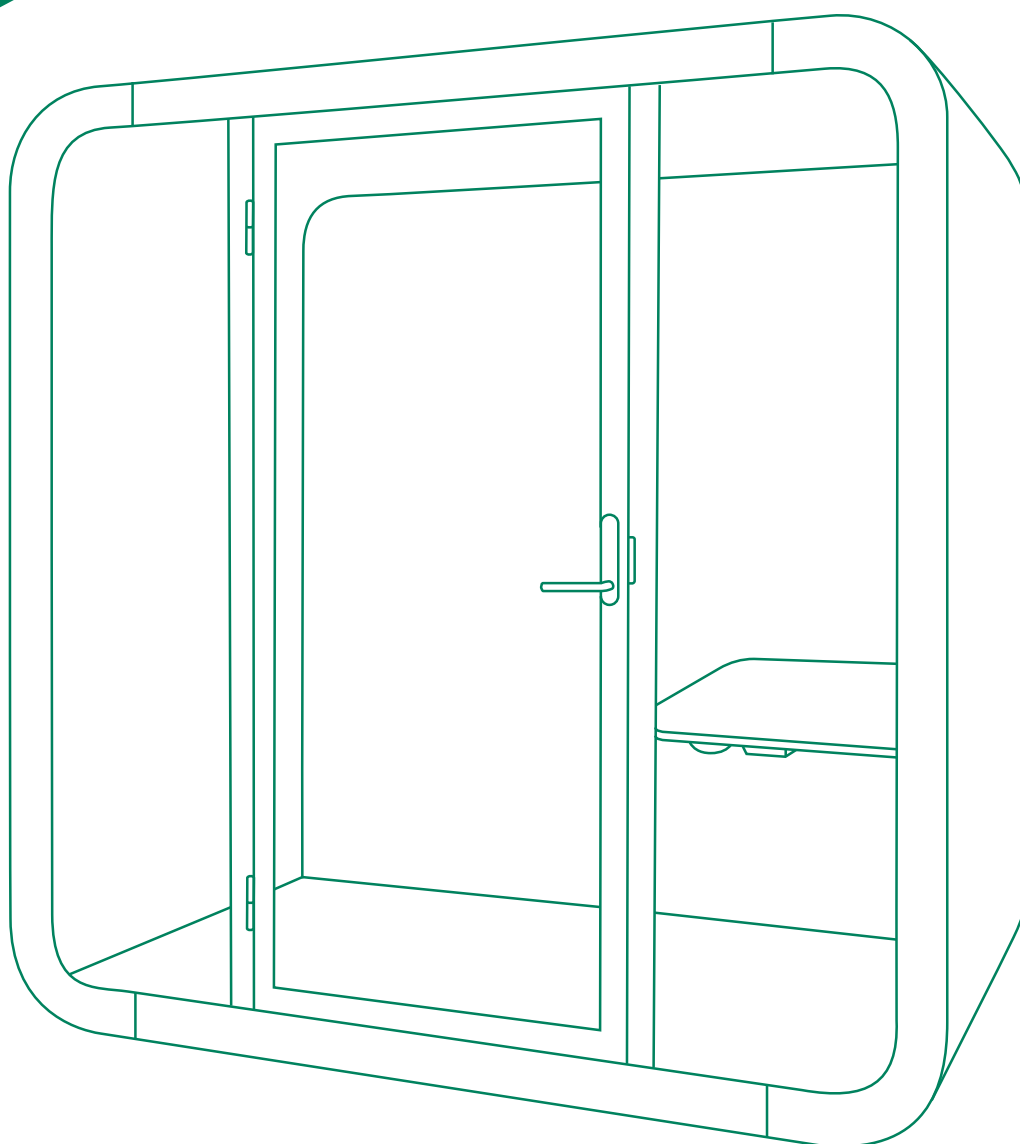


# framery

SERIOUS ABOUT HAPPINESS



Framery Q (UL) Flow  
Installation instructions

English  
Version 4.0  
Tampere, Finland 12.10.2022



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# 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](mailto:warranty@frameryacoustics.com). Leave the completed list inside the pod.

Country: \_\_\_\_\_

City: \_\_\_\_\_

Customer: \_\_\_\_\_

Pod serial number: \_\_\_\_\_

SO number: \_\_\_\_\_

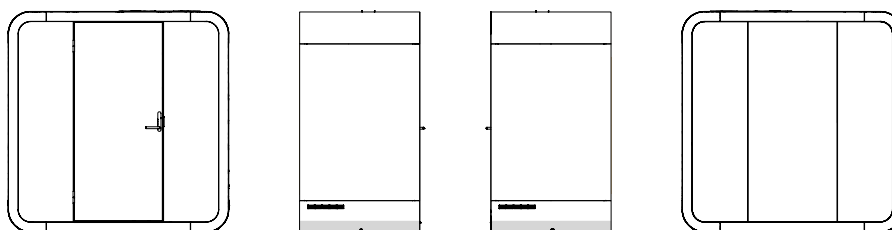
Installation company: \_\_\_\_\_

Name of installer: \_\_\_\_\_

## YES

- ☐ All bolts are tightened according to the instructions
- ☐ The pod is leveled and standing on the feet of the leveling screws
- ☐ 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 gaskets 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.

All product instructions are also available at **[help.frameryacoustics.com](https://help.frameryacoustics.com)**.

### 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 Q is a pod intended for short term indoor commercial and household use by one to four (1-4) 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. |
|-------------------------------------------------------------------------------------|---------------------------------------------------------------------|

## 2.7 Main safety risks related to the installation, maintenance, disassembly, and use of the product

### 2.7.1 Installation, maintenance, and disassembly

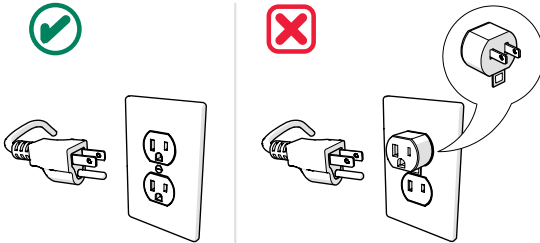
|                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|-------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|    | <p><b>WARNING!</b></p> <p><b>To reduce the risk of burns, fire, electric shock, or injury to persons, obey the following:</b></p>                                                                                                                                                                                                                                                                                                                         |
|    | 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.

|                                                                                     |                                                                                                                                                                                                                                                                                                      |
|-------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <p><b>DANGER!</b></p> <p><b>To reduce the risk of electric shock, obey the following:</b></p>                                                                                                                                                                                                        |
|  | <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><b>WARNING!</b></p> <p><b>To reduce the risk of burns, fire, electric shock, or injury to persons, obey the following:</b></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="375 611 917 853">  </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 Q is approx. 5200 MJ.

|                                                                                     |                                                                                                                                                                                                                                                                                                      |
|-------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <p><b>WARNING!</b></p> <p><b>To reduce the risk of burns, fire, electric shock, or injury to persons, obey the following:</b></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 all Framery Q tables:

- 131 lb (60 kg)

Maximum load for Framery Q seats:

- Meeting Maggie sofa: 600 lbs (272 kg)
- PAL90 and PAL110 stool: 300 lbs (136 kg)

Maximum load for the display bracket is 22 lbs (10 kg).

|                                                                                     |                                                                                                                                                                                                                                                                                                                                                                              |
|-------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|    | <p><b>WARNING!</b></p> <p><b>To reduce the risk of burns, fire, electric shock, or injury to persons, obey the following:</b></p>                                                                                                                                                                                                                                            |
|    | Read and understand the user instructions before using the product.                                                                                                                                                                                                                                                                                                          |
|    | <p> <b>Note:</b> 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> <b>Note:</b> 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.                                                                                                                                                                                                                                                                                                                                                         |

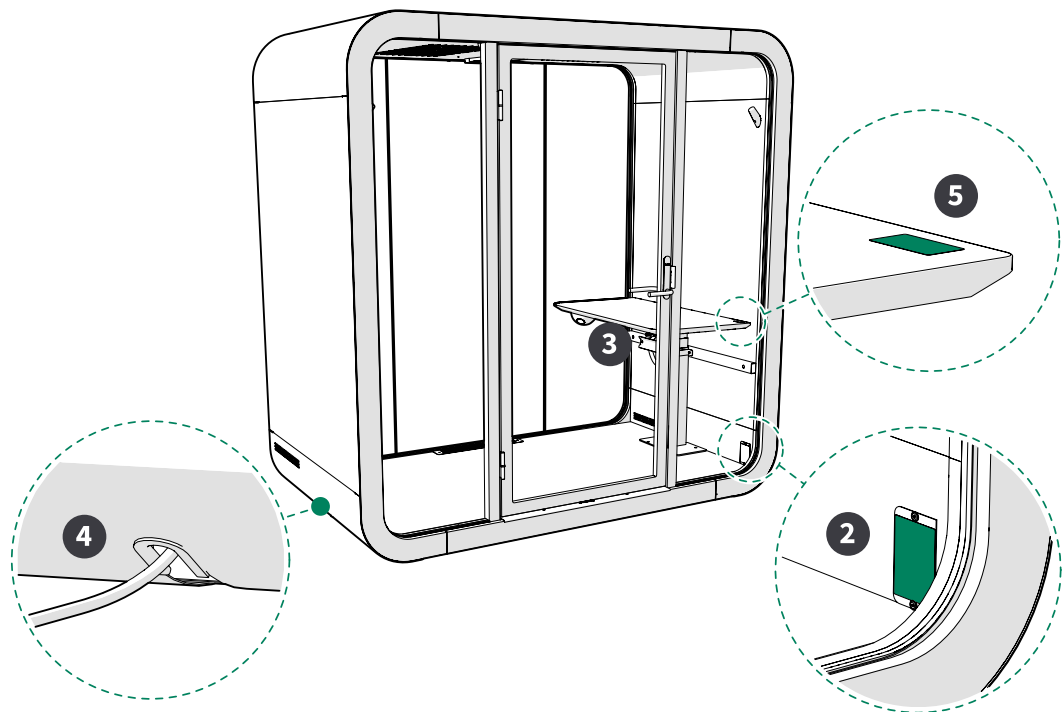


|                                                                                   |                                                                                                                                                                                                                                                            |
|-----------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | 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. |

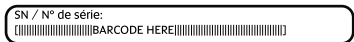
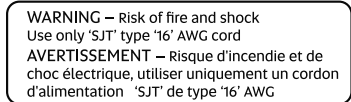
### 2.7.5 Moving the product on casters (optional)

|                                                                                     |                                                                                                                                                                                                                                         |
|-------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|    | <b>WARNING!</b><br><b>The product is very heavy. Moving the product on the casters requires planning and care. Make sure the product cannot tip over while moving.</b>                                                                  |
|  | Only move the product on even surfaces: no cracks or thresholds over 3 mm (1/8 in) on the intended route.                                                                                                                               |
|  | When moving the product, only push below the vertical middle. Do not tow the product.                                                                                                                                                   |
|  | Do not enter the product if it is standing on the casters. It is only allowed to use the casters for moving the product. Return the full weight of the product onto the leveling feet immediately after relocation and level the floor. |

## 2.8 Location of Product Markings



| Position | Label                                                                                                                                                                                                           | Label text                                                                                                                                                                                                                         |
|----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.       | <div>This furnishing has not been evaluated for flammability or cigarette ignition resistance<br/>L'inflammabilité ou la résistance à l'allumage d'une cigarette n'a pas été évaluée pour cette garniture</div> | <div>Framery</div> <div>This furnishing has not been evaluated for flammability or cigarette ignition resistance<br/>L'inflammabilité ou la résistance à l'allumage d'une cigarette n'a pas été évaluée pour cette garniture</div> |

| Position | Label                                                                               | Label text                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|----------|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2.       |    | <p>Framery</p> <p>MANUFACTURED / FABRICATION</p> <p>Product / Produit FRAMERY Q</p> <p>Input / Entrée 100-240 VAC (10 A) 50-60 HZ</p> <p>Manufacturer / Fabricant: Framery Oy<br/>Address: Patamäenkatu 7, 33900 Tampere, Finland<br/>WEB: <a href="http://www.frameryacoustics.com">www.frameryacoustics.com</a><br/>Email: <a href="mailto:info@frameryacoustics.com">info@frameryacoustics.com</a><br/>Made in Finland / Fabriqué en Finlande</p> <p>Interior options:</p> <ul style="list-style-type: none"> <li>• FRAMERY Q EMPTY</li> <li>• FRAMERY Q MEETING MAGGIE</li> <li>• FRAMERY Q WORKING WITH PAL</li> <li>• FRAMERY Q FLOW</li> </ul> <p>Attention! Always connect the product correctly to a grounded socket to avoid danger for fire or electrical shocks.<br/>Product evaluated class A (ASTM E84 / UL 723)</p> <p>Attention! Branchez toujours le produit dans une prise reliée à la terre pour éviter tout risque d'incendie ou de choc électrique.<br/>Produit de classe A (ASTM E84 / UL 723)</p> |
| 3.       |  | SN / N° de série:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 4.       |  | <p>WARNING - Risk of fire and shock Use only 'SJT' type '16' AWG cord</p> <p>AVERTISSEMENT - Risque d'incendie et de choc électrique, utiliser uniquement un cordon d'alimentation 'SJT' de type '16' AWG</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 5.       |  | <p>Framery</p> <p>WARNING Risk of injury Maximum table load 131 lbs / 60 kg</p> <p>L'AVERTISSEMENT Risque de blessure Poids maximal autorisé 131 lbs / 60 kg</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

SAVE THESE INSTRUCTIONS

## 3 Installation requirements

### 3.1 Tools and accessories

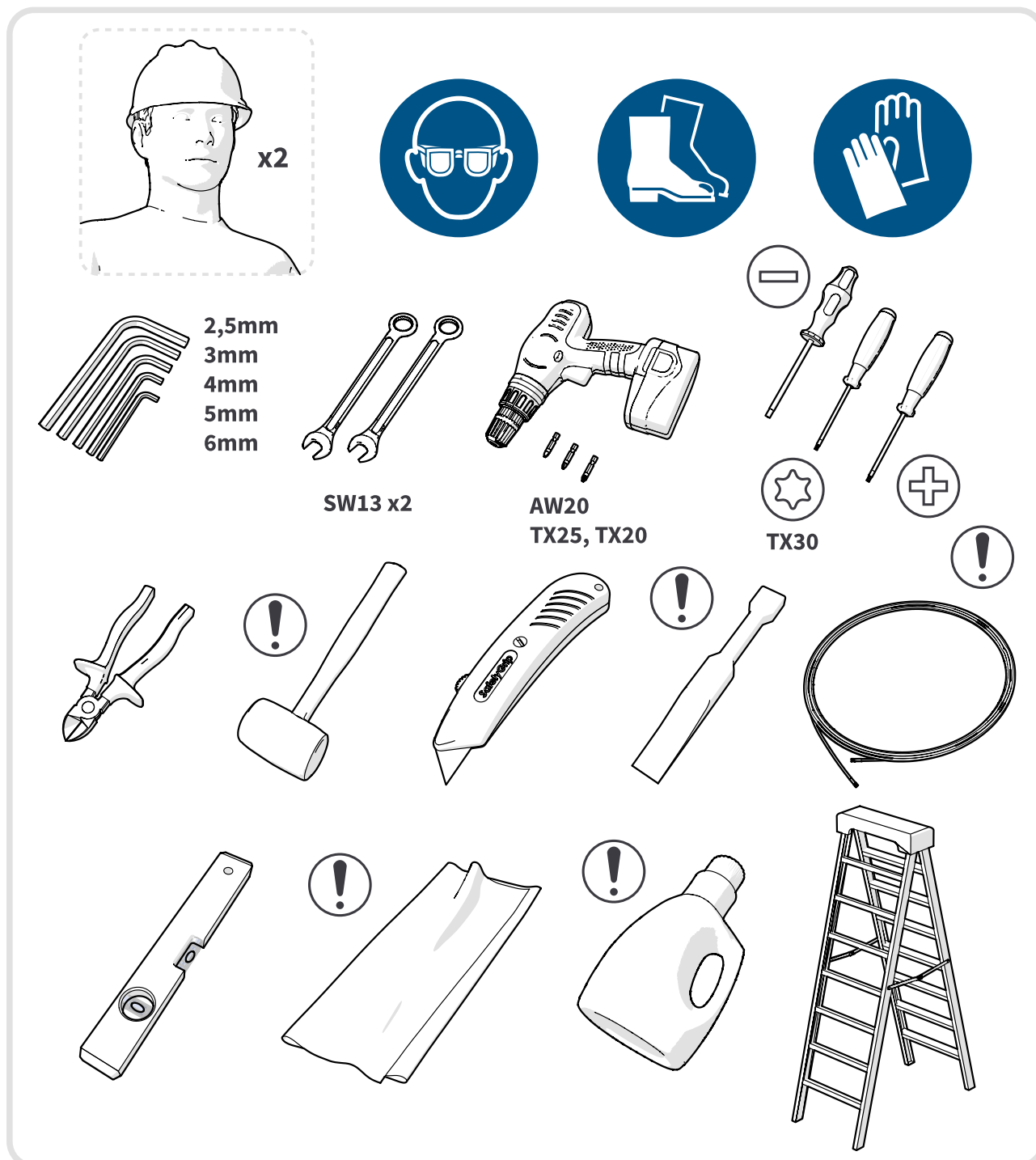


Figure 1: Tools and accessories needed for installation and maintenance

- ⚠ **Note:** Use a white rubber mallet to prevent leaving marks on the body covers.
- ⚠ **Note:** Use a plastic chisel to remove the body covers.
- ⚠ **Note:** Use a draw wire in the electrical installations.

- ⚠ **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

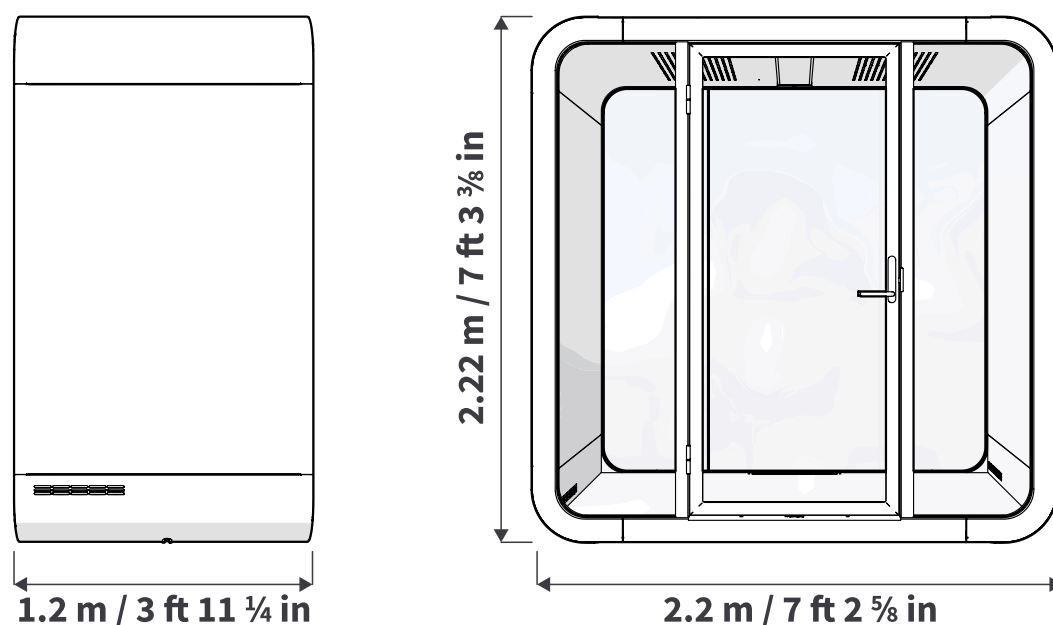


Figure 2: Main dimensions of the pod

### 3.3 Installation space

Make sure that you have enough installation space before you start the installation. The minimum installation space includes 0.5 m (1ft 8 in) behind the pod.

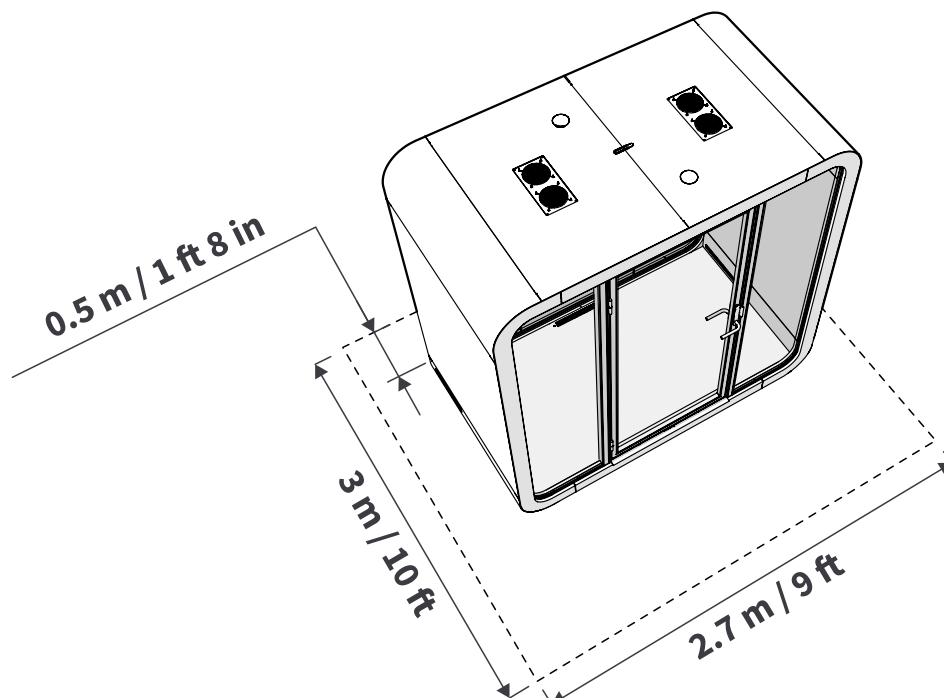


Figure 3: Installation space measurements

### 3.4 Operating space

Make sure that the pod has enough space for the air to circulate correctly.

- ⚠ **Note:** If the pod is placed in a corridor or a passageway, make sure that, when open, the pod door does not obstruct the required egress path.

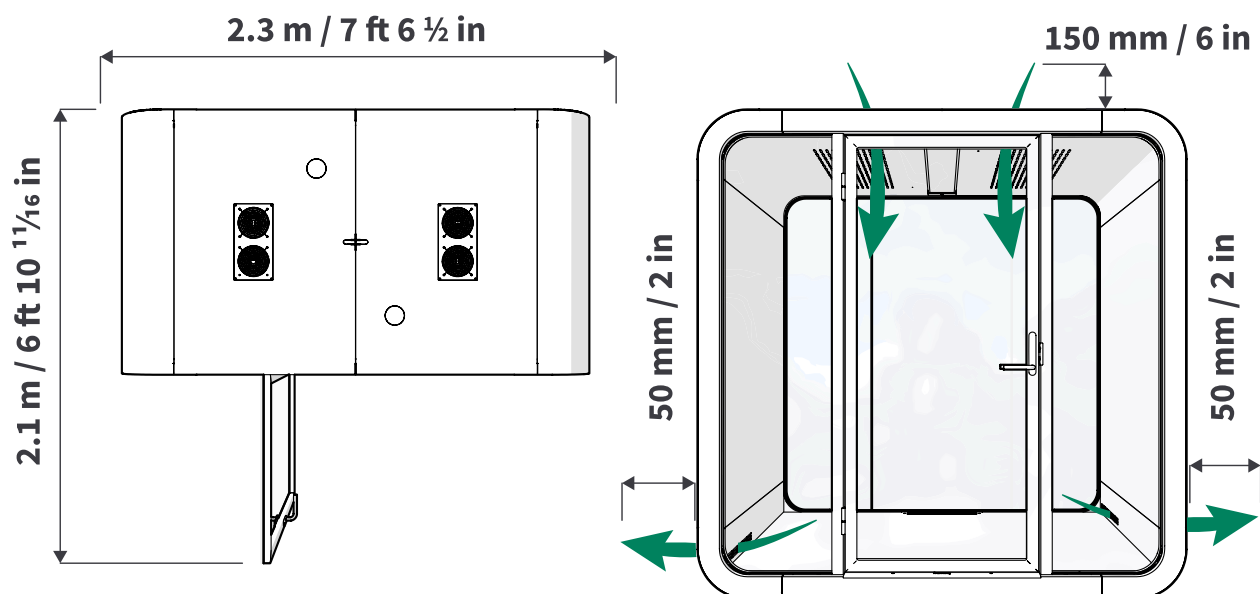
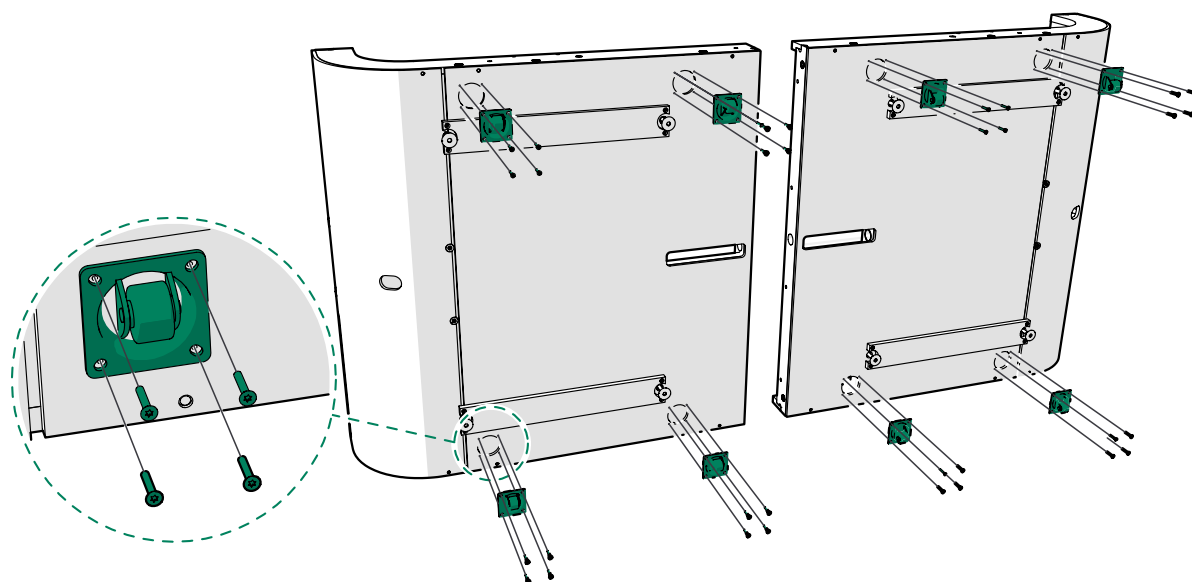


Figure 4: Operating space measurements

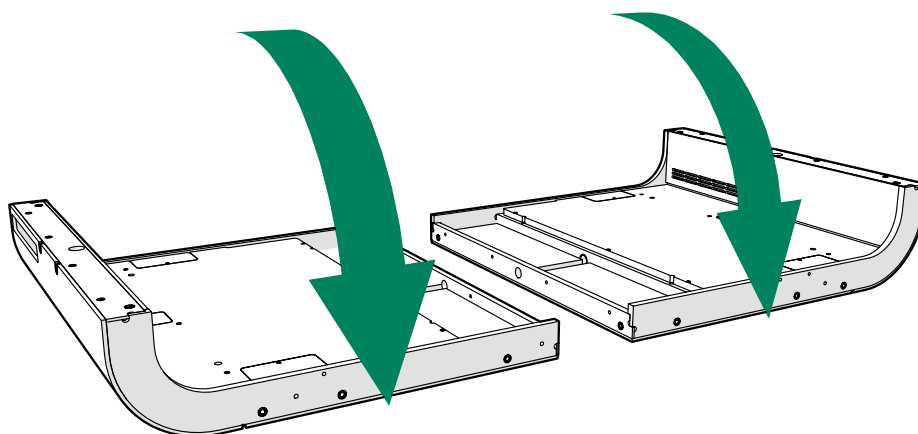
## 4 Floor

### 4.1 Install the casters

1. Lay the floor modules down on the side.
2. If the delivery includes the optional casters, install the casters with 6.3x14 screws (4 pcs each).

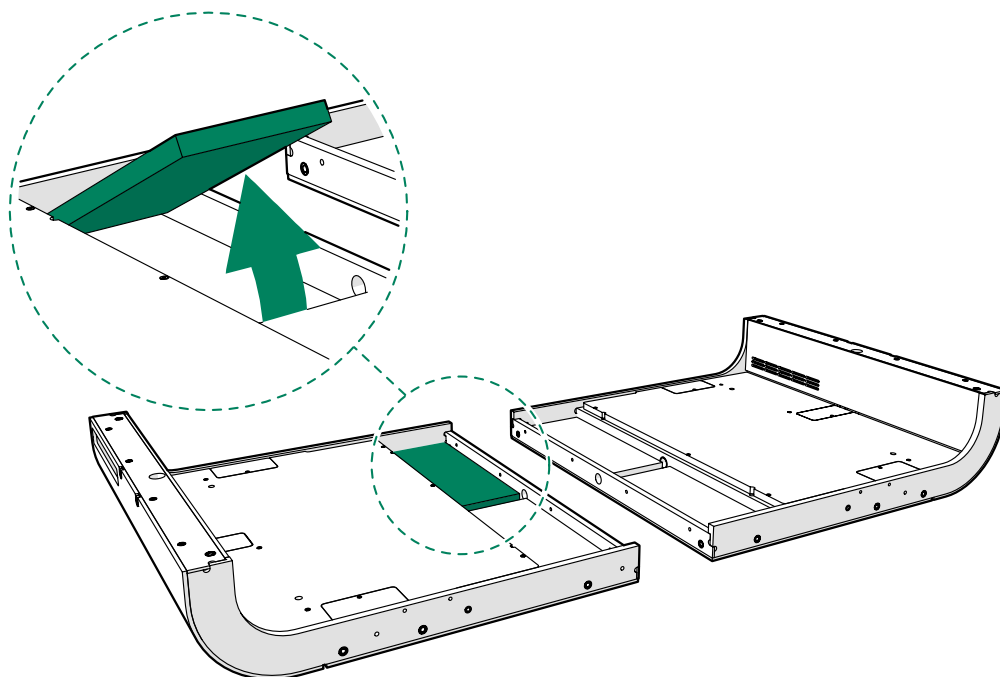


3. Lay the floor modules down on the floor.

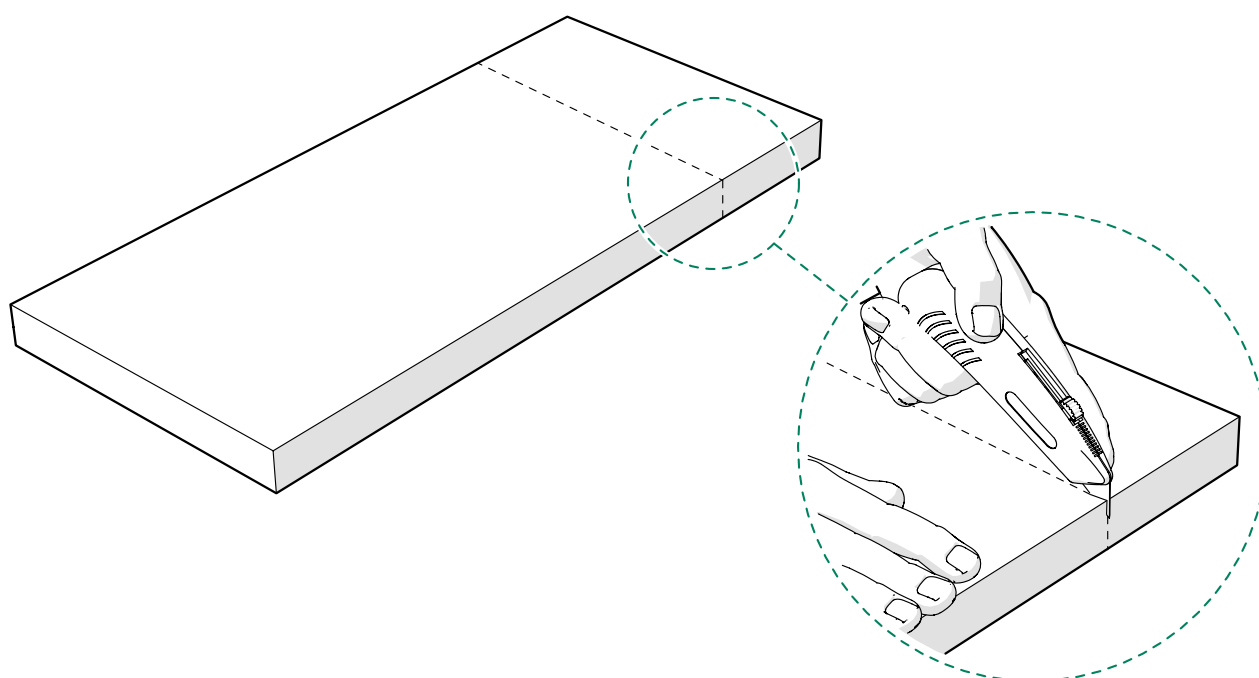


## 4.2 Prepare the acoustic panel

1. Remove acoustic panel out of the floor.

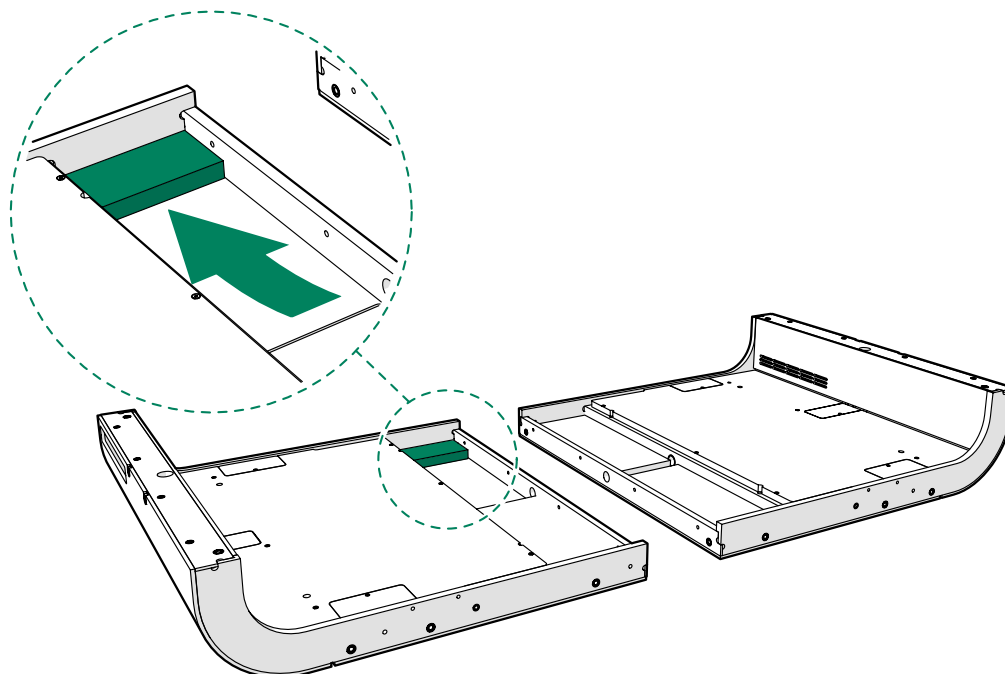


2. Cut the acoustic panel at the pre-cut line.





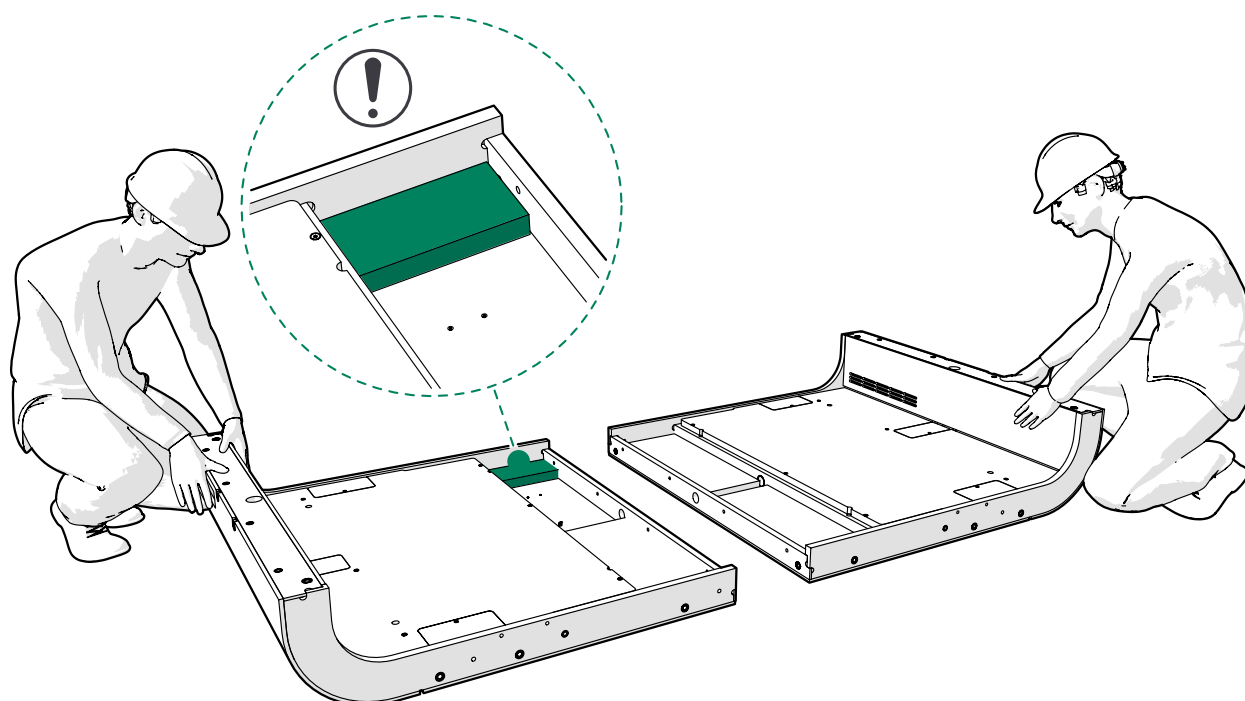
- Place the smaller part of the acoustic panel against the back edge of the floor.



### 4.3 Connect the floor modules

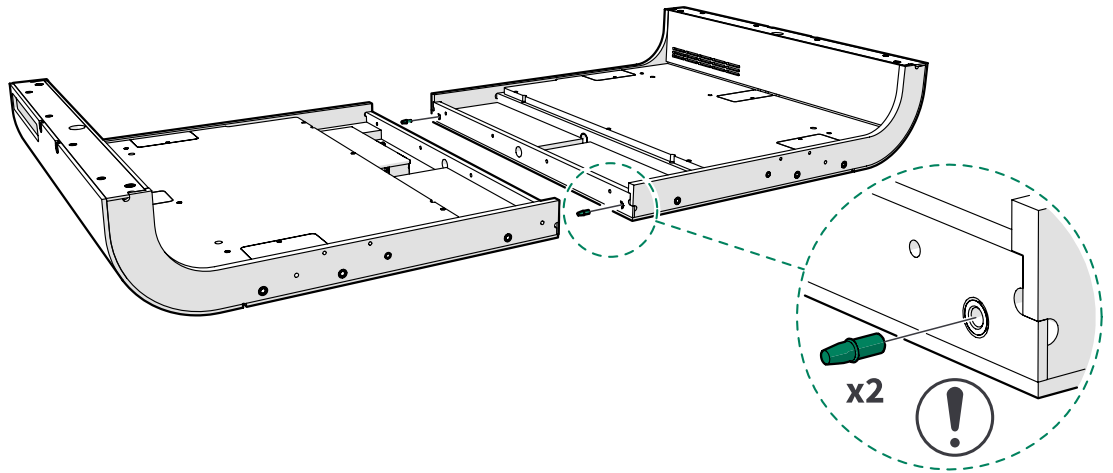
- Lay the floor modules down at the intended final location.  
Leave approximately 0.5 m (1.8 ft) of empty space behind the floor modules.

- ⚠ **Note:** If reinstalling the pod after relocation, there may be some scratches on the black ABS strips. Make sure that the scratched sides are on the intended front of the pod.
- ⚠ **Note:** Make sure that the small piece of acoustic panel is at the intended back left of the pod.

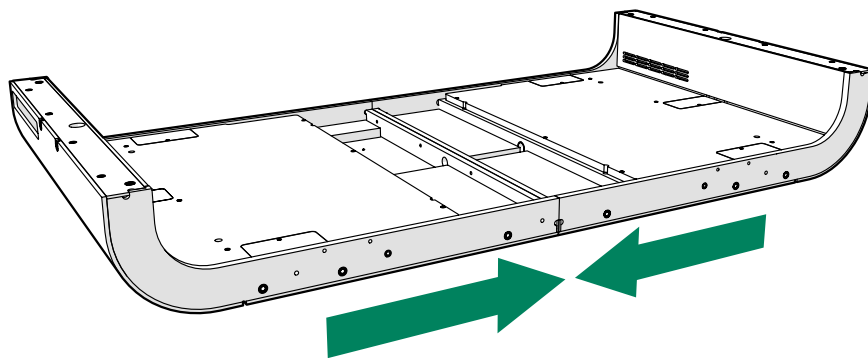


2. Install guide pins (2 pcs) to the holes in one of the floor modules.

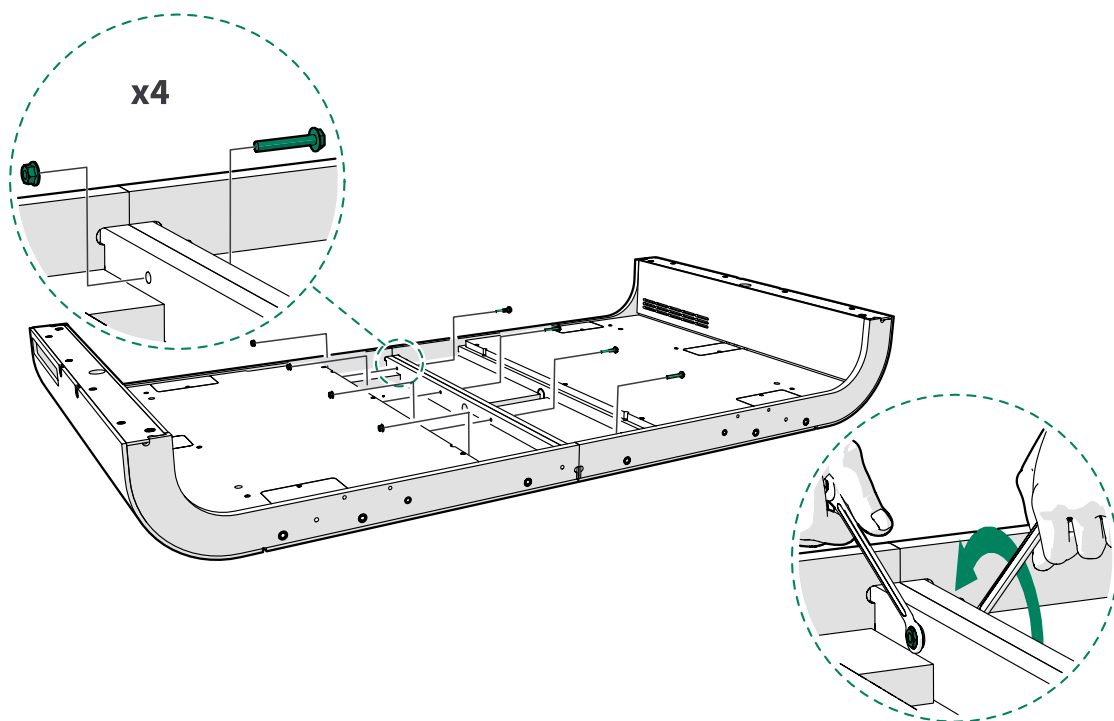
⚠ **Note:** Make sure that the flat side of the guide pin goes into the mounting hole.



