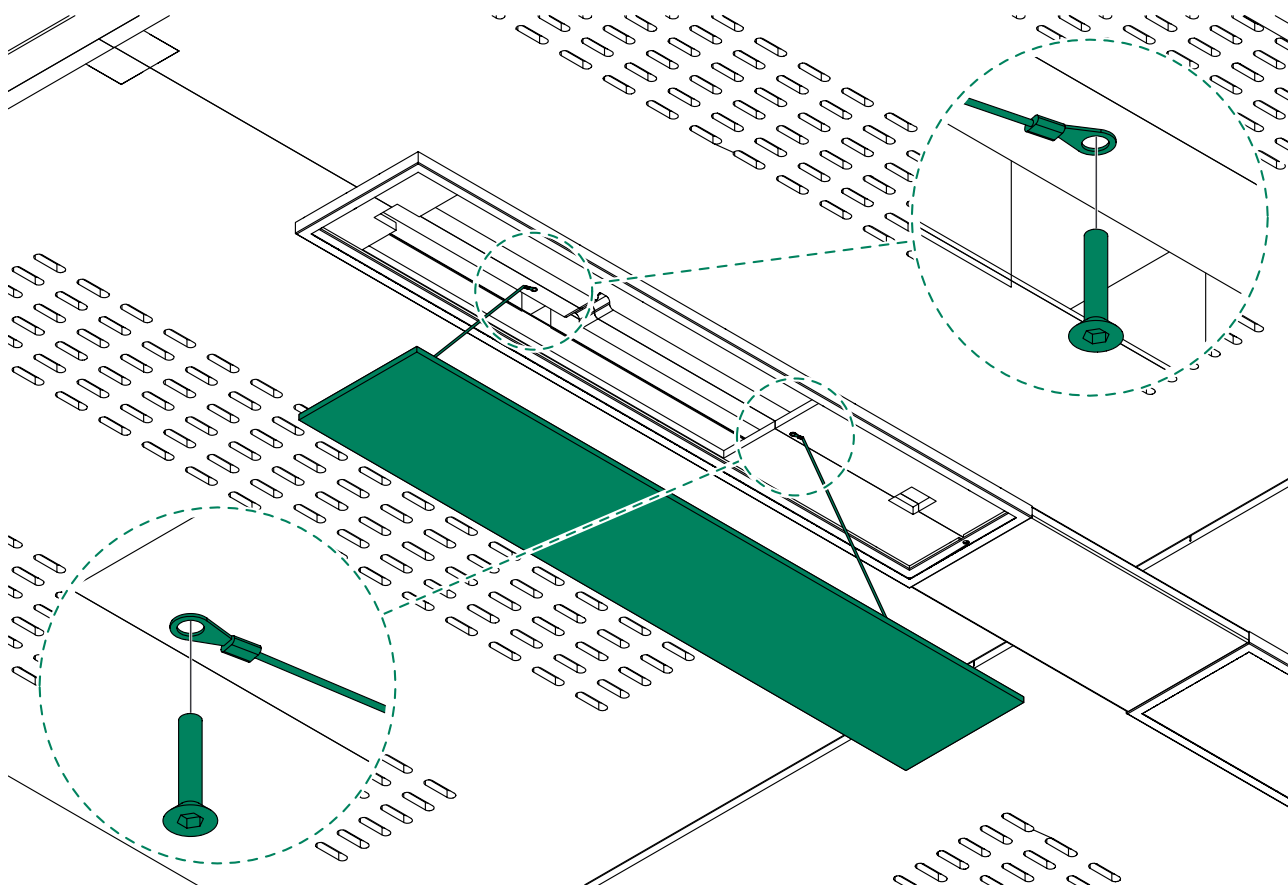
Note: Make sure that the light and the motion detector are aligned. Use the ceiling felt center line as the midpoint reference.



4. Connect the cord of the remaining light to the LED 1 connector of the control unit.

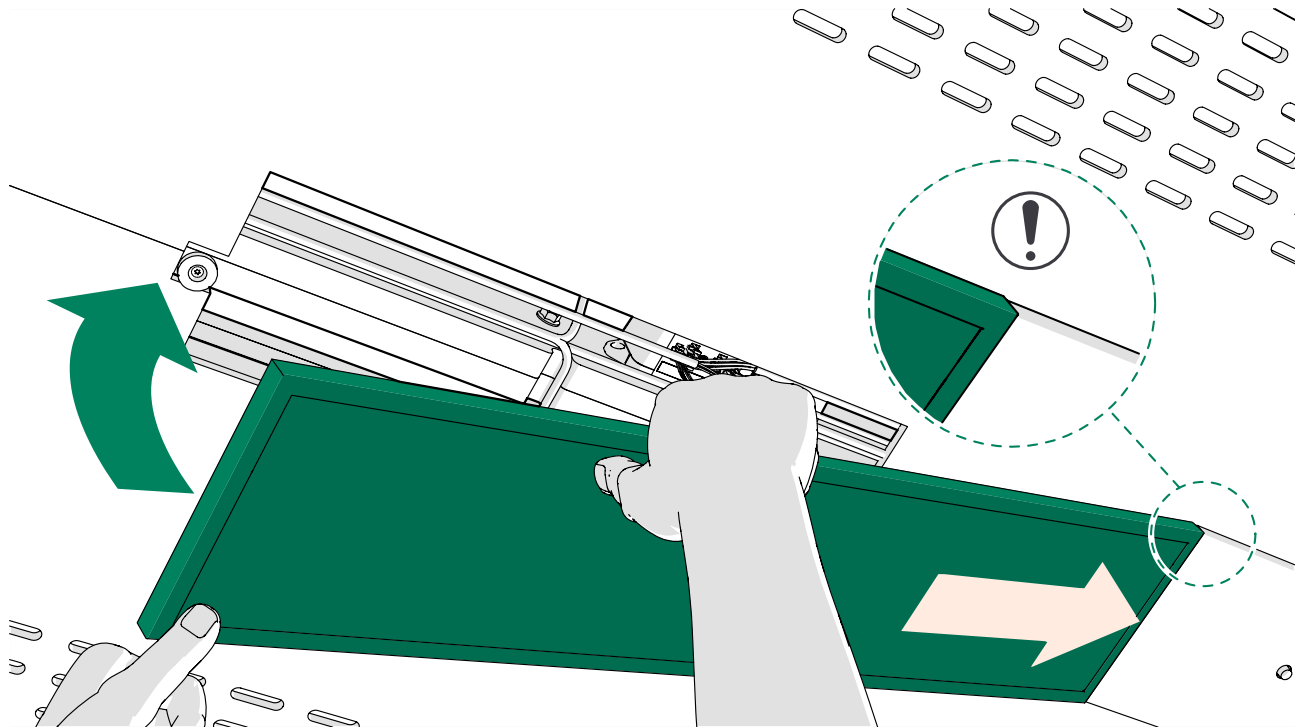


5. Install the light wires to the roof with 4x20 screws.



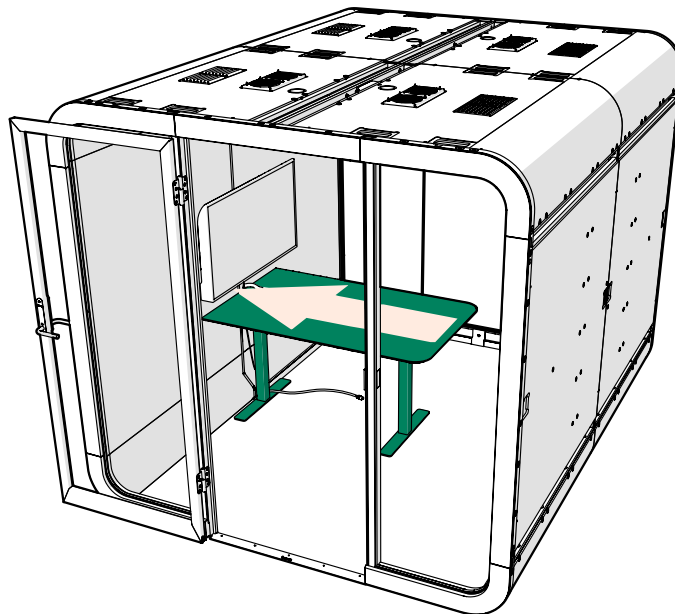
6. Install the light on the front ceiling, edge to edge with the motion detector. The light attaches to the ceiling with magnets.

! **Note:** Make sure that the lights and the motion detector are aligned. Use the ceiling felt center line as the midpoint reference.