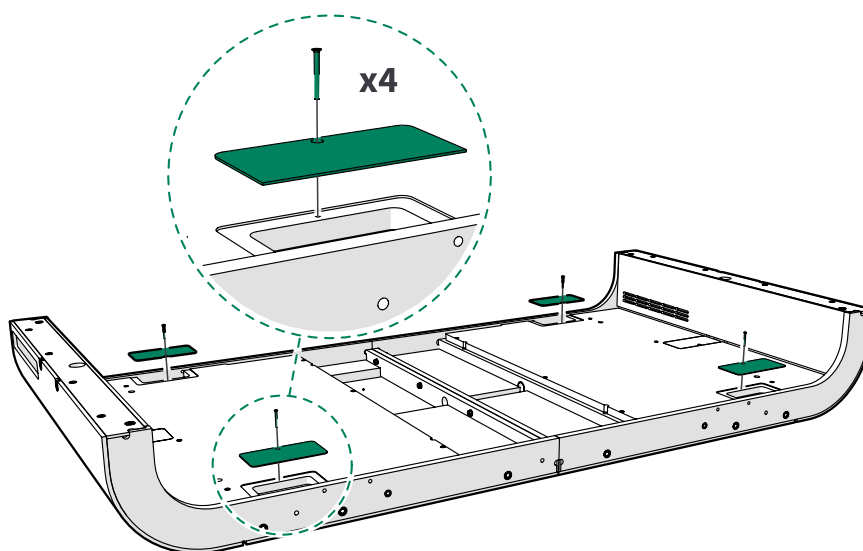
3. Push the floor modules together.



4. Install flanged M8x50 bolts (4 pcs) and M8 nuts (4 pcs).

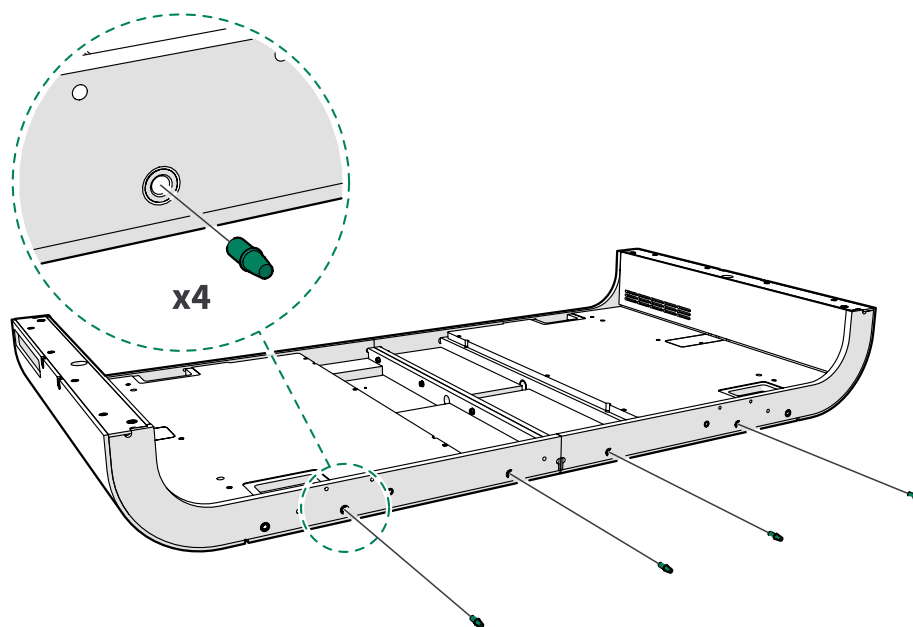


5. Unscrew the 4x20 screws (4 pcs) and remove the cover plates (4 pcs). Set the cover plates and screws aside.



6. Install guide pins (4 pcs) to the holes on the front of the floor.

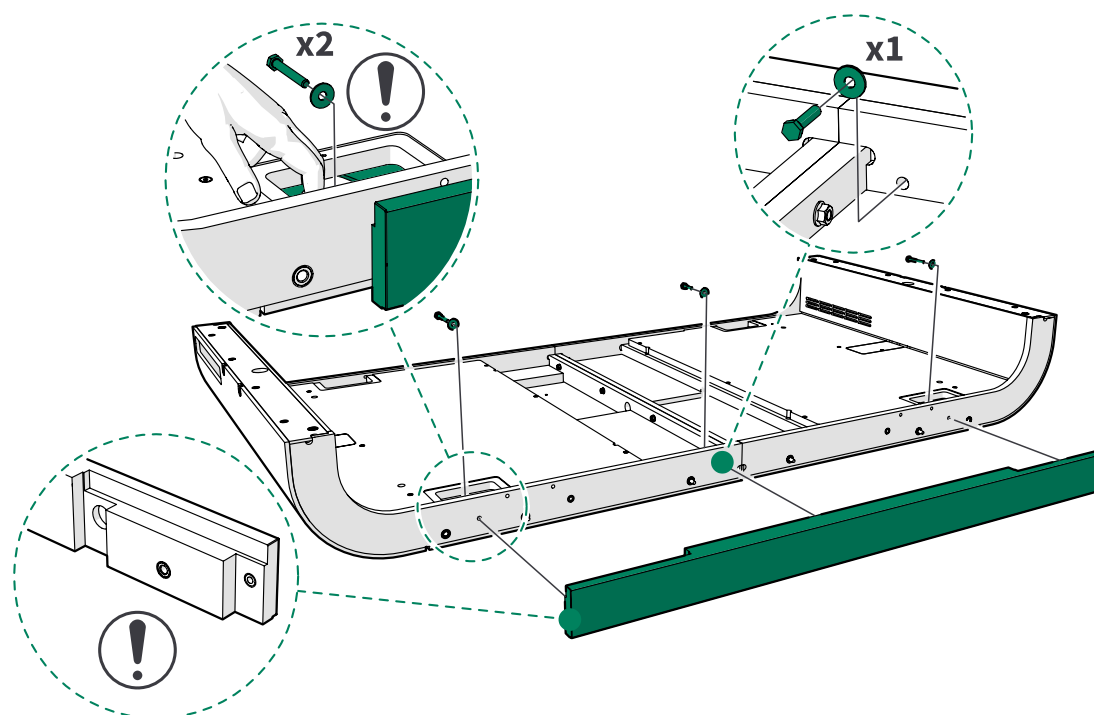
⚠ **Note:** Make sure that the flat side of the guide pin goes into the mounting hole.



7. Install the front lower frame to the front of the floor with M8x60 bolts (2 pcs) and M8 washers (2 pcs) at the small openings and with one M8x35 bolt and M8 washer at the center opening.

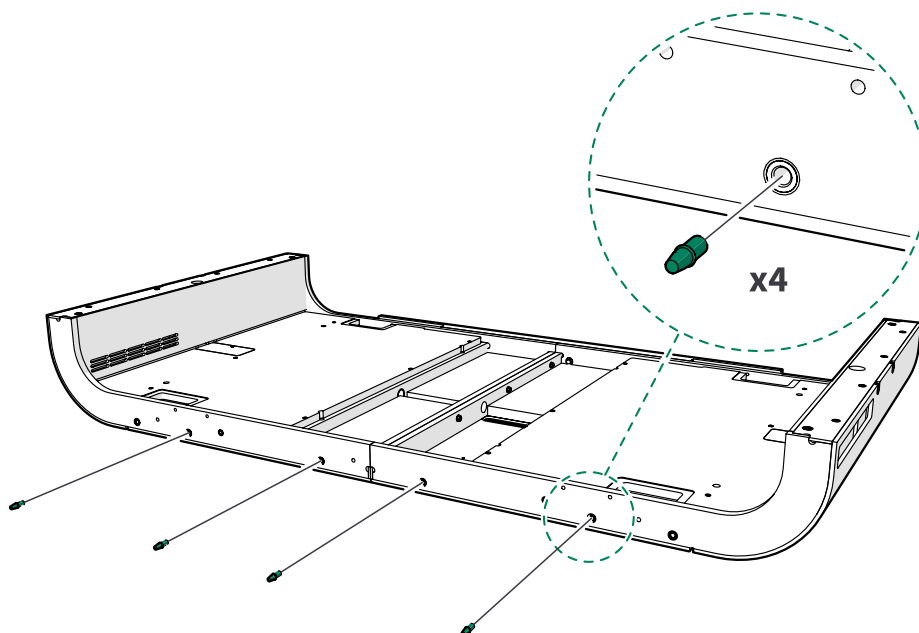
⚠ **Note:** Press the acoustic panel aside to reach the bolt holes. Make sure that you return the acoustic panel to its original position.

⚠ **Note:** Make sure that you install the correct frame to the front.



8. Install guide pins (4 pcs) to the holes on the back of the floor.

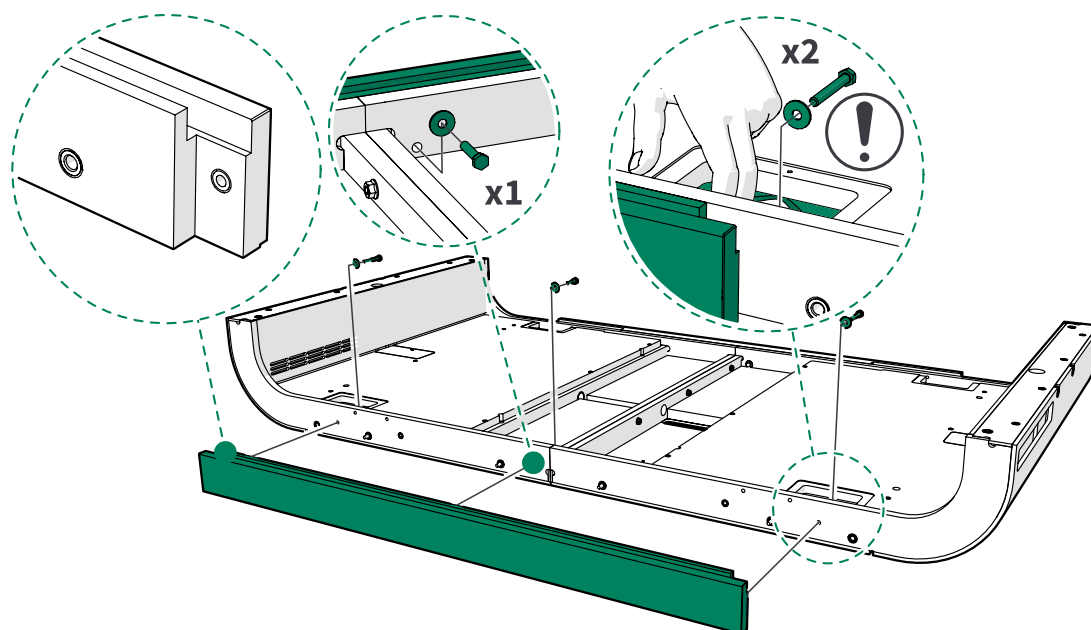
⚠ **Note:** Make sure that the flat side of the guide pin goes into the mounting hole.



9. Install the back lower frame to the floor with M8x60 bolts (2 pcs) and M8 washers (2 pcs) at the small openings and with one M8x35 bolt and M8 washer at the center opening.

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

⚠ **Note:** Make sure that you install the correct frame to the back.

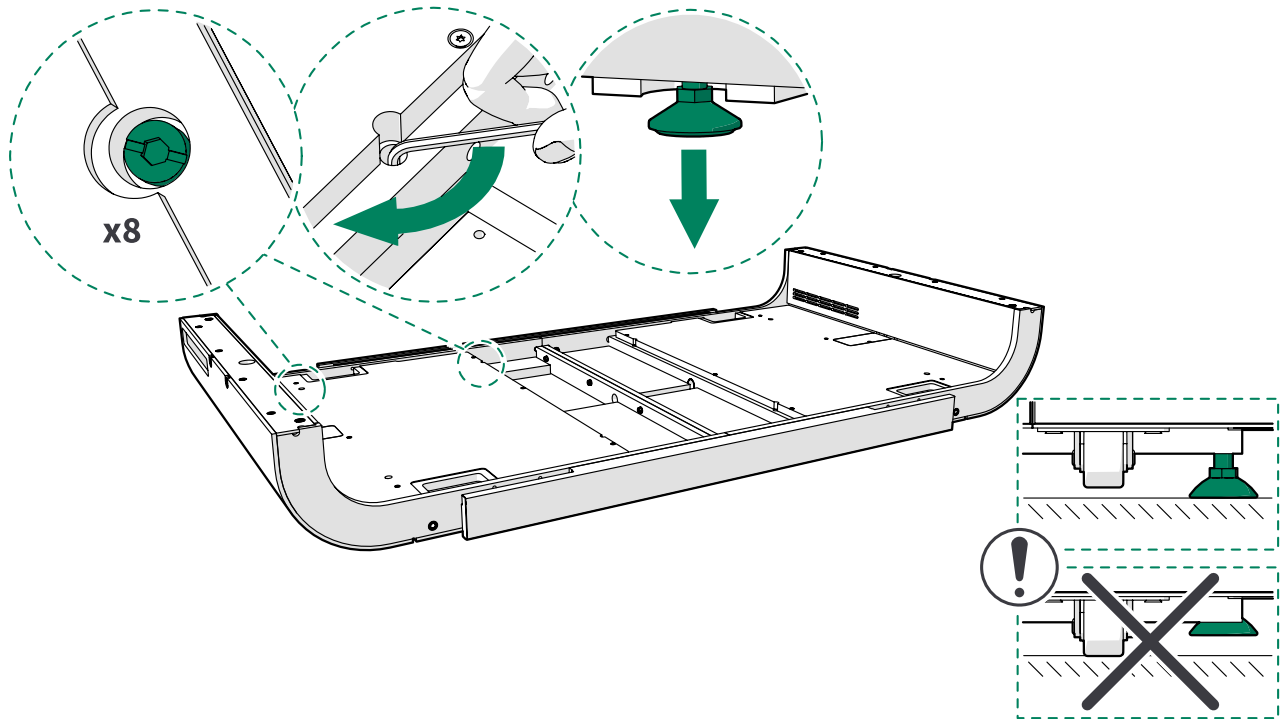


## 4.4 Level the floor

1. Screw out the feet of the leveling screws (8 pcs) with a 4 mm hex key or 6 to 7 mm flathead screwdriver.

⚠ **Note:** Make sure that the feet of the leveling screws are past the floor board.

⚠ **Note:** If the optional casters are installed, make sure that the feet of the leveling screws are slightly past the casters or that the casters cannot rotate.

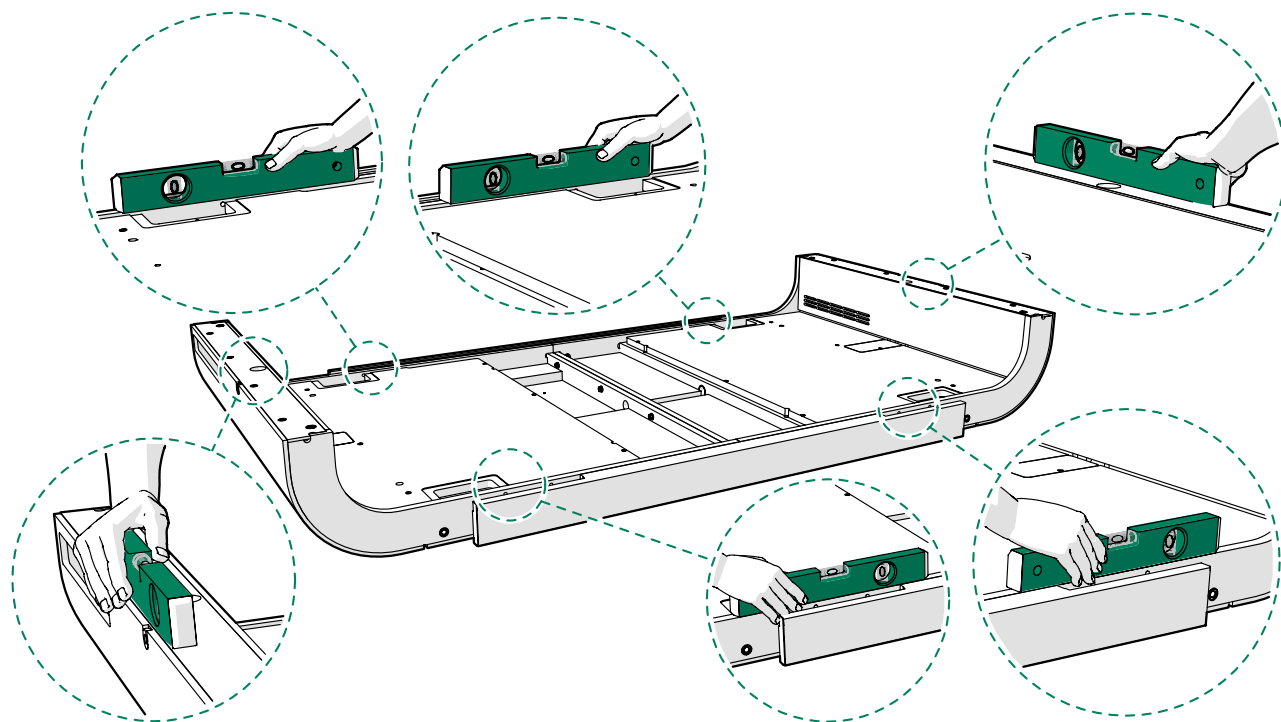


**2. Measure the floor module with a spirit level at six measuring points:**

- On top of the walls on the right-hand and left-hand sides
- On the ABS strips at the edges of the floor modules

Measure opposite points repeatedly and adjust the feet of the leveling screws gradually.

Only screw the feet of the leveling screws outward to make sure that they stay past the casters (optional).



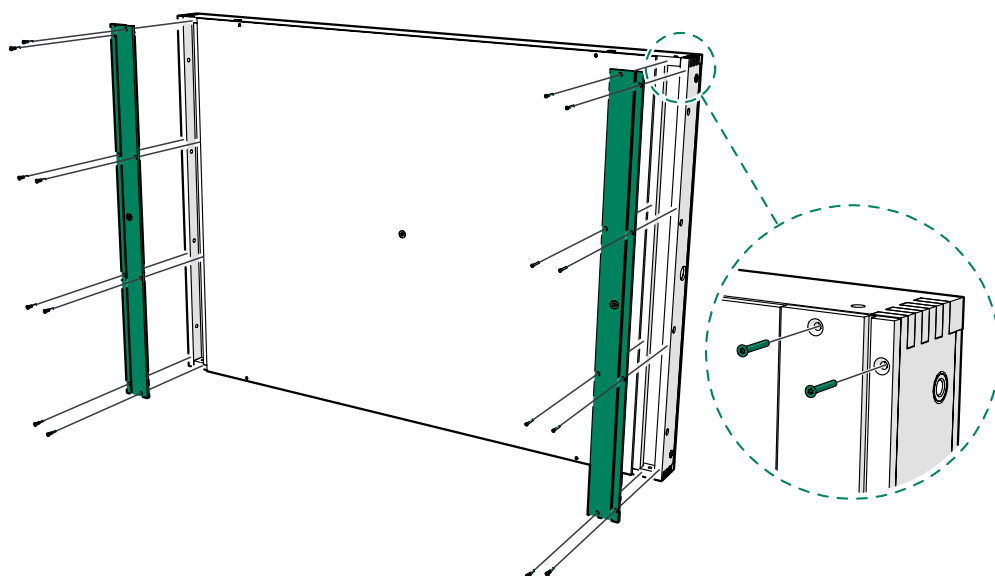
## 5 Install the wall modules

### 5.1 Remove the wall cover panels

1. Place the wall modules lengthwise against a wall.
2. Unscrew the 4x30 screws (24 pcs) and remove the cover panels (4 pcs). Set the cover panels and screws aside.



**Note:** Make sure that the wall modules do not fall over.

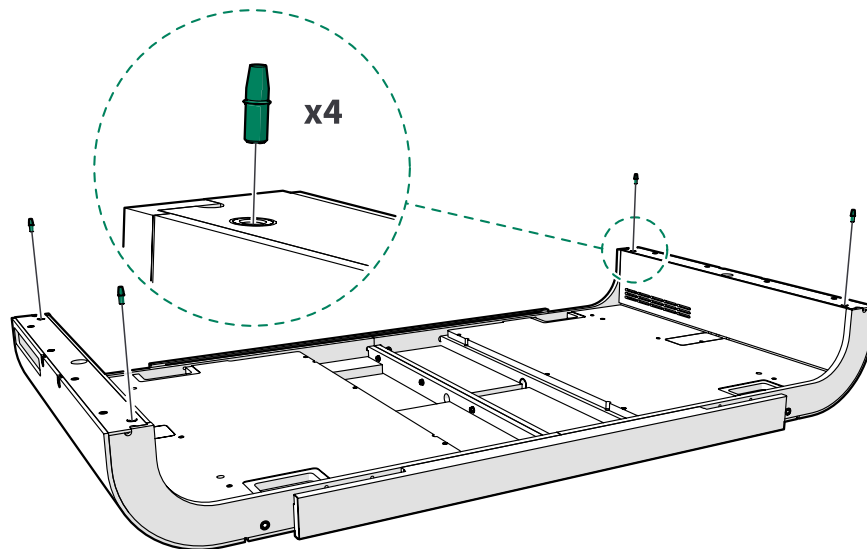




## 5.2 Connect the wall modules to the floor

1. Install the guide pins (4 pcs) to the mounting holes of the floor modules.

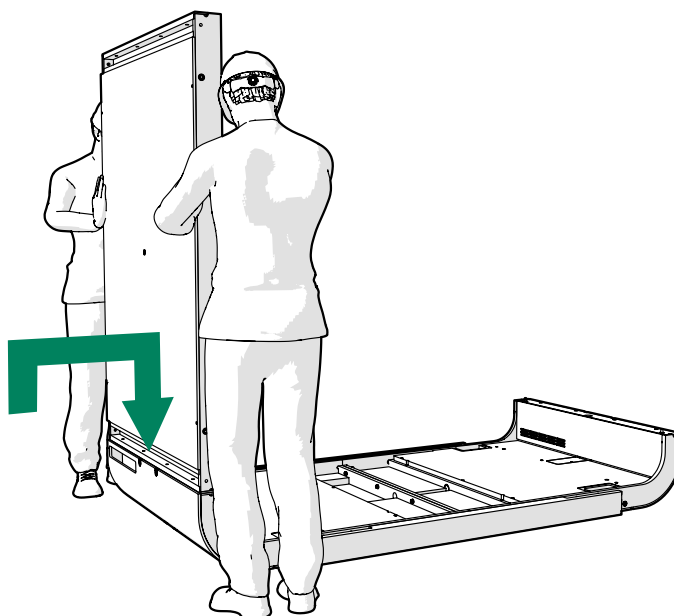
ⓘ **Note:** Make sure that the flat side of the guide pin goes into the mounting hole.



2. Lift one wall module into place.

ⓘ **Note:** Make sure that the "This side up" -sticker is on the top edge of the wall.

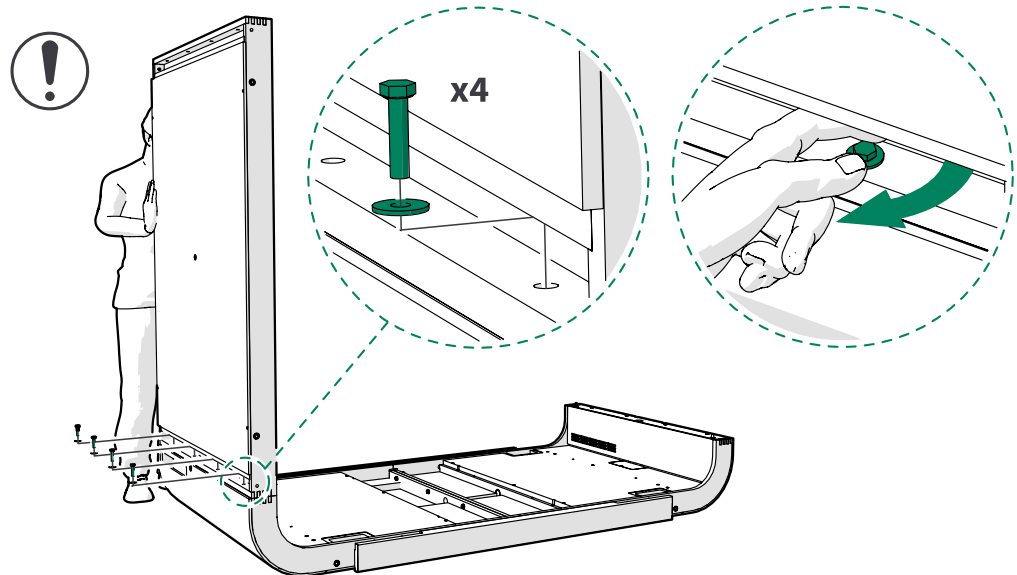
ⓘ **Note:** Support the wall until it is secured with the bolts.



3. Install M8x35 bolts (4 pcs) and M8 washers (4 pcs) and tighten by hand.



**Note:** Support the wall until it is secured with the bolts.



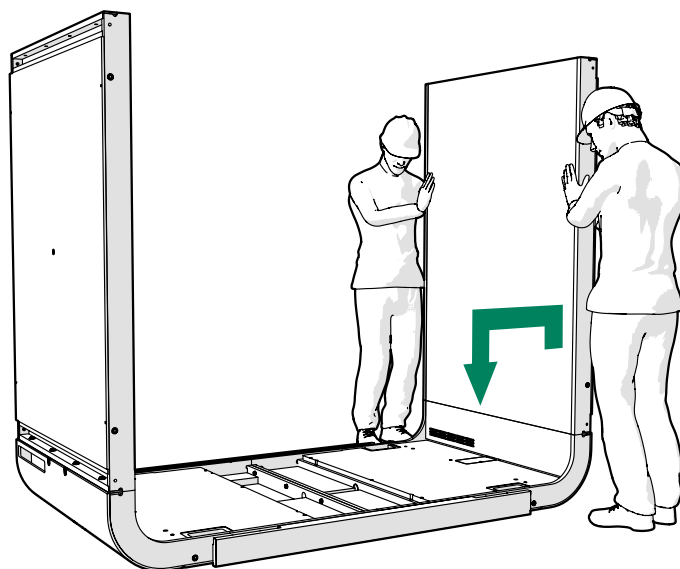
4. Lift the other wall module into place.



**Note:** Make sure that the "This side up" -sticker is on the top edge of the wall.



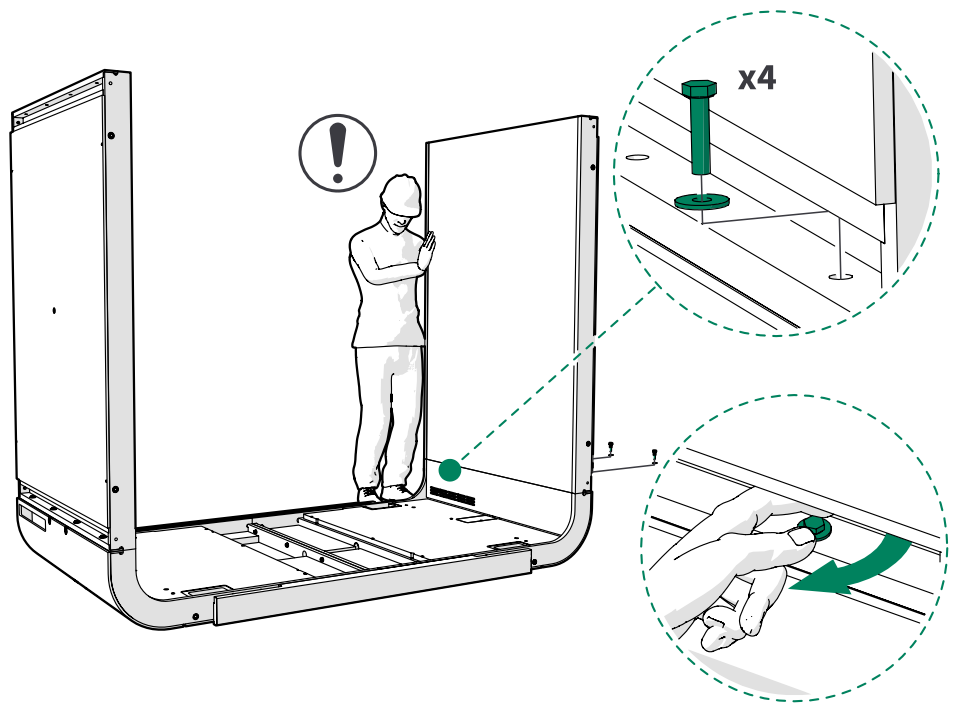
**Note:** Support the wall until it is secured with the bolts.



5. Install M8x35 bolts (4 pcs) and M8 washers (4 pcs) and tighten by hand.



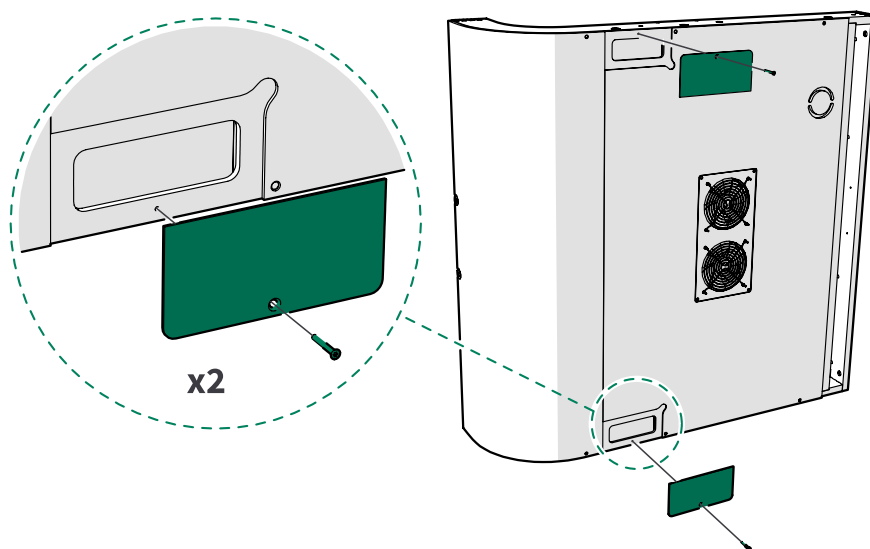
**Note:** Support the wall until it is secured with the bolts.



## 6 Roof

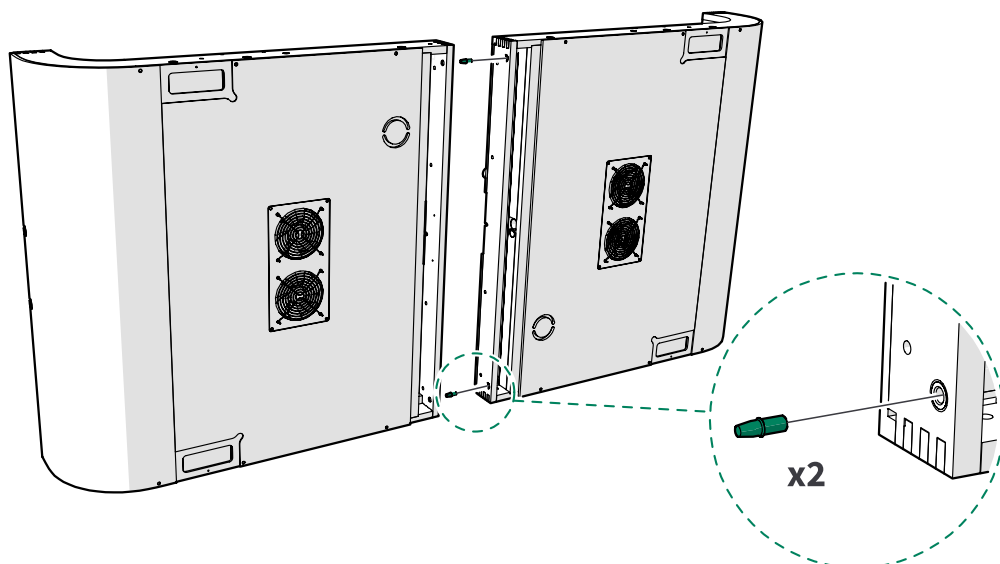
### 6.1 Connect the roof modules

1. Unscrew the 4x20 screws (1 pcs each) and remove the roof cover plates (1 pcs each) from both roof modules. Set the cover plates and screws aside.

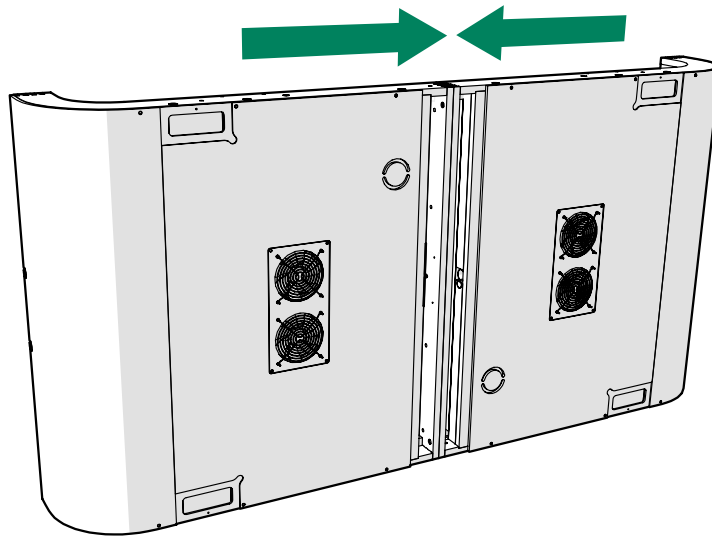


2. Install the guide pins (2 pcs) to the mounting holes in one of the roof modules.

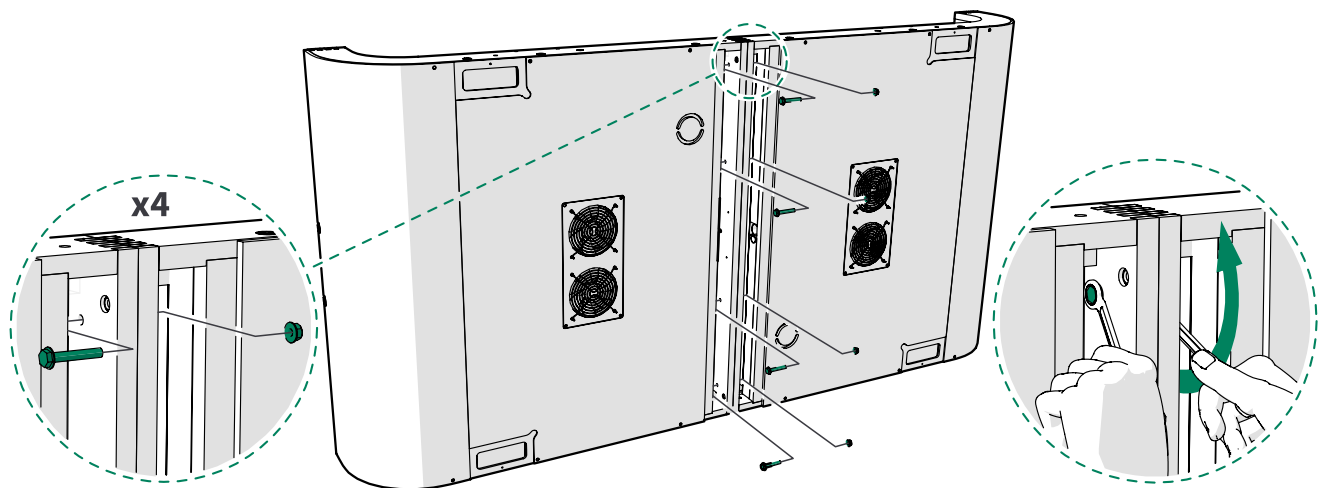
⚠ **Note:** Make sure that the flat side of the guide pin goes into the mounting hole.



3. Push the roof modules together.

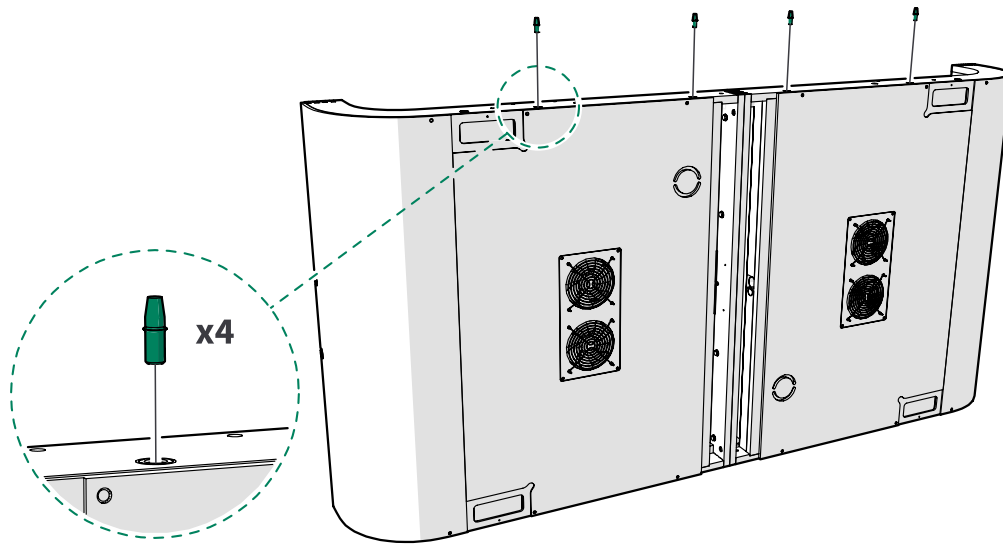


4. Install flanged M8x50 bolts (4 pcs) and flanged M8 nuts (4 pcs).



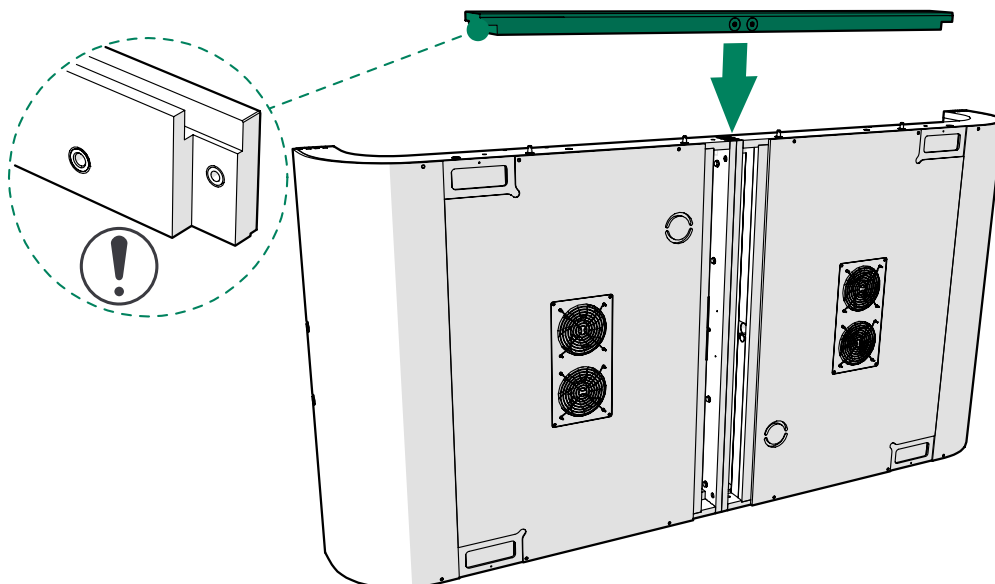
5. Install guide pins (4 pcs) to the mounting holes at the front edge of the roof.

⚠ **Note:** Make sure that the flat side of the guide pin goes into the mounting hole.



6. Push the back upper frame into place.

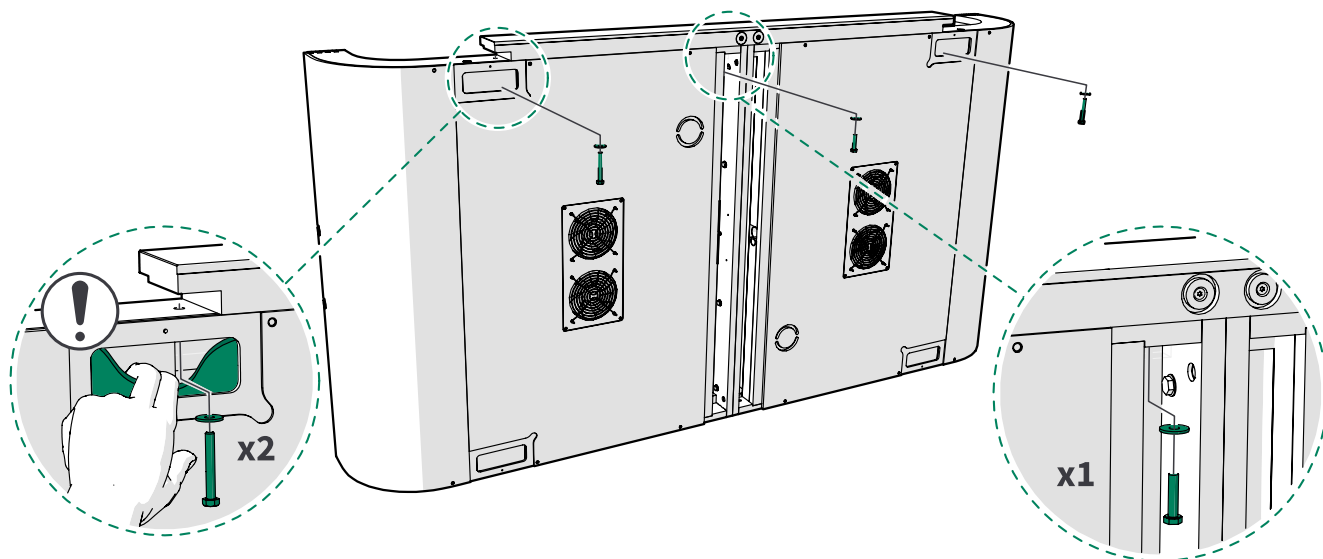
⚠ **Note:** Make sure that you install the correct frame to the roof.



7. Install with M8x60 bolts (2 pcs) and M8 washers (2 pcs) at the small openings and with one M8x35 bolt and M8 washer at the center opening.



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



## 6.2 Install the roof



**Warning:** Heavy object, risk of injury. Lift carefully. Lifting requires a minimum of 2 people.

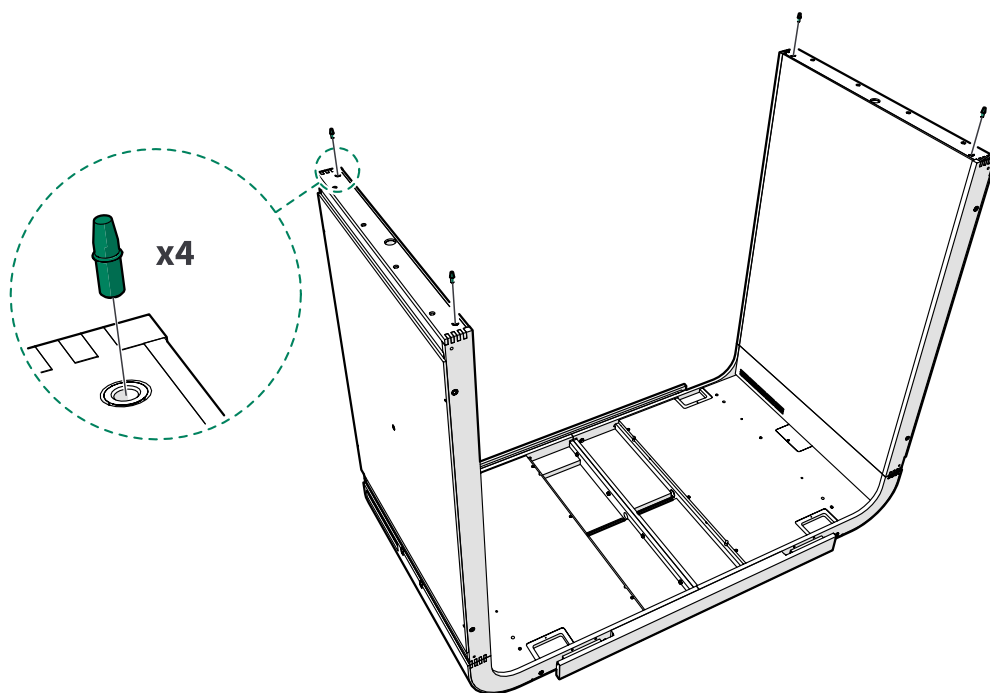
1. Install the guide pins (4 pcs) to the mounting holes of the wall modules.



**Note:** Make sure that the guide pins are installed to the correct holes (closer to the wall felt).



**Note:** Make sure that the flat side of the guide pin goes into the mounting hole.





2. Lift the roof onto the wall modules.



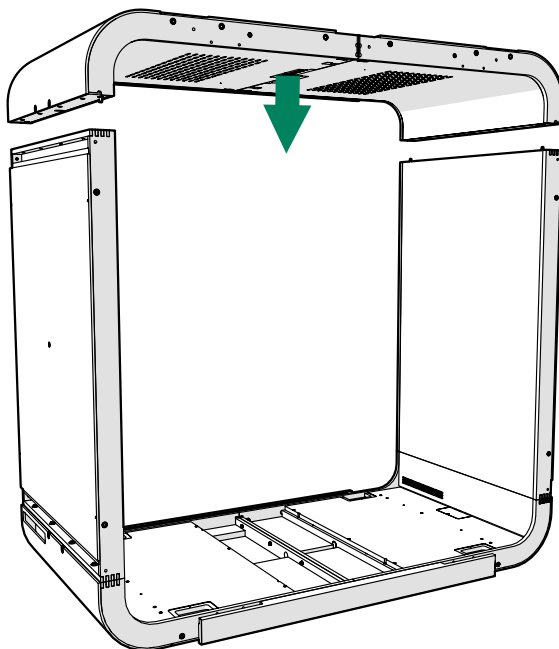
**Warning:** Heavy object, risk of injury! Lifting requires 2 people.



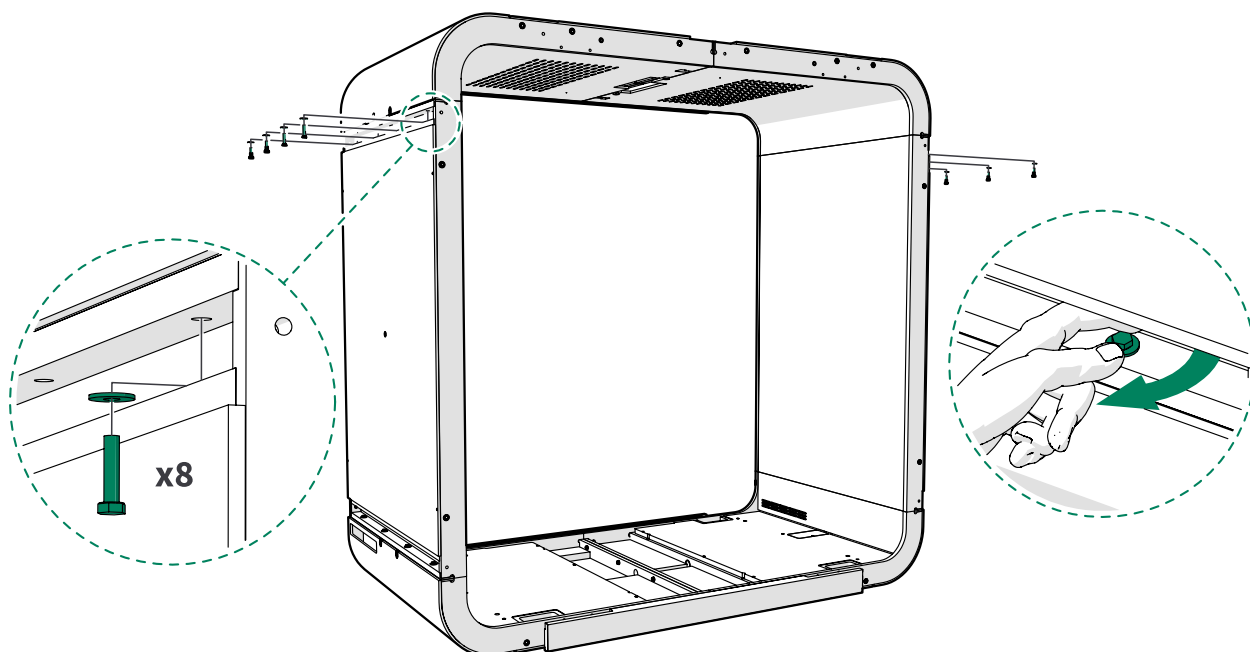
**Warning:** Keep the installation area clear of objects that you may stumble over.



Plan the lift beforehand. Obey all local safety instructions regarding lifting and work place safety.



3. Install M8x35 bolts (8 pcs) and M8 washers (8 pcs) and tighten by hand.



## 7 Front frames and glasses

### 7.1 Install the side frames (front)

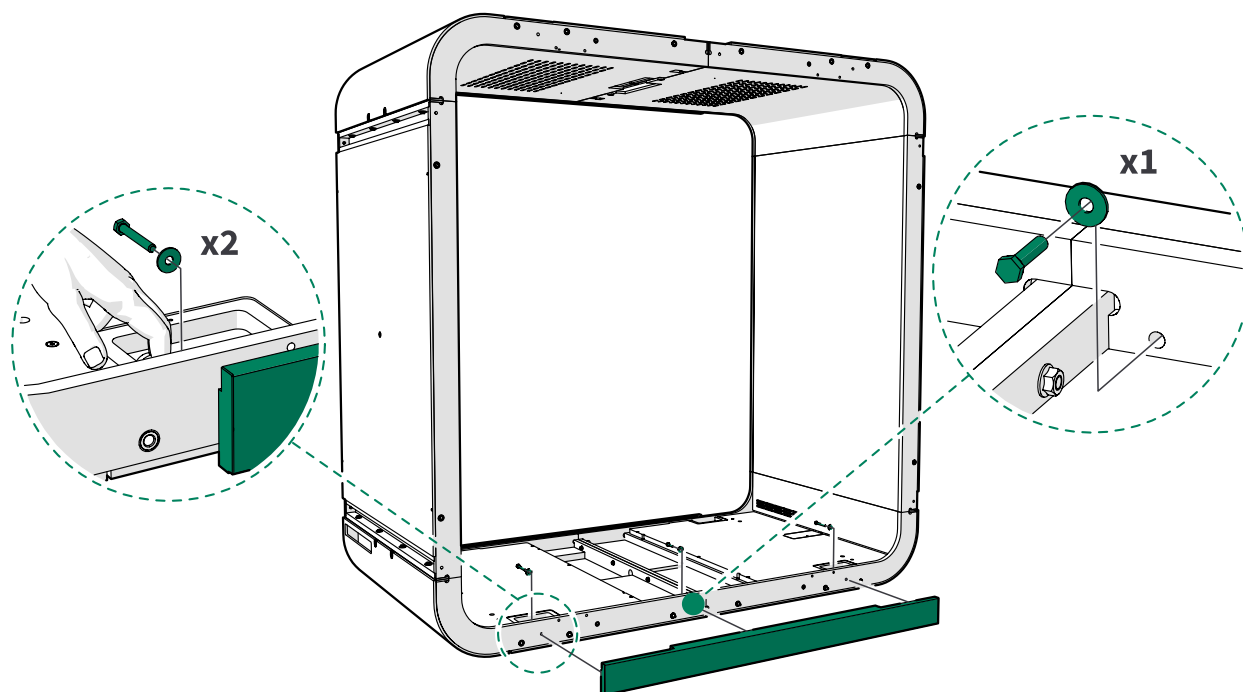
1. Remove the front lower frame from the floor. Set the frame and bolts aside.



**Note:** Leave the lower frame guide pins in place.



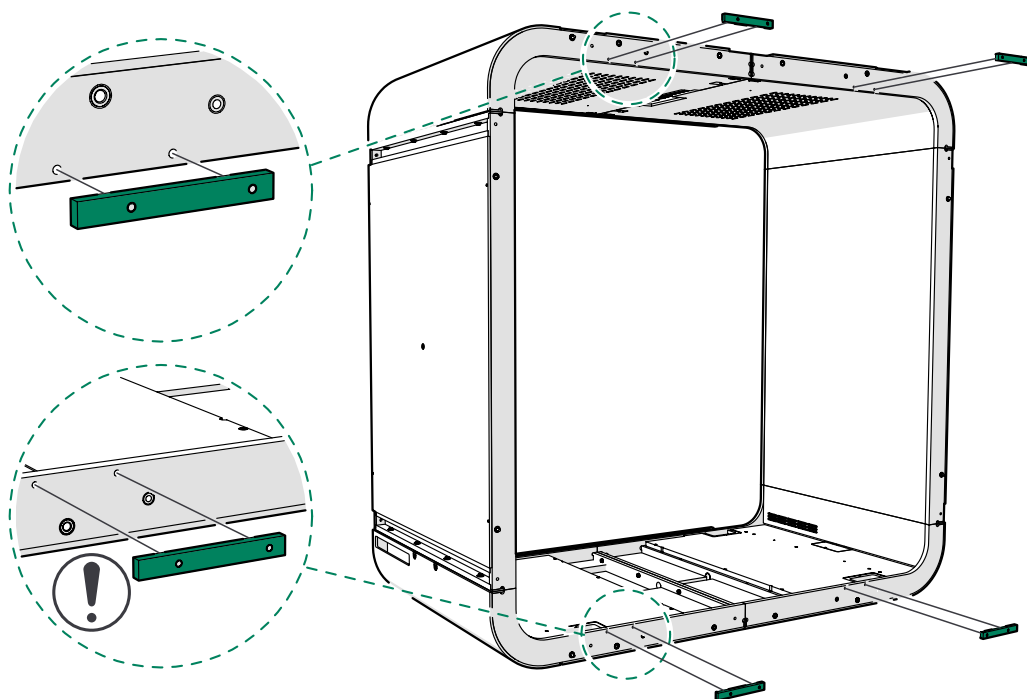
**Note:** Press the acoustic panel aside to reach the bolt holes. Make sure that you return the acoustic panel to its original position.



2. Push the additional frame pieces (4 pcs) into place.



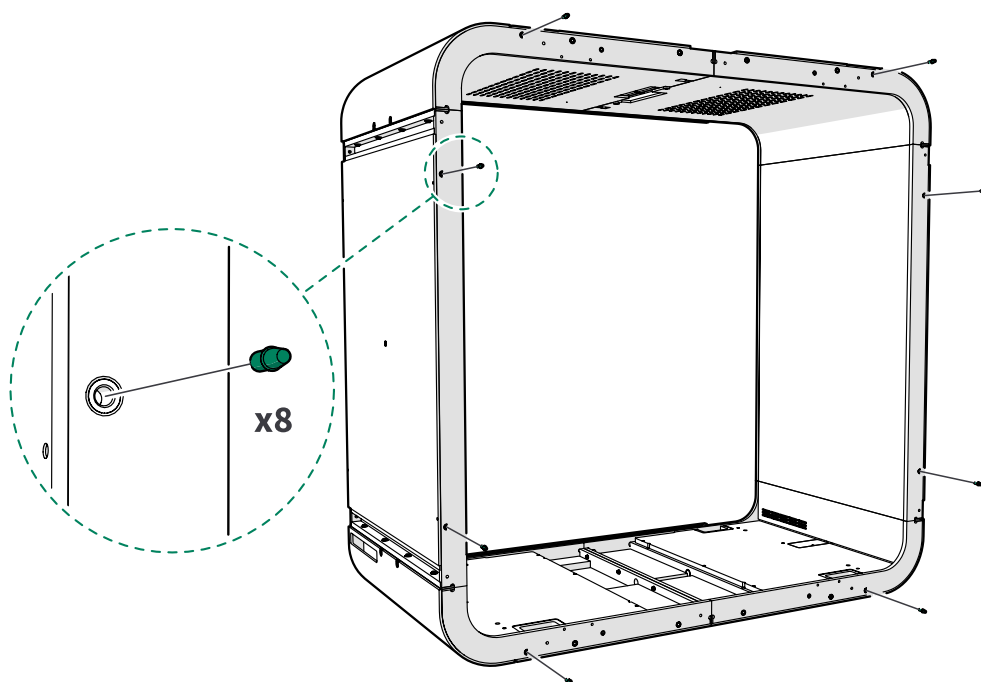
**Note:** Make sure that the longer end of the additional frame piece is on the wall side.



3. Install guide pins (8 pcs) to the holes on the front of the pod.



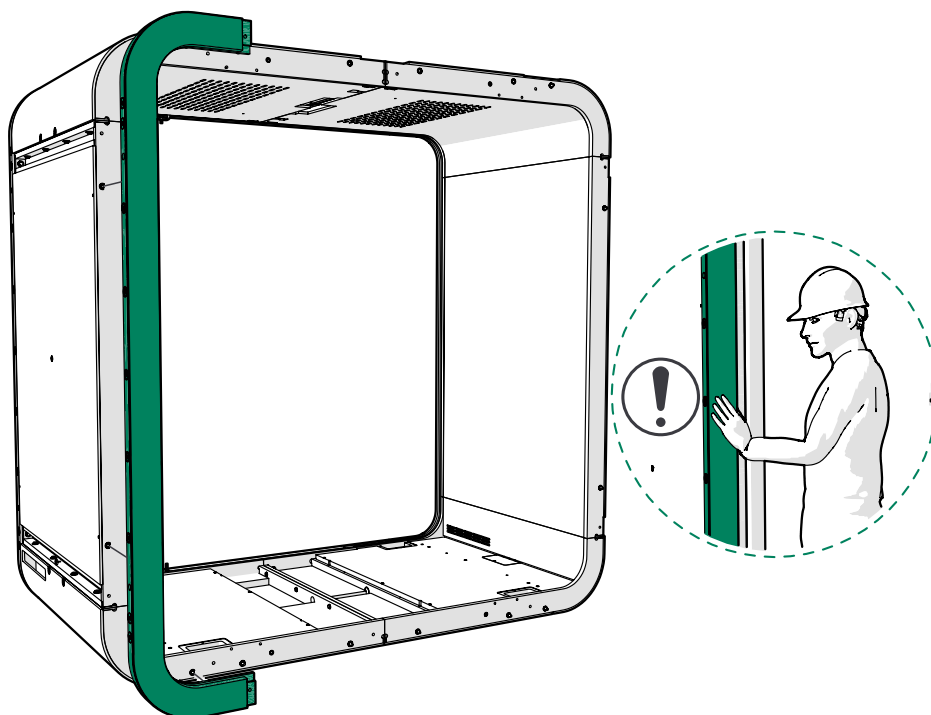
**Note:** Make sure that the flat side of the guide pin goes into the mounting hole.



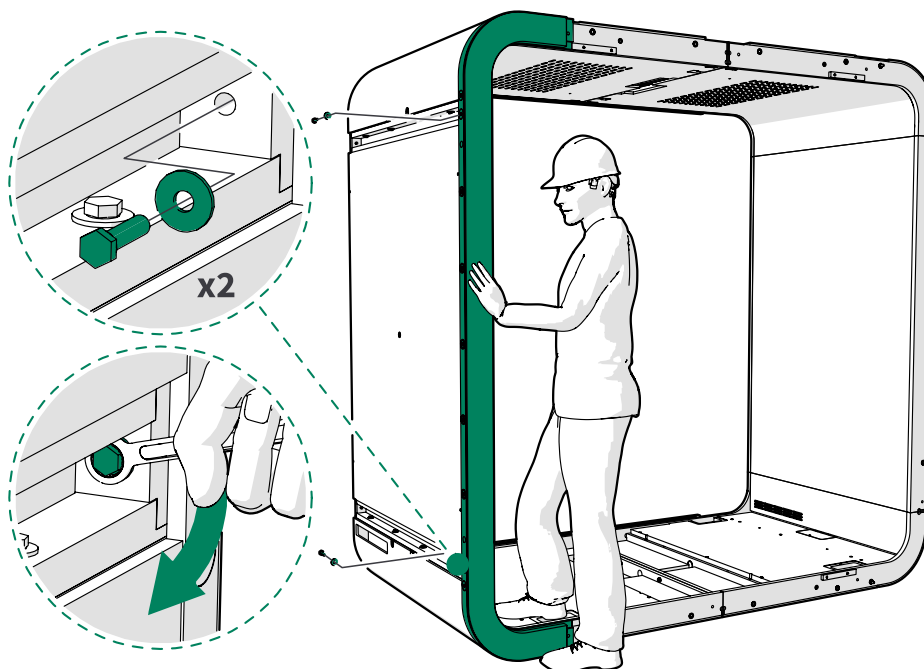
4. Lift the left-hand side frame into place.



**Note:** Support the frame until securely fastened.



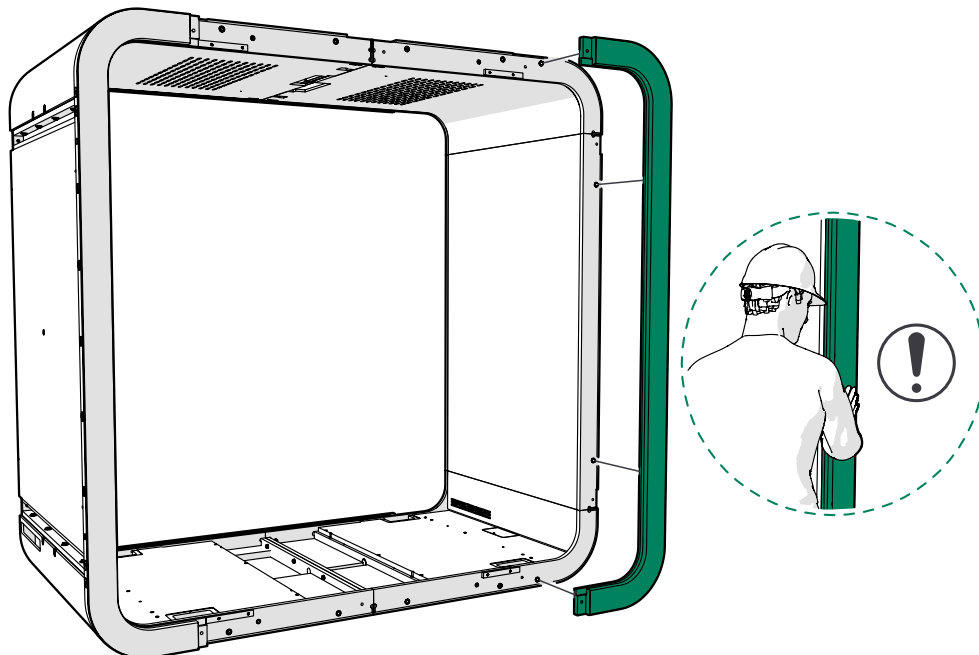
5. Install the left-hand frame with M8x35 bolts (2 pcs) and M8 washers (2 pcs),



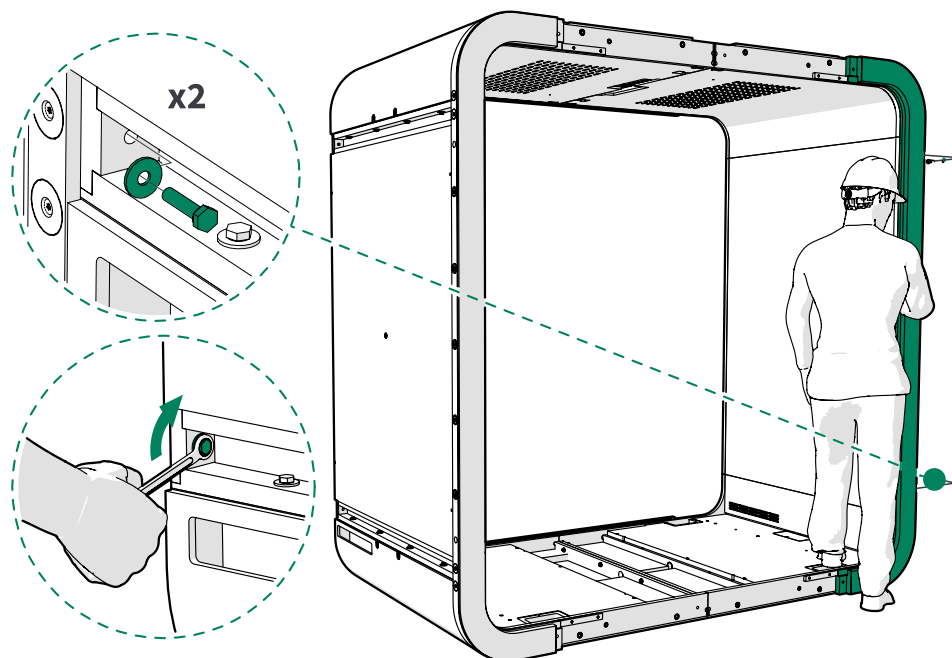
6. Lift the right-hand side frame into place.



**Note:** Support the frame until securely fastened.

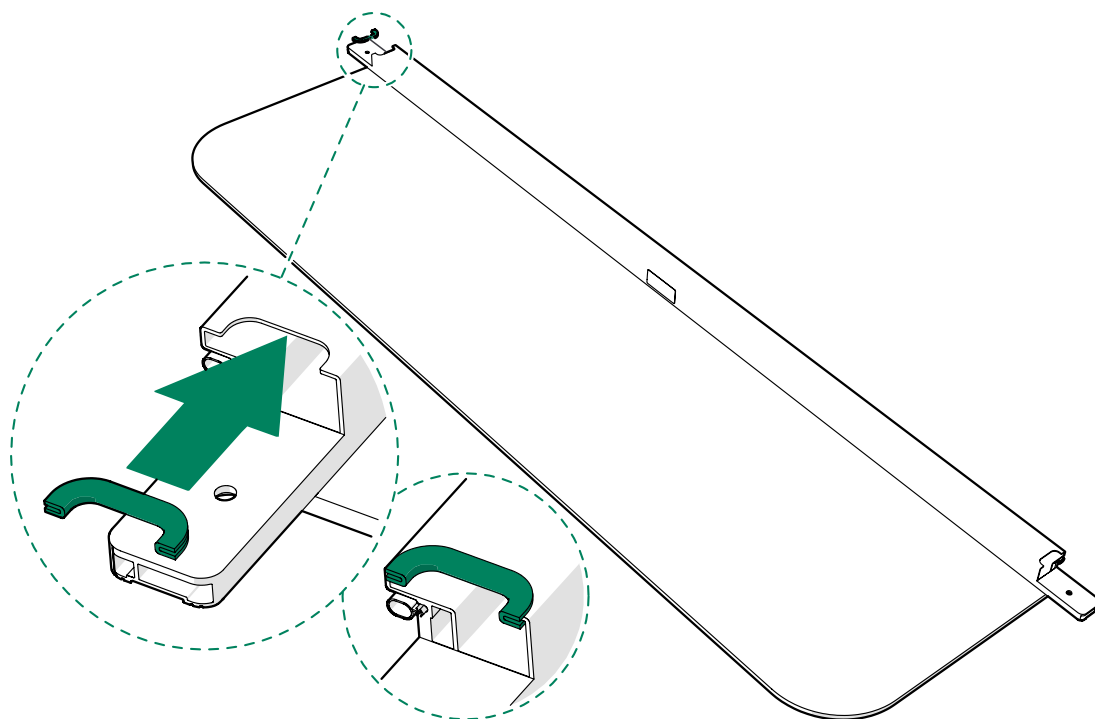


7. Install the right-hand frame with M8x35 bolts (2 pcs) and M8 washers (2 pcs),

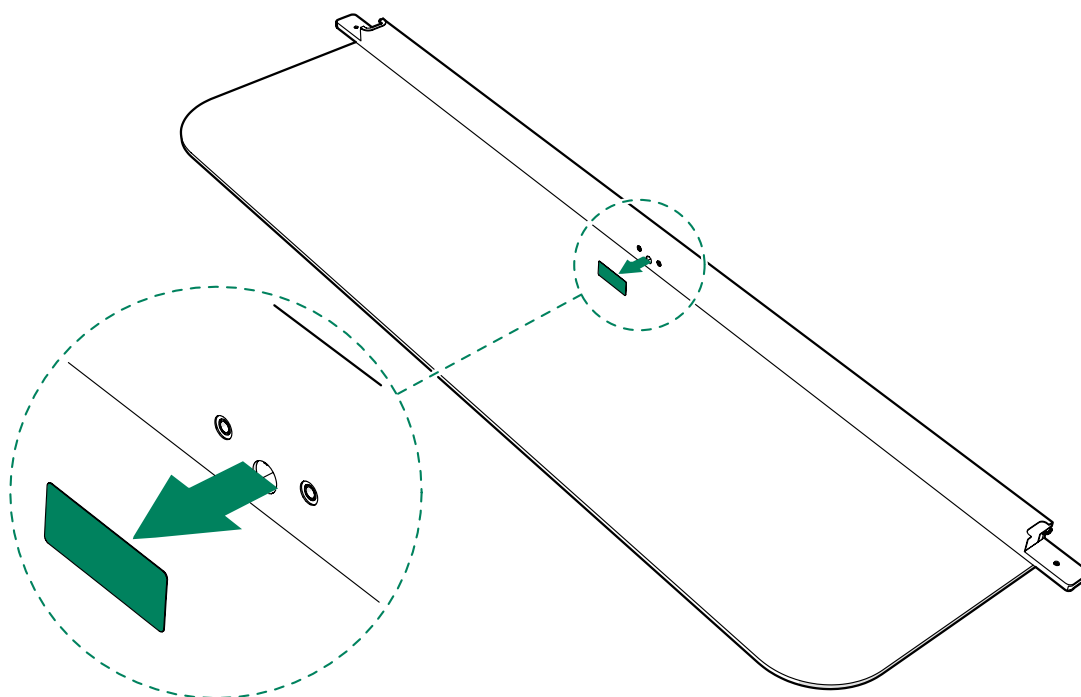


## 7.2 Install the control panel (optional)

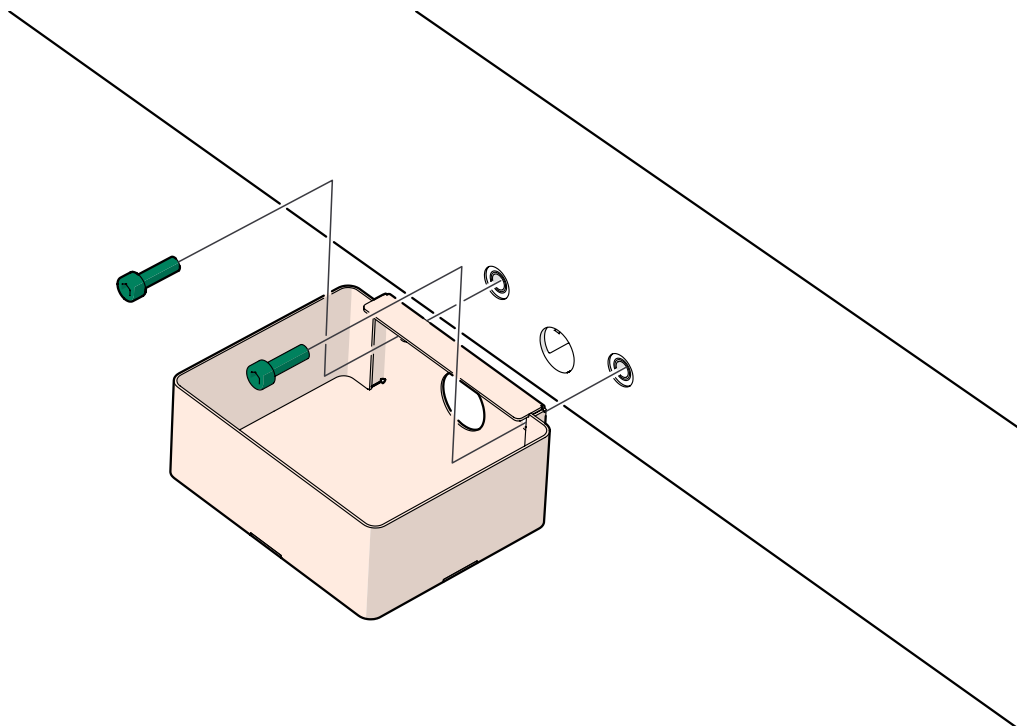
1. Insert the rubber cover to the U-profile on top of the strike plate-side glass frame.



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



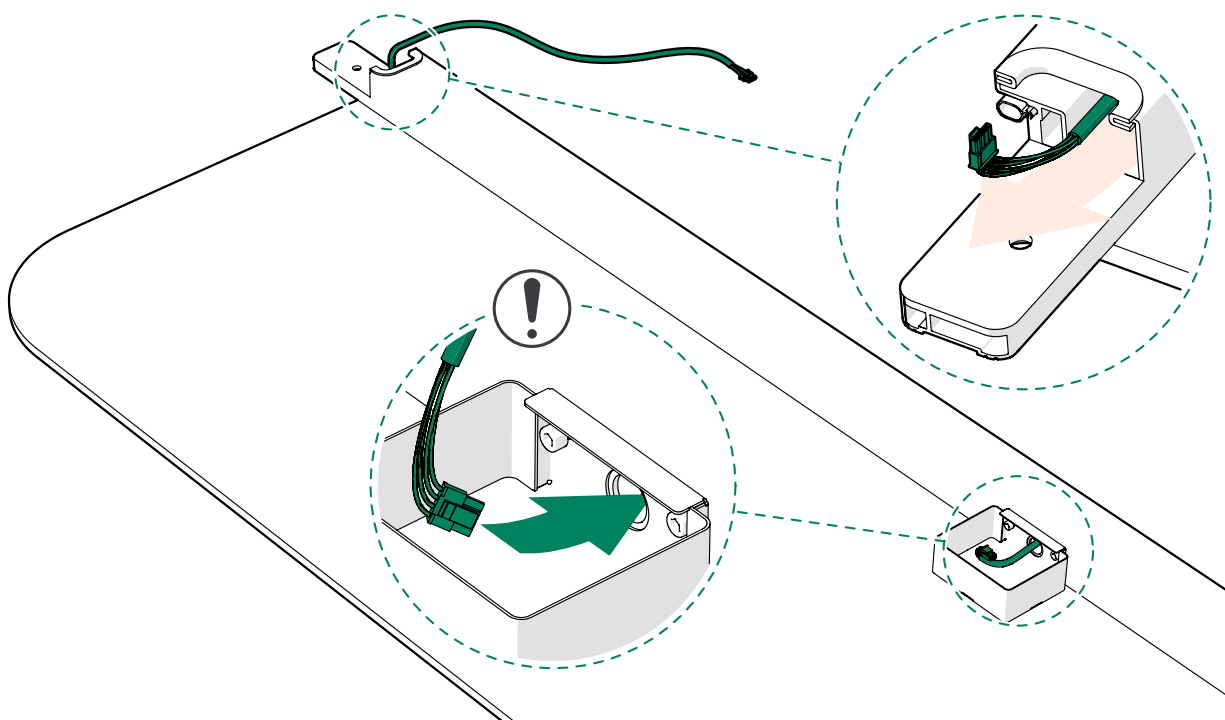
3. Install the control panel bracket on the strike plate-side glass frame with M4x10 screws (2 pcs).



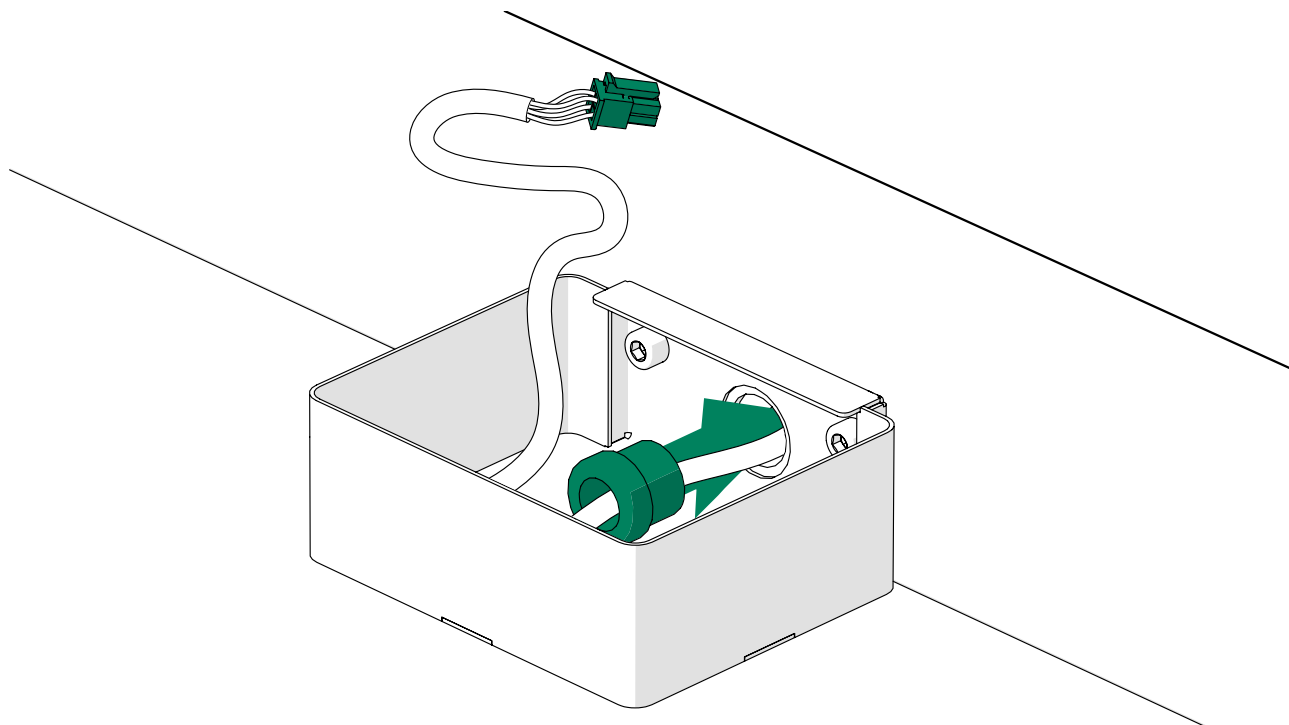
4. Guide the control panel cord in through the hole in the middle of the strike plate-side glass frame and out through the U-profile on top of the strike plate-side glass frame.



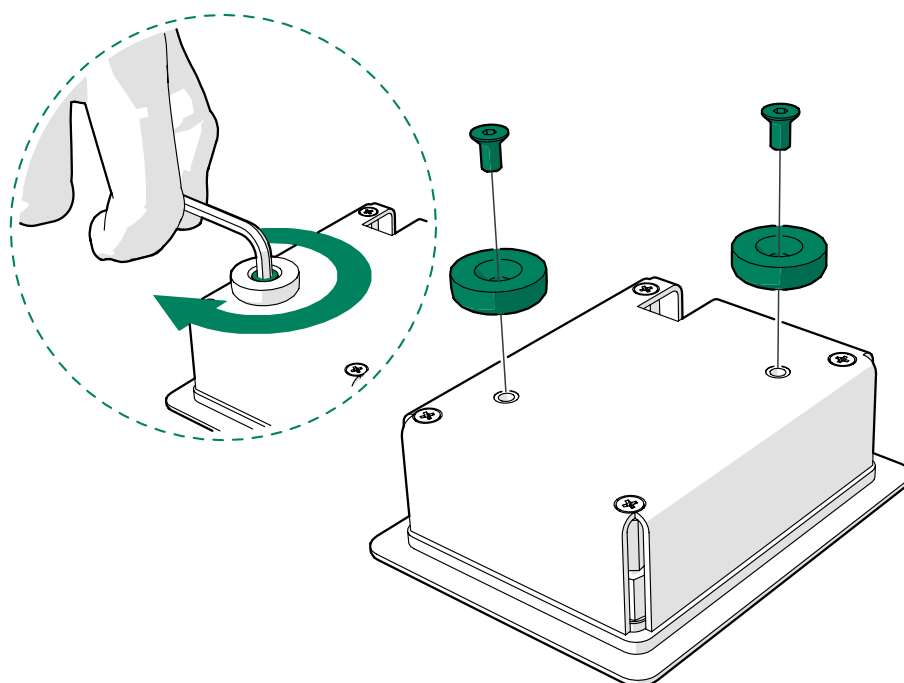
**Note:** Guide the flat (1x4 pins) end of the control panel cord in first.



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

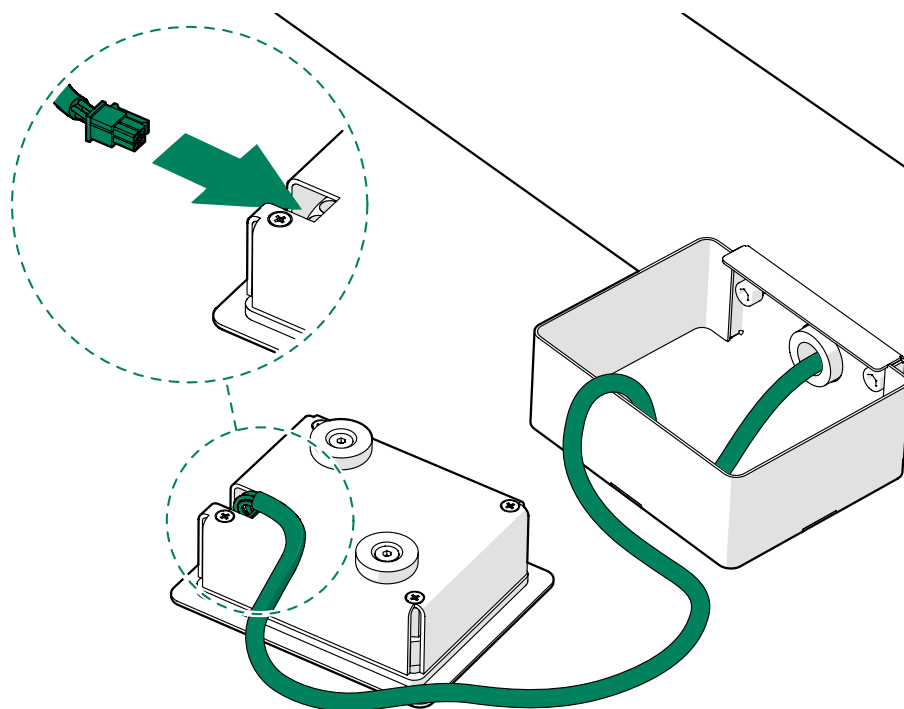


6. Install the magnets (2 pcs) behind the control panel with M4x10 screws (2 pcs). Use a hand tool to tighten the screws.