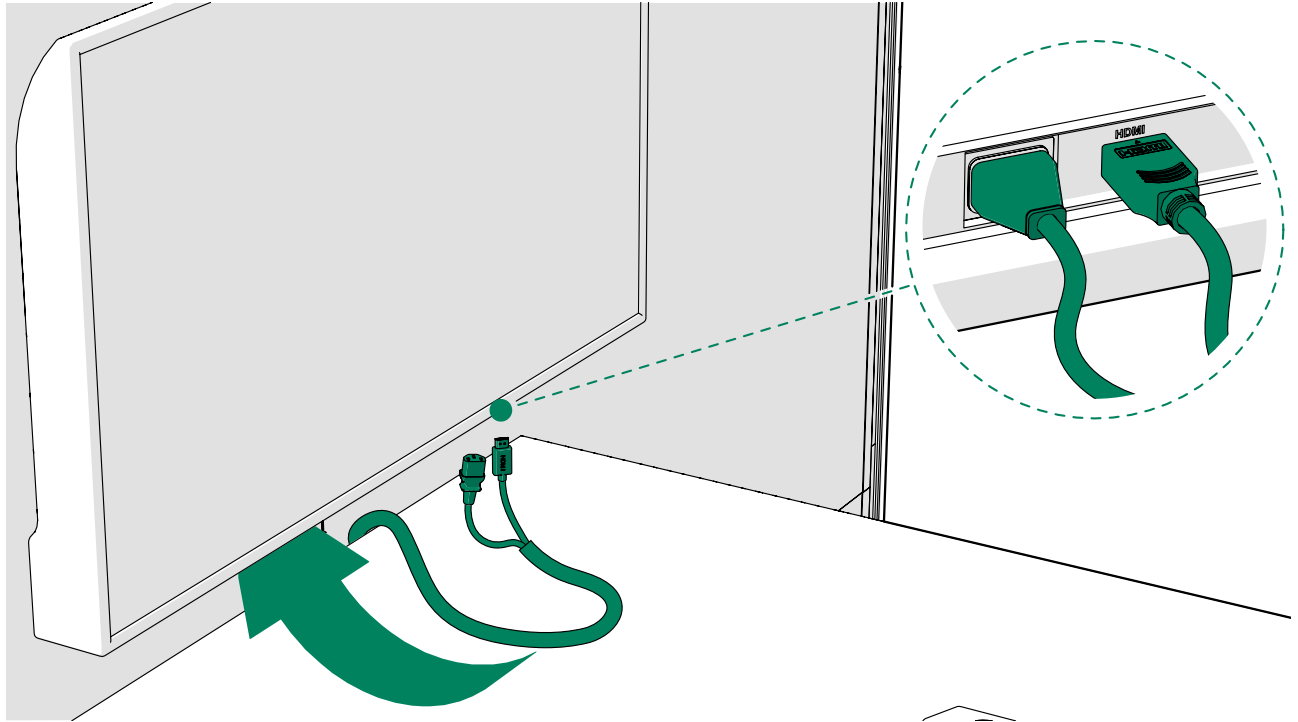


14.12 Finalize the installation of the table and electrics

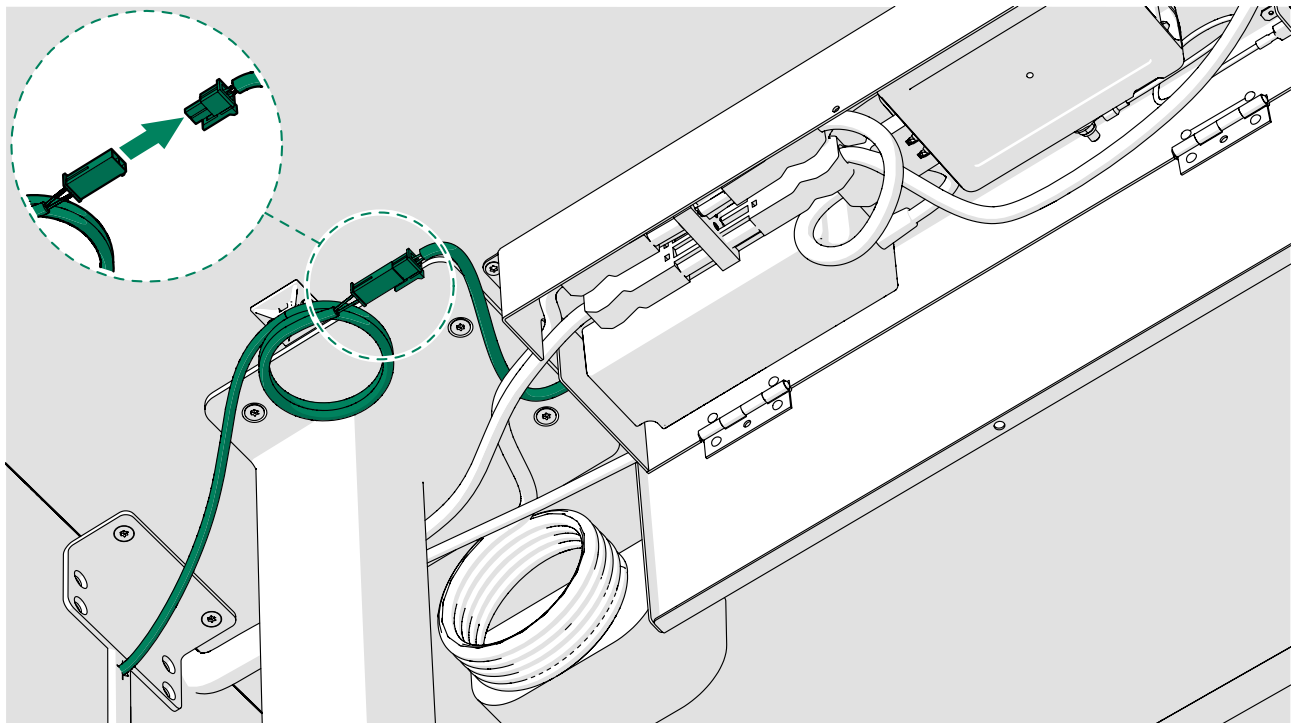
1. Move the table back against the side wall.



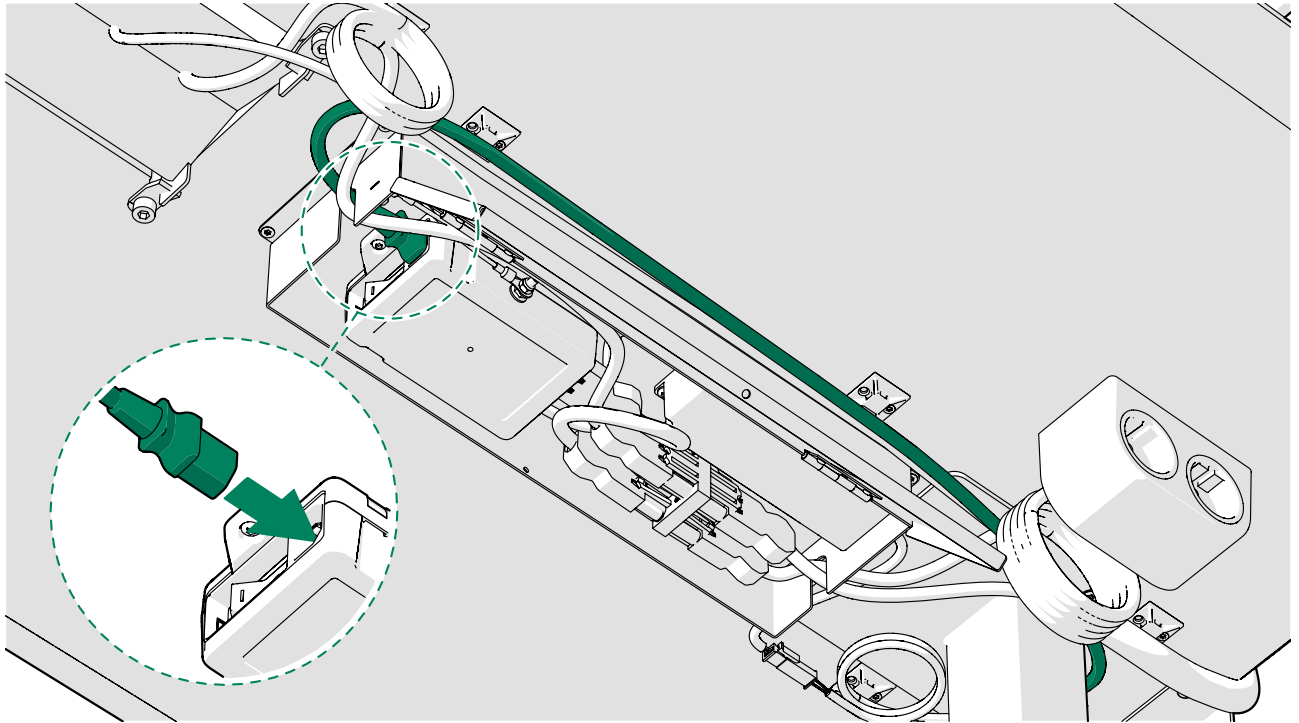
2. Connect the display power cord and HDMI cord to the display.
The display is compatible with IEC C 13 connector.



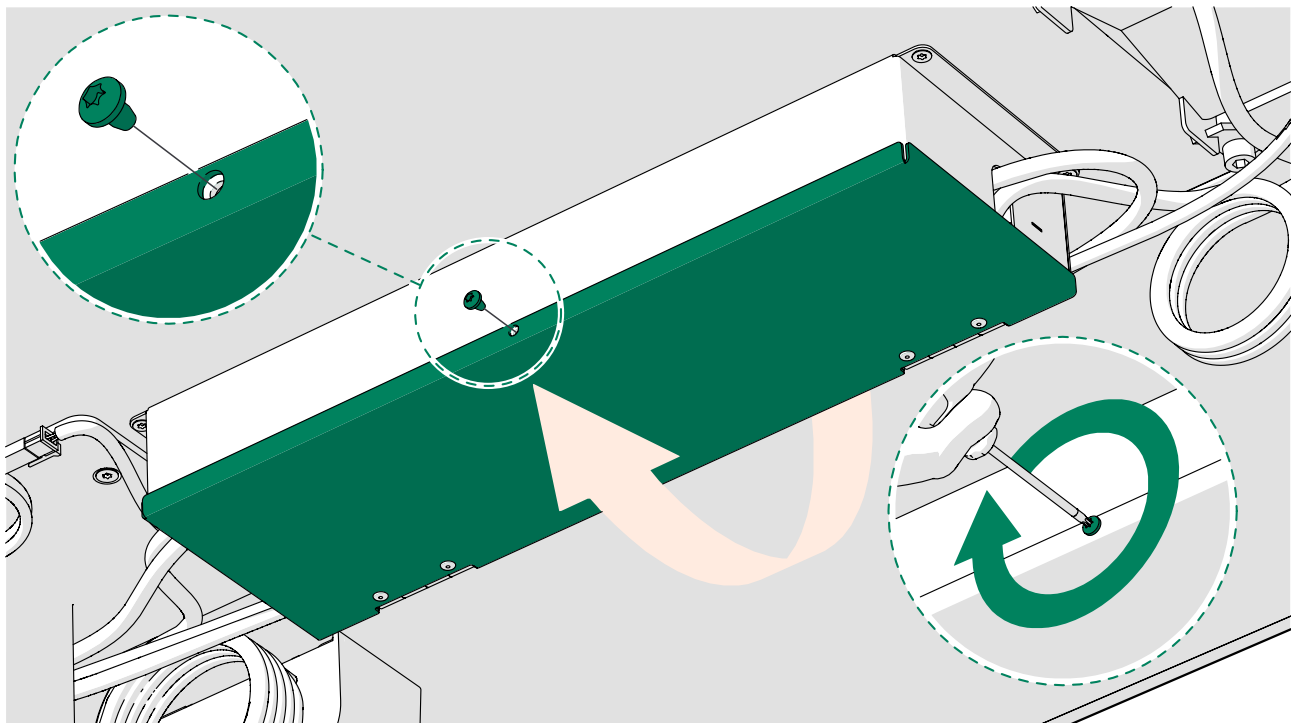
3. Connect the DC extension cord to the power unit DC cord.



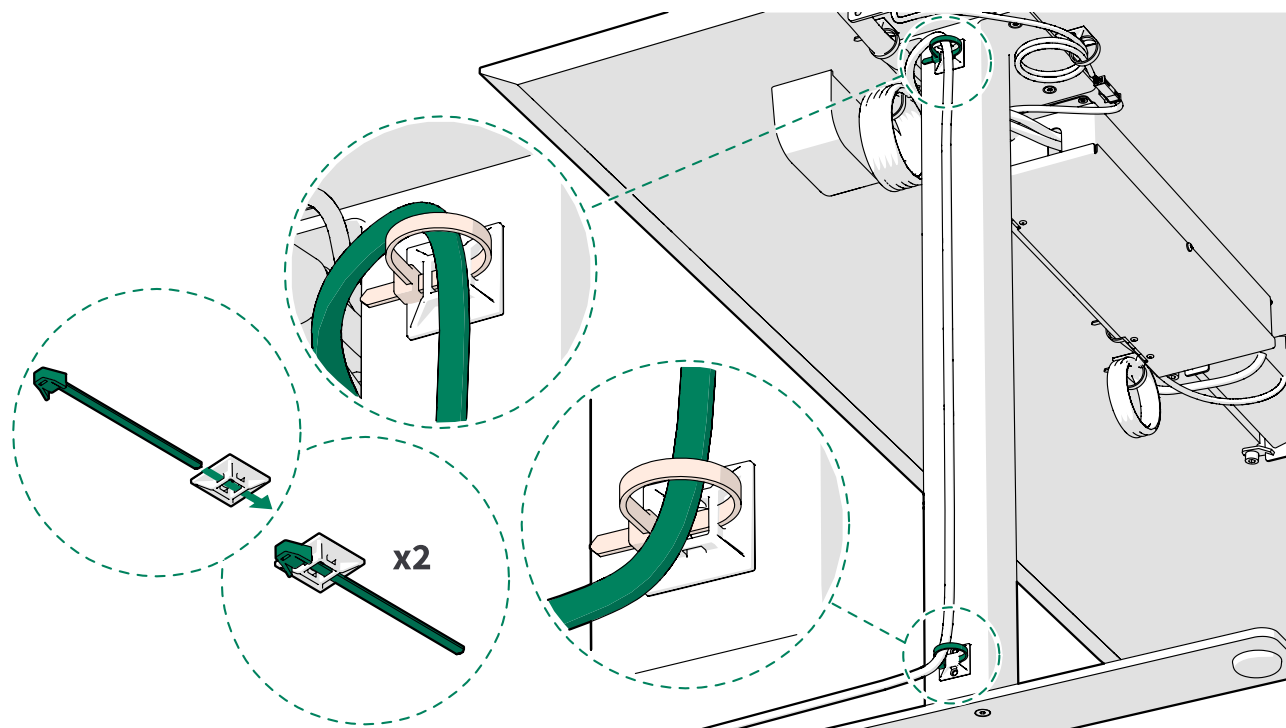
4. Connect the power cord to the power unit.



5. Close the lid of the metal box and install the M4x6 screw.

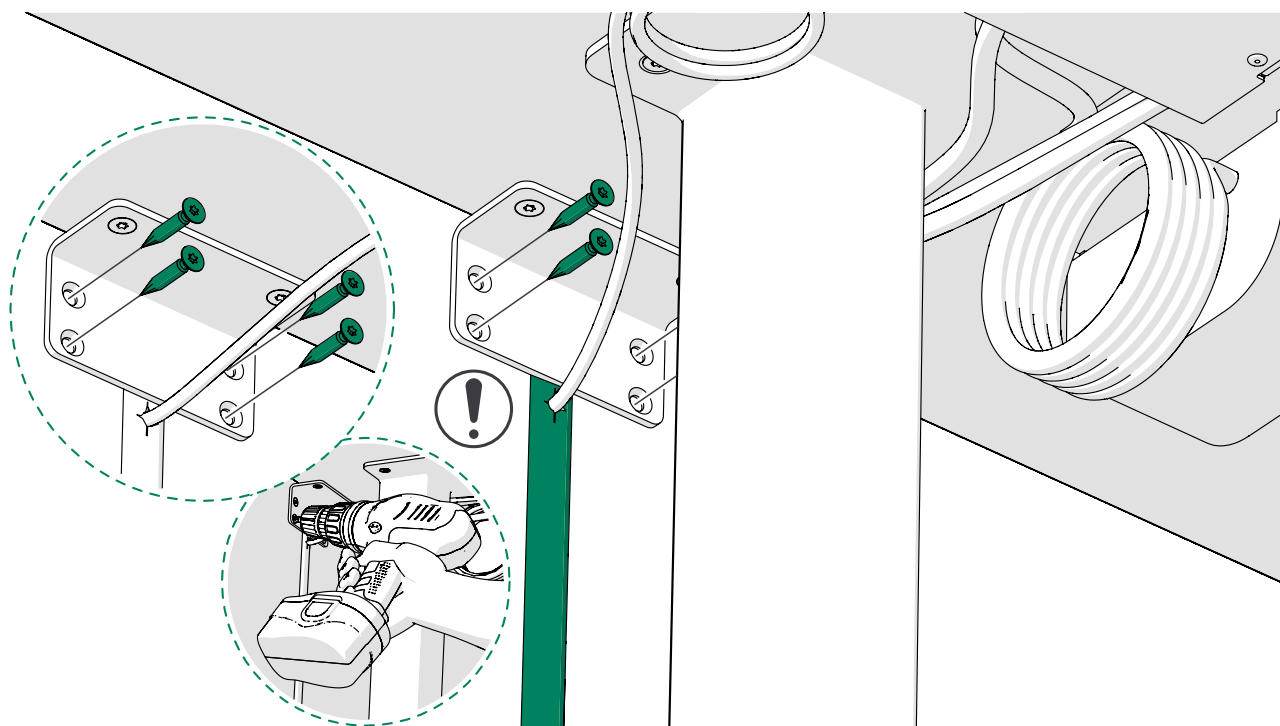


6. Guide the cords in the cable wrap through the cable ties (2 pcs) on the table leg.




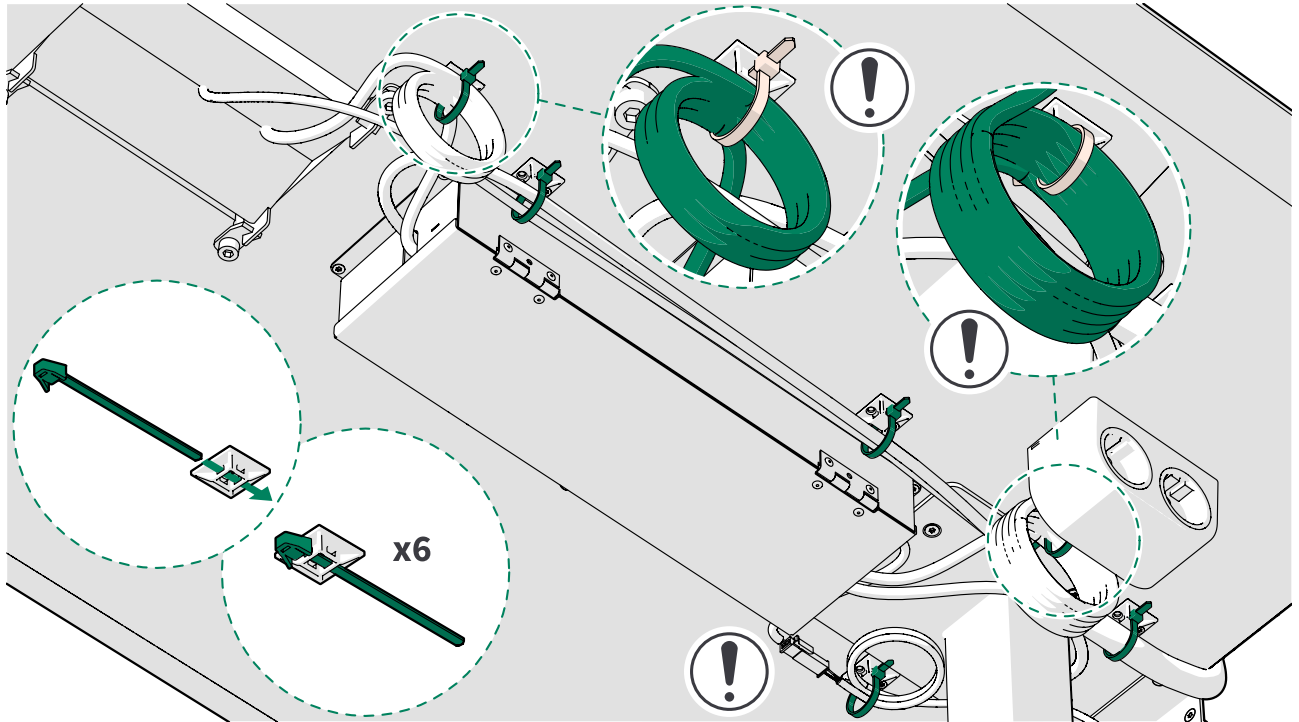
7. Install the table to the wall with black 5x30 screws (4 pcs).

⚠ **Note:** Make sure that the seal on the wall is in the middle of the wall bracket.



8. Guide the cable ties through the holders (5 pcs) and secure the extra length of the cord with the cable ties under the table top.

 **Note:** Make sure that you roll the extra length of the cord into a loop before tying them with the cable ties.



15 Install the cover panels and the body covers

15.1 Install the roof cover panels

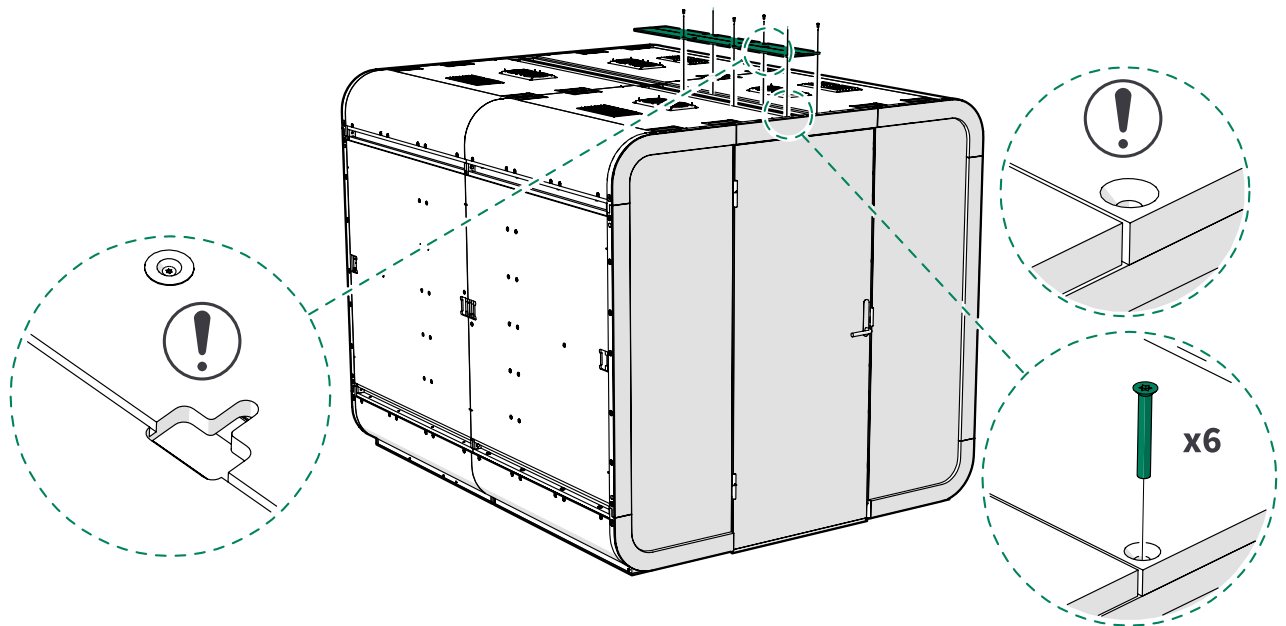
1. Install the roof cover panel to the front half of the roof with 4x30 screws (6 pcs). Push the cords into the electrical channel.



Note: Place the countersunk holes upwards. Use the existing screw holes.

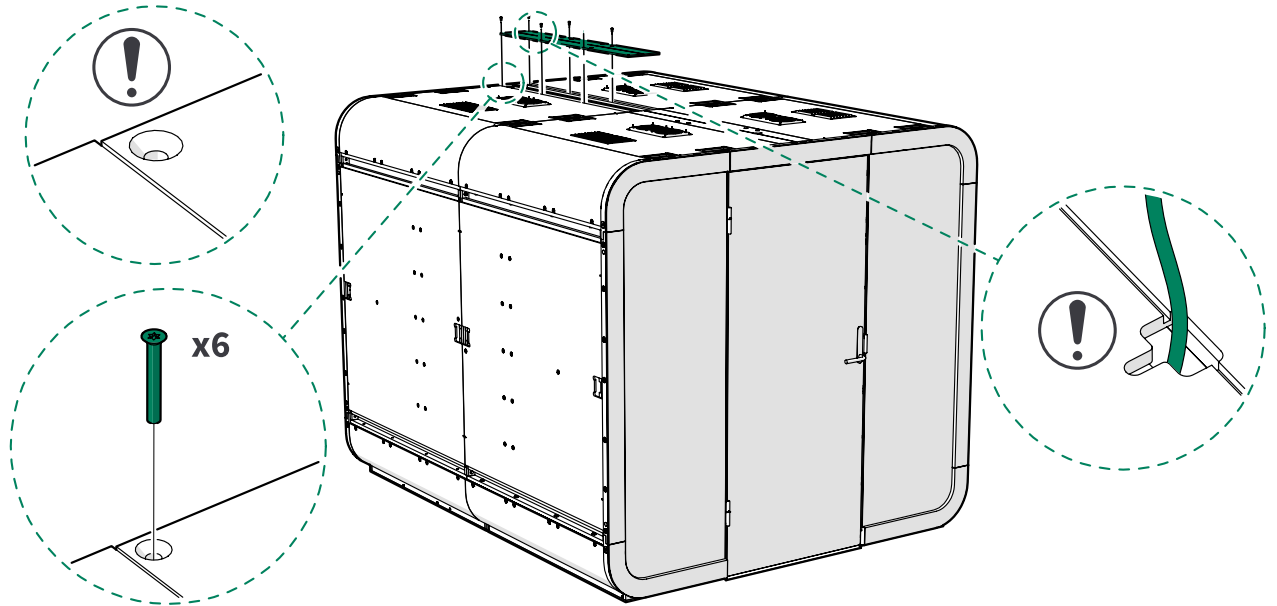


Note: Do not lean against the roof. Make sure that your ladder is high enough.



2. Install the roof cover panel to the back half of the roof with 4x30 screws (6 pcs).

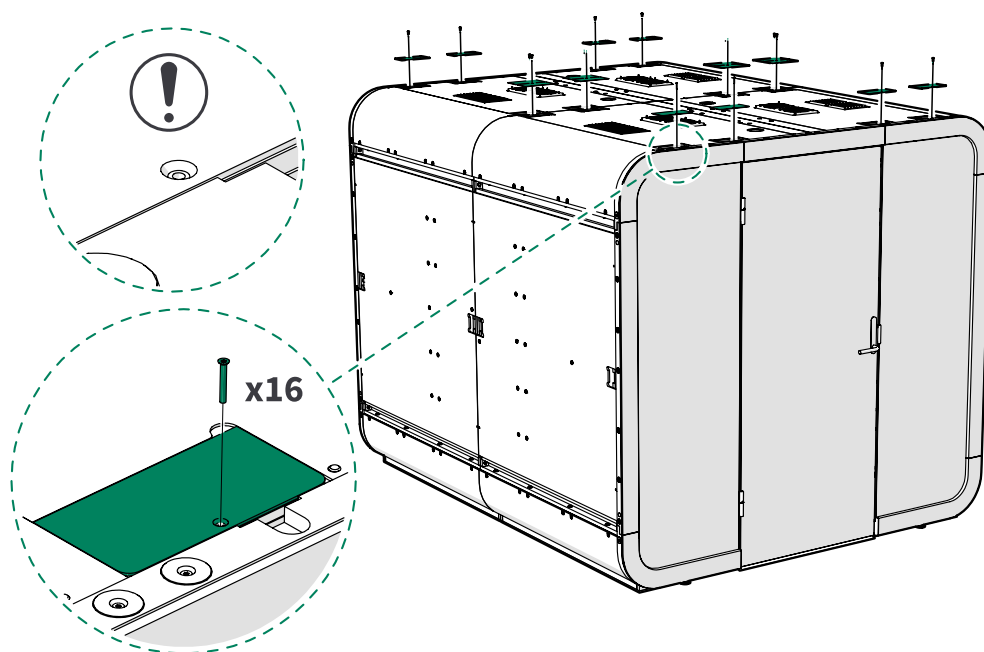
- ⚠ **Note:** Place the countersunk holes upwards. Use the existing screw holes.
- ⚠ **Note:** Do not lean against the roof. Make sure that your ladder is high enough.
- ⚠ **Note:** If you installed the power cord to the roof, guide it through the roof cover panel hole and into the groove before setting the roof cover panel into place. Make sure that the power cord is not damaged during the installation.