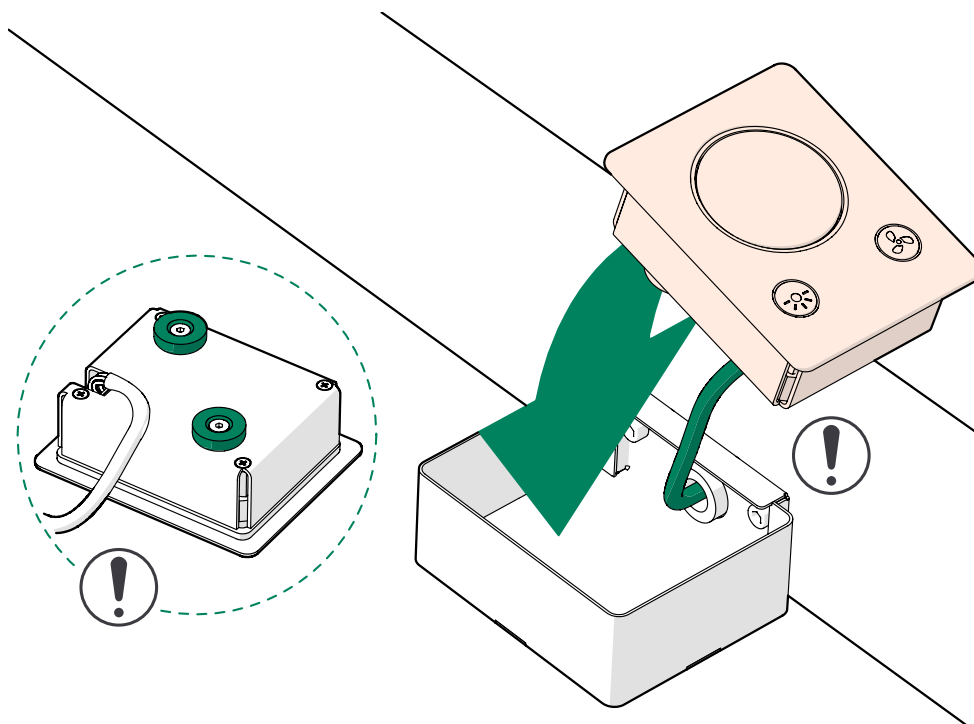


7. Connect the control panel cord to the panel.



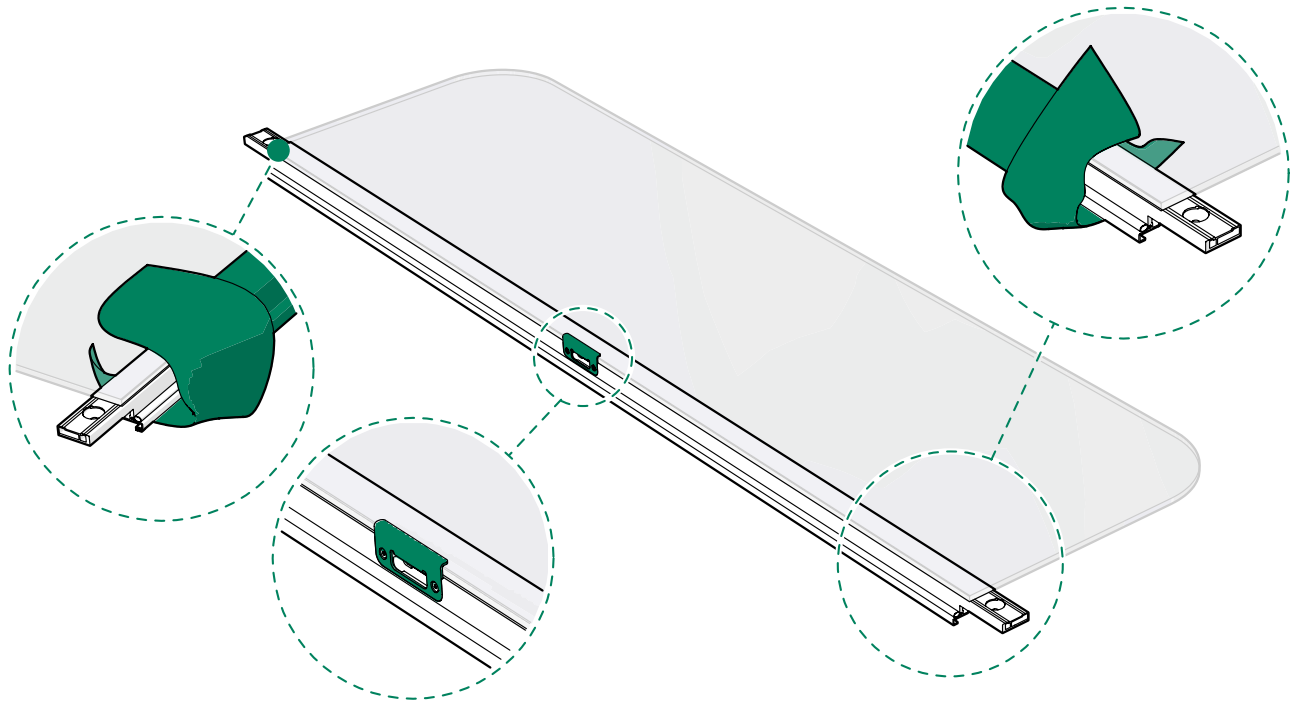
8. Install the control panel into the bracket.

- ⚠ **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.

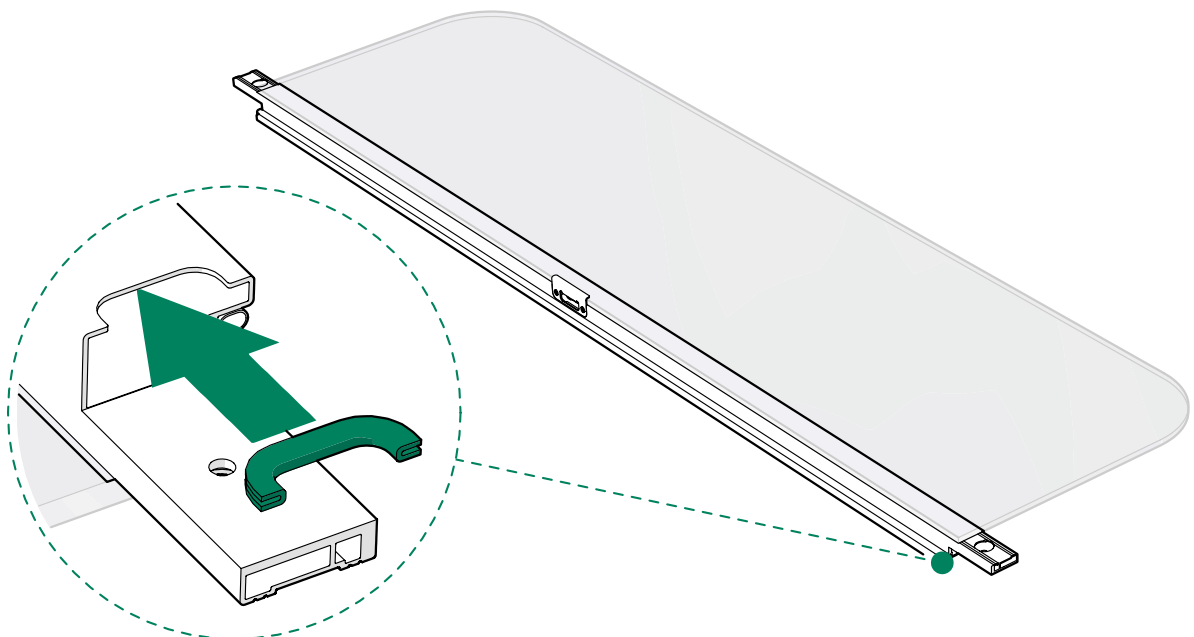


### 7.3 Install the front glasses

1. Remove approximately 10 cm (4 in) of the protective film from the top and bottom of the aluminum frame of the lock-side glass.



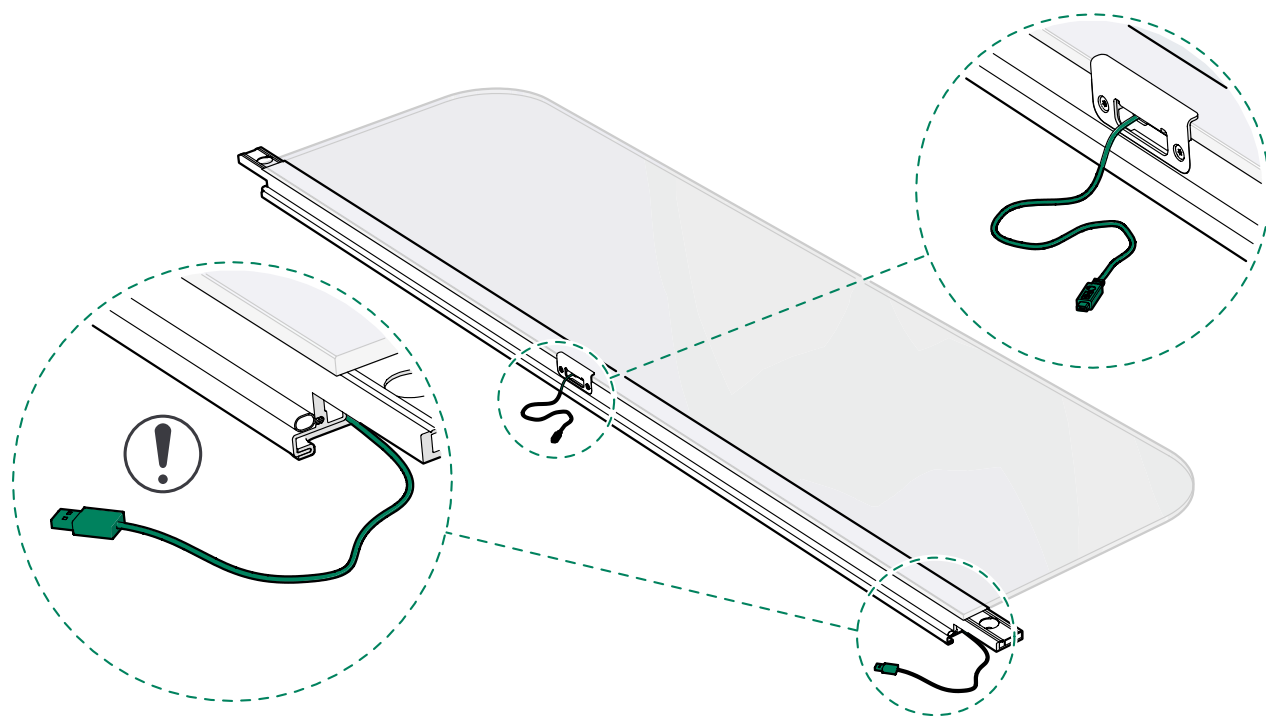
2. If installing the optional booking system bracket, install the rubber lead-through to the groove at the bottom of the aluminum frame.  
If not installing the booking system bracket, continue to step 4.



3. If installing the optional booking system bracket, guide the customer supplied USB cord through the hole behind the strike plate and down out of the bottom of the aluminum frame.

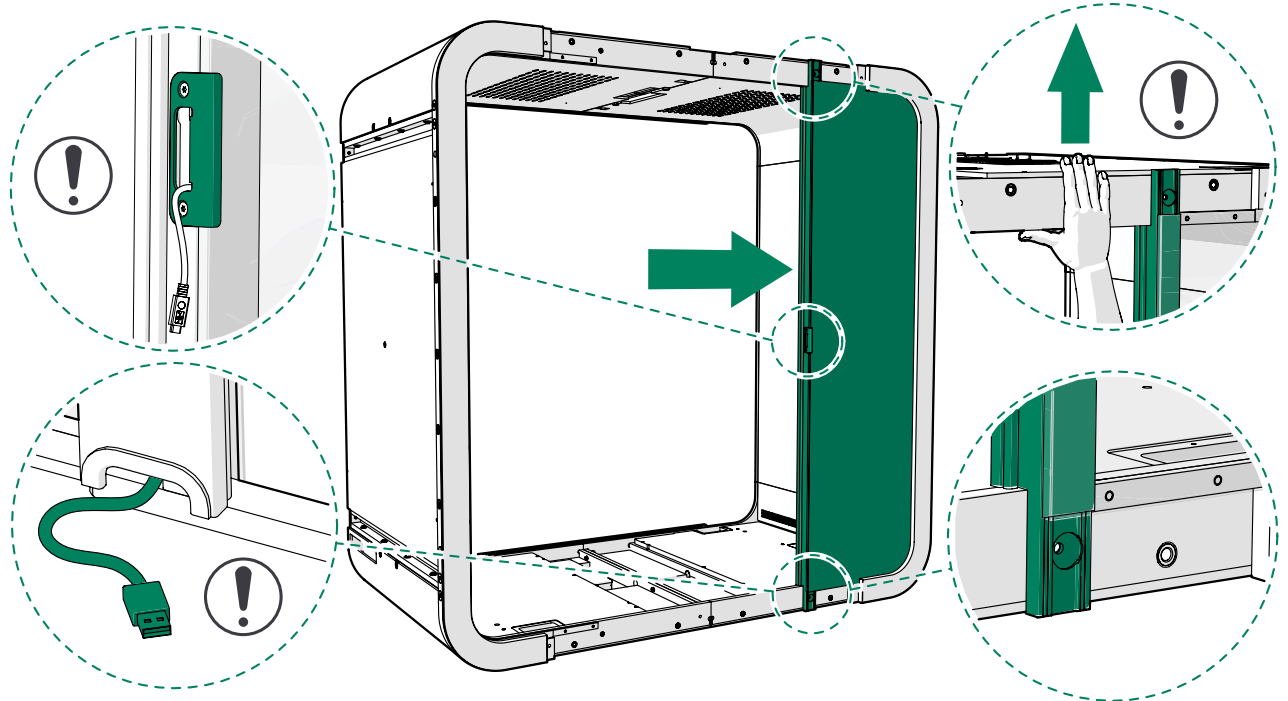


**Note:** Make sure that the USB A connector of the cord is at the bottom of the aluminum frame.

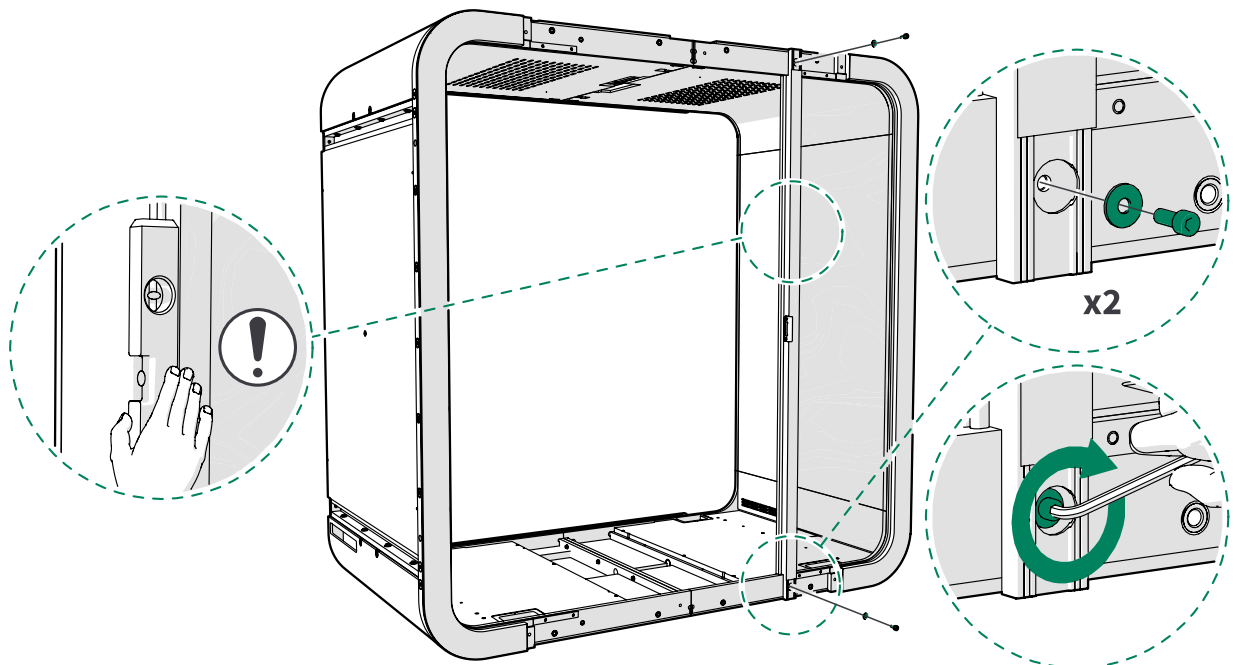


4. Guide the strike plate-side glass into the grooves and slide it into place.

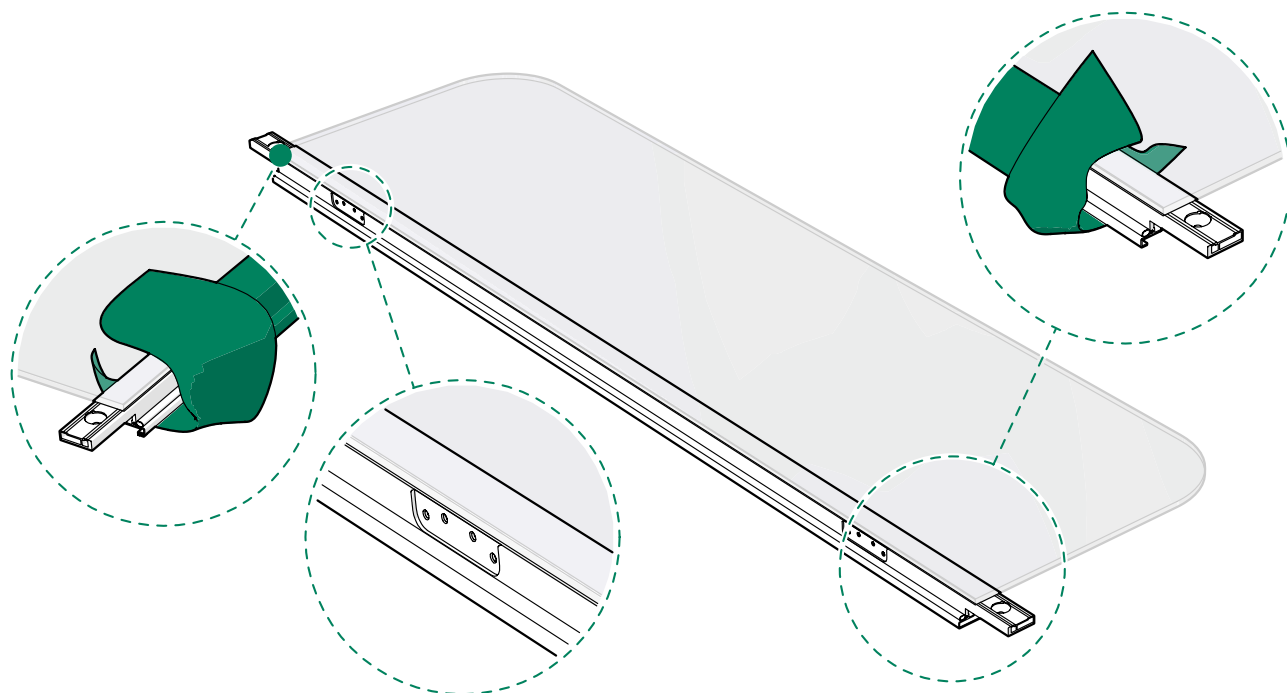
- ⚠ **Note:** Make sure that the strike plate-side glass with the strike plate is on the correct side for the door handing.
- ⚠ **Note:** If installing the optional booking system bracket, make sure that the USB cord is not damaged during the installation. The cord can be taped to the aluminum frame to keep it out of the way.
- ℹ **Tip:** Push the roof up from the center joint at the front of the pod to make the installation easier.



5. Measure the straightness of the strike plate-side glass frame with a spirit level. Adjust if needed and install with M8x20 screws (2 pcs) and M8 washers (2 pcs). Use a hex key.

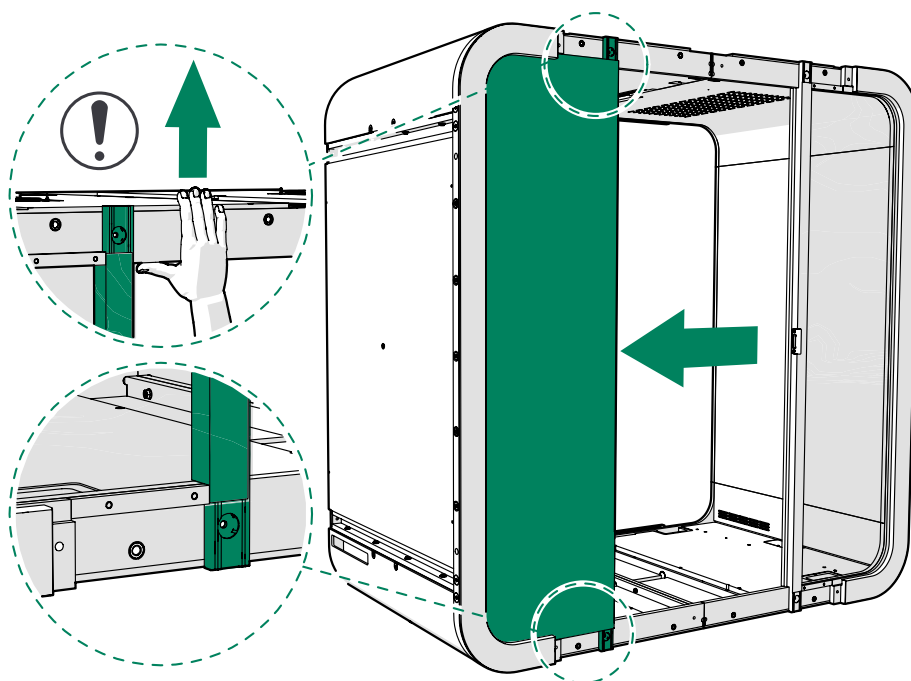


6. Remove approximately 10 cm (4 in) of the protective film from the top and bottom of the aluminum frame of the hinge-side glass.

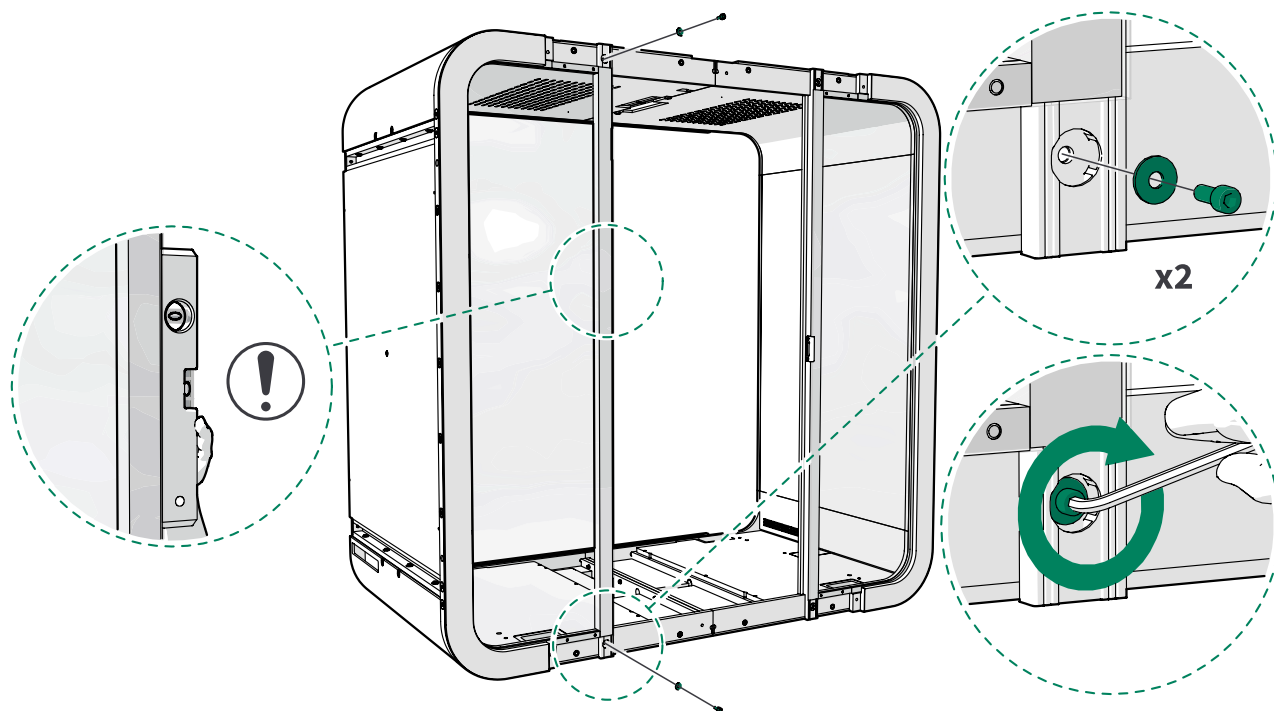


7. Guide the hinge-side glass into the grooves and slide it into place.

**i** **Tip:** Push the roof up from the center joint at the front of the pod to make the installation easier.



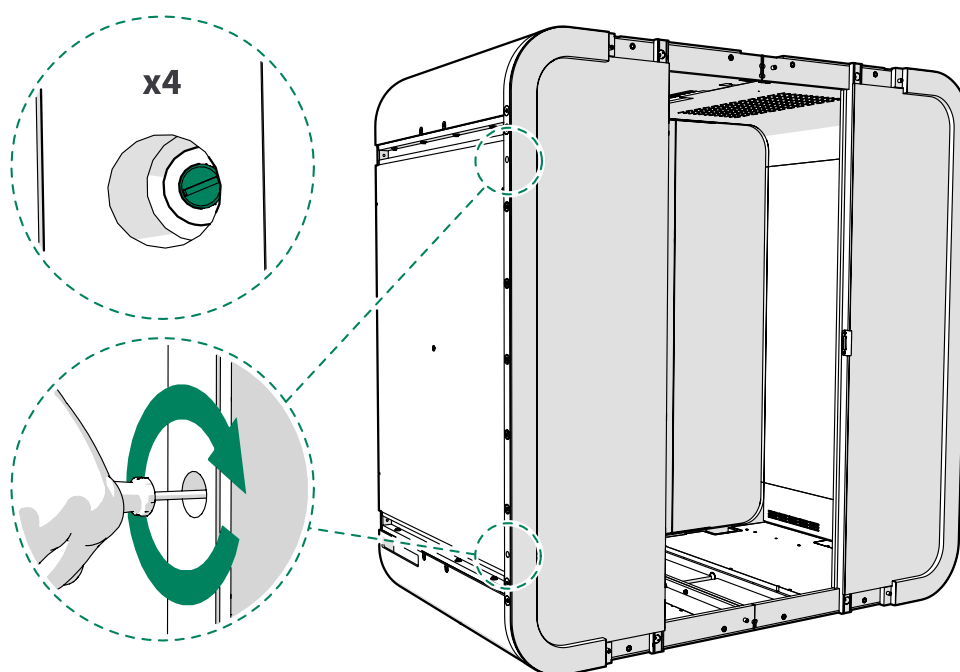
8. Measure the straightness of the hinge-side glass frame with a spirit level. Adjust if needed and install with M8x20 screws (2 pcs) and M8 washers (2 pcs). Use a hex key.



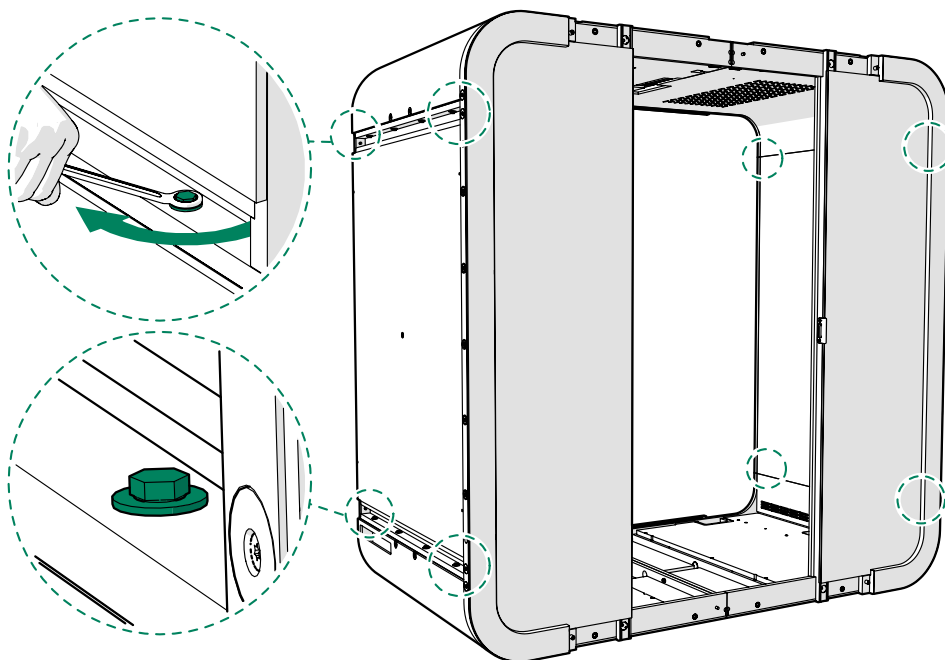
9. Tighten the nylon screws (2 pcs each side) on the sides of the front of the pod with a flat-head screwdriver.



**Note:** The glass adjustment screws are only for stiffening the glass structure. Tighten the screws until you feel resistance, then loosen half a turn. Do not overtighten.



10. Tighten M8x35 bolts (8 pcs on each side) with a spanner.

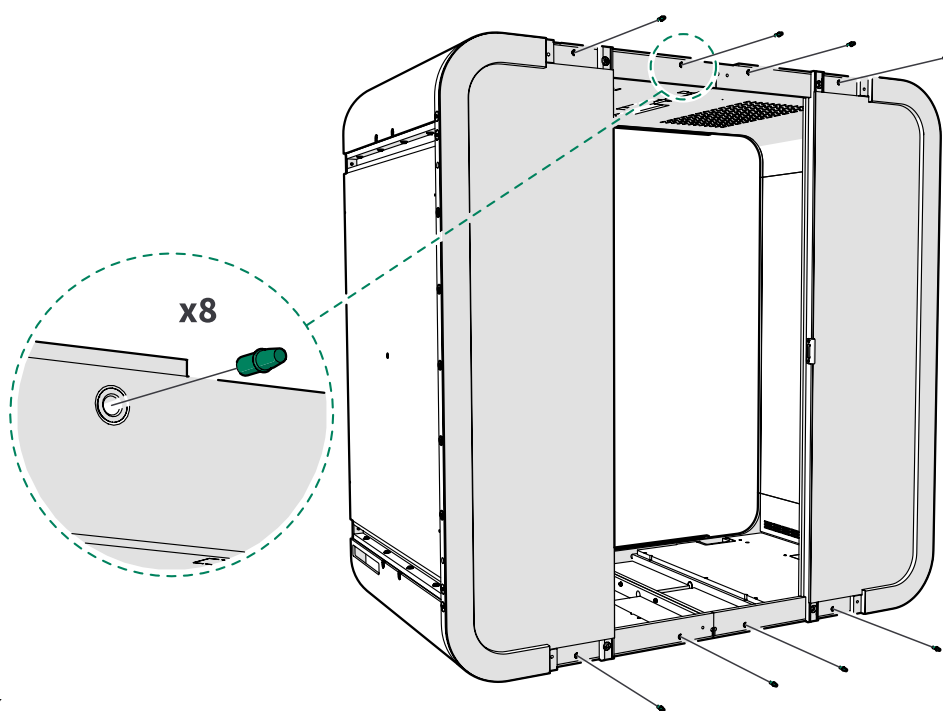


## 7.4 Install the upper and lower frames

1. Install guide pins (8 pcs) to the holes on the front of the pod.

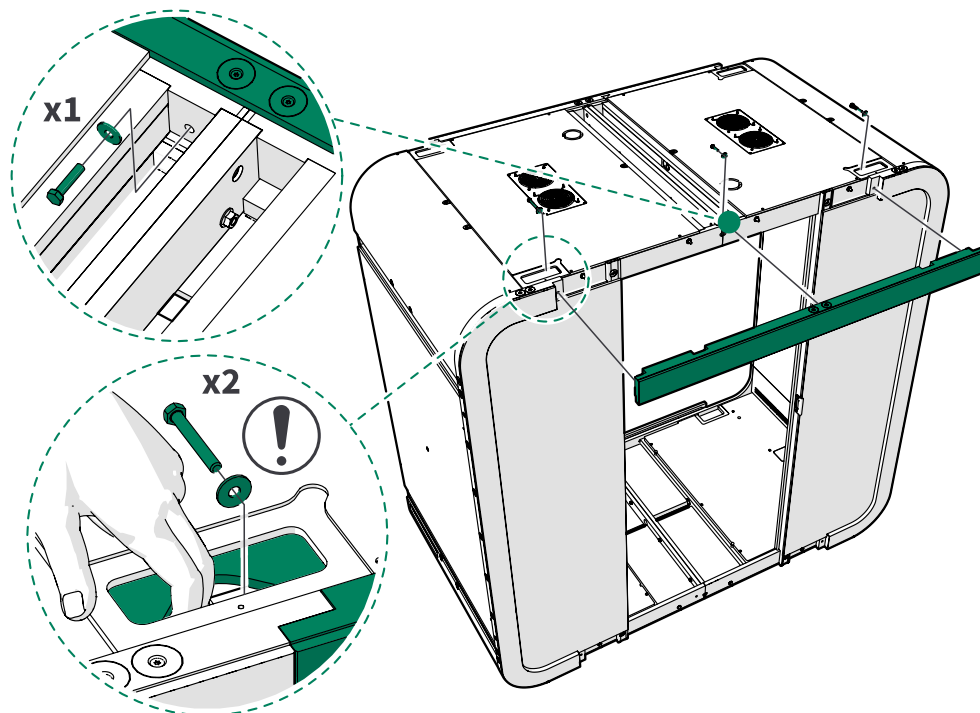


**Note:** Make sure that the flat side of the guide pin goes into the mounting hole.



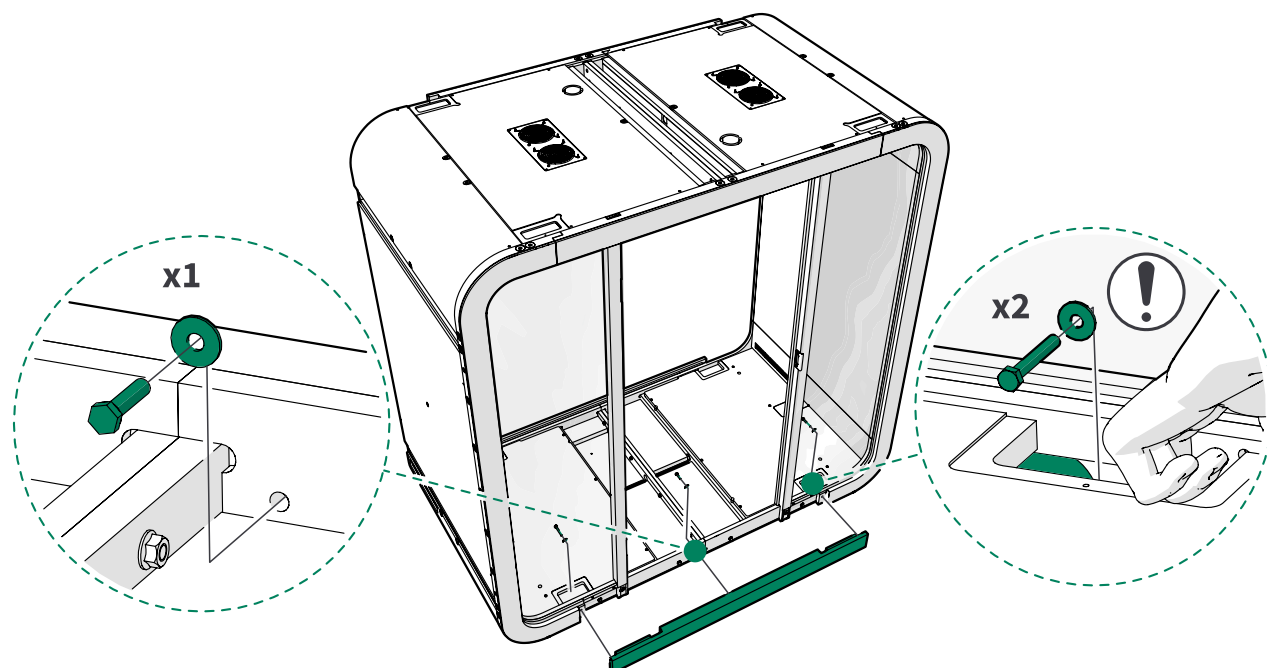
2. Install the upper frame with M8x60 bolts (2 pcs) and M8 washers (2 pcs) at the small openings and with one M8x35 bolt and M8 washer at the center opening.

⚠ **Note:** Support the frame until securely fastened.



3. Install the lower frame with M8x60 bolts (2 pcs) and M8 washers (2 pcs) at the small openings and with one M8x35 bolt and M8 washer at the center opening.

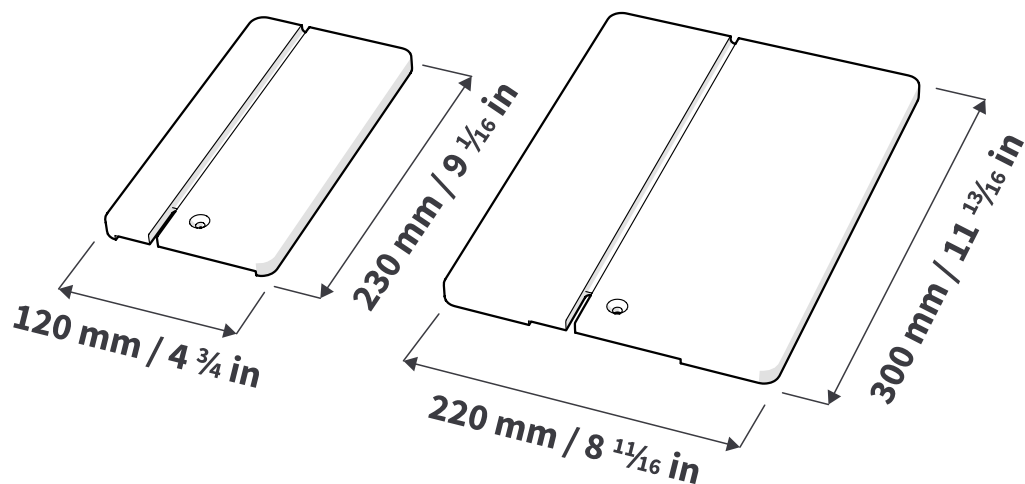
⚠ **Note:** Make sure that the lower frame guide pins are still in place in the holes on the front of the floor. If not, install them.





## 7.5 Install the booking system bracket (optional)

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



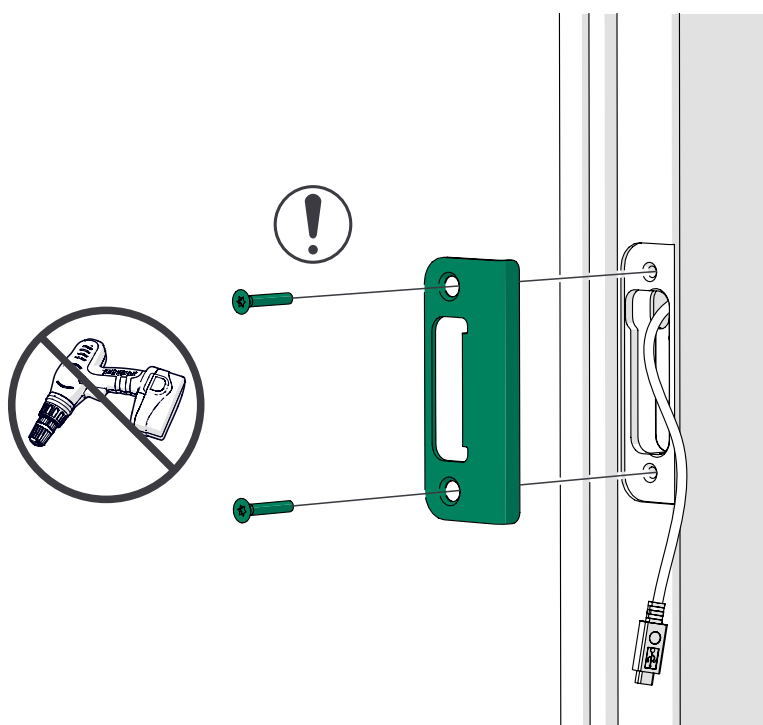
1. Unscrew the M5x25 Taptite screws (2 pcs) and remove the strike plate from the lock-side aluminum frame. Use a hand tool.



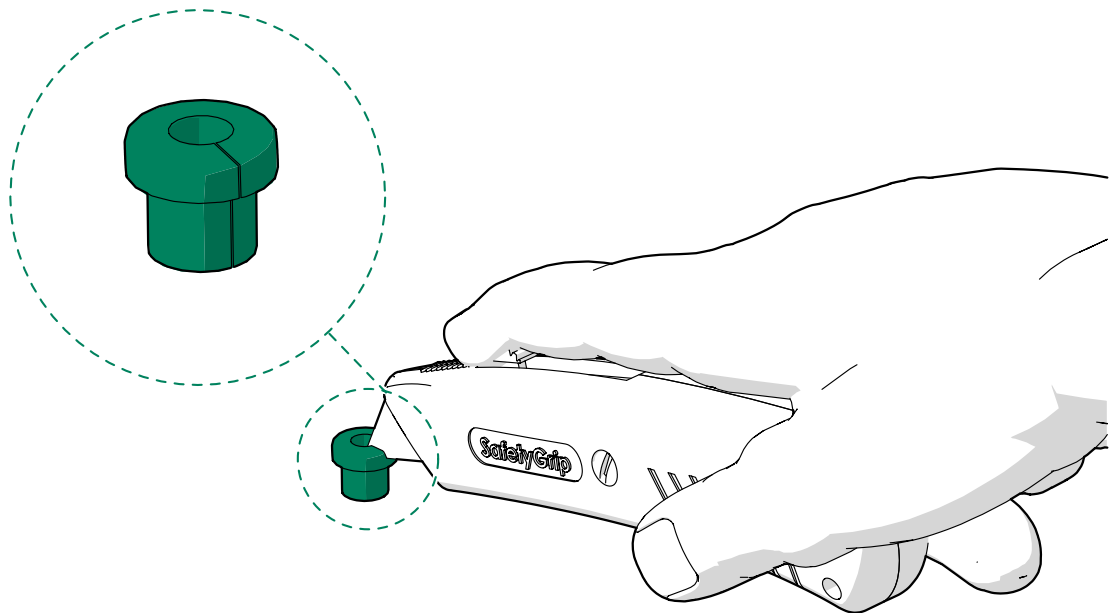
**Note:** Do not use power tools to remove the strike plate.