15.2 Install the roof cover plates

Reinstall the cover plates (16 pcs) to the roof with 4x30 screws (16 pcs).

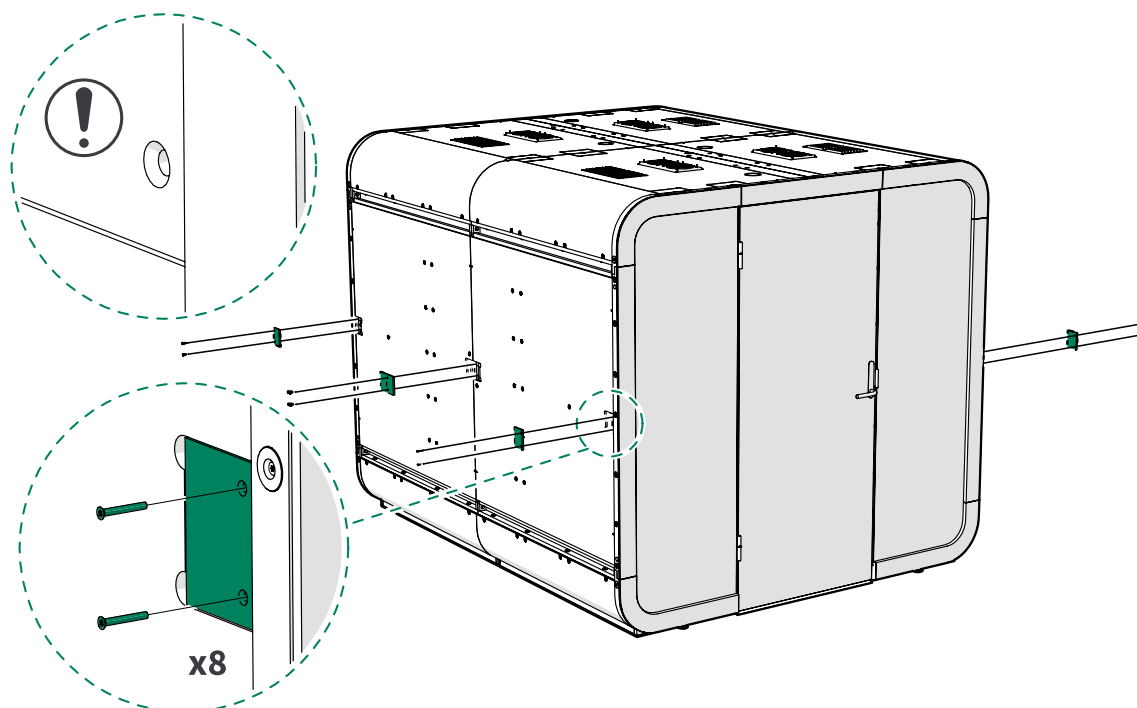
- ⚠ **Note:** Place the countersunk holes upwards. Use the existing screw holes.



15.3 Install the wall cover panels

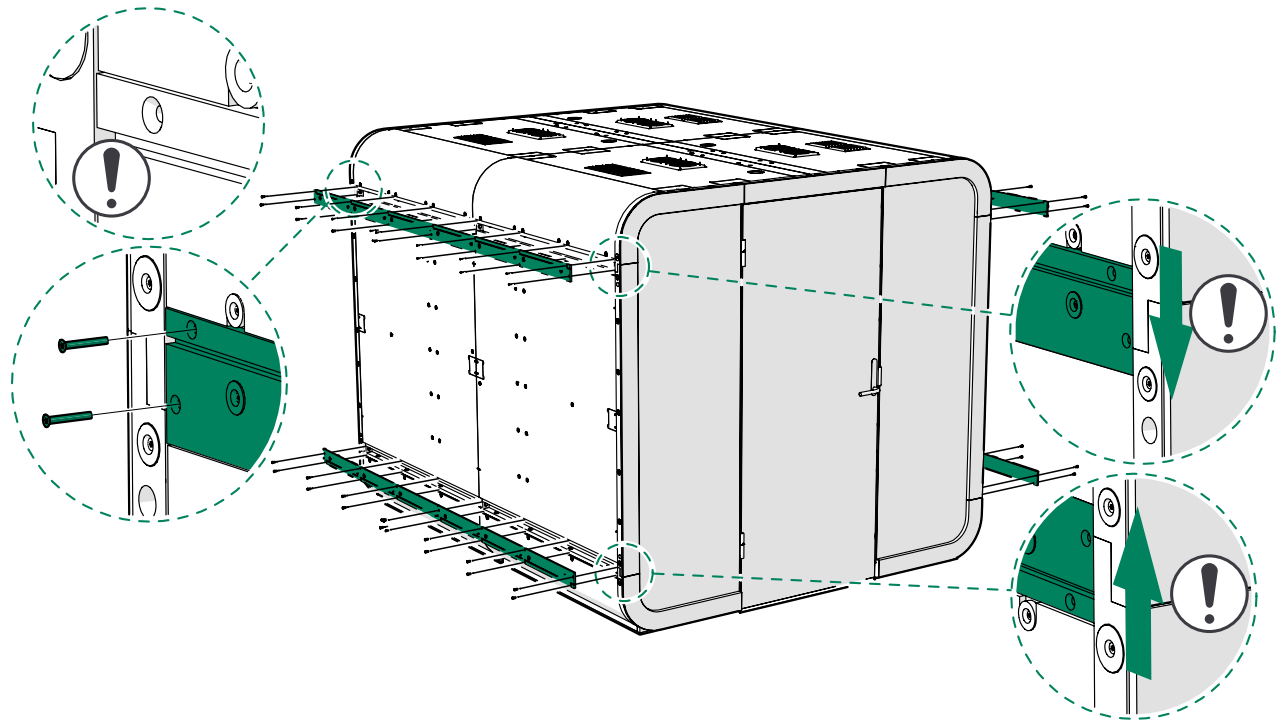
1. Reinstall the small cover panels (8 pcs) to the walls with 4x30 screws (16 pcs).

⚠ **Note:** Place the countersunk holes upwards. Use the existing screw holes.



2. Reinstall the large cover panels (8 pcs) to the walls with 4x30 screws (64 pcs).

- ⚠ **Note:** Place the countersunk holes upwards. Use the existing screw holes.
- ⚠ **Note:** Make sure that the grooves in the panels are on the outer edge of the panel and that the panels touch the wall module on the inner edge.



15.4 Install the bottom body covers

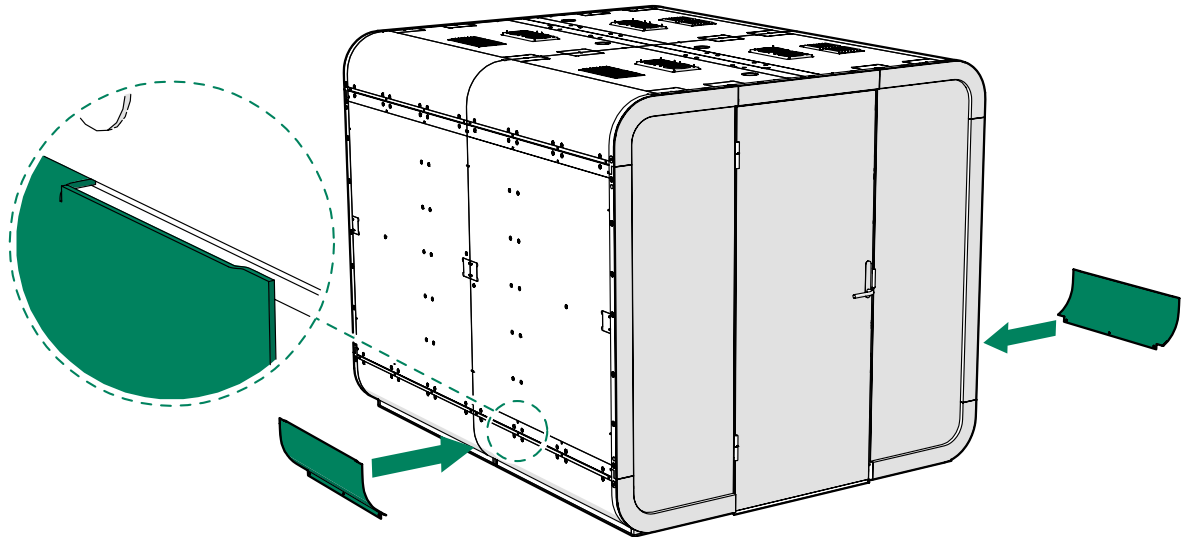
1. Install the bottom body covers (1 pc each side) in the middle of the floor of the pod. Push the lower part first under the pod and then guide the flange into the groove on the wall.



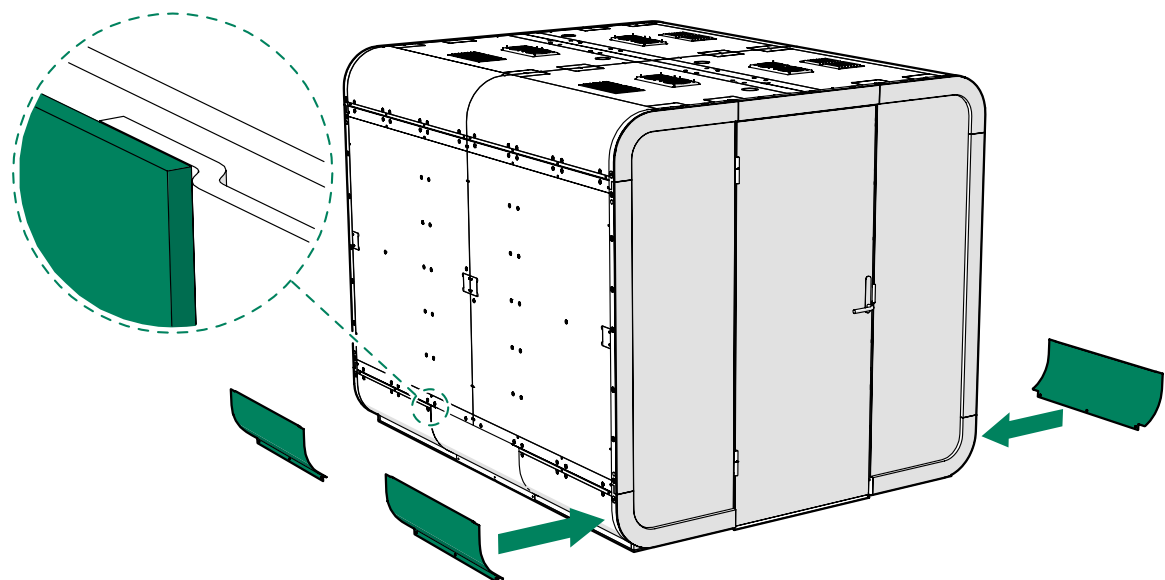
Note: Make sure that the cover has flanged edges.



Tip: Use the small holes in the body covers to center them.



2. Install the bottom body covers (2 pcs each side) on the sides of the floor of the pod. Guide the edges of the covers on top of the flanges in the middle cover.