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

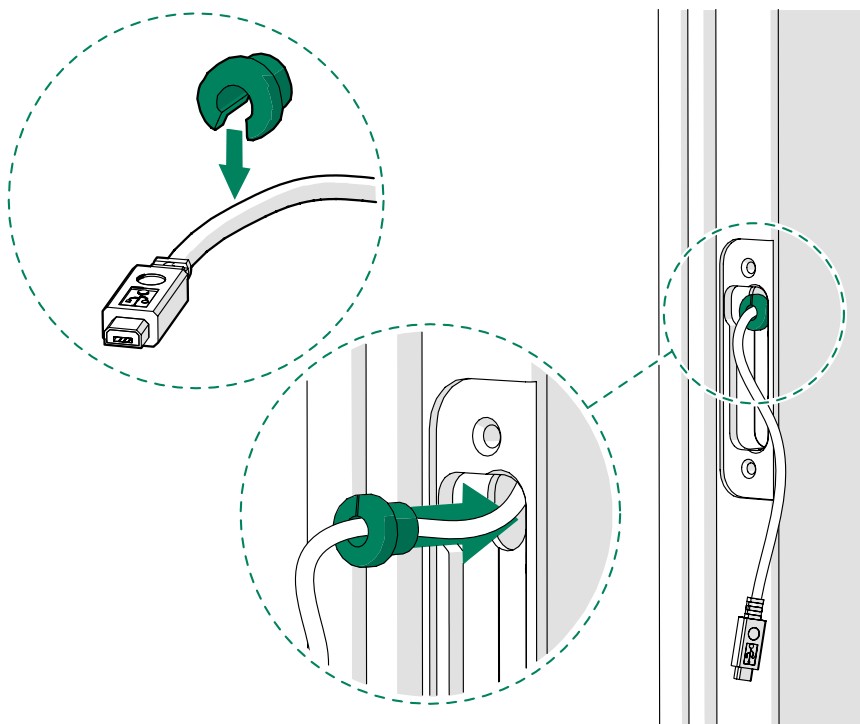


2. Cut the rubber grommet open vertically.

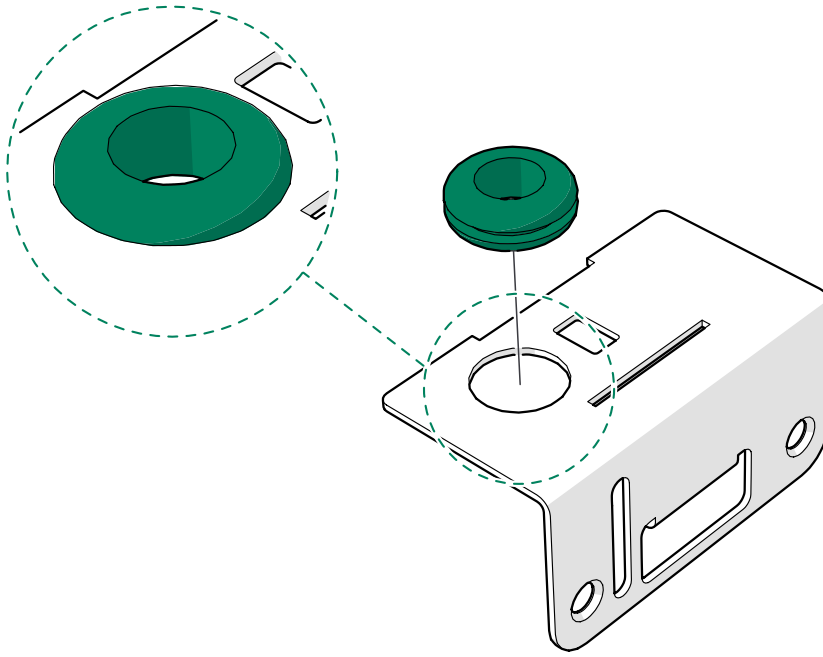


3. Install the small rubber grommet onto the USB cord and insert the grommet into the hole in the lock-side glass.

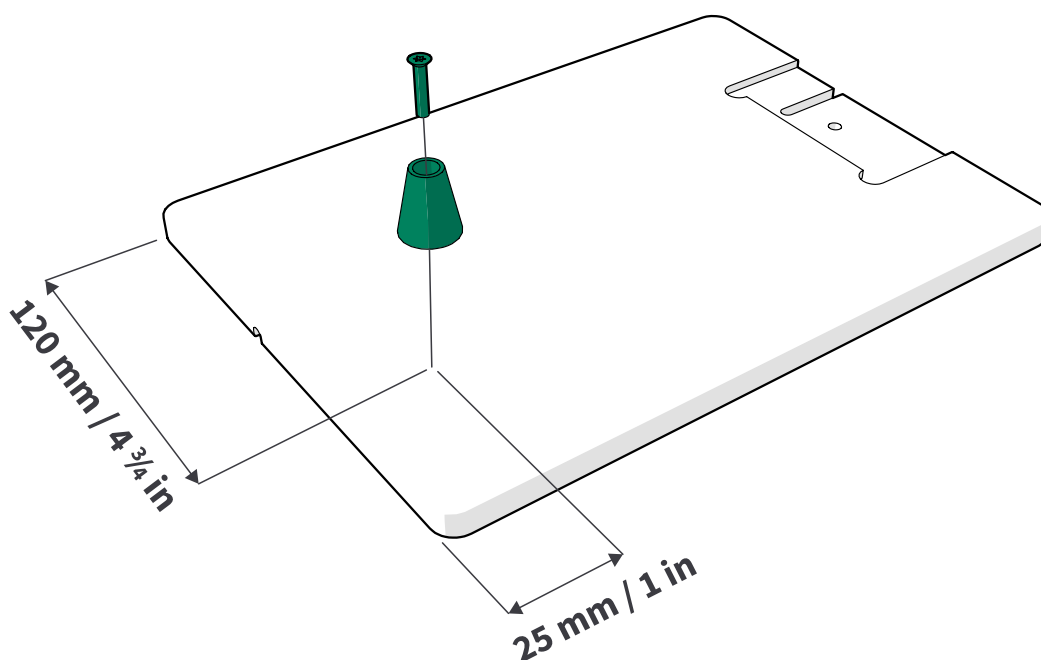
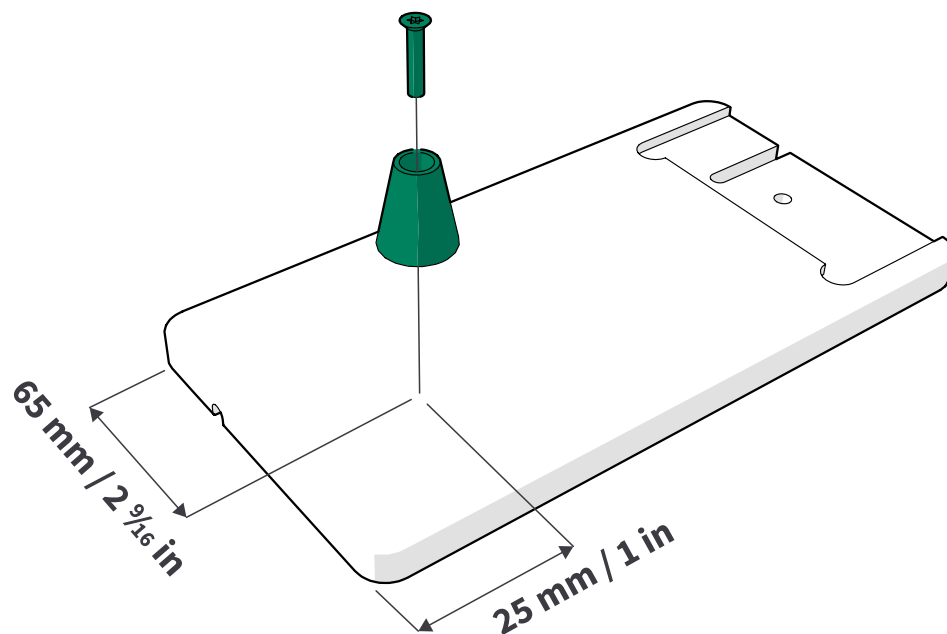
ⓘ **Note:** Make sure that you leave enough cord on the out side to reach the customer supplied tablet.



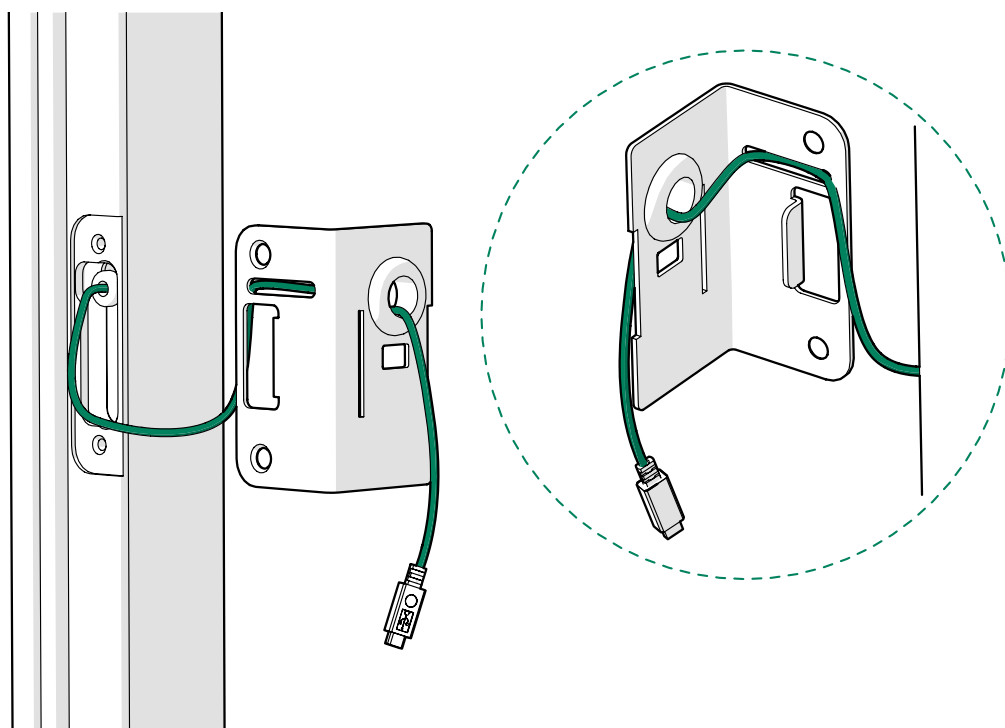
4. Install the large rubber grommet to the strike plate of the booking system bracket.



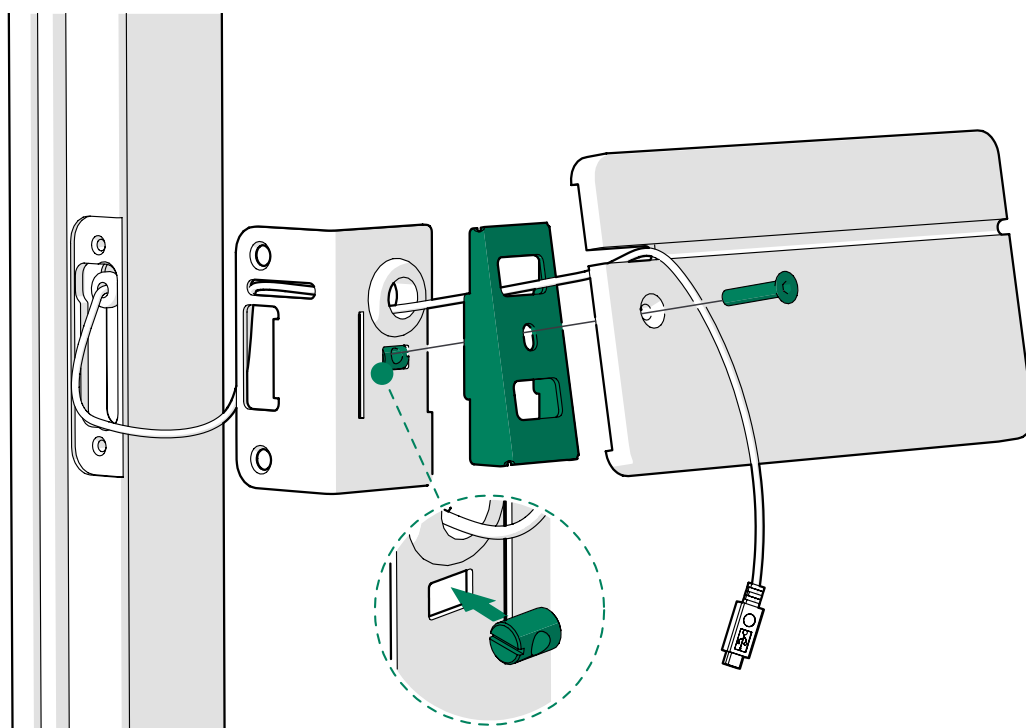
5. Measure the correct place for the rubber spacer on the chosen wooden back plate and install with one 4x20 screw.



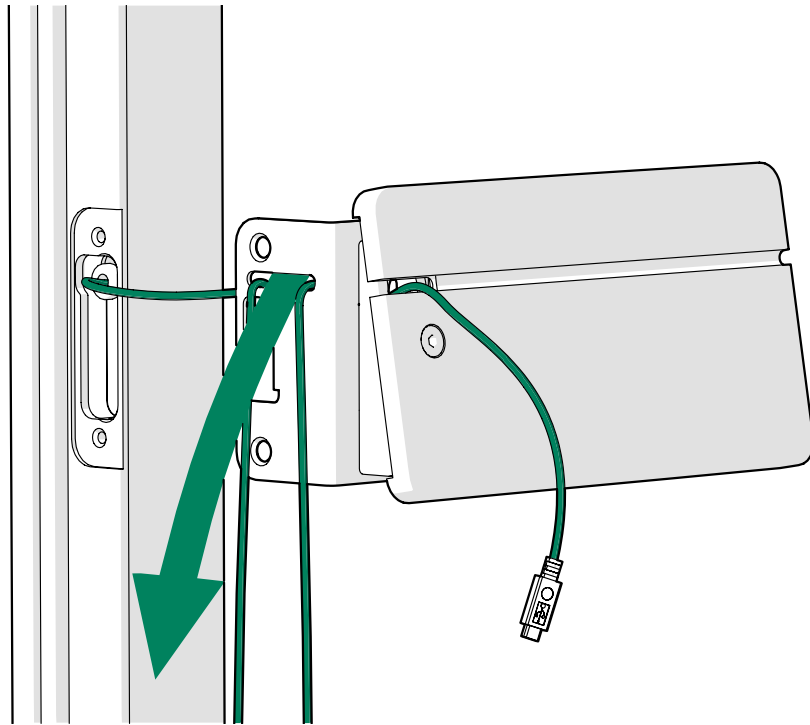
6. Lead the USB cord through the grommet in the strike plate.



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.



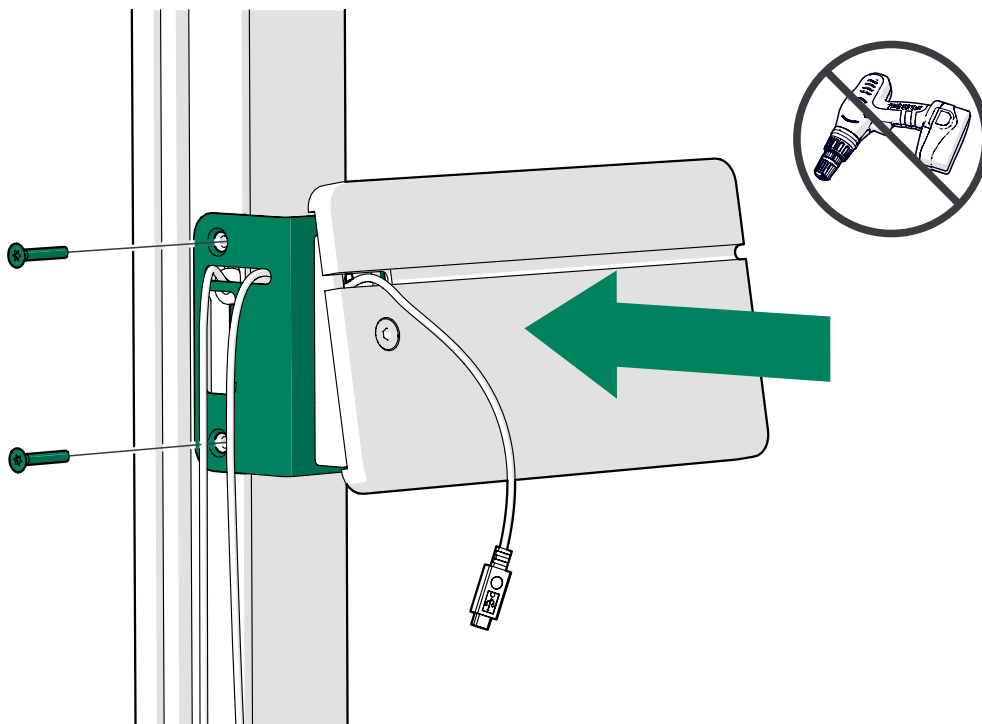
9. Install the strike plate with bracket assembly to the lock-side aluminum frame with the M5x25 Taptite screws (2 pcs) set aside earlier. Use a hand tool.



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

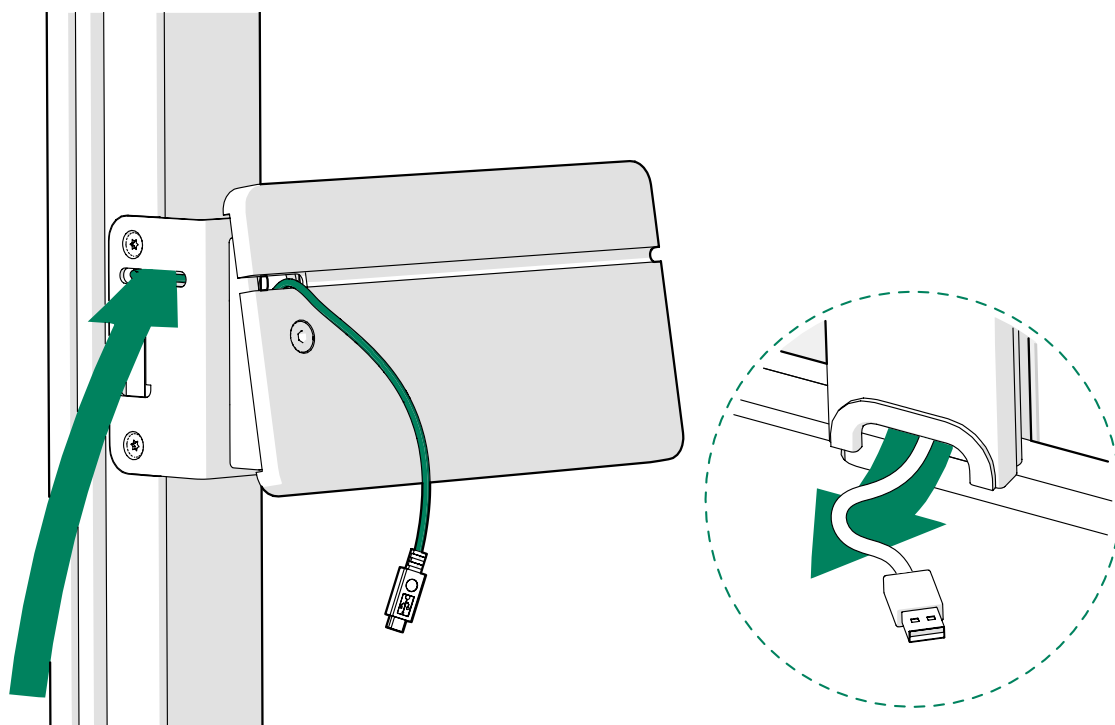


**Note:** Make sure that the USB cord is not pinched or damaged during the installation.

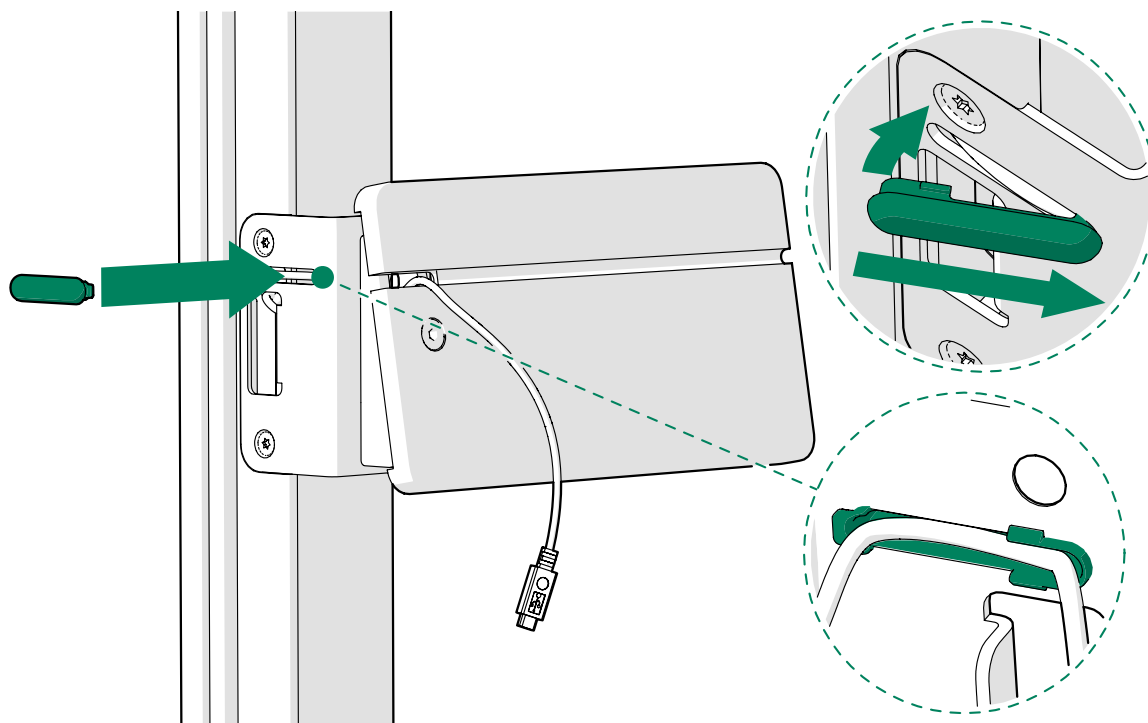


**10.** Feed the excess USB cord into the frame.

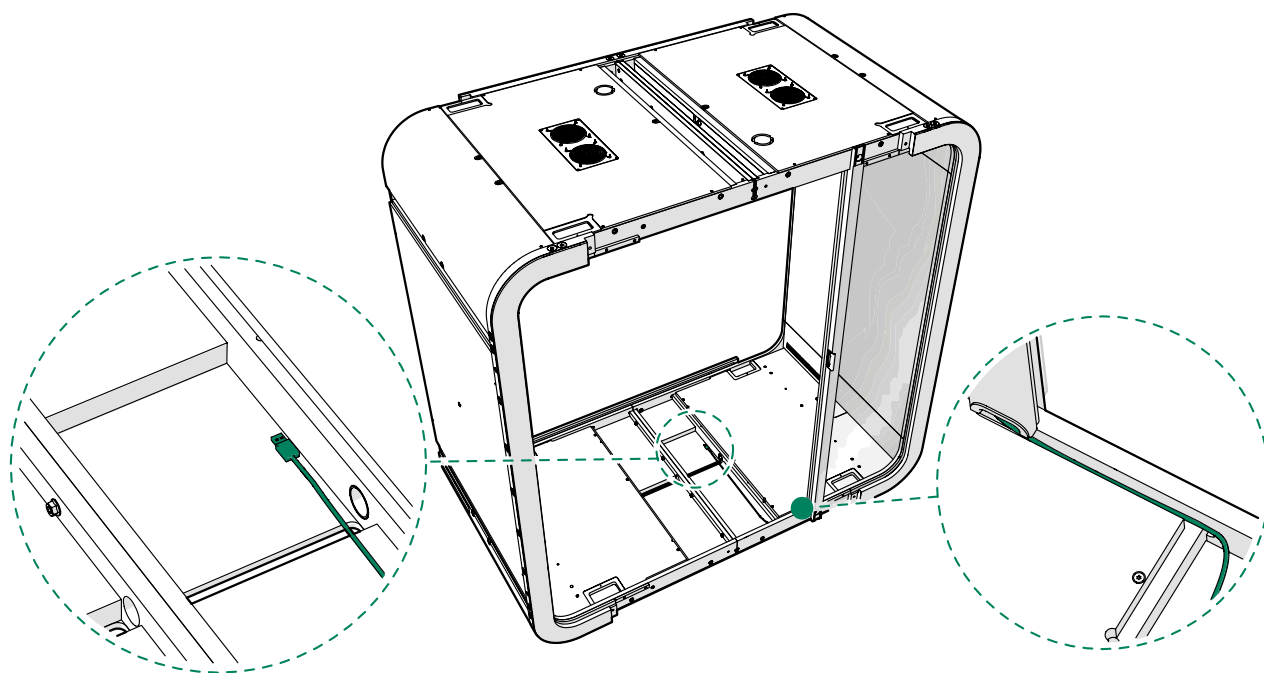
- i** **Tip:** You may need to pull on the cord at the opening near the floor to be able to adjust the length.



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



12. Guide the lower end of the USB cord into the groove at the side of the floor and along the top of the insulation board to the free space in the floor.





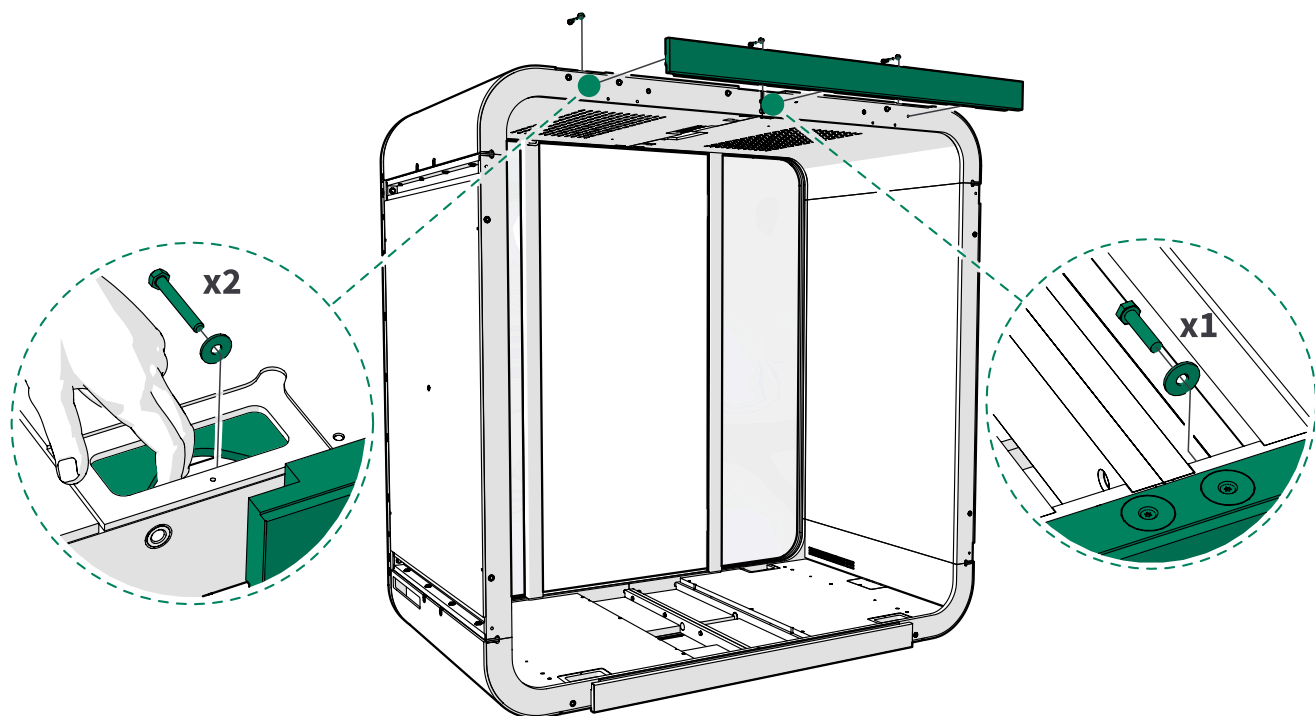
## 8 Back frames and glasses

### 8.1 Install the side frames (back)

1. Remove the back upper frame from the roof. Set the frame and bolts aside.

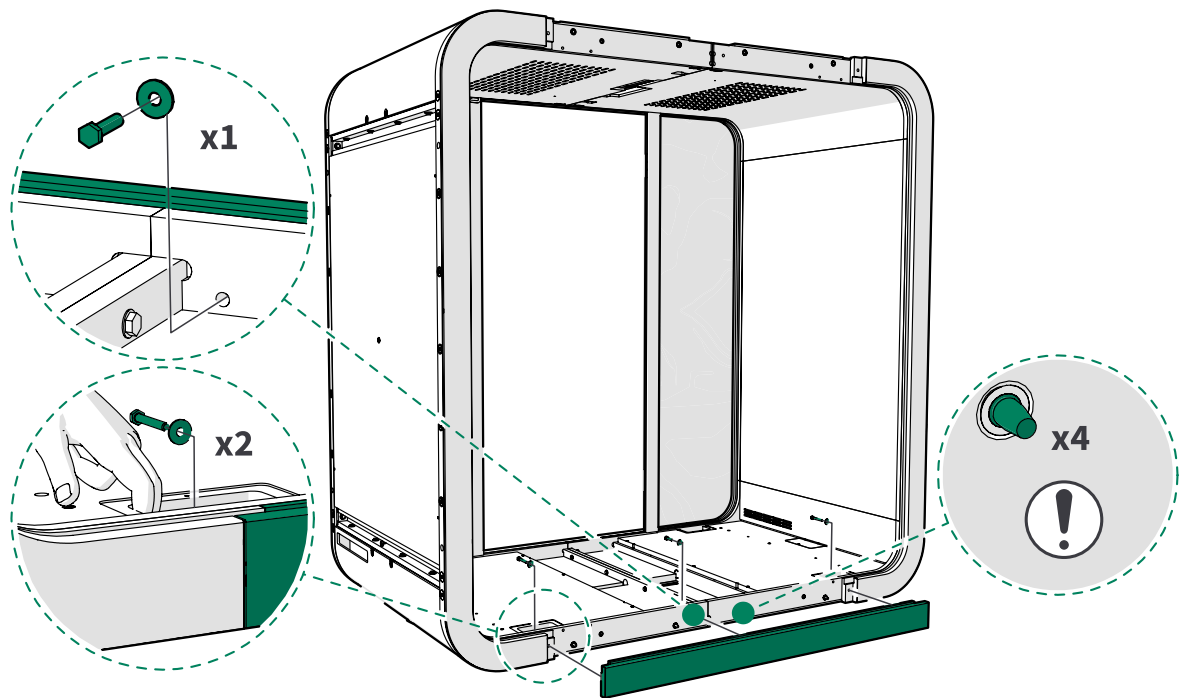


**Note:** Leave the upper frame guide pins in place.



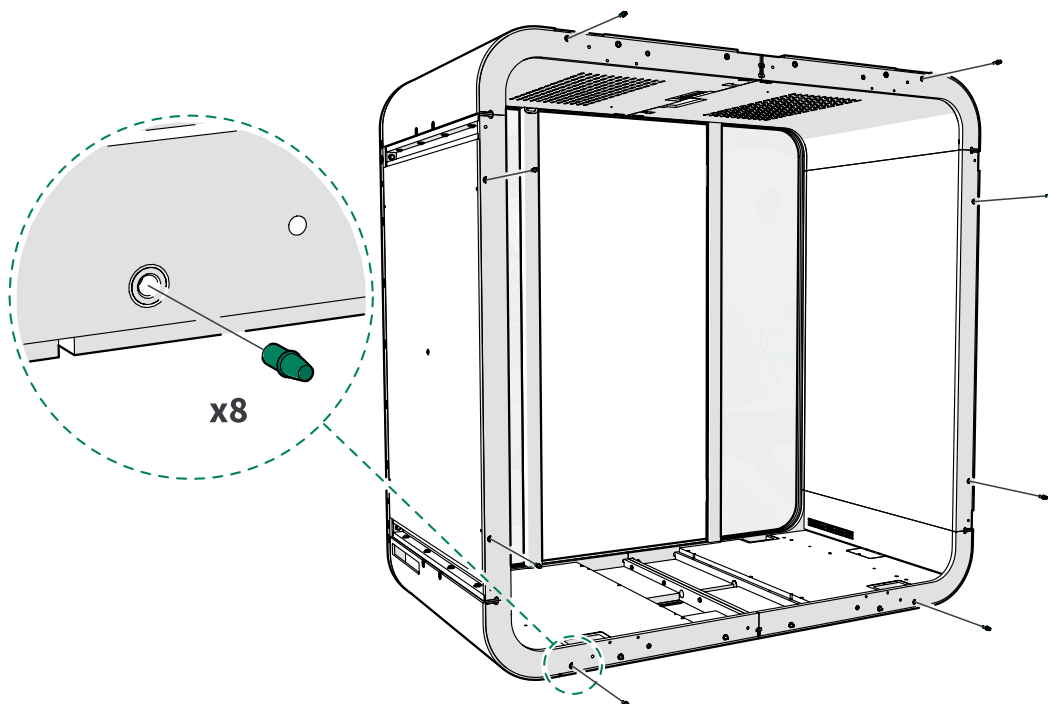
2. Remove the back lower frame from the floor. Set the frame and bolts aside.

⚠ **Note:** Leave the lower frame guide pins in place.



3. Install guide pins (8 pcs) to the vacant holes on the back of the pod.

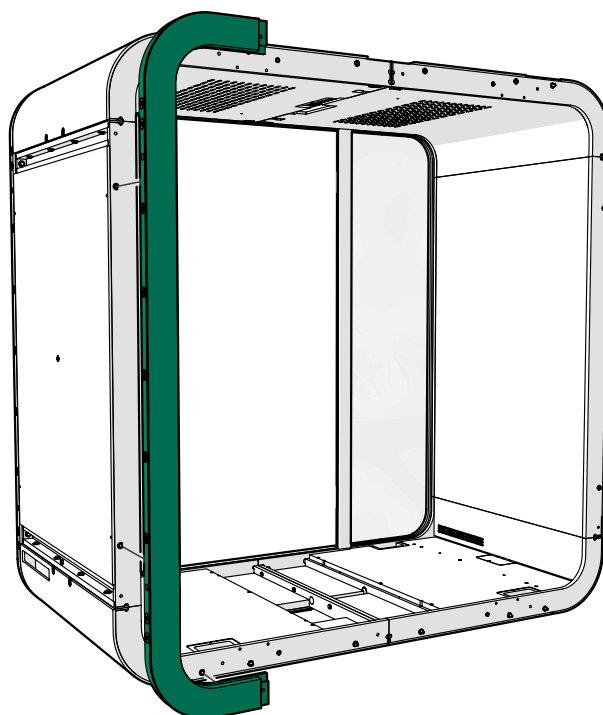
⚠ **Note:** Make sure that the flat side of the guide pin goes into the mounting hole.



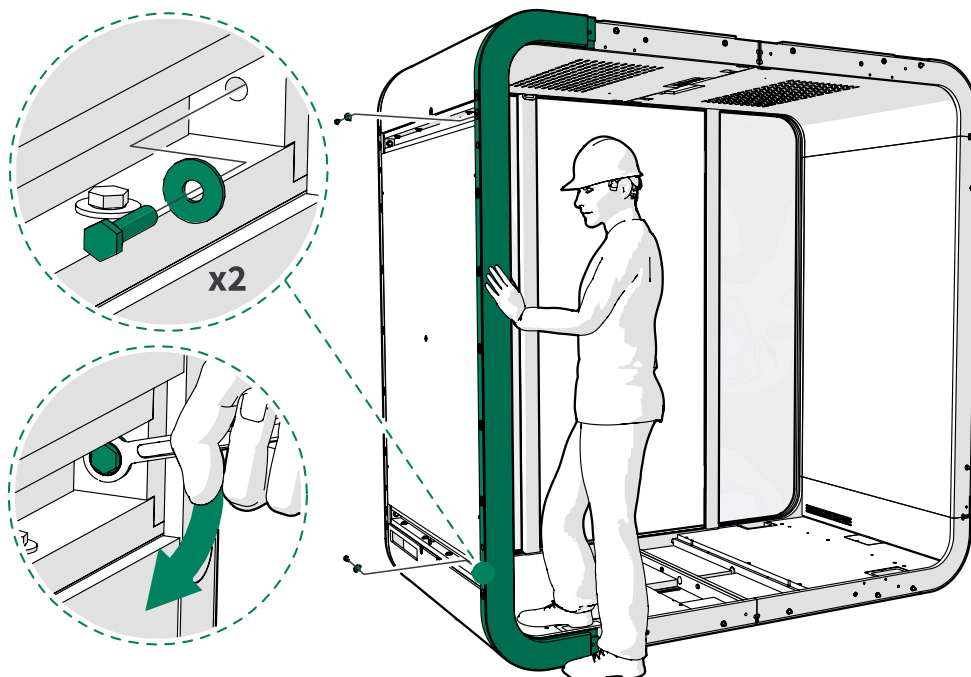
4. Lift the left-hand side frame into place.



**Note:** Support the frame until securely fastened.

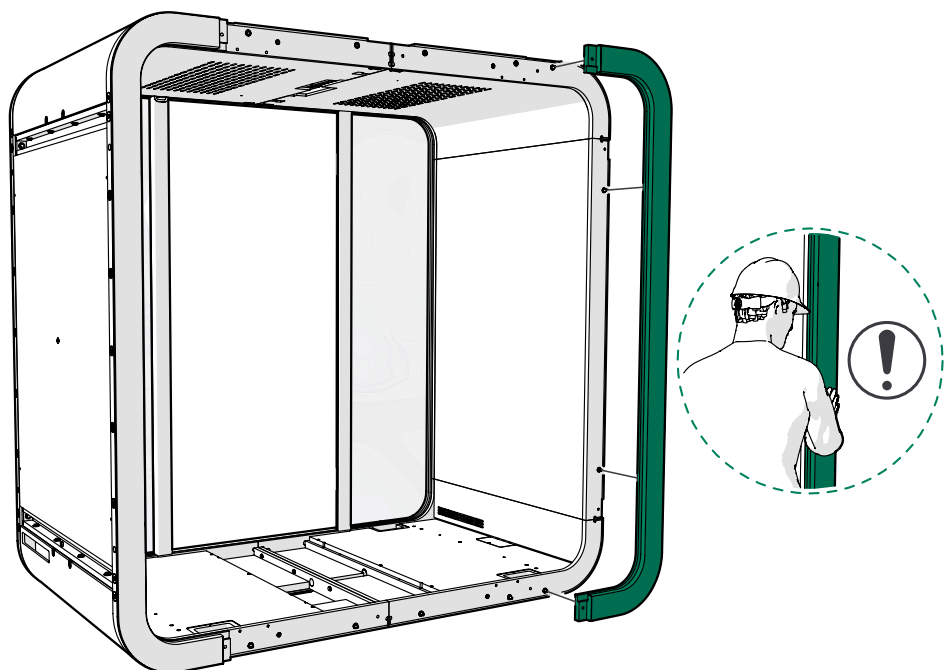


5. Install the left-hand frame with M8x35 bolts (2 pcs) and M8 washers (2 pcs).

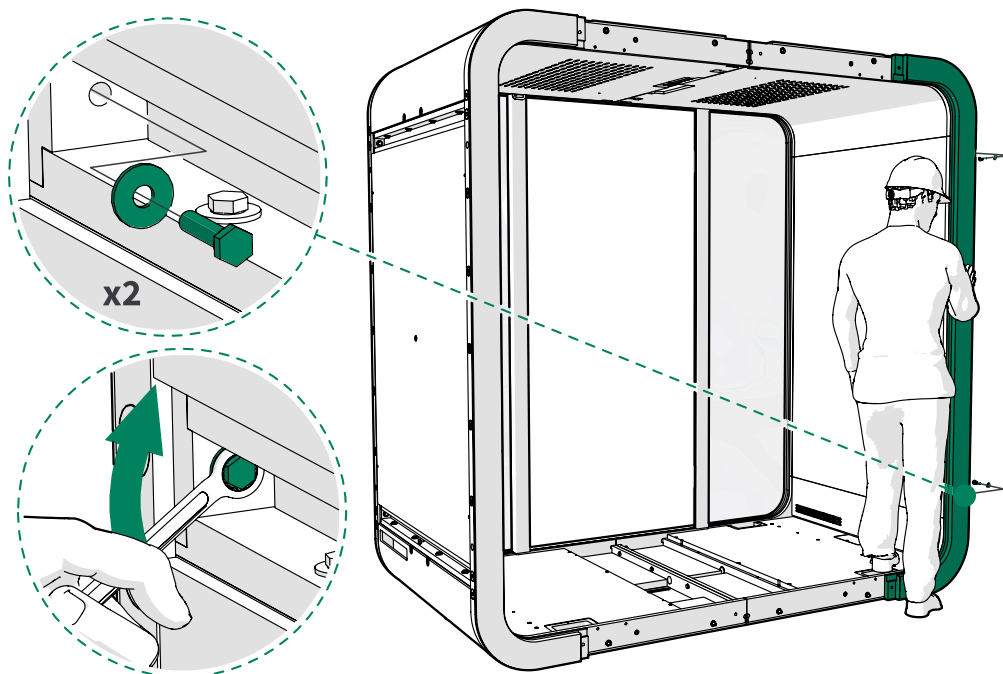


6. Lift the right-hand side frame into place.

⚠ **Note:** Support the frame until securely fastened.

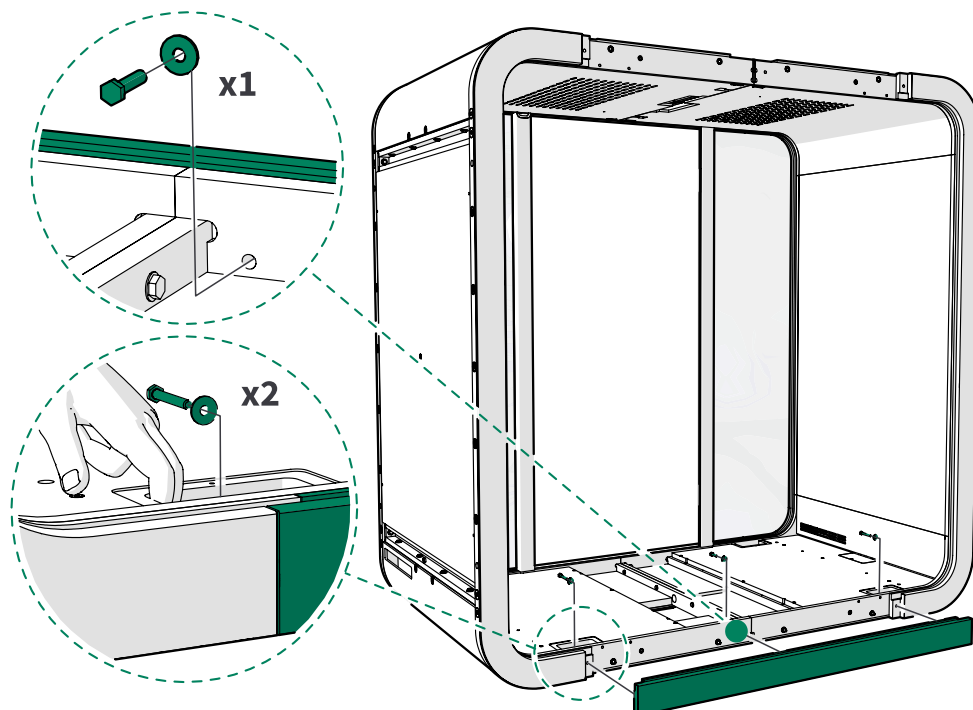


7. Install the right-hand frame with M8x35 bolts (2 pcs) and M8 washers (2 pcs).



## 8.2 Install the lower frame

Install the lower frame to the floor with M8x60 bolts (2 pcs) and M8 washers (2 pcs) at the small openings and with one M8x35 bolt and M8 washer at the center opening.



### 8.3 Install the Seismic kit

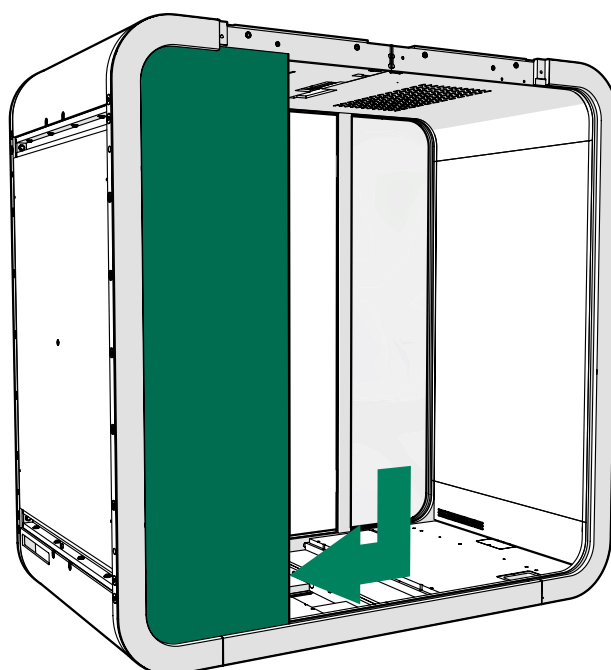
If the delivery includes the seismic kit, follow the separate Seismic kit installation instructions.