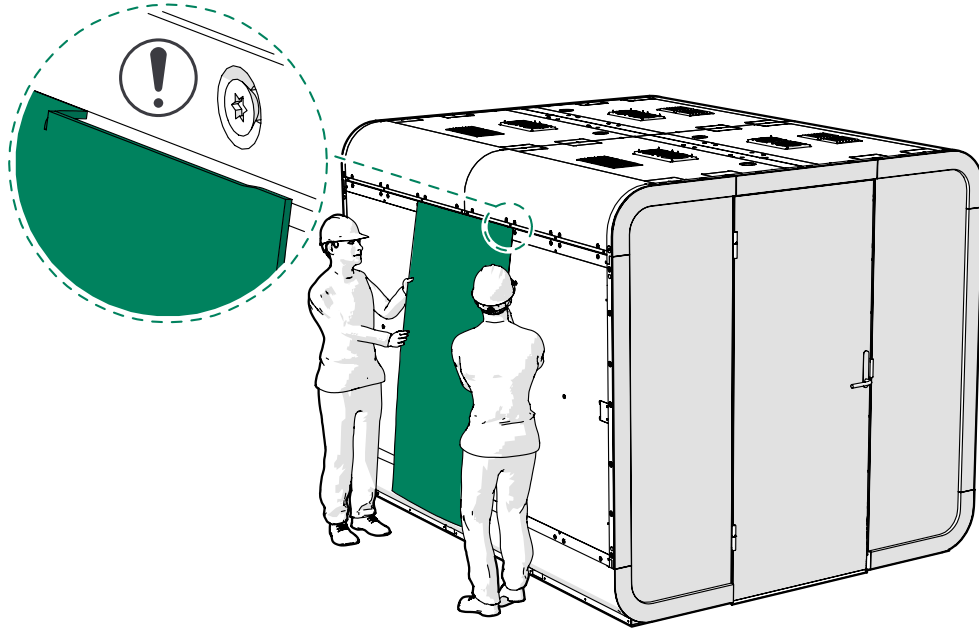


15.5 Install the wall body covers

1. Install the center body covers on both sides of the pod.

Place the upper fold of the body cover against the wall of the pod and slide it into the upper installation groove.

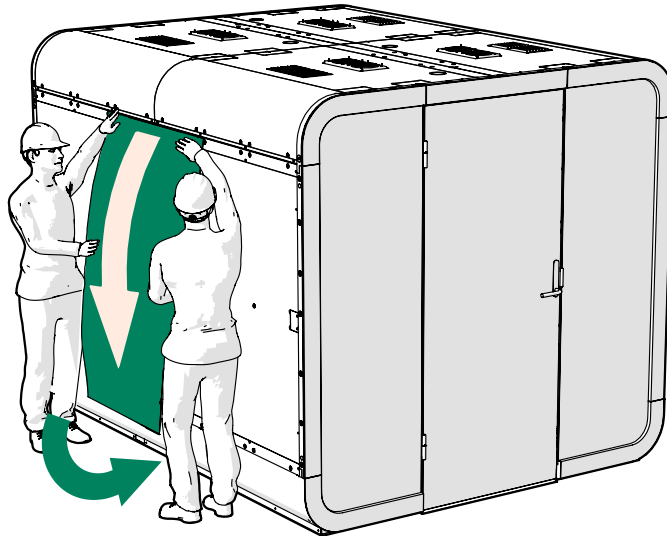
- ⓘ **Note:** Make sure that the cover has flanged edges.
- ⓘ **Note:** Use a plastic chisel, if you must remove the cover.



2. Press the body cover into the upper groove with one hand and bend the body cover lightly outward with your other hand. Slide the lower edge of the body cover into the groove at the bottom of the wall and press the body cover into place.



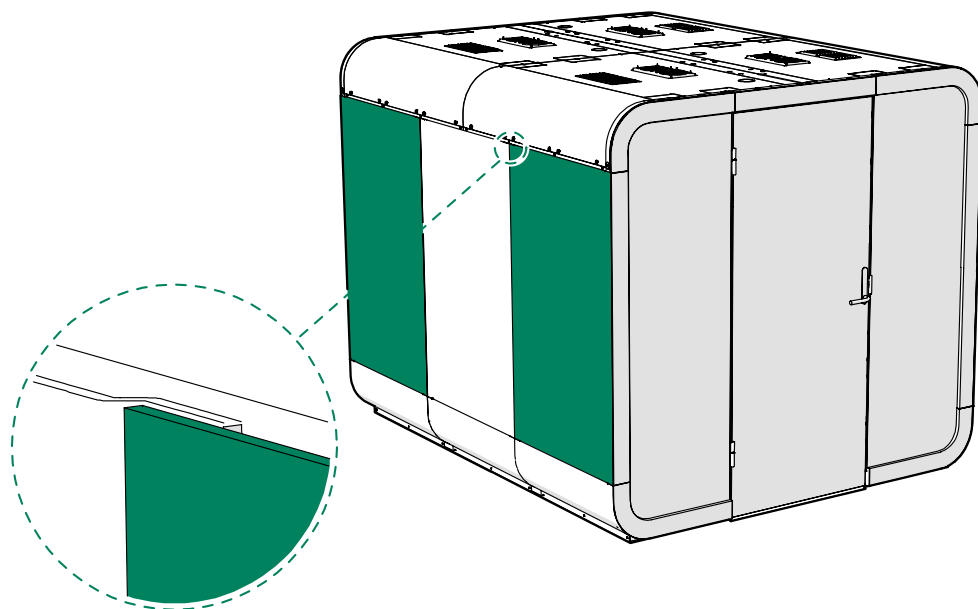
Note: Make sure the fold on the lower body cover is in the lower installation groove.



3. Install the wall body covers (2 pcs each side) on the edges of the wall of the pod. Guide the edges of the covers against the flanges in the middle cover.



Note: Make sure that the wall body covers are installed evenly and aligned correctly with the other body covers. Use a white rubber mallet to tap the wall covers into alignment if needed.

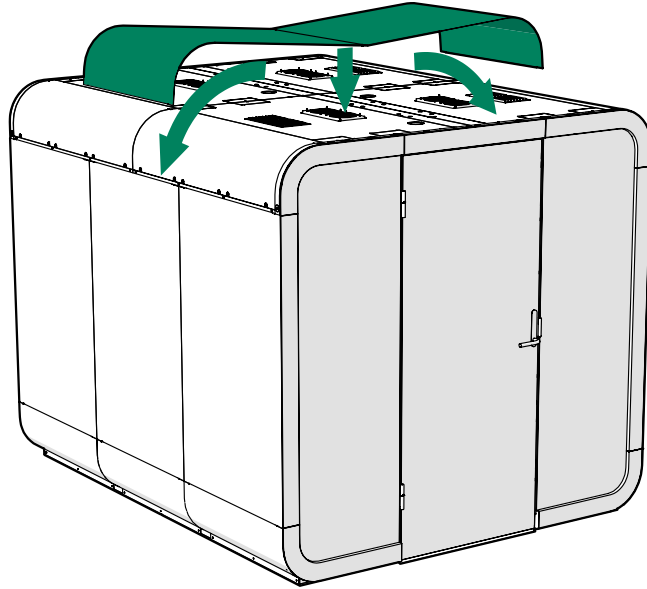


15.6 Install the roof body covers

1. Install the roof body covers (2 pcs) in the center of the roof.

Installation requires two people: One guides the cover from the ladder, one from the floor.

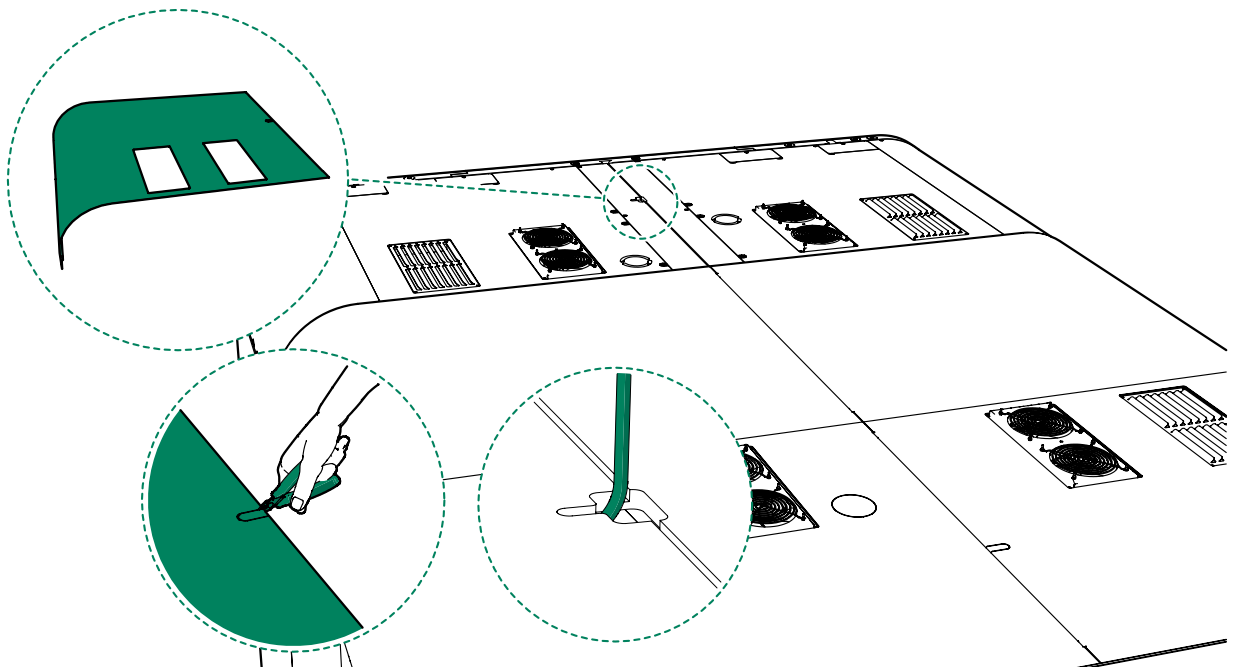
Guide the cover first to the center of the roof. Then pull down and guide the lower edge to the groove on the wall.



2. If you have installed the power cord from the roof, cut the notch out of the body cover. This is not necessary if you have installed the power cord to the floor module.



Note: You only have to do this when installing for the first time.

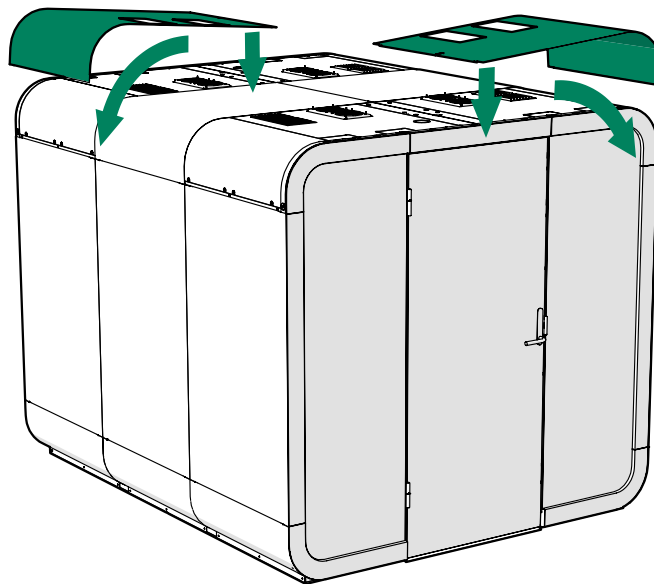


3. Install the roof body covers (2 pcs) to the left-hand back and right-hand front corners of the roof.

Installation requires two people: One guides the cover from the ladders, one from the floor.

Guide the cover first to the center of the roof and guide the edges of the covers against the flanges in the middle cover. Then pull down and guide the lower edge to the groove on the wall.

- ⓘ **Note:** The covers for the right-hand front and left-hand back corners are identical, as are the covers for the left-hand front and right-hand back corners.
- ⓘ **Note:** Do not lift the cover from the opening. The narrow metal strip bends.



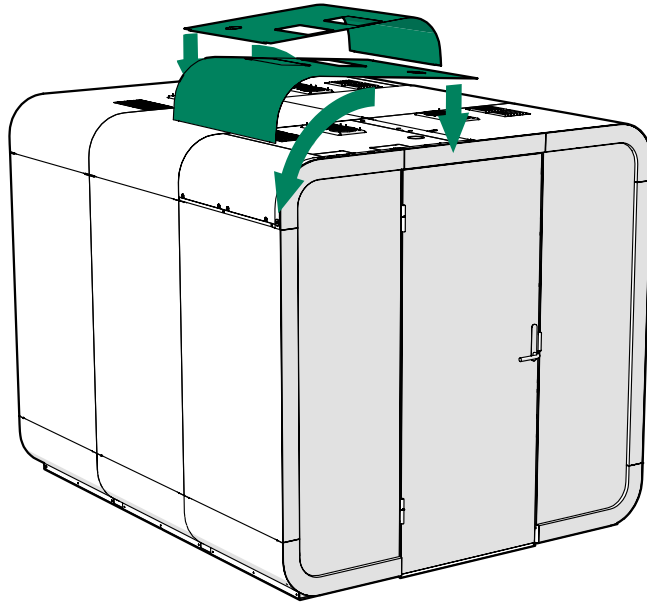
4. Install the roof body covers (2 pcs) to the left-hand front and right-hand back corners of the roof.

Installation requires two people: One guides the cover from the ladder, one from the floor.

Guide the cover first to the center of the roof and guide the edges of the covers against the flanges in the middle cover. Then pull down and guide the lower edge into the groove on the wall.



Note: Do not lift the cover from the opening. The narrow metal strip bends.

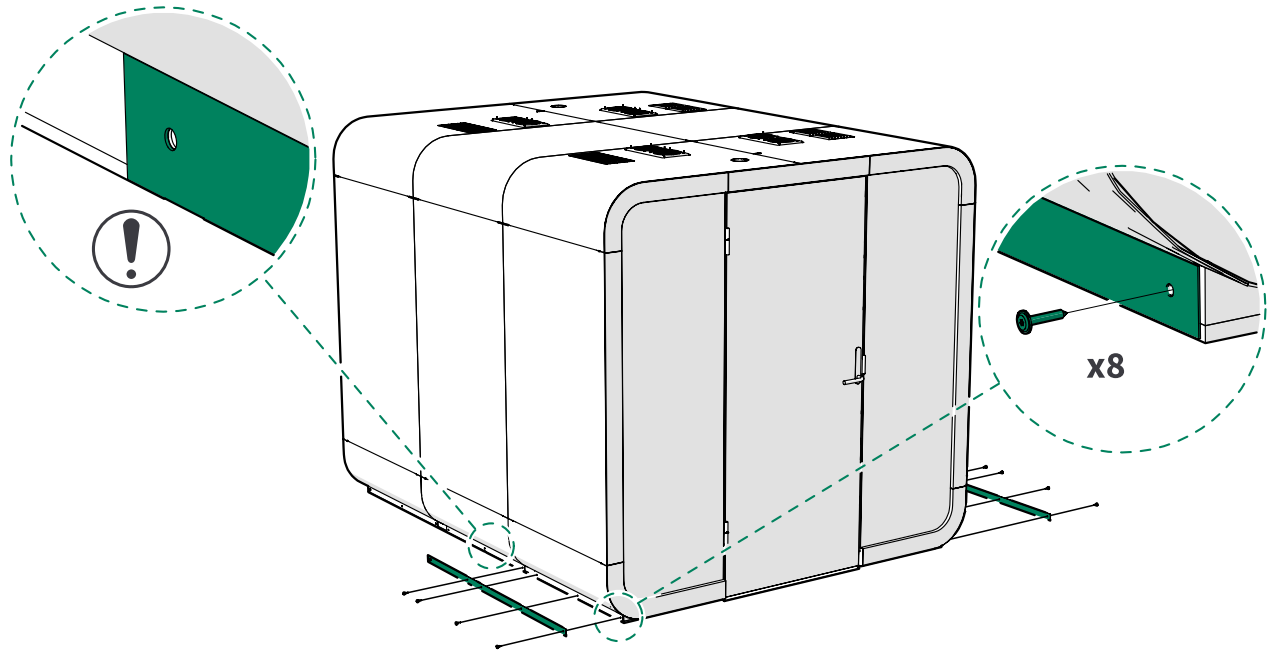


15.7 Finalize the installation of the body covers

1. Install the black cover plate on each side of the front half of the pod floor with black wronic 4.2x25 screws (4 pcs).



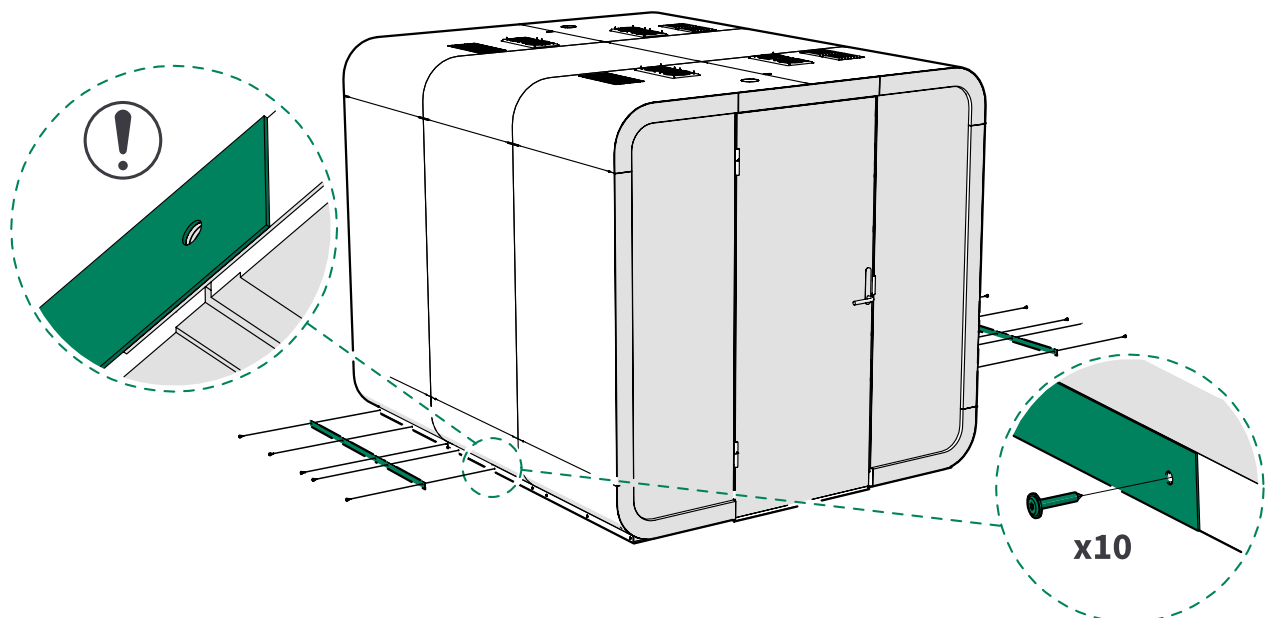
Note: Do not install the screw in the middle of the pod.



2. Install the black cover plate on each side of the back half of the pod floor with black wronic 4.2x25 screws (5 pcs).



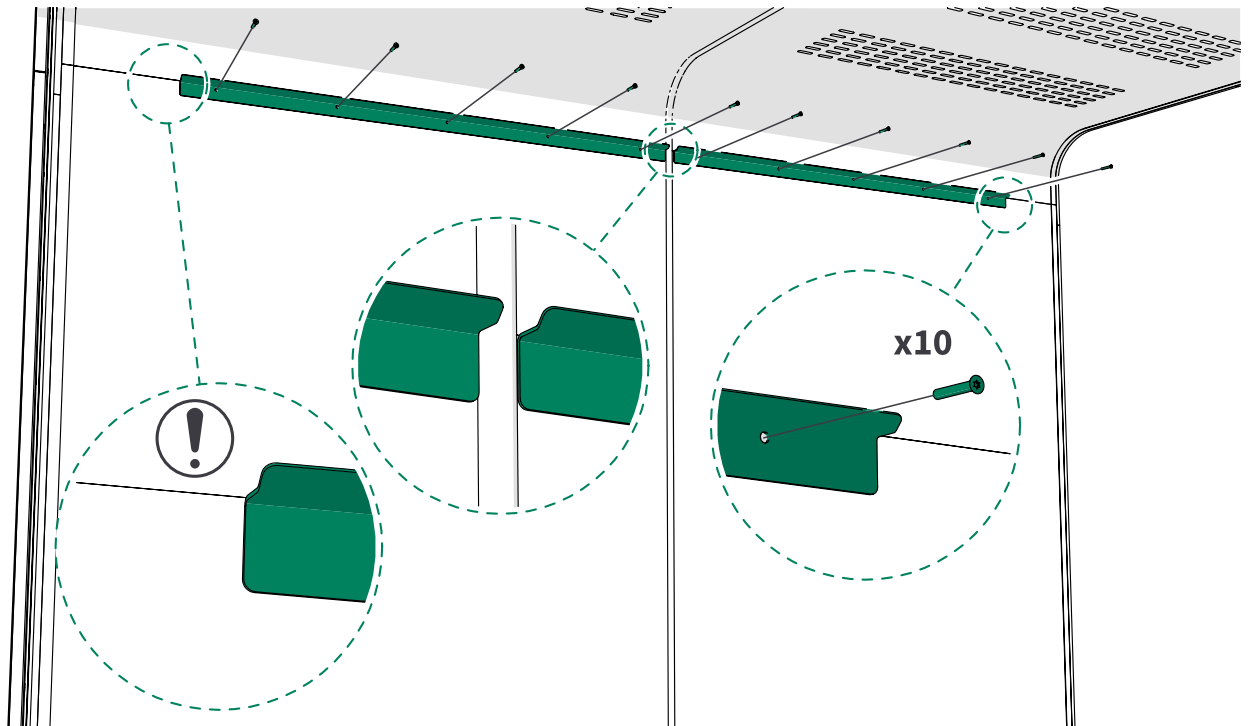
Note: The back cover partly overlaps the front cover. Install the screw in the middle of the pod through both back and front covers.



16 Install the whiteboard

1. Measure the locations for the whiteboard brackets on the wall with a spirit level. Install the brackets in a butt joint with the U-profile seal.

- ⚠ **Note:** Install the flat part of the bracket level with the edge of the wall felt.
- ⚠ **Note:** Make sure that the screws are level with the bracket so that they do not scratch the whiteboards.



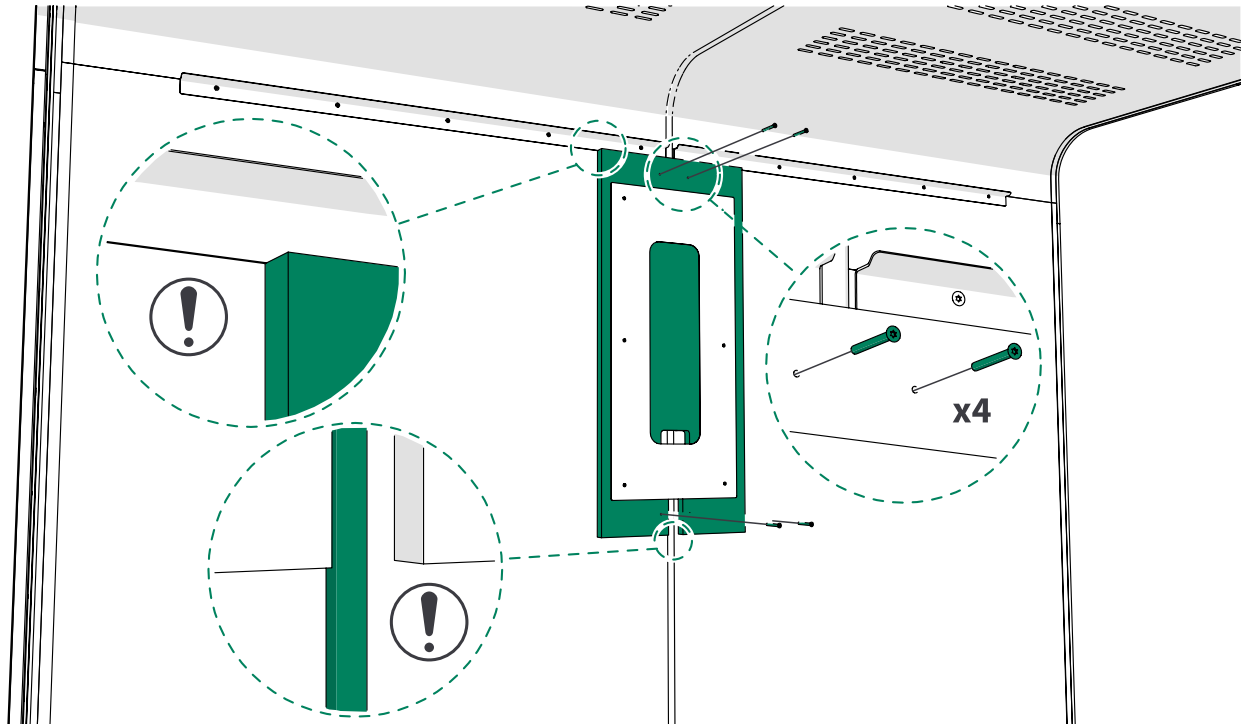
2. Install the whiteboard brackets on the wall with 4x40 screws (10 pcs).