### 8.4 Install the back glasses

1. Lift one side glass into the groove in the lower frame and slide it into place.

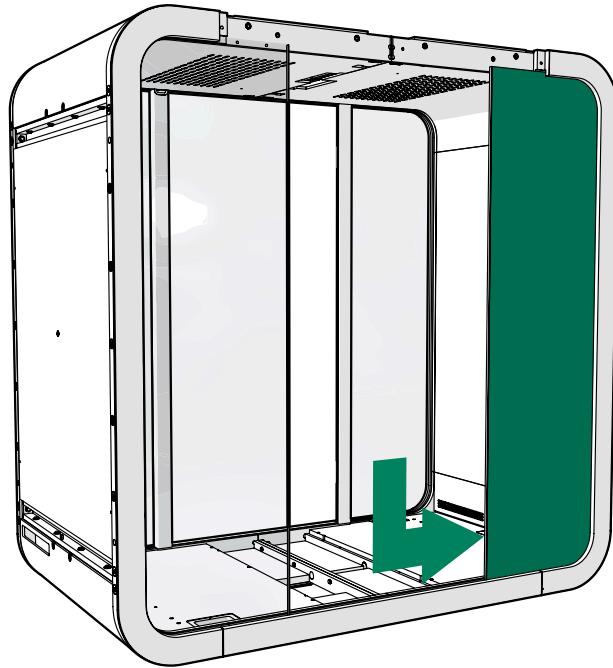


**Note:** Make sure that the glass sits at the inner edge of the groove.



2. Lift the other side glass into the groove in the lower frame and slide it into place.

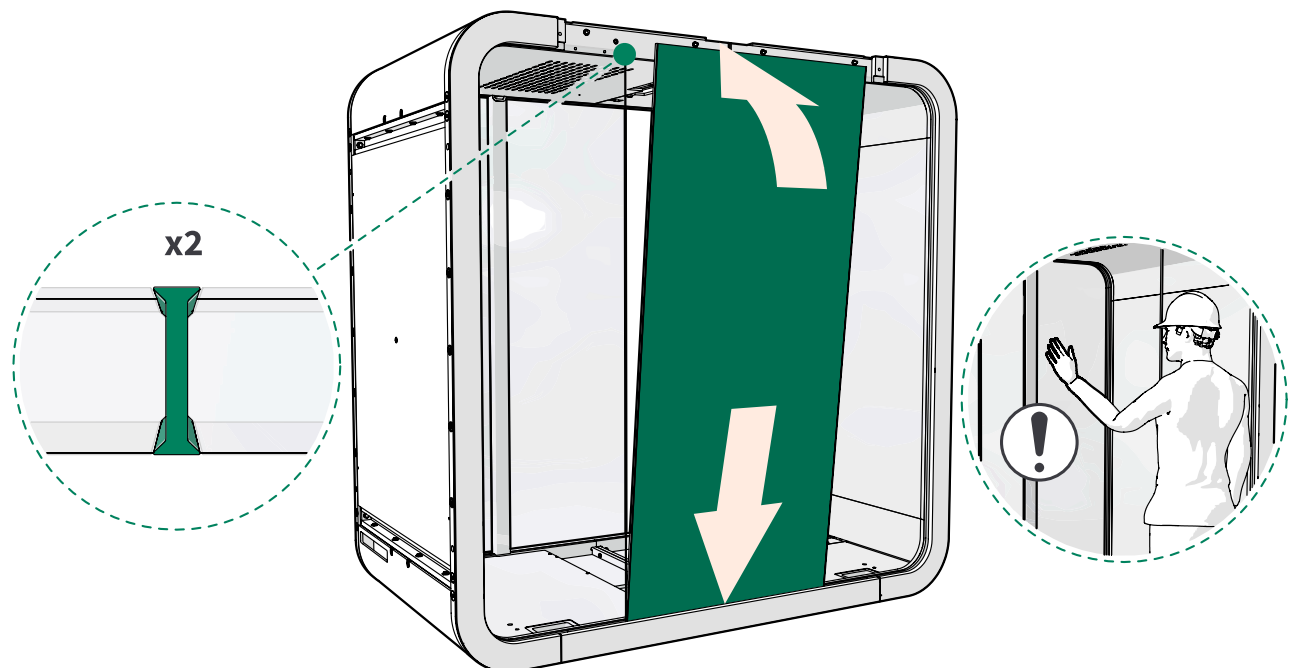
⚠ **Note:** Make sure that the glass sits at the inner edge of the groove.



3. Lift the center glass into place.

⚠ **Note:** Make sure that the back glasses are aligned and sitting snugly in the H-profile seals.

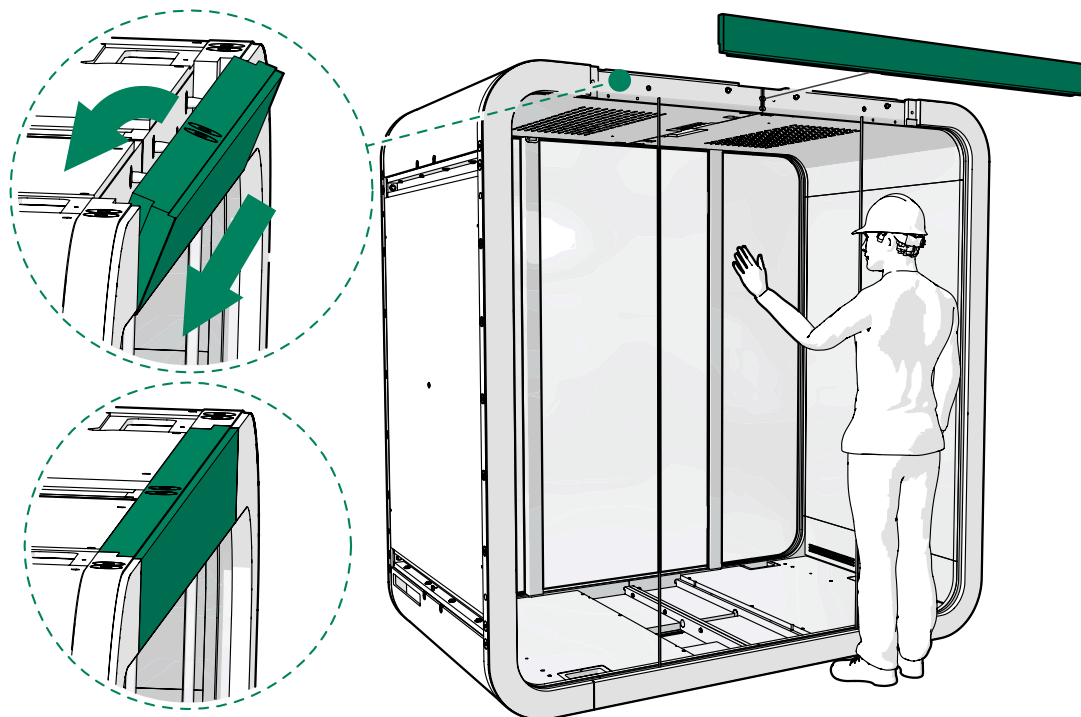
⚠ **Note:** Support the center glass until the upper frame is installed.



## 8.5 Install the upper frame

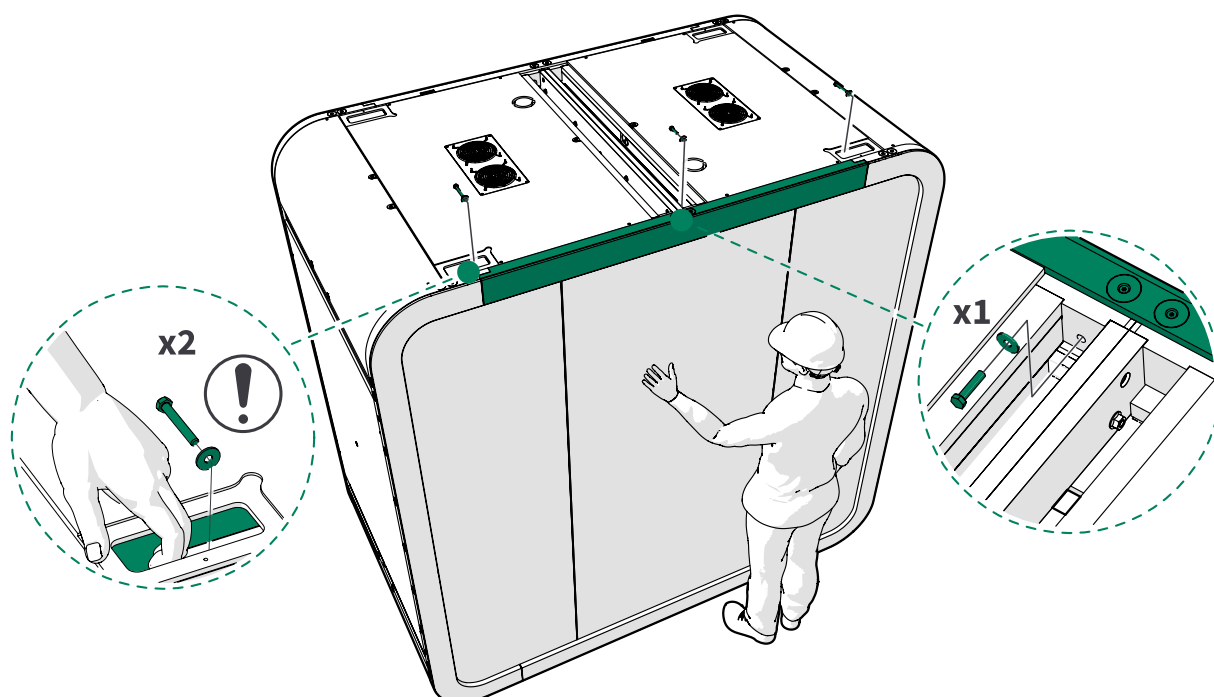
1. Turn the upper frame onto the edge of the glasses and push the frame into place against the roof.

⚠ **Note:** Make sure that the glasses stay aligned while installing the upper frame.



2. Install the upper frame with M8x60 bolts (2 pcs) and M8 washers (2 pcs) at the small openings and with one M8x35 bolt and M8 washer at the center opening.

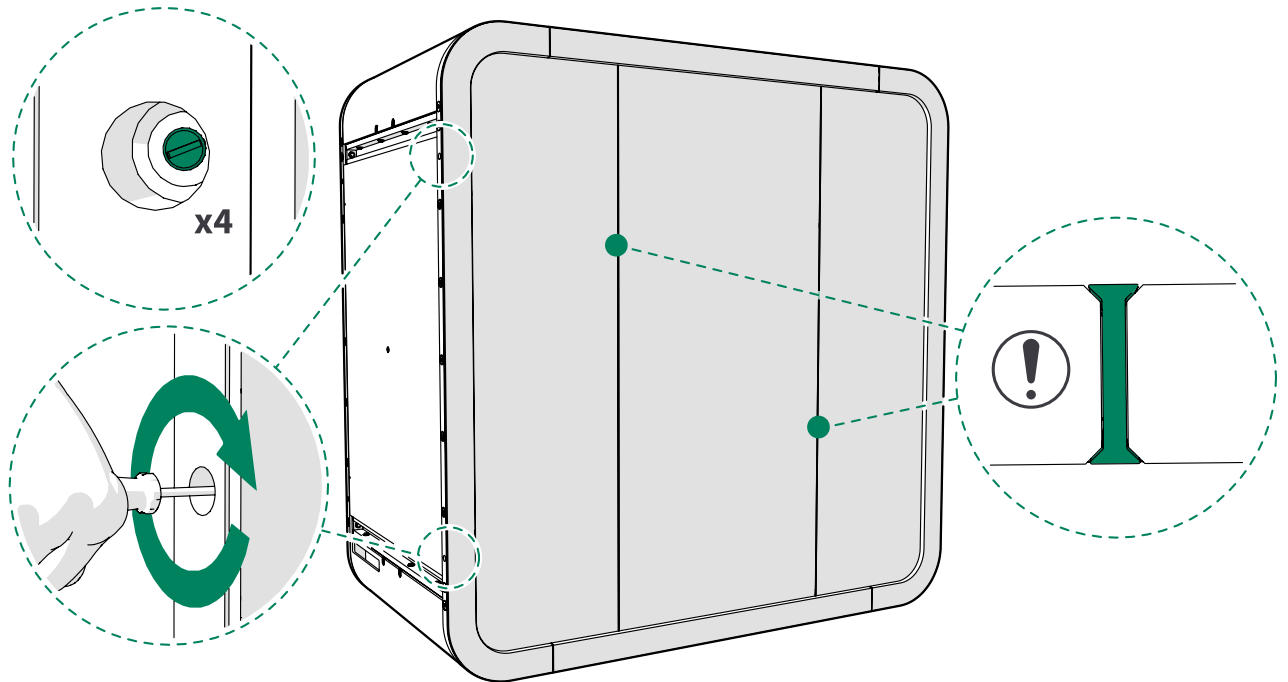
⚠ **Note:** Support the frame until securely fastened.



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

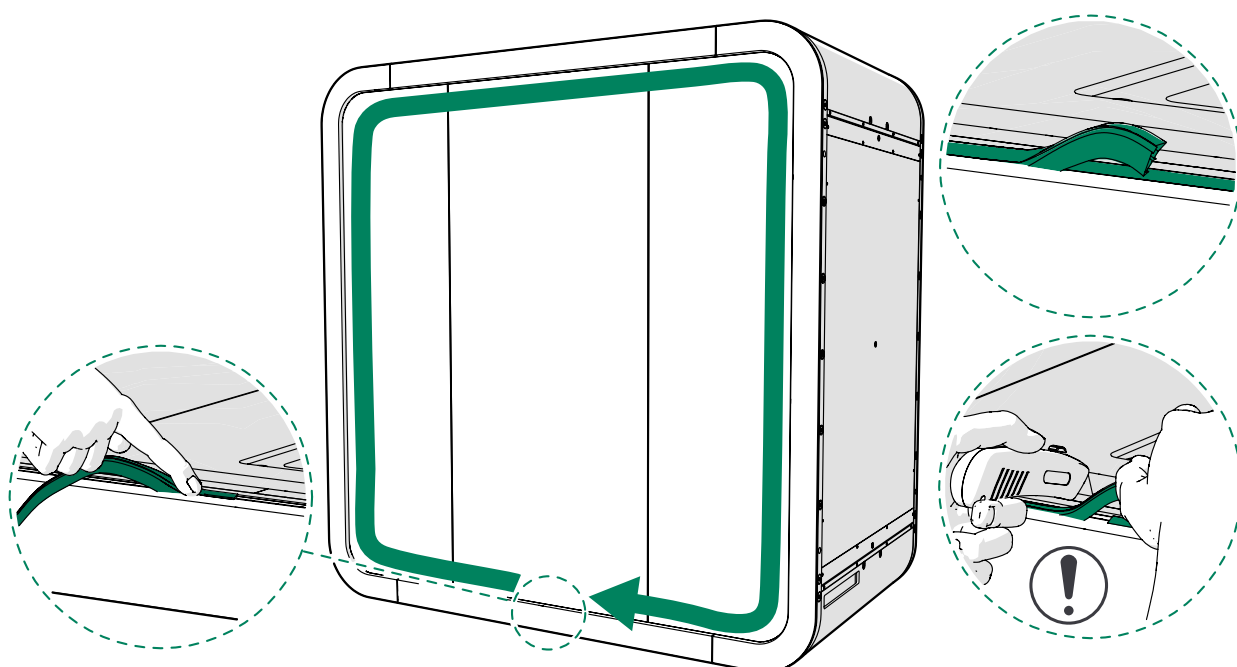




## 9 Install the seals

1. Seal the back of the pod with a wedge-shaped seal between the glasses and frames.

- ⚠ **Note:** Install the seal on the outside of the back of the pod and cut off any excess.
- ℹ **Tip:** Use glass washing liquid as a lubricant to help install the seal.
- ℹ **Tip:** Carefully push the glasses to the inner edge of the groove to make the installation easier. Make sure that the glasses stay aligned.



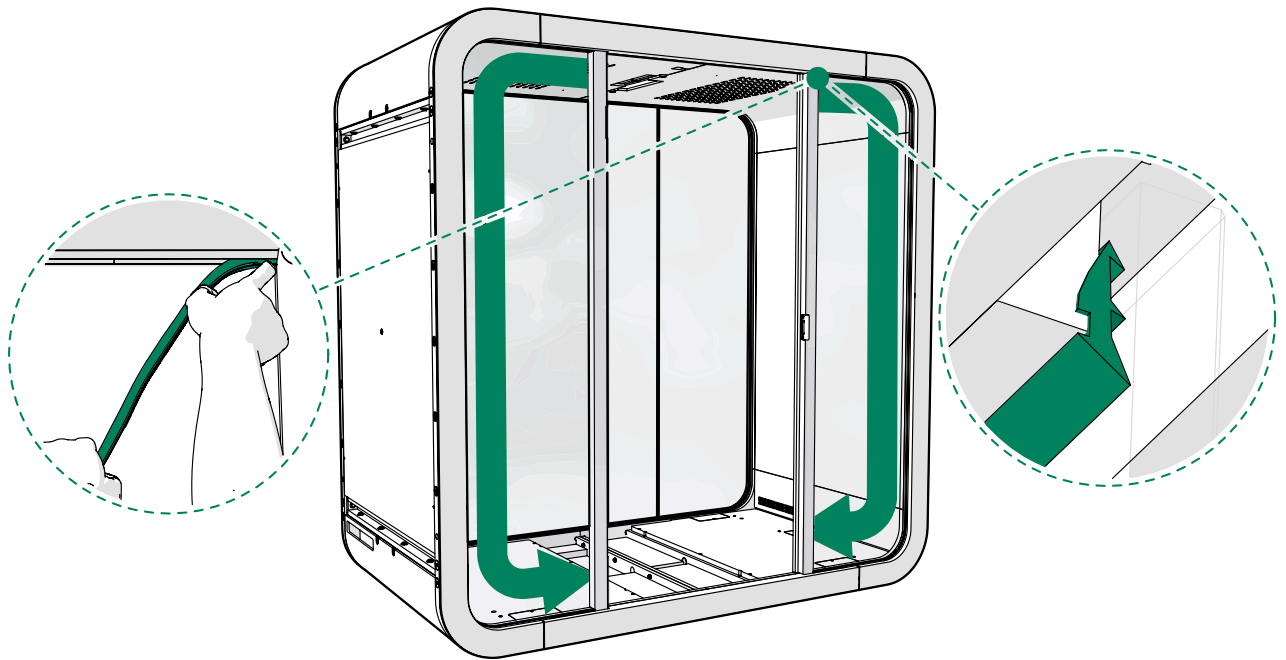
2. Install the wedge-shaped seal to the front side glasses from the inside of the pod.



**Note:** Make sure you install the seal on the inside and cut off any excess.



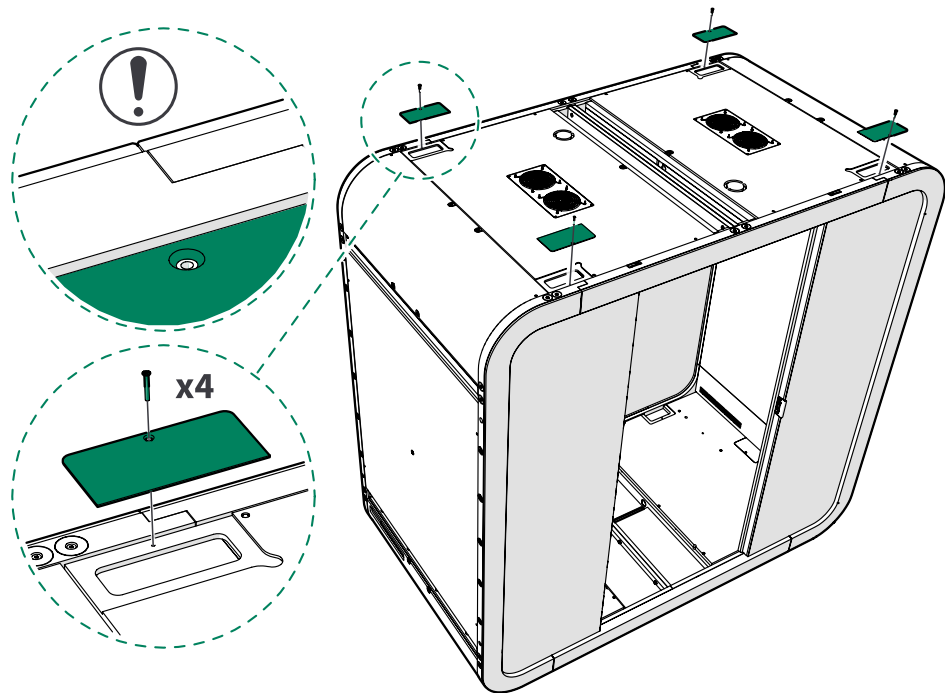
**Tip:** Use glass washing liquid as a lubricant to help install the seal.



## 10 Install the cover panels and plates

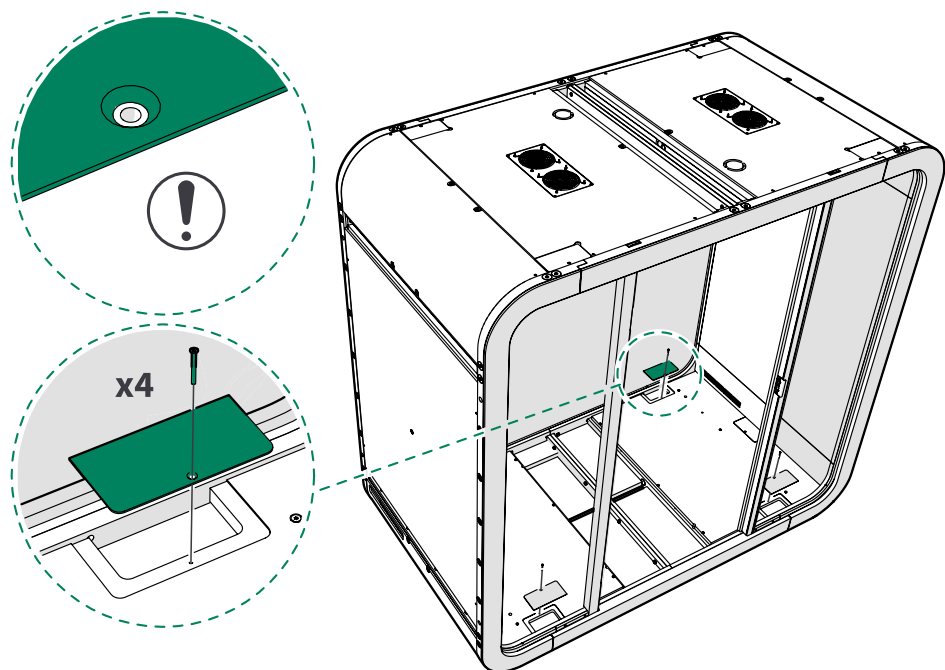
1. Install the roof cover plates (4 pcs) with 4x20 screws (1 pcs each).

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



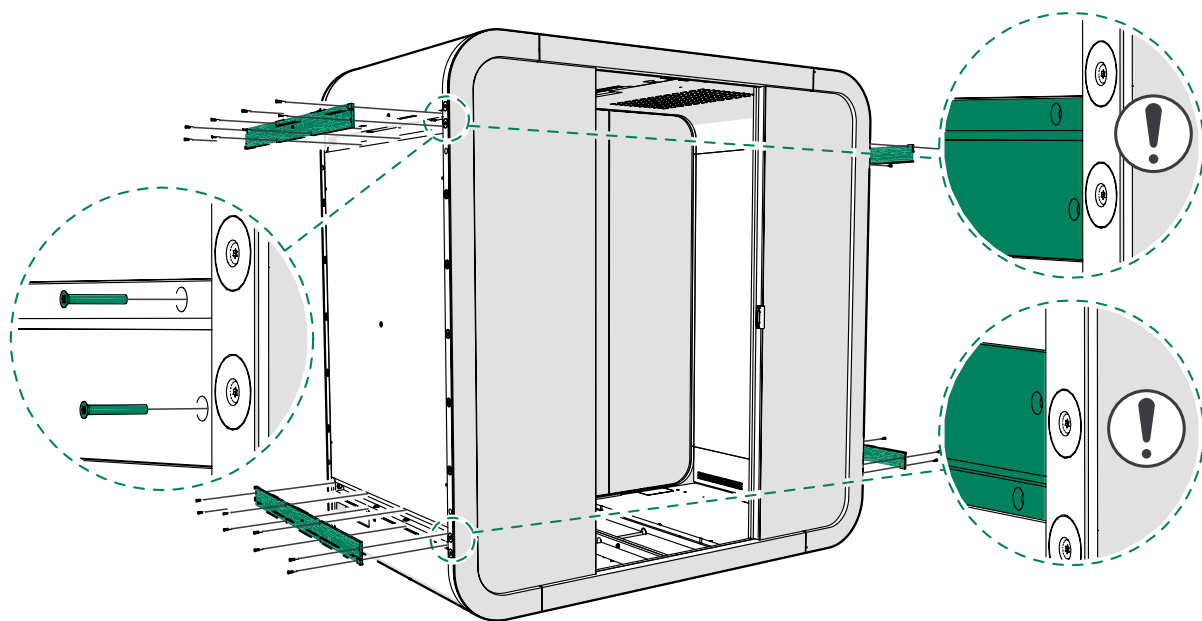
2. Install the floor cover plates (4 pcs) with 4x20 screws (1 pcs each).

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



3. Install the wall cover panels (4 pcs) with 4x30 screws (8 pcs each).

- ⚠ **Note:** Make sure that the grooves in the panels are on the outer edge of the panel. Use the existing screw holes.
- ⚠ **Note:** If you install for the first time, you need two extra screws per panel, in addition to the ones removed at the beginning of the installation. Install the two additional screws to the two vacant countersunk holes in the cover panels.



## 11 Install the electrical equipment

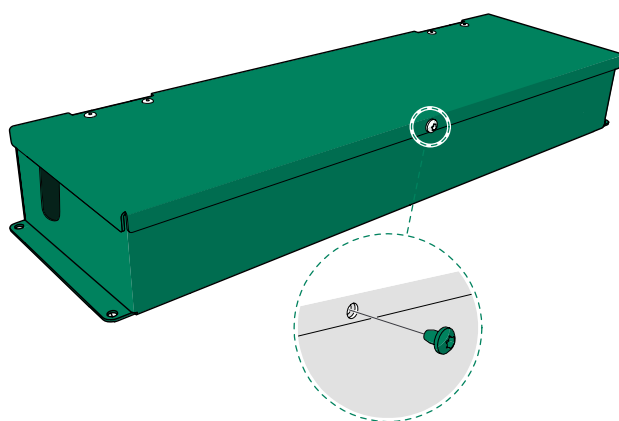
The power cord and the table are installed on the opposite sides of the pod. Choose which side of the pod you want to install the power cord to. The following instructions show installation of the table to the right-hand side and the power cord to the left-hand side of the pod.



**Note:** Make sure that you install the metal box with electrics in the left-hand side floor module.

### 11.1 Install the metal box with electrics

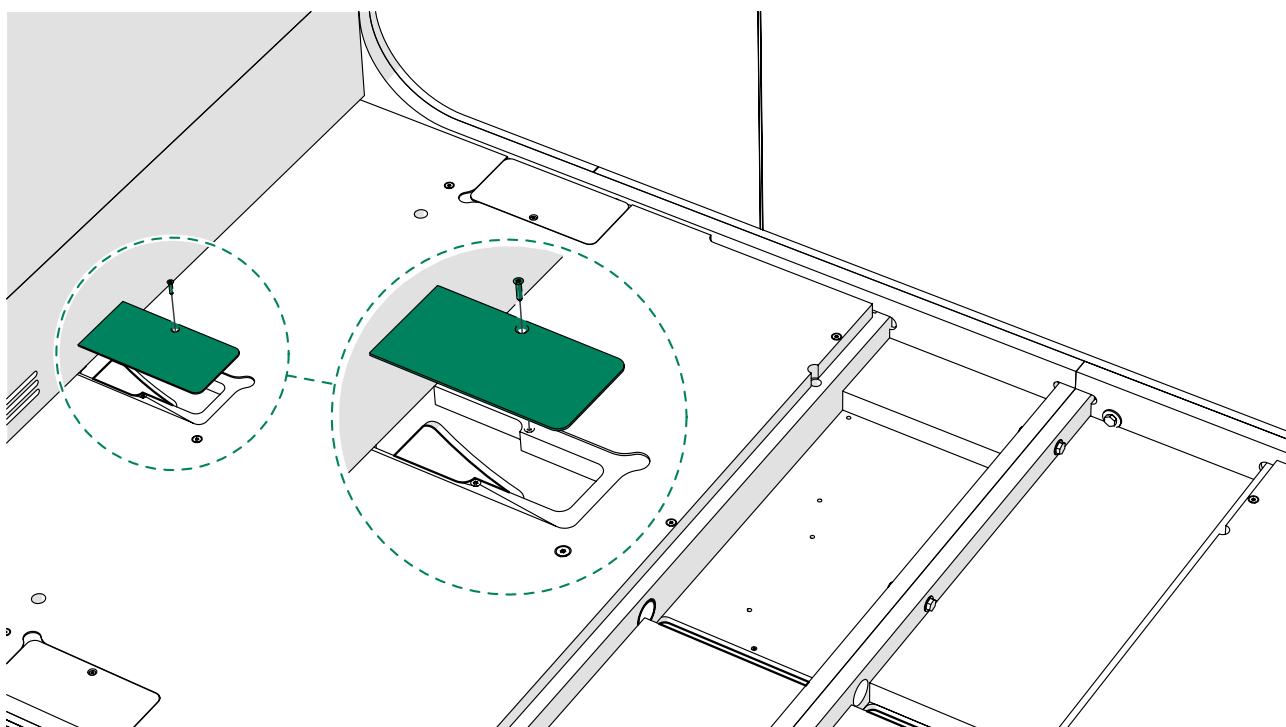
1. Unscrew the M4x6 screw from the metal box lid.



2. Remove the floor cover plate.



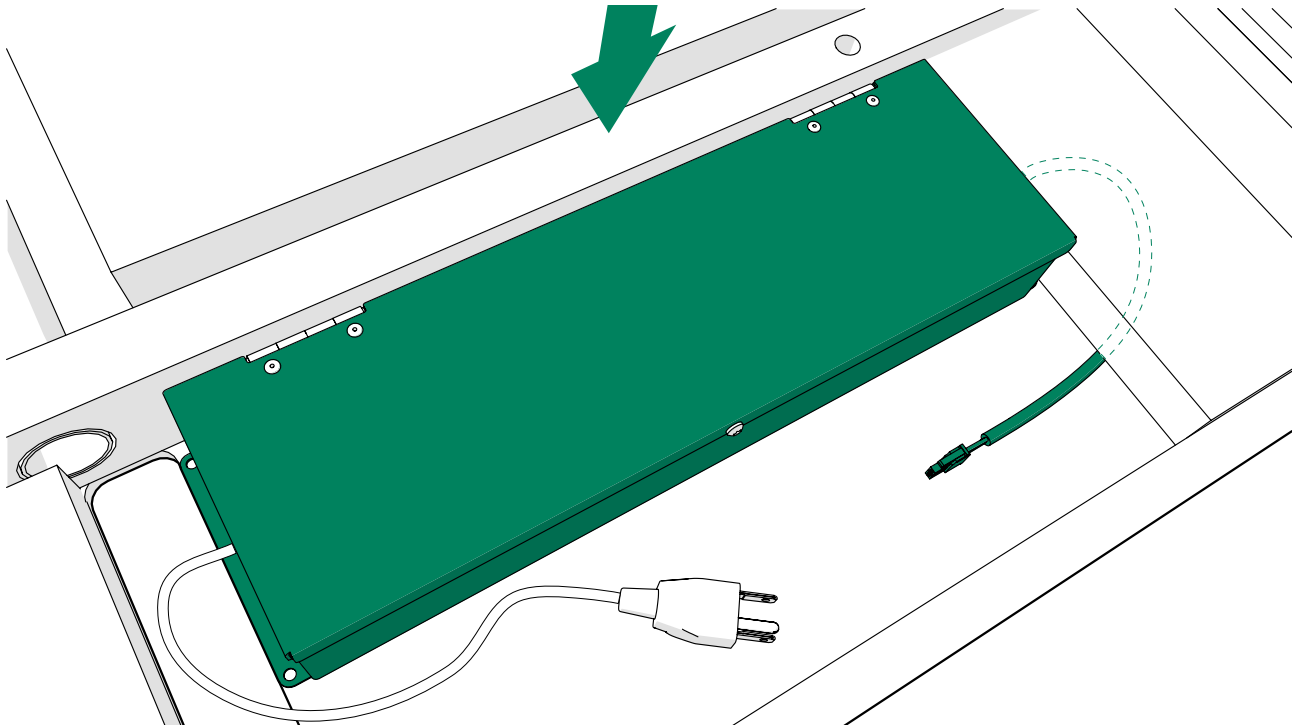
**Note:** Make sure that you install the table to the opposite wall.



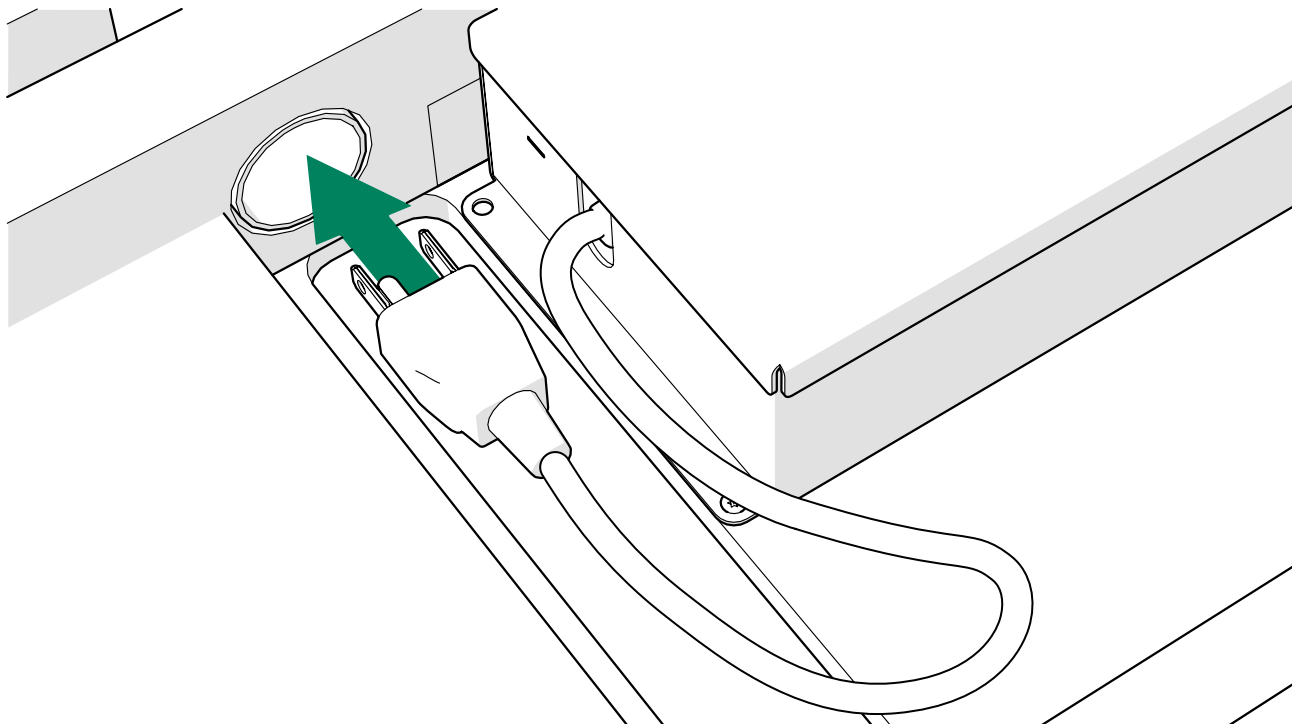
3. Place the metal box with the electrics in the floor module next to the small acoustic panel.



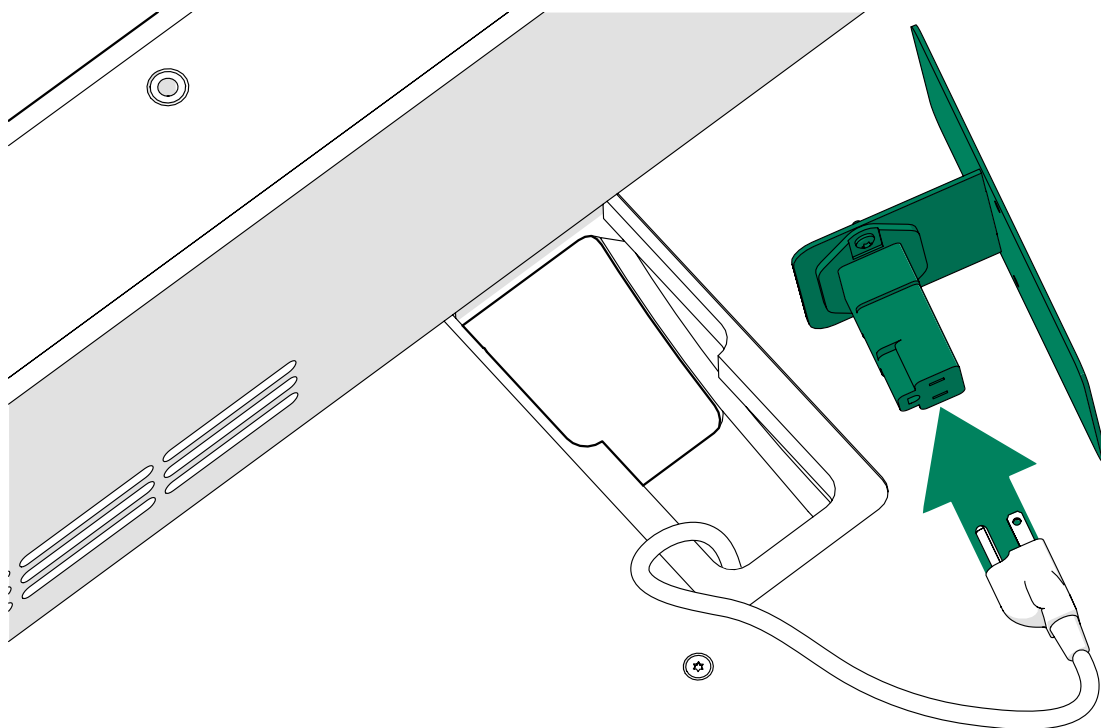
**Note:** Guide the cord from the DC coverter under the acoustic panel.



4. Lead the AC extension cord through the electric pipe to the opening at the base of the wall.

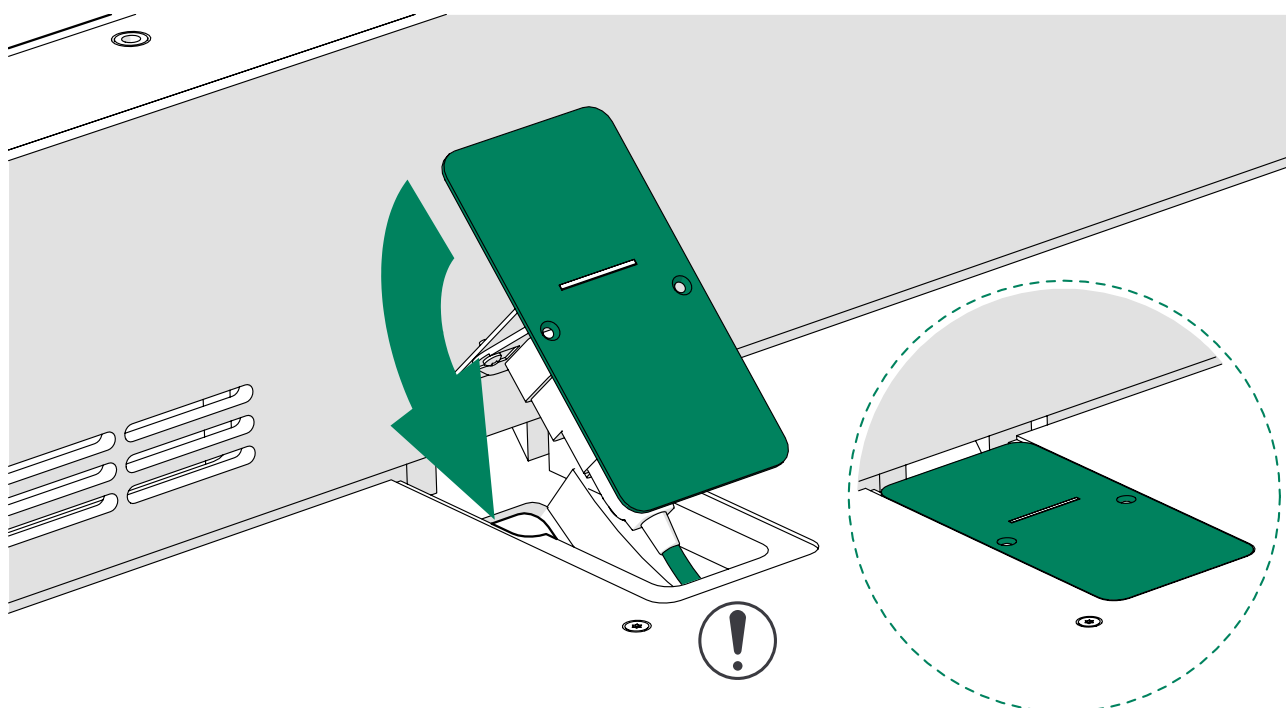


5. Connect the AC extension cord to the plug adapter.

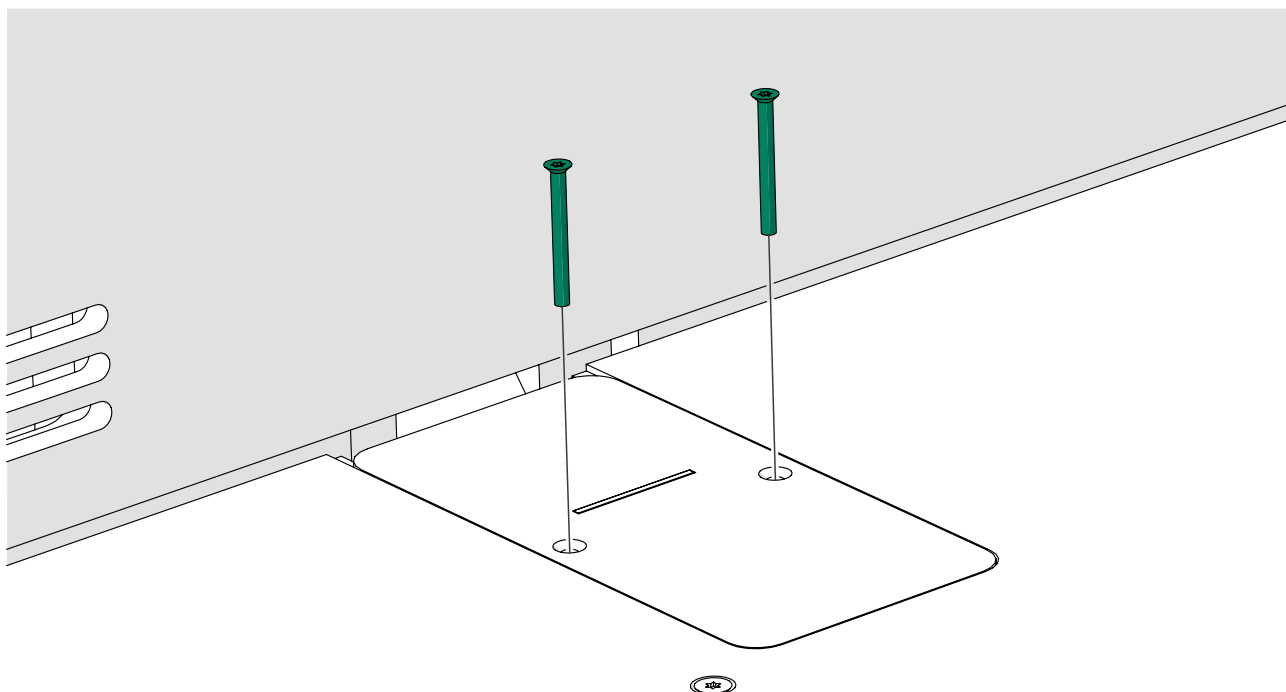


6. Place the plug adapter into the opening in the floor.

⚠ **Note:** Make sure that the AC extension cord is not damaged or pinched.