- ⚠ **Note:** Do not overtighten.

3. Install the wooden backplate below the whiteboard brackets with 5x60 screws (4 pcs).

⚠ **Note:** Install the backplate in a butt joint with the whiteboard brackets.

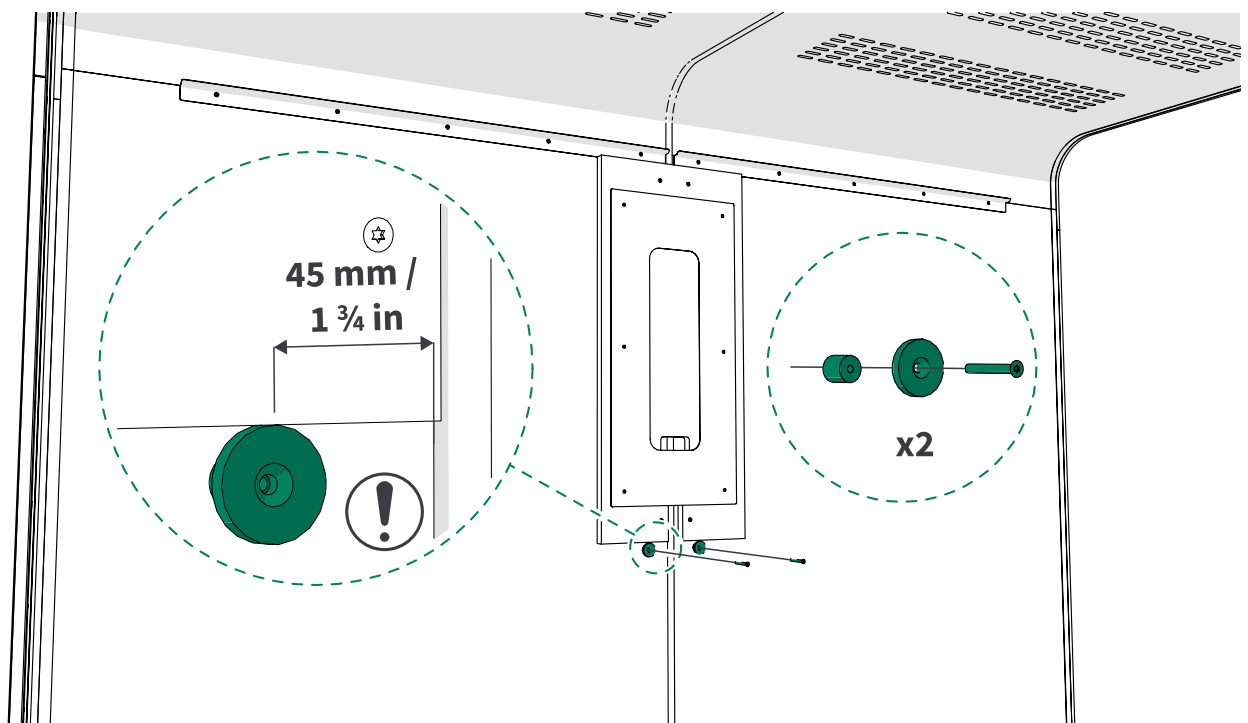
⚠ **Note:** Use the U-profile seal as the midpoint reference.



4. Install magnets (2 pcs) below the wooden backplate. Measure 45 mm (1 ¾ in) from the U-profile seal to the screw hole in the magnet and install with 4x40 screws (2 pcs). Install the magnets with 15 mm plastic spacers.

The upper edge of the magnet touches the wooden backplate.

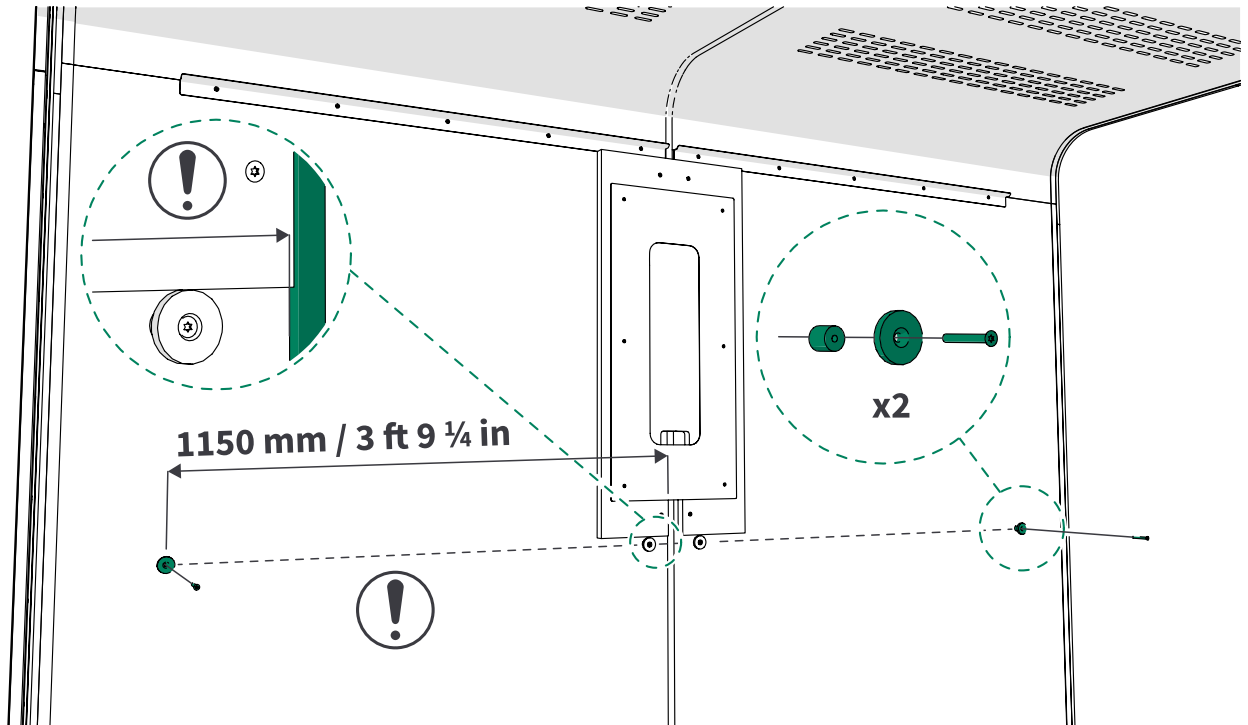
⚠ **Note:** Measure the distance from the outer edge of the U-profile seal to the center of the magnet.



5. Install magnets (2 pcs) for the outer edges of the whiteboards. Measure 1150 mm (3 ft 9 ¼ in) from the U-profile seal to the screw hole in the magnet and install with 4x40 screws (2 pcs).

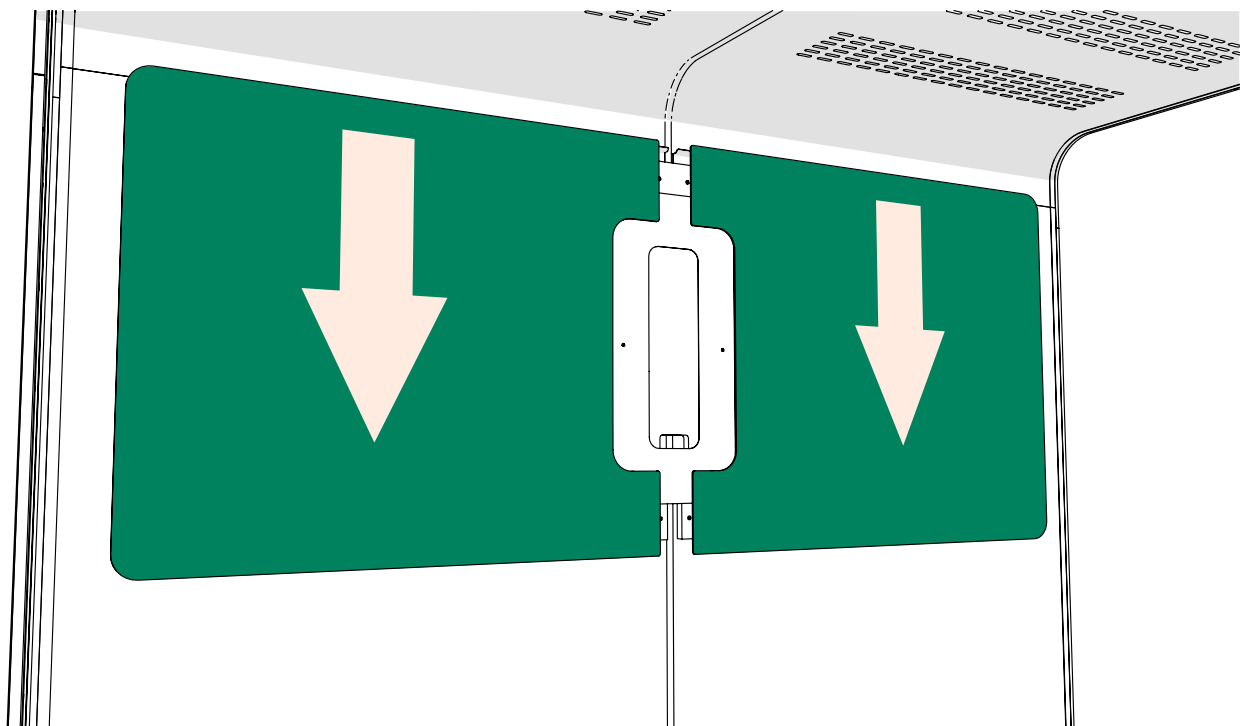
Install the magnets with 15 mm plastic spacers on the wall felt.

- ⚠ **Note:** Measure the distance from the outer edge of the U-profile seal to the center of the magnet.
- ⚠ **Note:** Make sure that the outer magnets are level with the inner magnets.

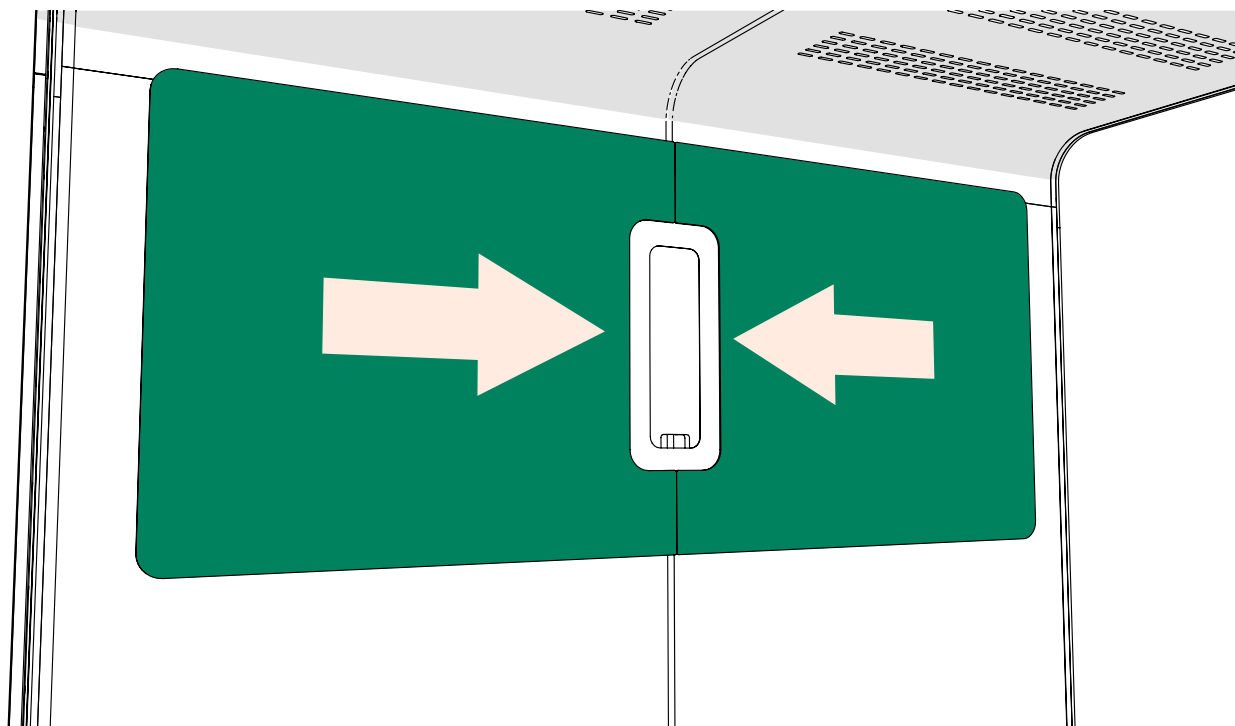


6. Lift the whiteboards onto the brackets.
The lower edges of the whiteboards are held in place by the magnets.

⚠ **Warning:** Lifting requires two people.

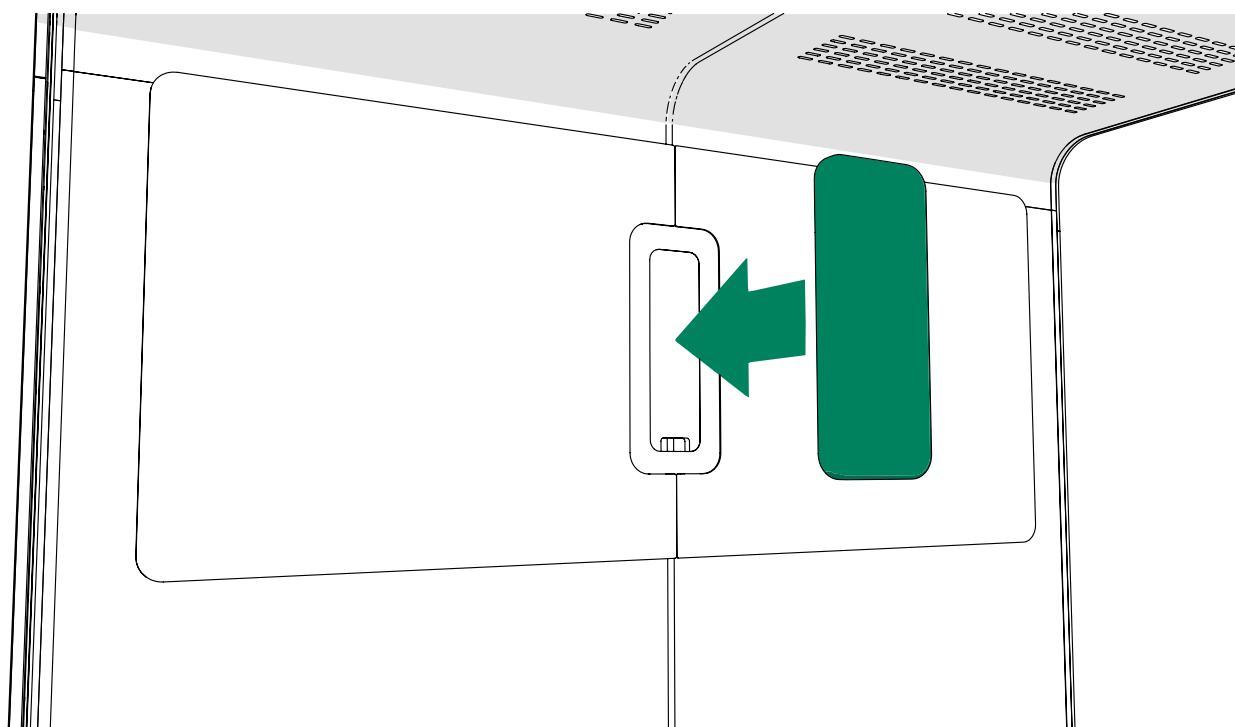


7. Push the whiteboards together.



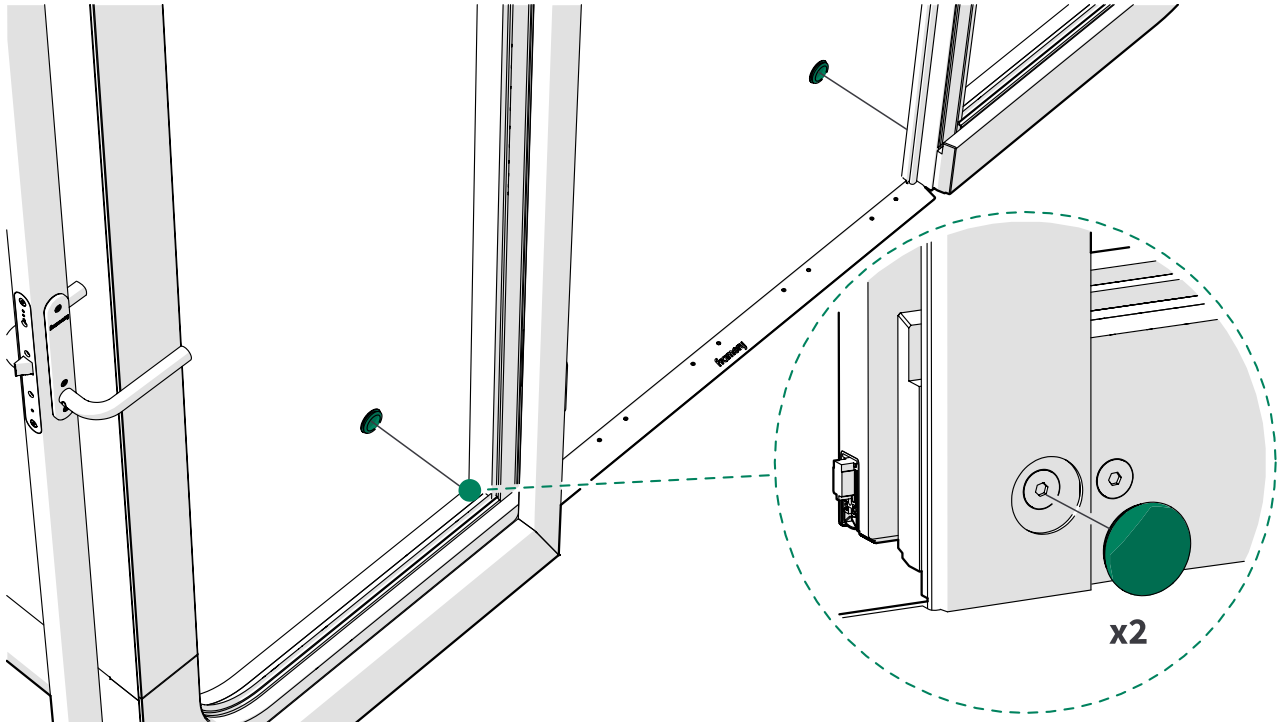
8. Attach the cork board onto the wooden backplate.
The cork board attaches to the backplate with magnets.

i **Tip:** The cork board can also be attached to the body covers on the out side of the pod.

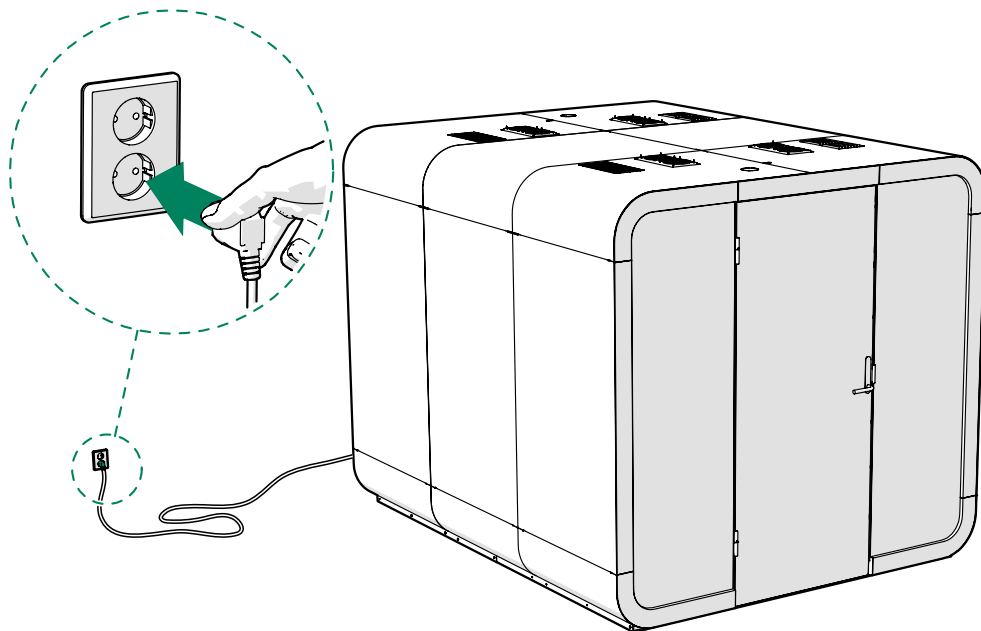


17 Finalize the installation

1. Install the profile hole covers on the inside of the door frame near the floor.



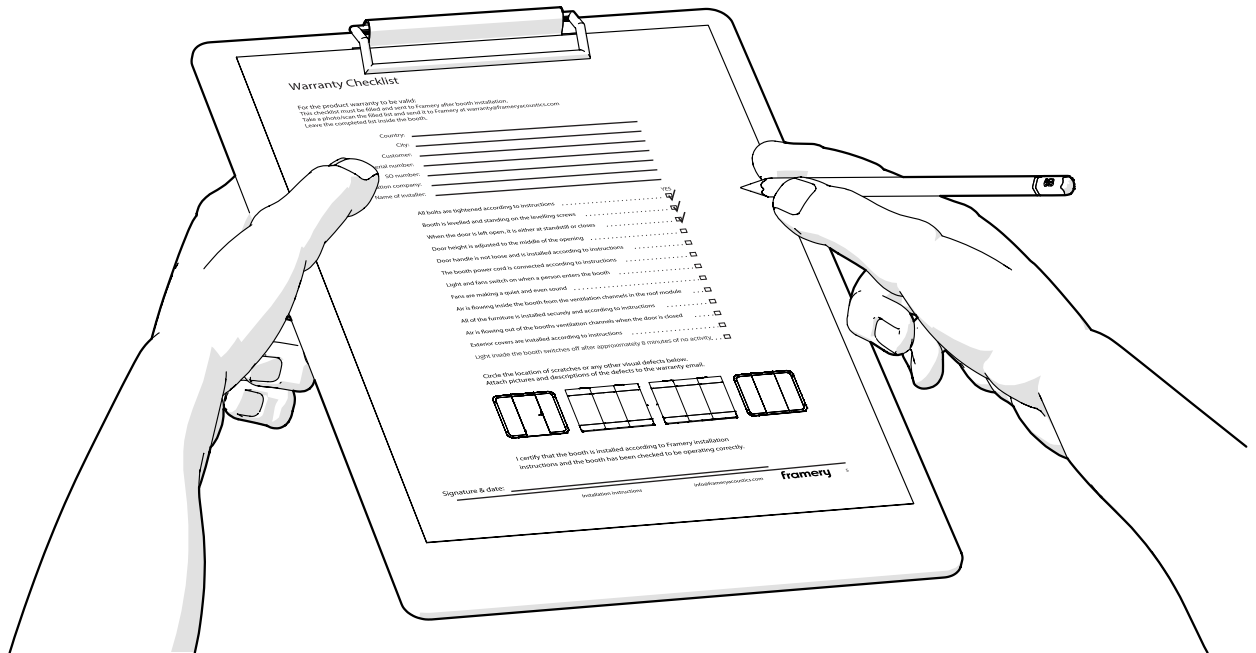
2. Connect the main power cord to a power outlet.



3. Fill out the warranty checklist and send it to Framery.



Note: The warranty is only valid with the filled-out warranty checklist.



framery

Framery 2Q Huddle

Installation instructions

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FINLAND

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