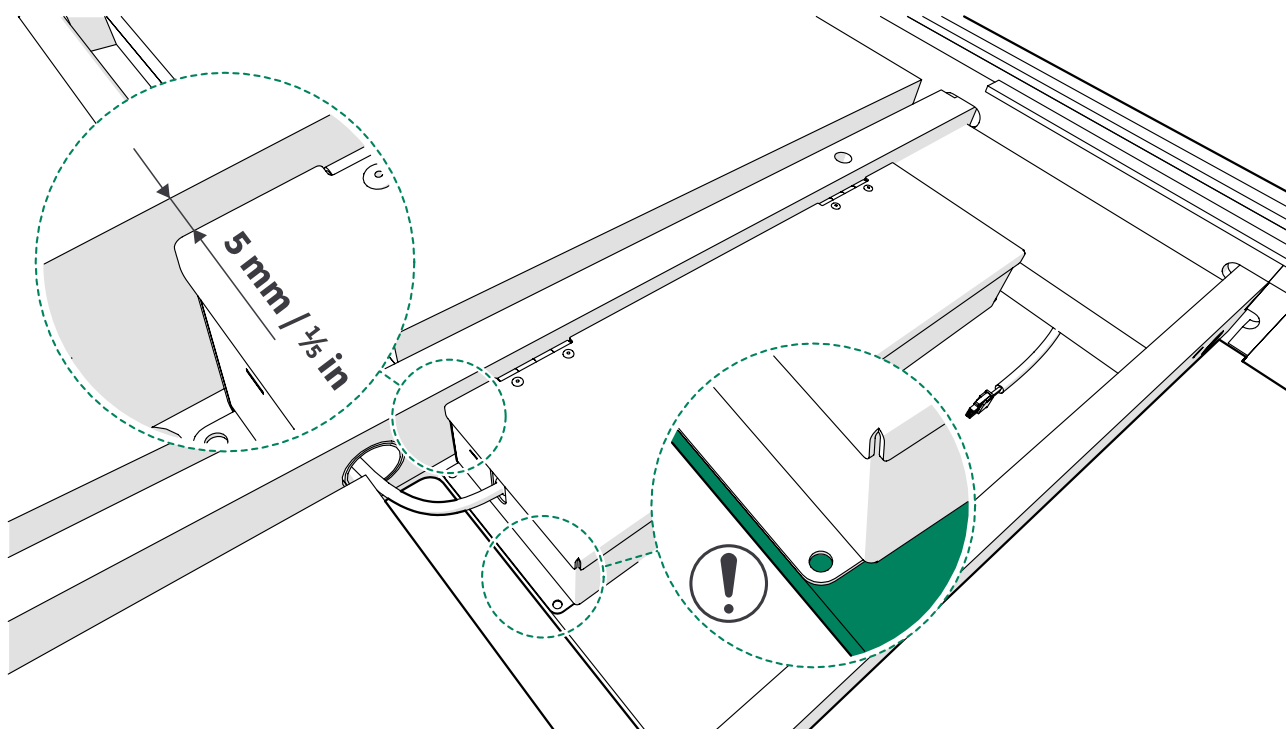


7. Install the floor cover plate of the plug adapter with 4x20 screws (2 pcs).



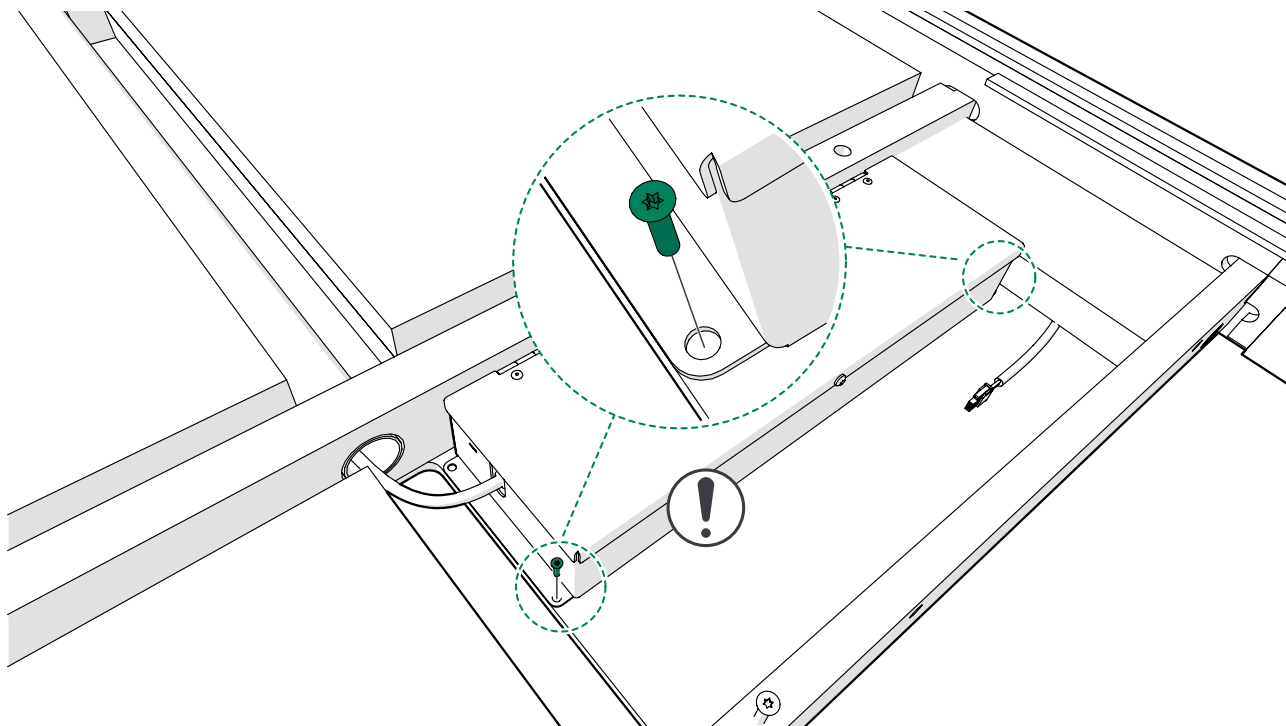
8. Adjust the position of the metal box so that the long side of the metal box is 5 mm from the side board.

⚠ **Note:** Make sure that the short side of the metal box is next to the opening in the floor.



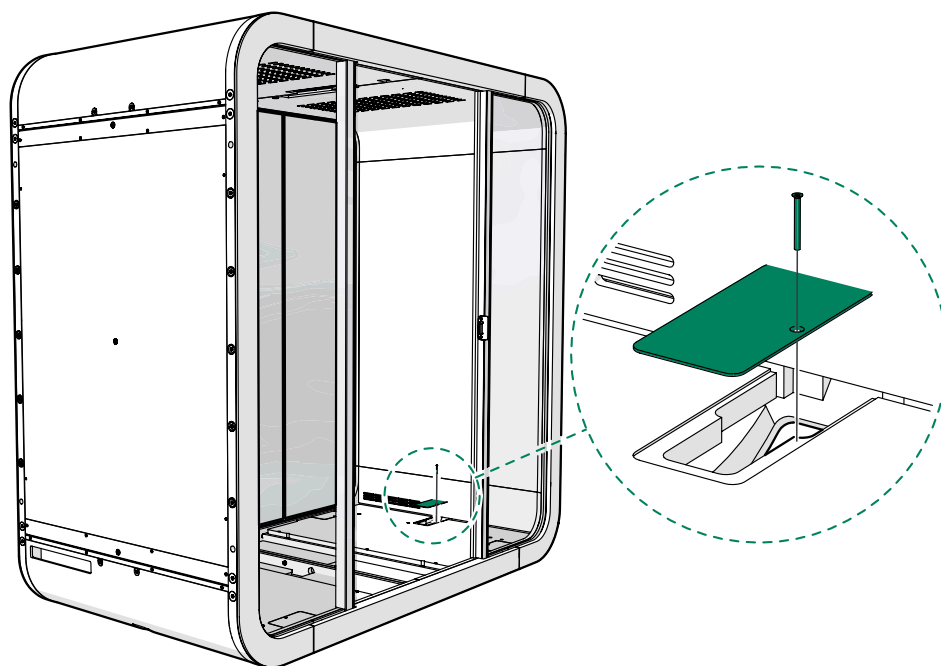


9. Install the metal box with 3.5x12 screws (2 pcs).  
Use the two screw holes on the long side of the metal box.

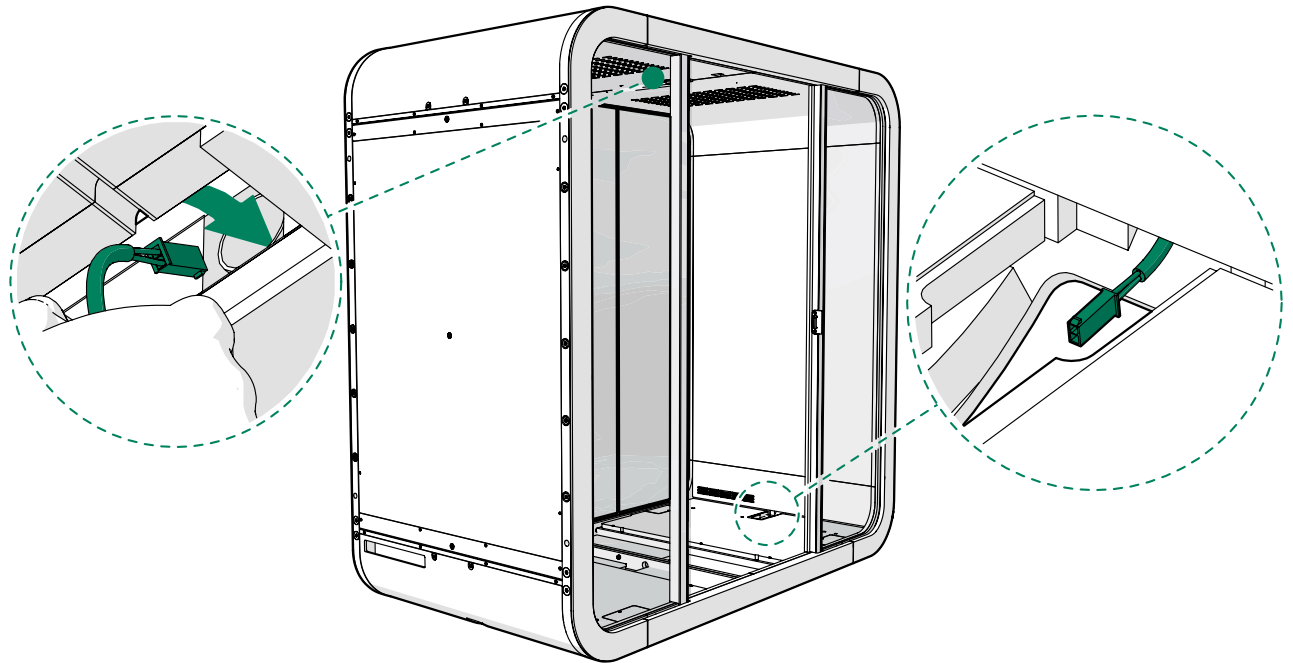


## 11.2 Install the DC extension cord

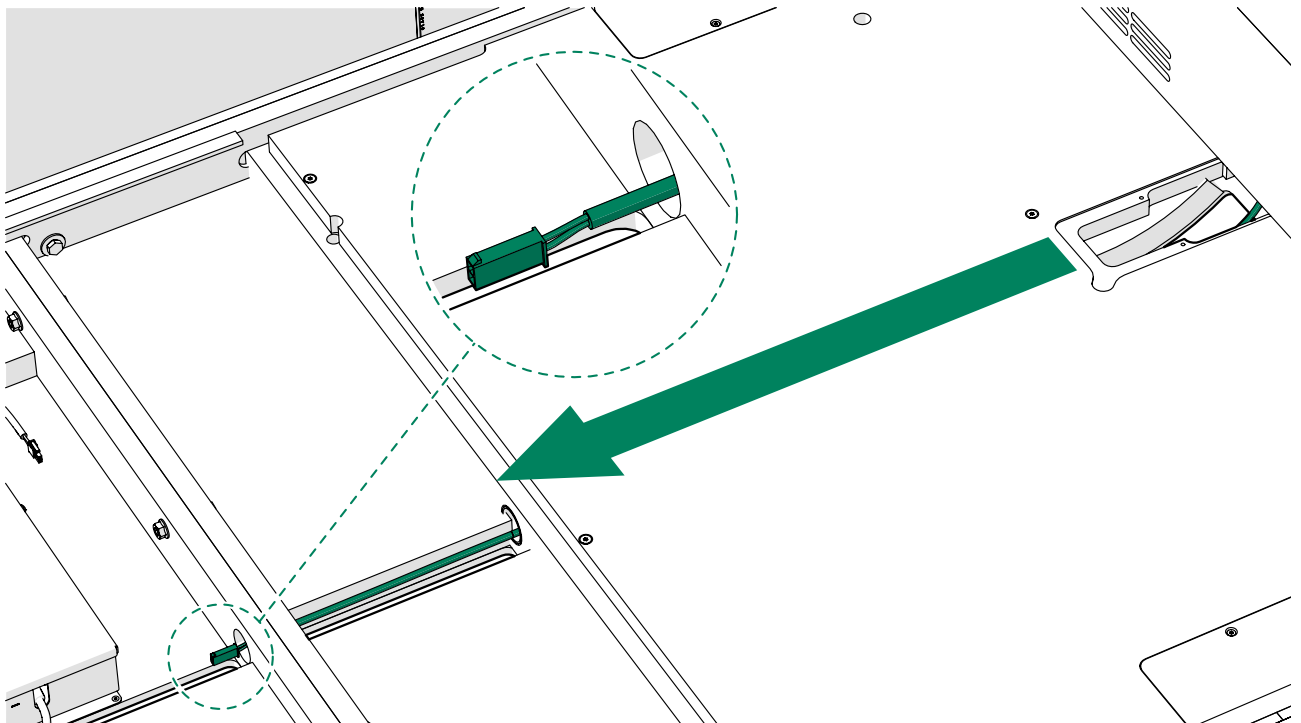
1. Remove the 4x20 screw and the floor cover plate.



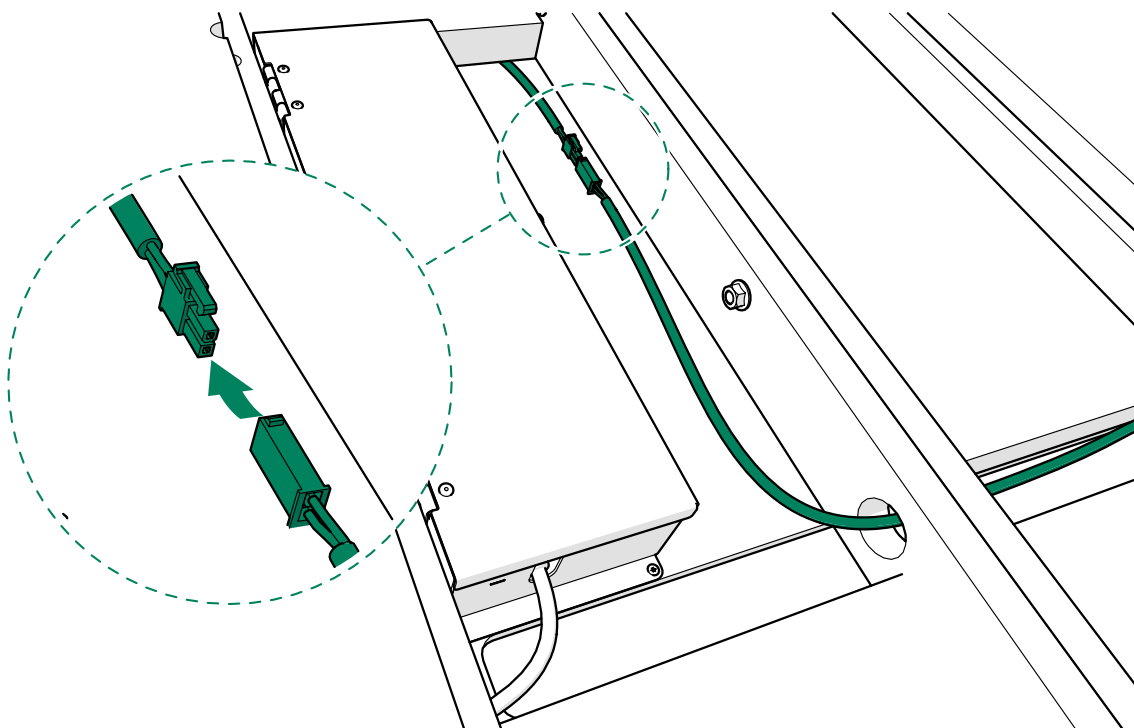
2. From inside the pod, feed the DC extension cord into the electric pipe in the roof and down to the opening in the floor.



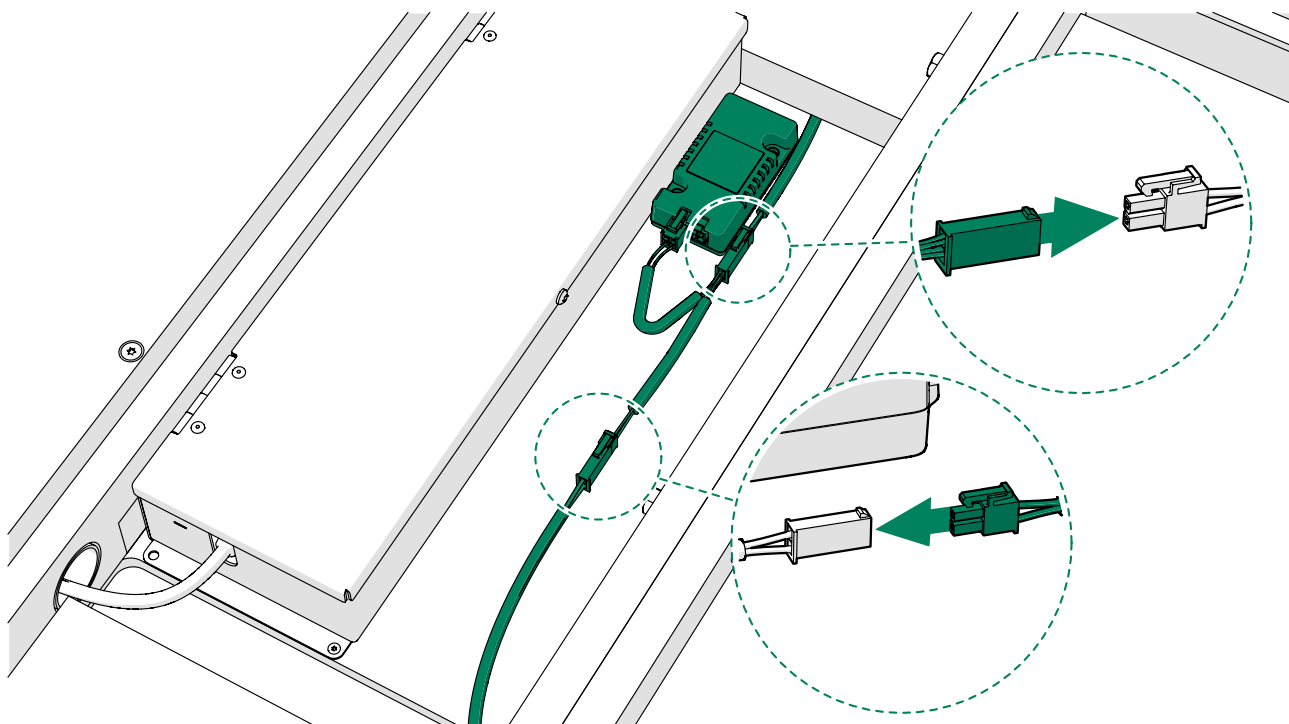
3. At the opening, guide the DC extension cord into the electric pipe in the floor. Feed the cord through the opening in the center joint.



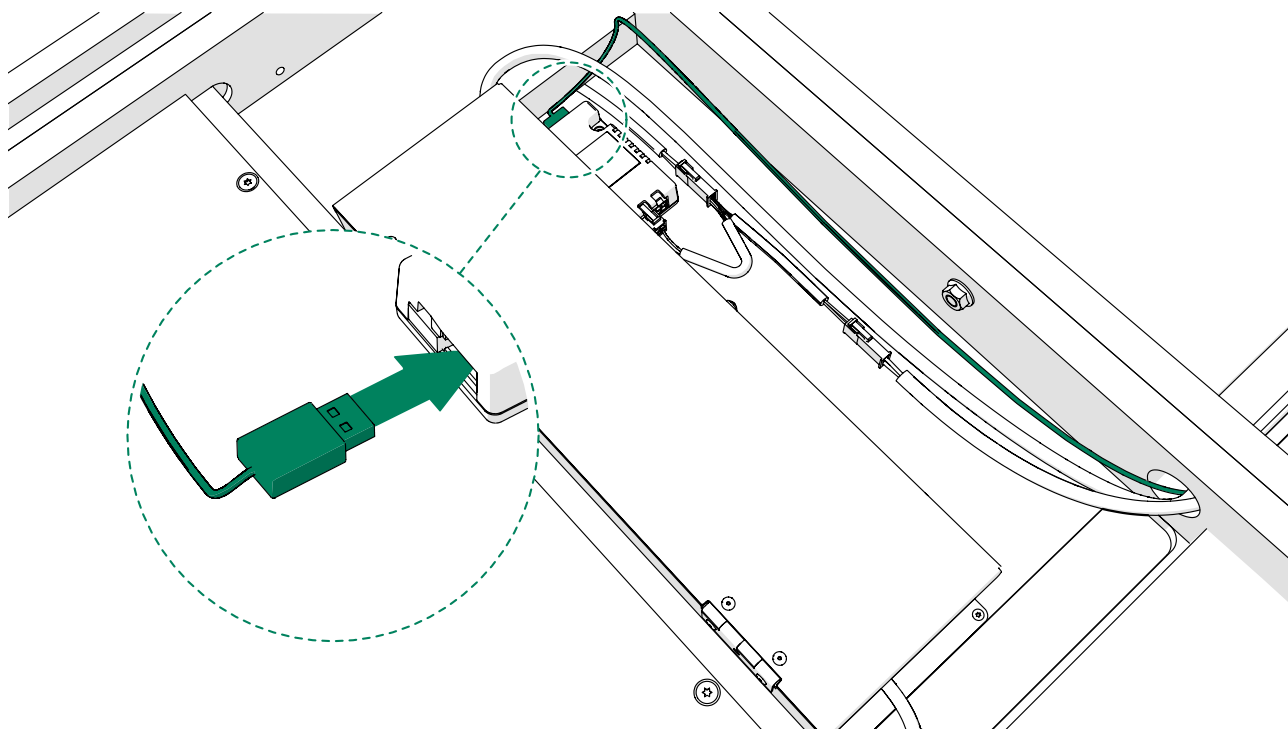
4. Connect the DC extension cord to the DC connector of the converter.



5. If installing the optional booking system bracket, connect the 5V unit cord between the DC extension cord and the DC connector of the converter.



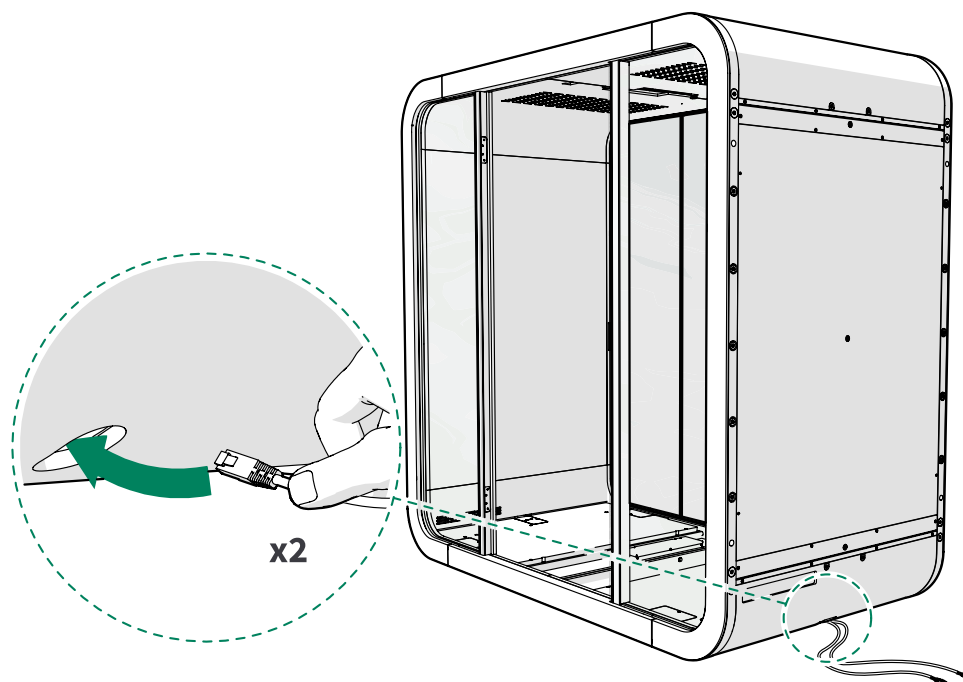
6. If installing the optional booking system bracket, connect the customer supplied USB cord to the USB connector of the 5V unit.



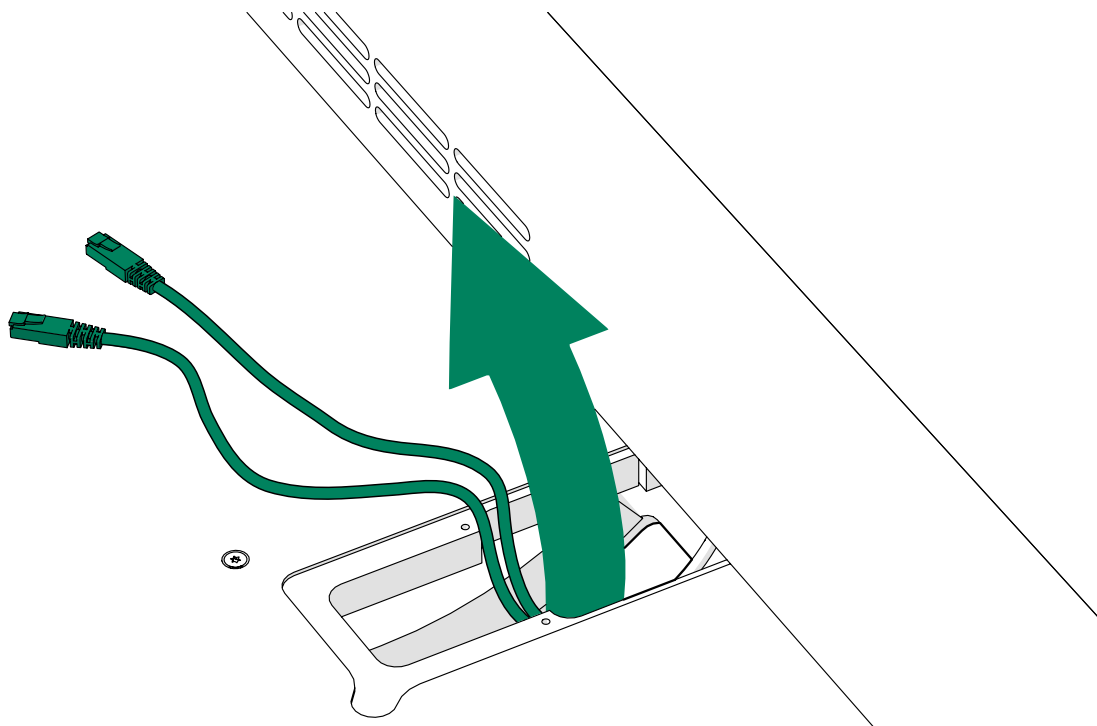
### 11.3 Install the LAN cord (optional)

Install the LAN cords to the side the table is intended to be installed on.

1. If the pod delivery includes the LAN data cartridge option, feed two LAN cords into the opening on the outside of the floor.



2. Pull the LAN cords from the opening at the base of the intended table-side wall into the pod.



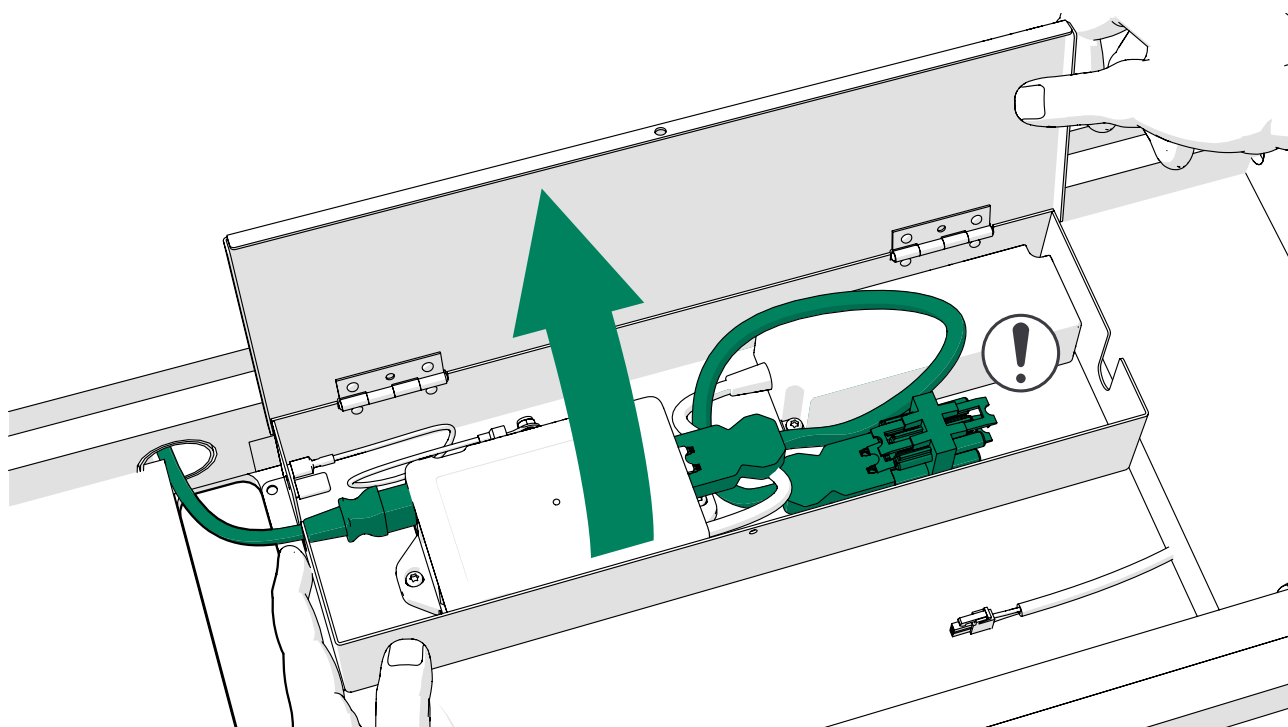
## 11.4 Power unit

### 11.4.1 Install the power unit

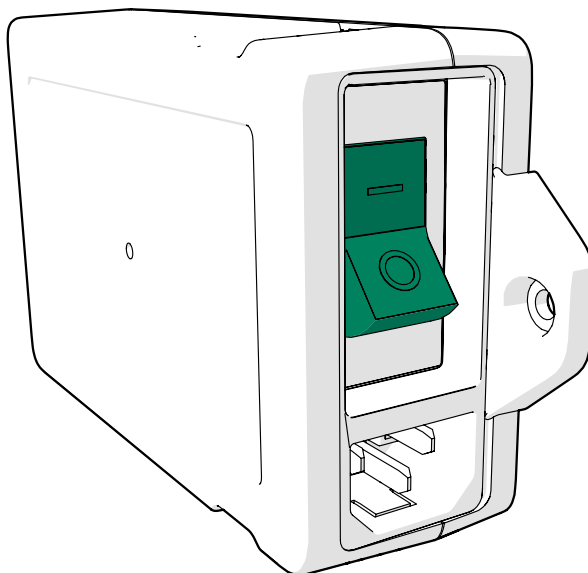
1. Open the metal box lid and check the connections to the power unit.



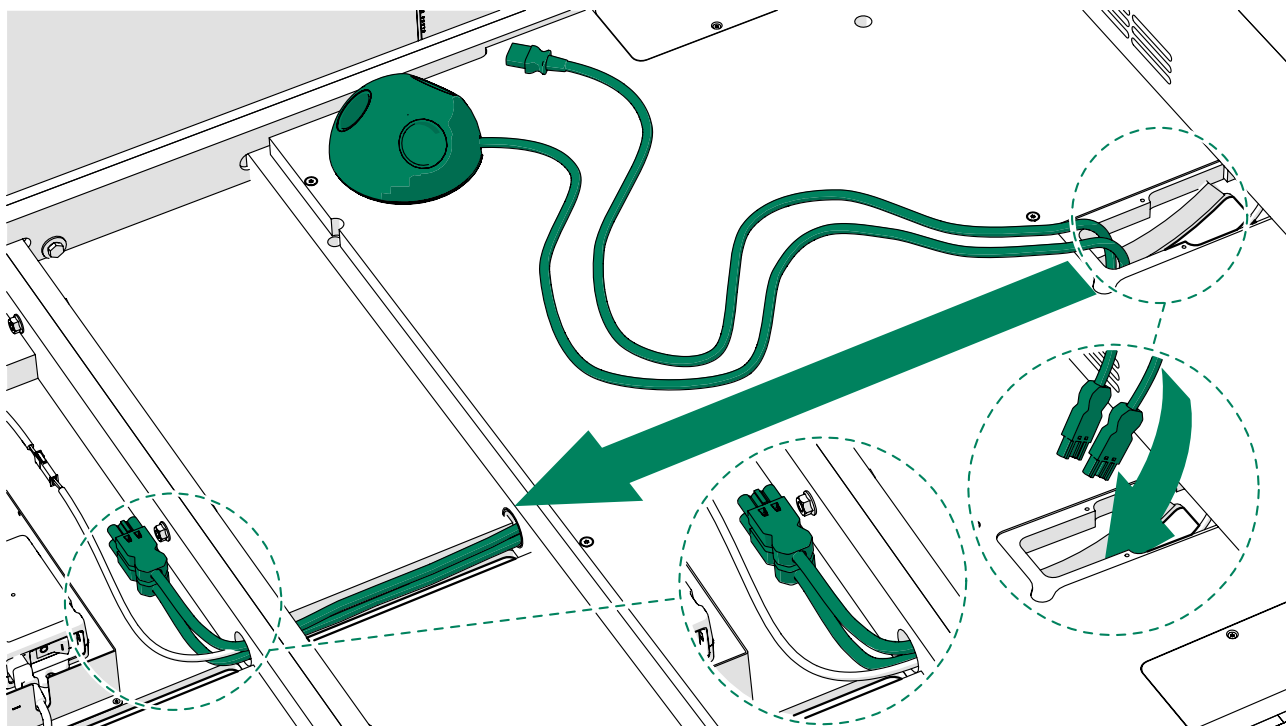
**Note:** Make sure that the GST cord and splitter, as well as the AC cord are connected to the power unit.



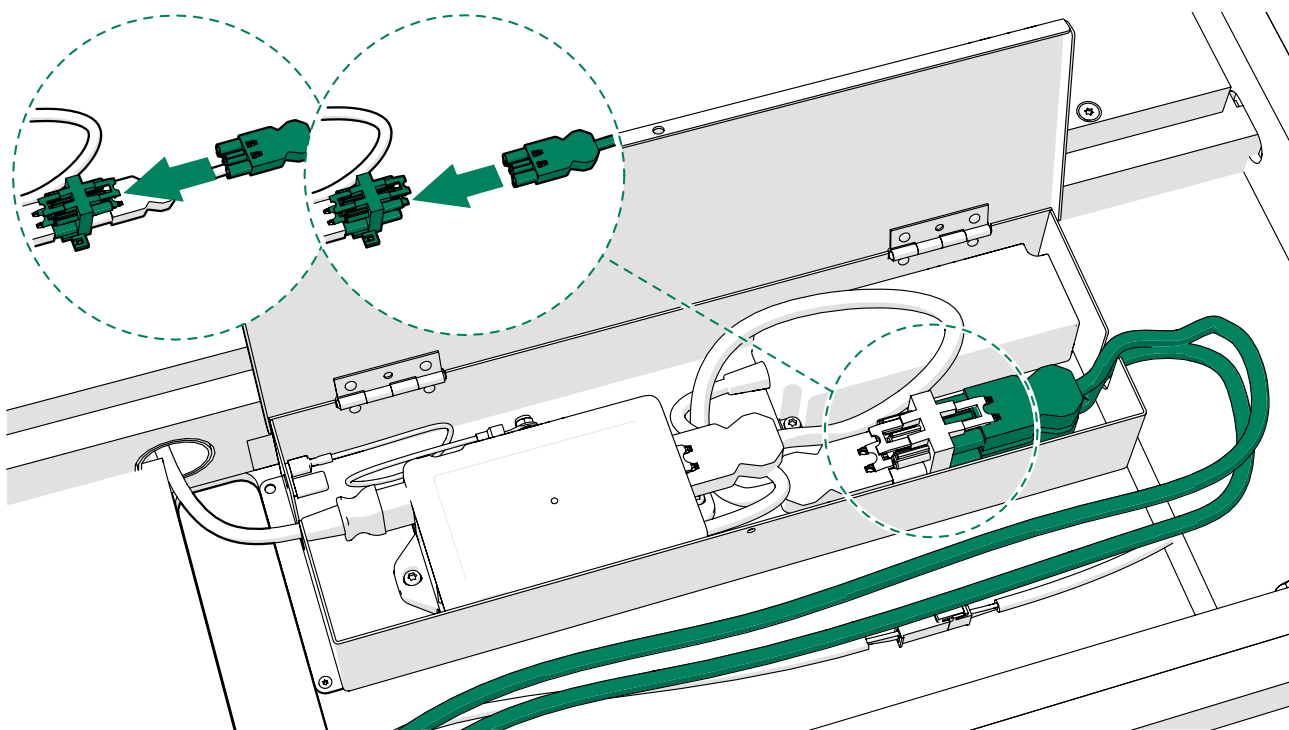
2. Make sure that the ON/OFF switch of the power unit is in the "I" position.



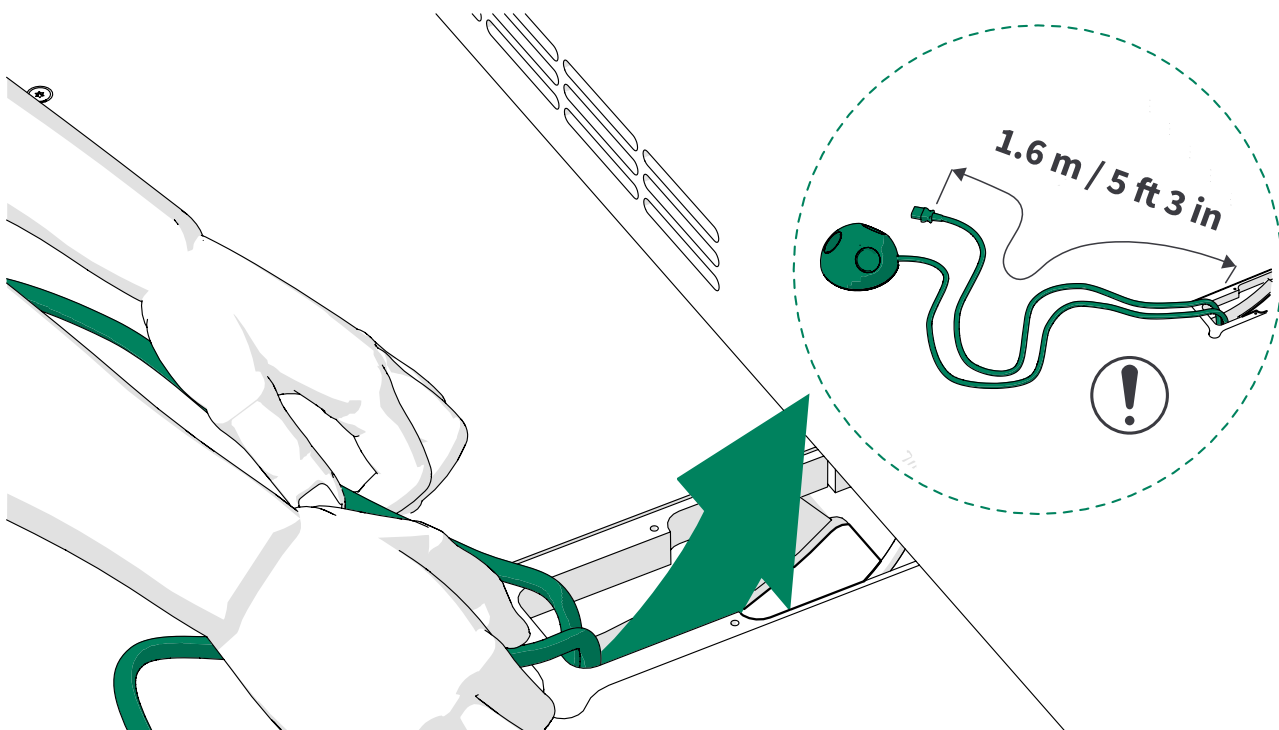
3. At the opening, guide the extension cord and the table power cord into the electric pipe in the floor. Feed the cords through the opening in the center joint.



4. Attach the power outlet cord and the table power cord to the AC splitter.

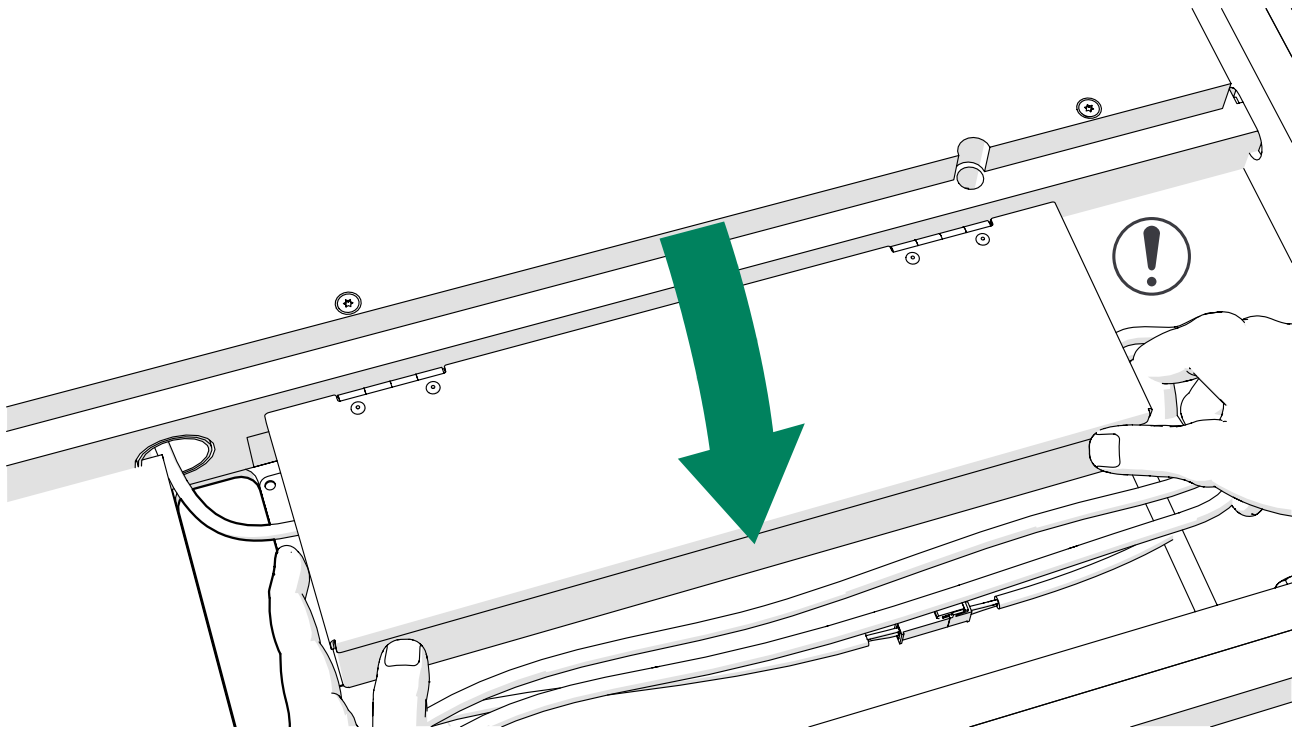


5. Pull the additional power outlet and table power cord lengths into the pod.



6. Close the metal box lid.

- ⚠ **Note:** Make sure that the electrical cords are not pinched.

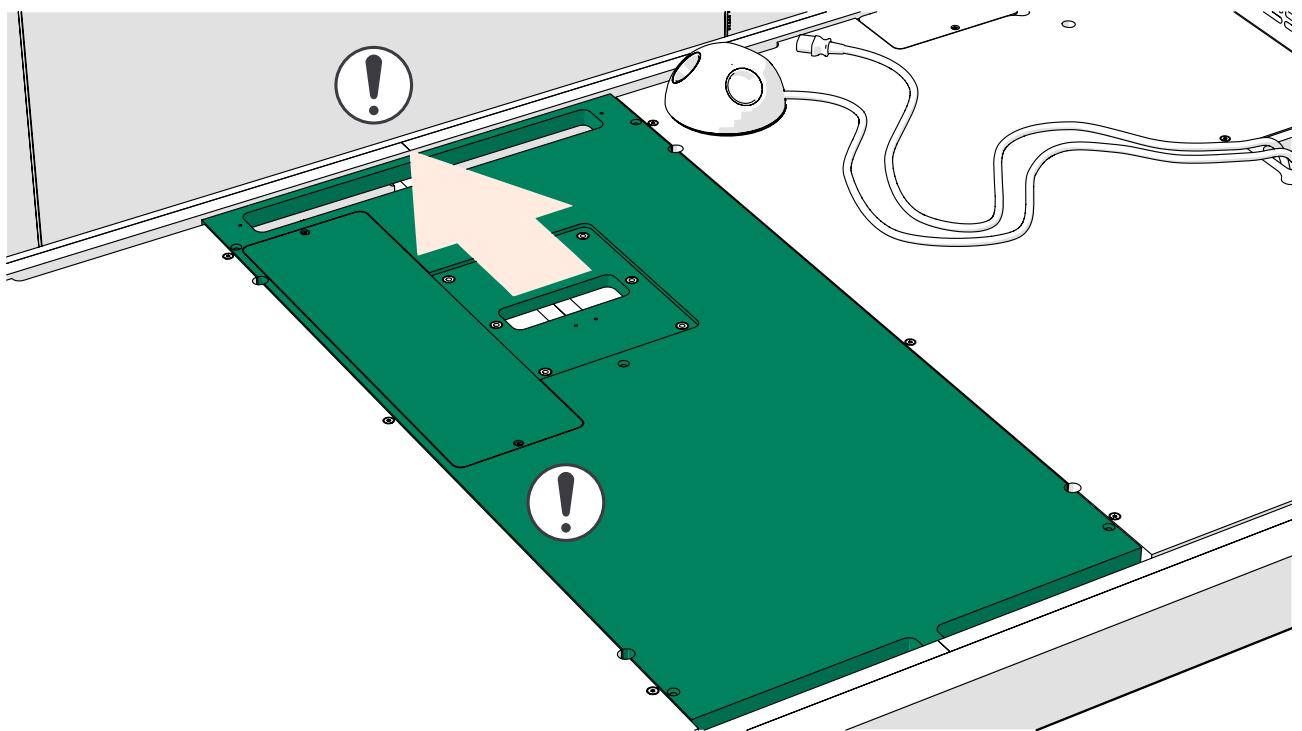


#### 11.4.2 Install the floor cover board

1. Place the floor cover board into the opening in the floor.

- ⚠ **Note:** Make sure that the cover board is against the back wall of the pod.

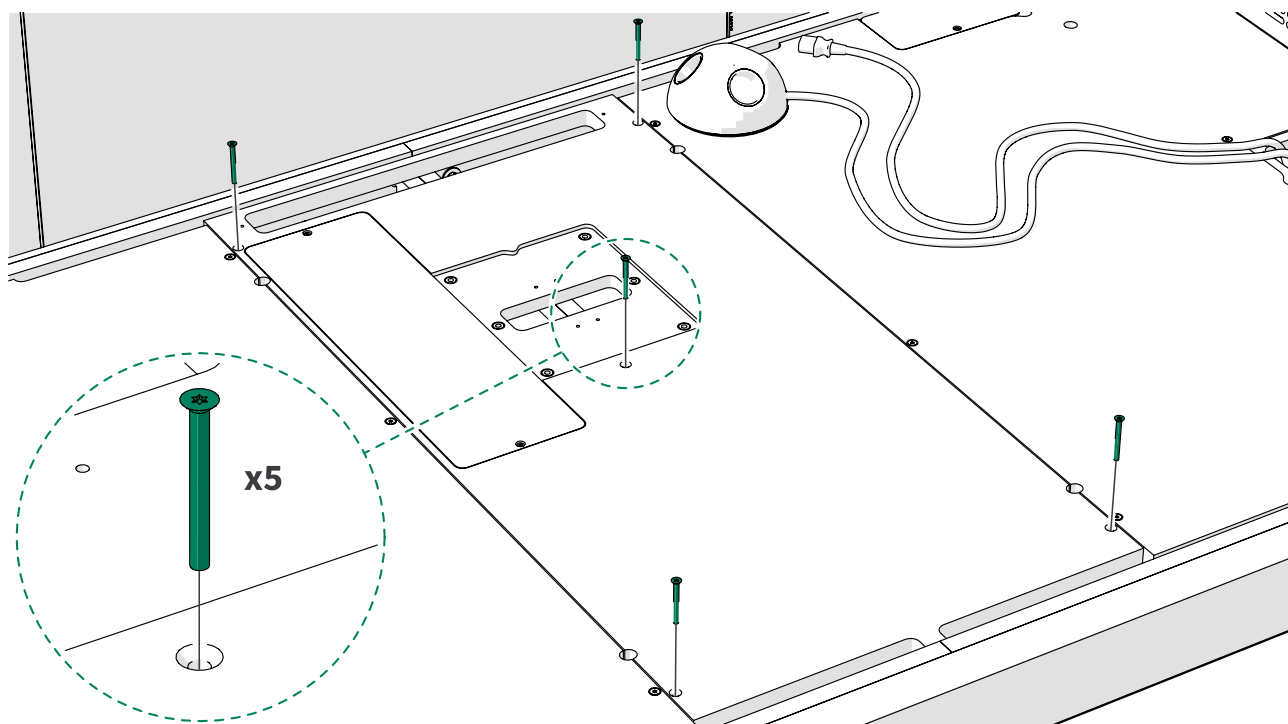
- ⚠ **Note:** Make sure that the electrical cords are not damaged or pinched.





2. Install the floor cover board with 5x50 screws (5 pcs).

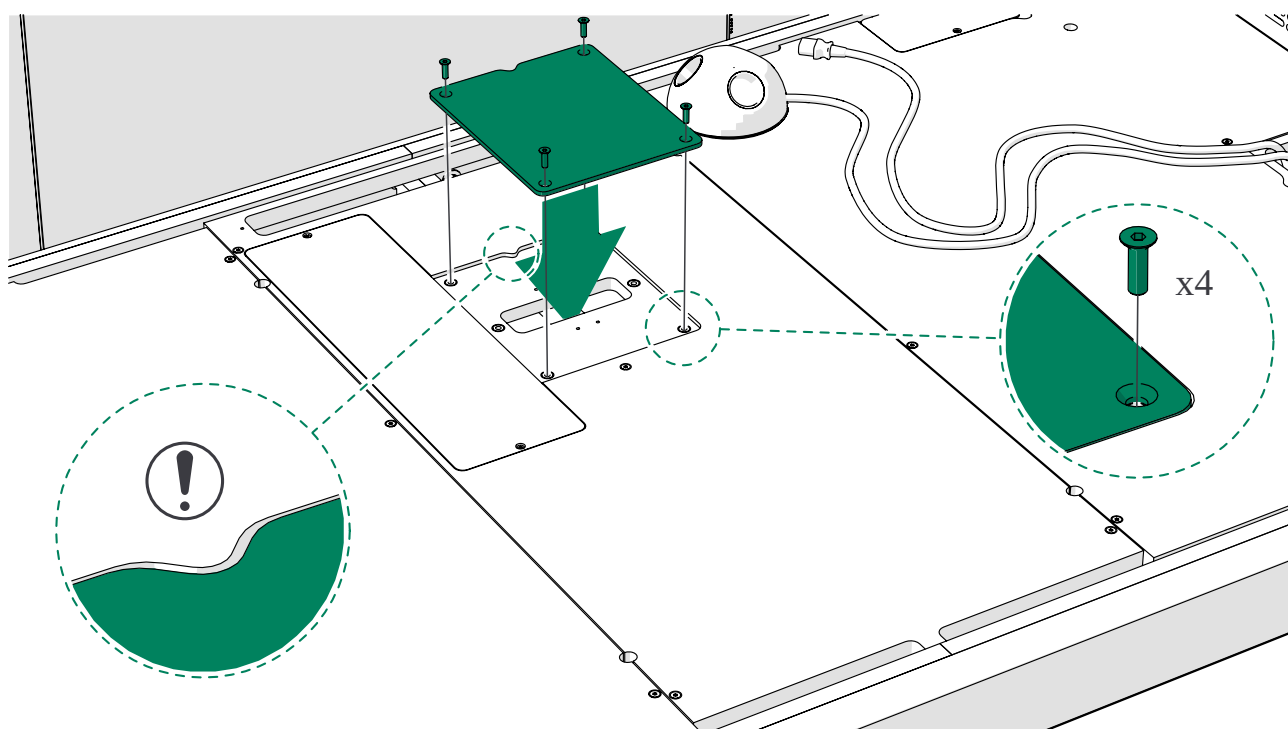
⚠ **Note:** Make sure that the electrical cords are not damaged or pinched.



3. Install the square cover plate into place with M6x20 screws ( 6 pcs).

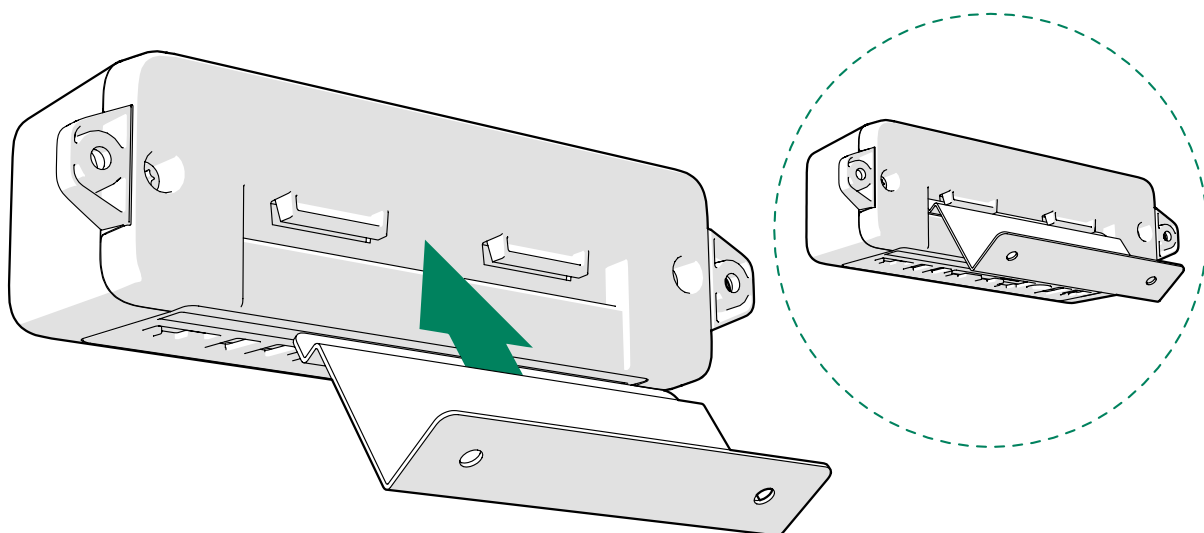
⚠ **Note:** Make sure that the notch on the square cover plate is towards the back wall of the pod.

⚠ **Note:** Make sure that the countersunk holes are facing upwards.

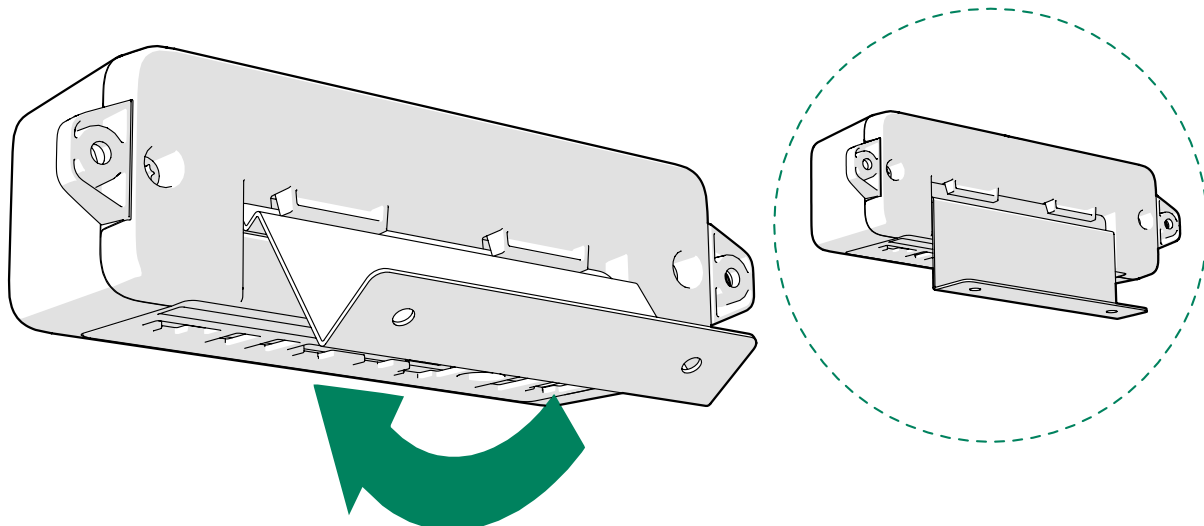


## 11.5 Install the control unit

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



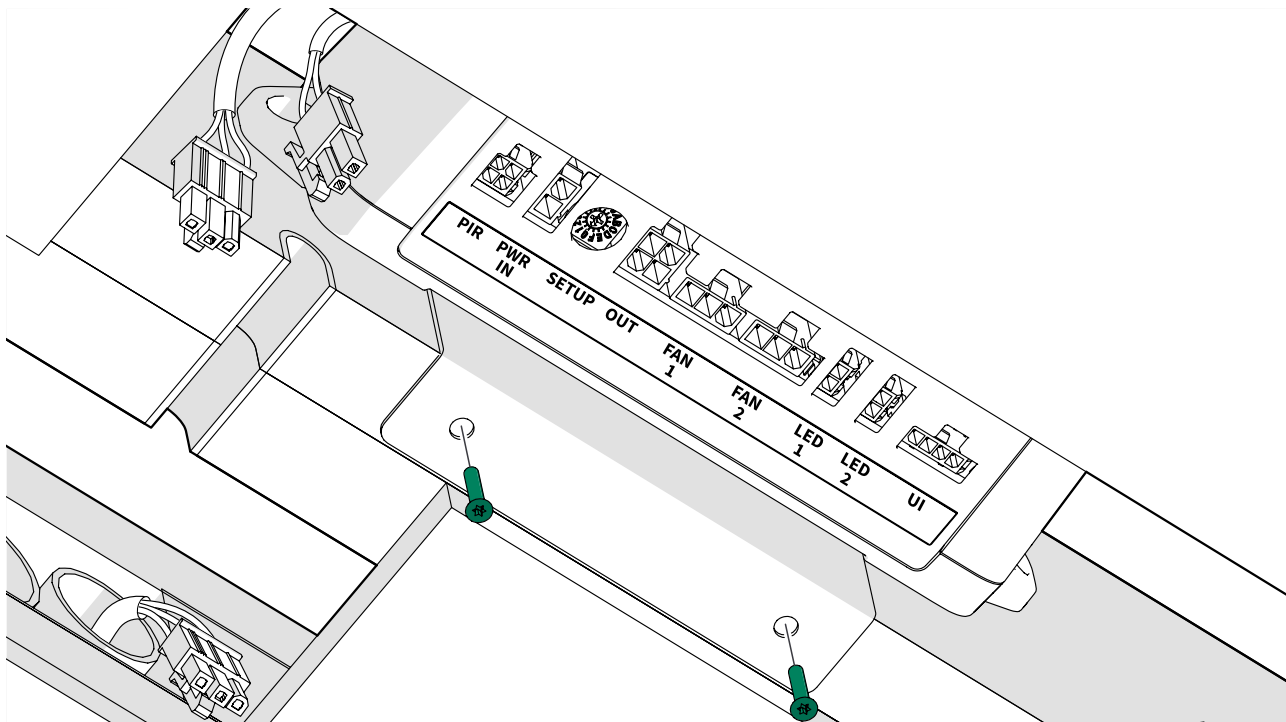
2. Turn the bracket into place.



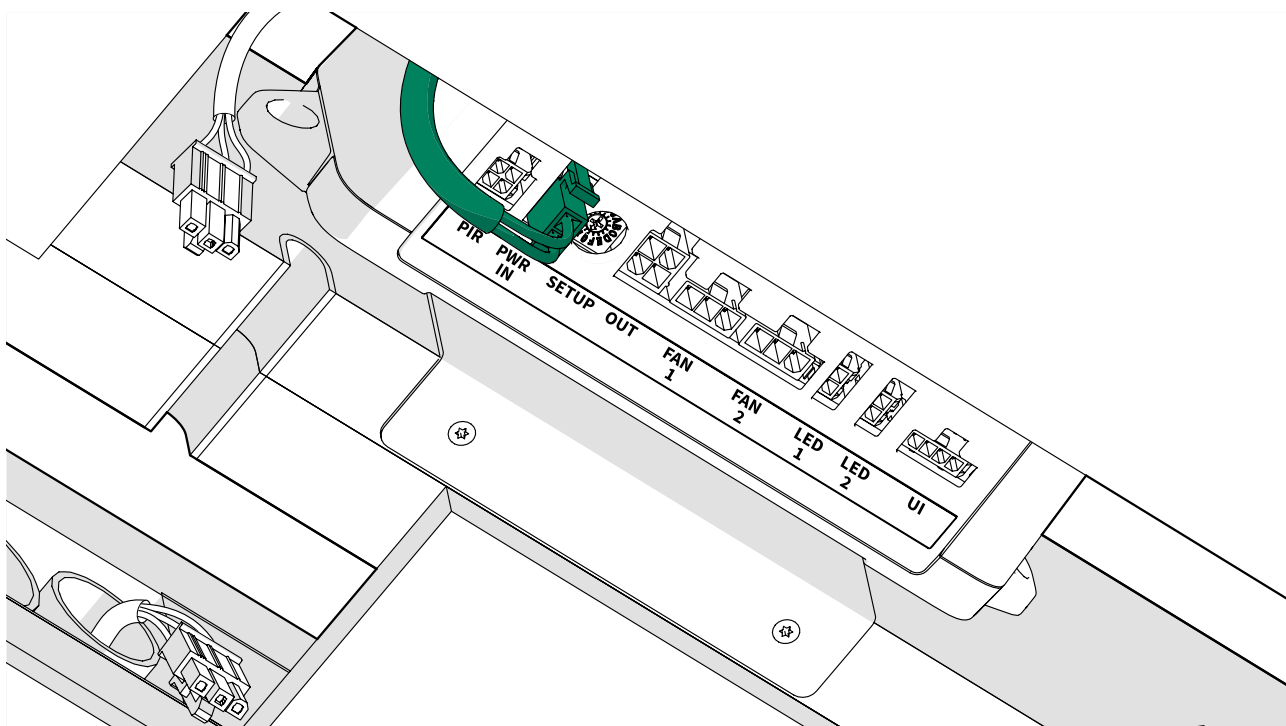
3. Install the bracket with the control unit into the opening in the ceiling with 4x30 screws (2 pcs).



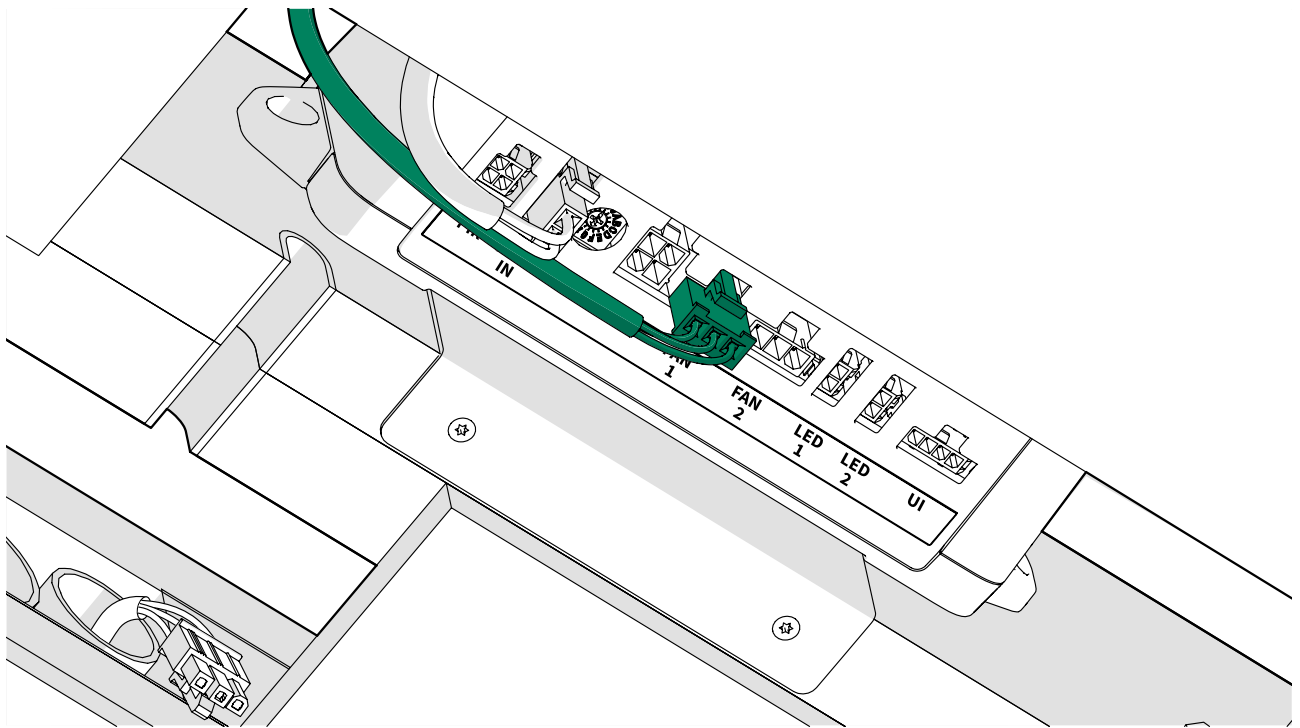
**Note:** Make sure that you install the control unit to the right-hand side of the center beam.



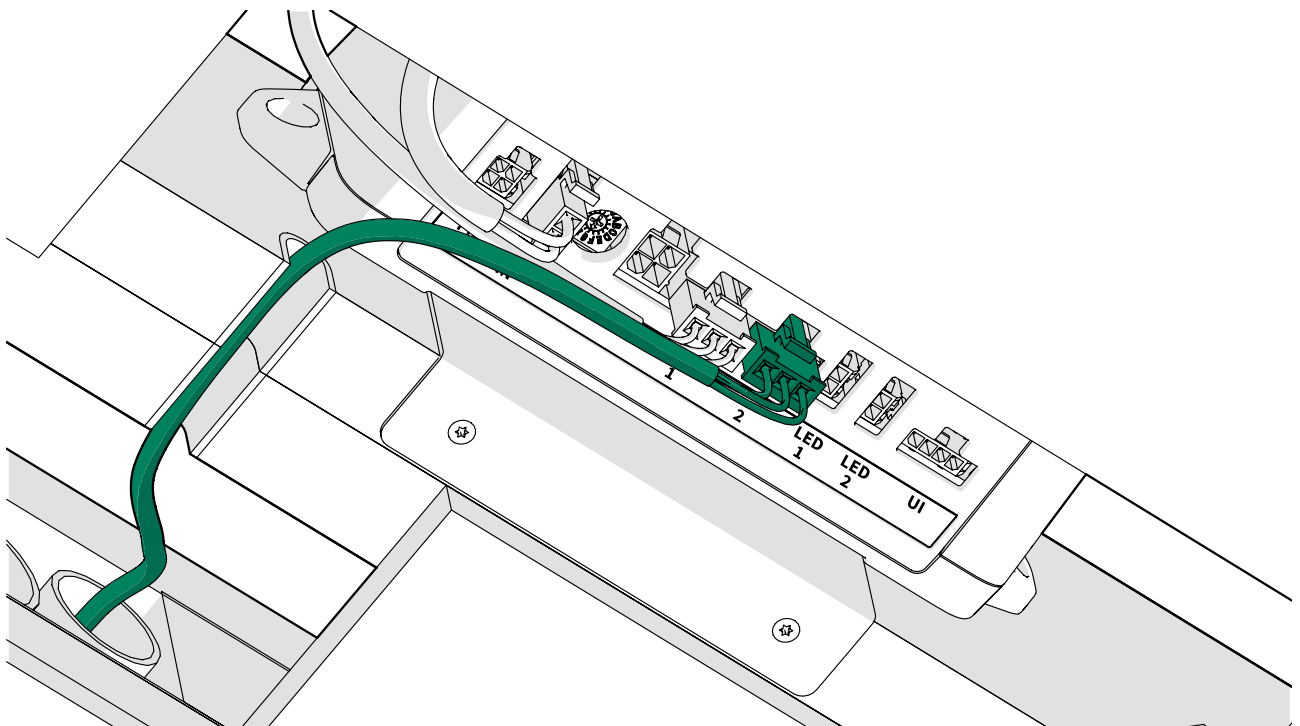
4. Connect the DC extension cord to the PWR IN connector.



5. Connect the nearest fan power cord to the FAN 1 connector.



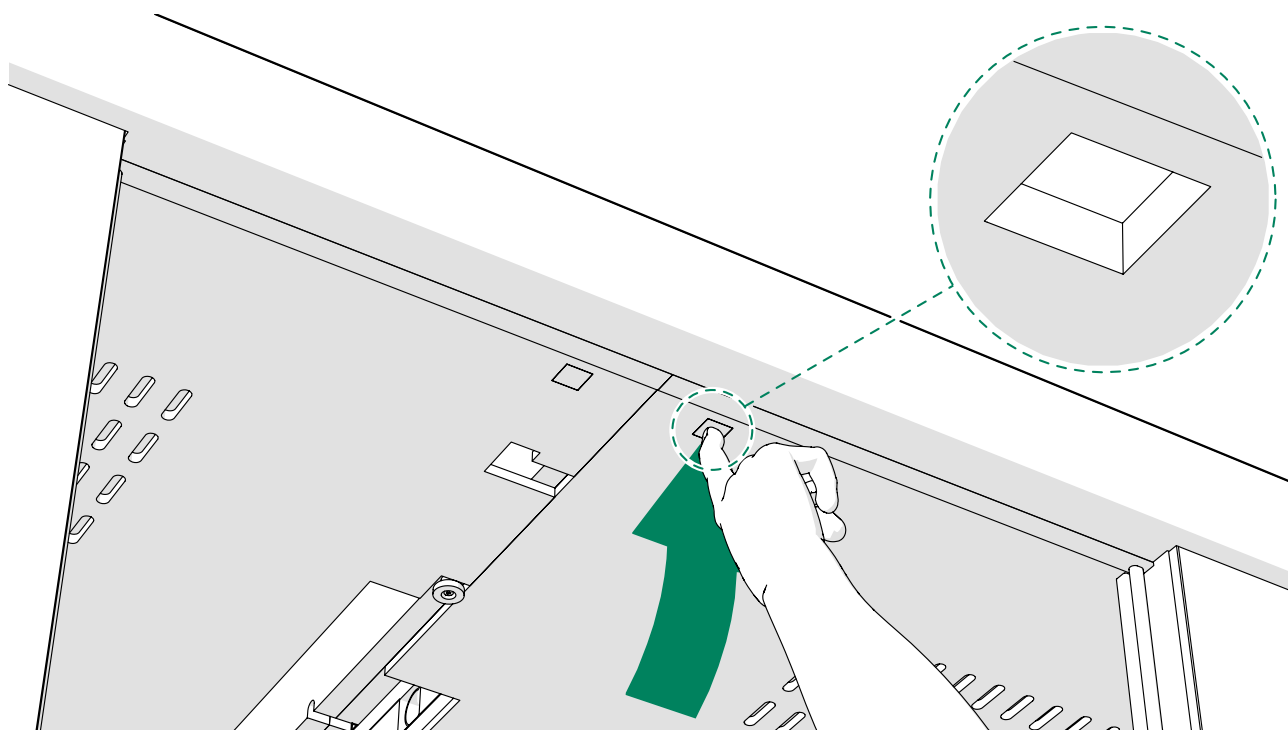
6. Lead the second fan power cord through the groove in the center beam and connect it to the FAN 2 connector.



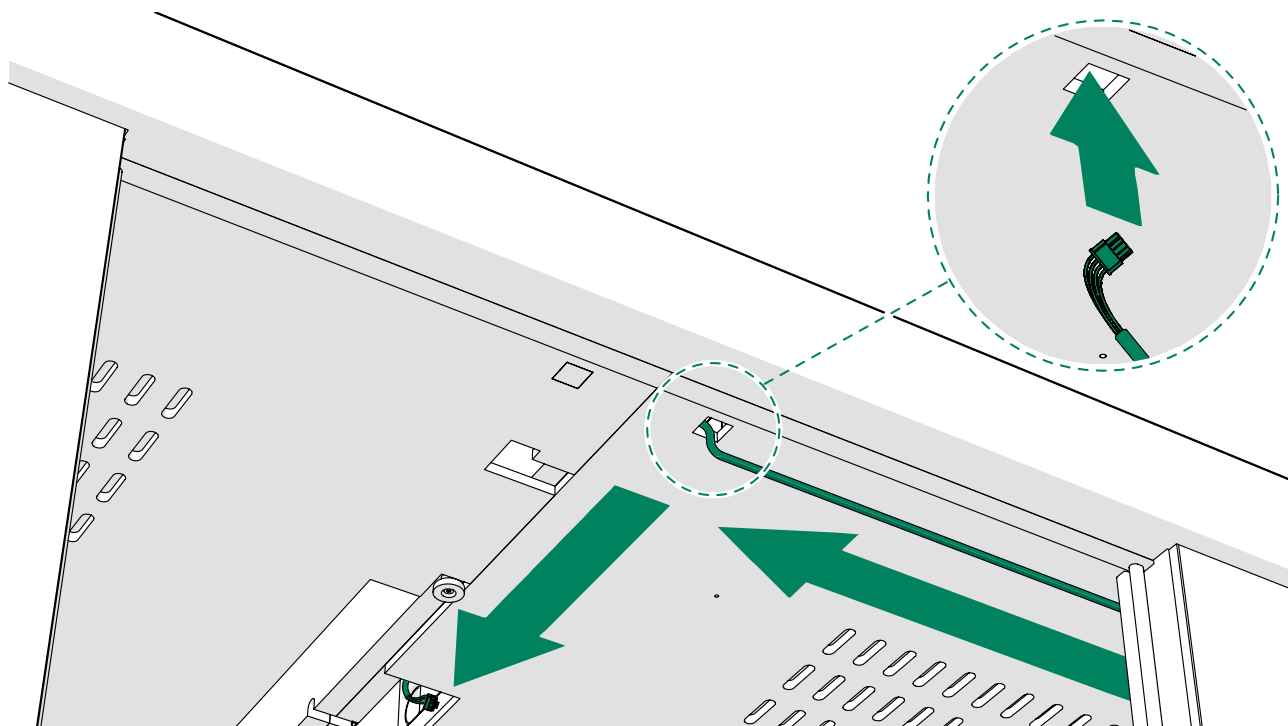
## 11.6 Install the control panel cord

If not installing the optional control panel, continue to [Install the motion detector and light](#).

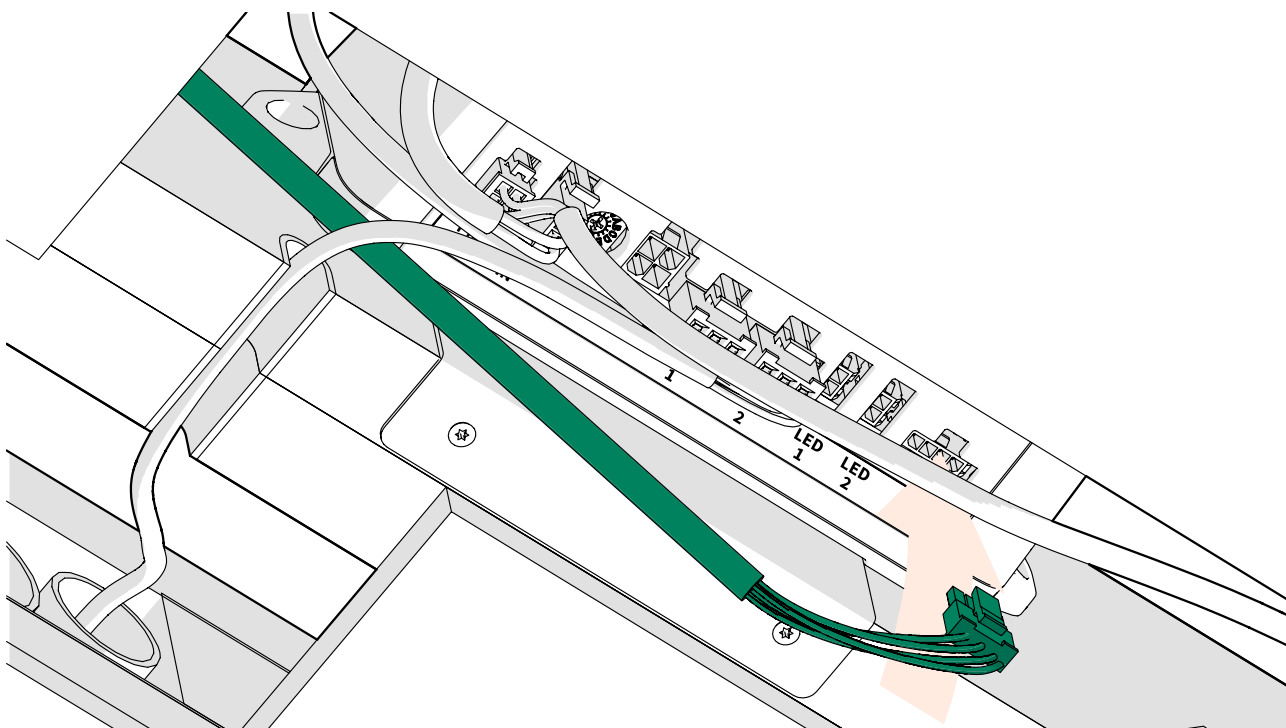
1. Punch out the precut hole in the ceiling felt.



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 opening in the ceiling.

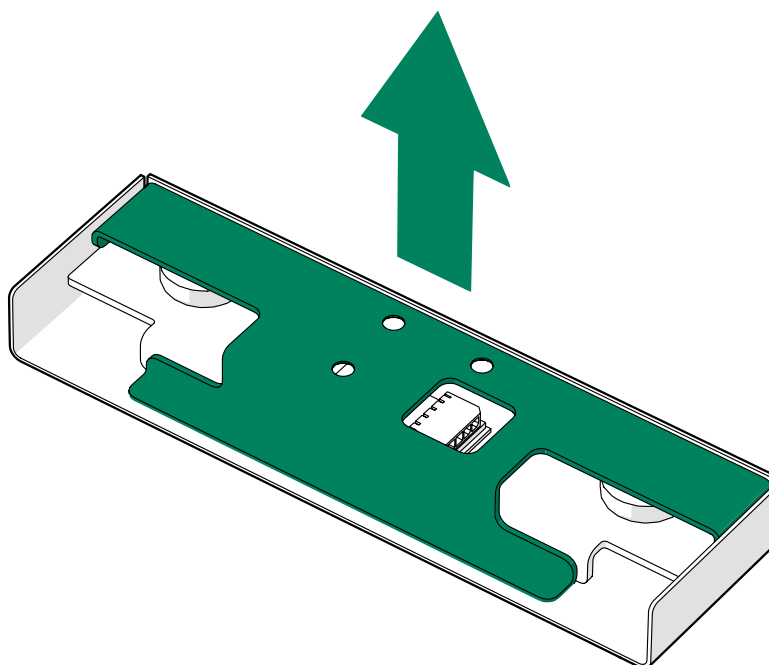


3. Connect the control panel cord to the UI connector of the control unit.



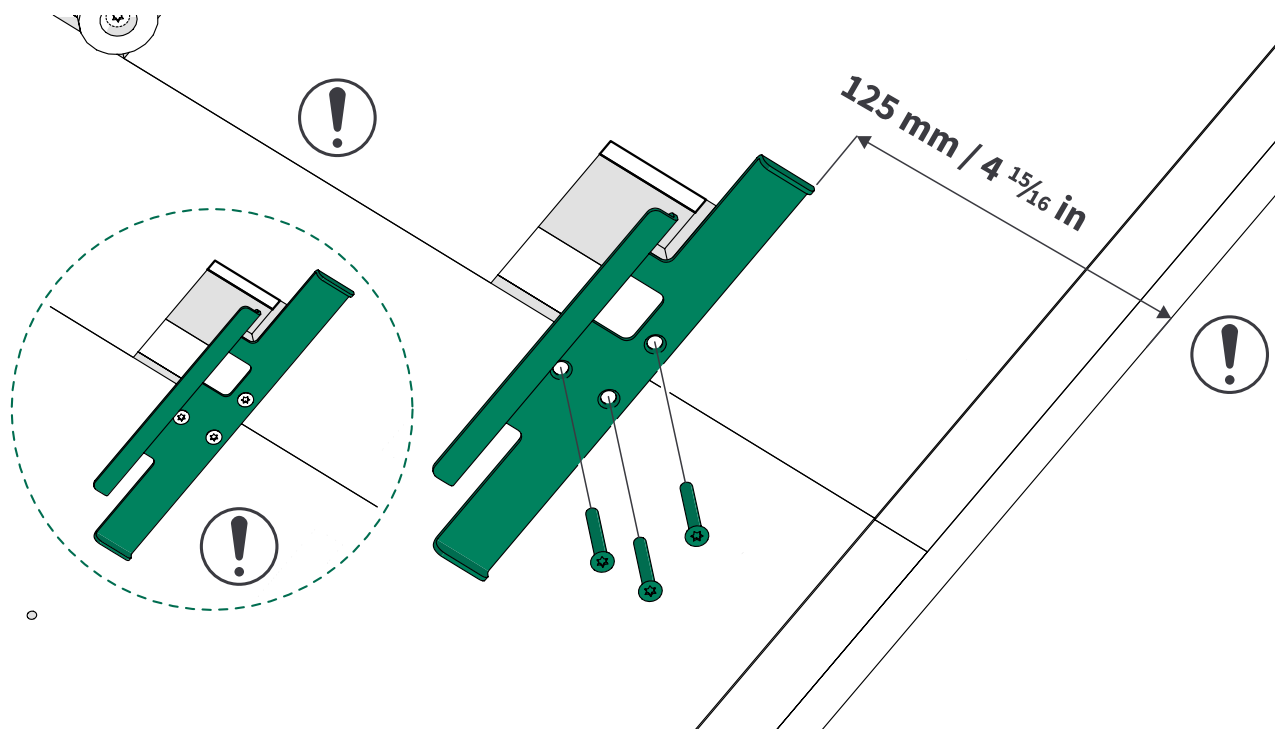
## 11.7 Install the motion detector and light

1. Remove the bracket from the motion detector.

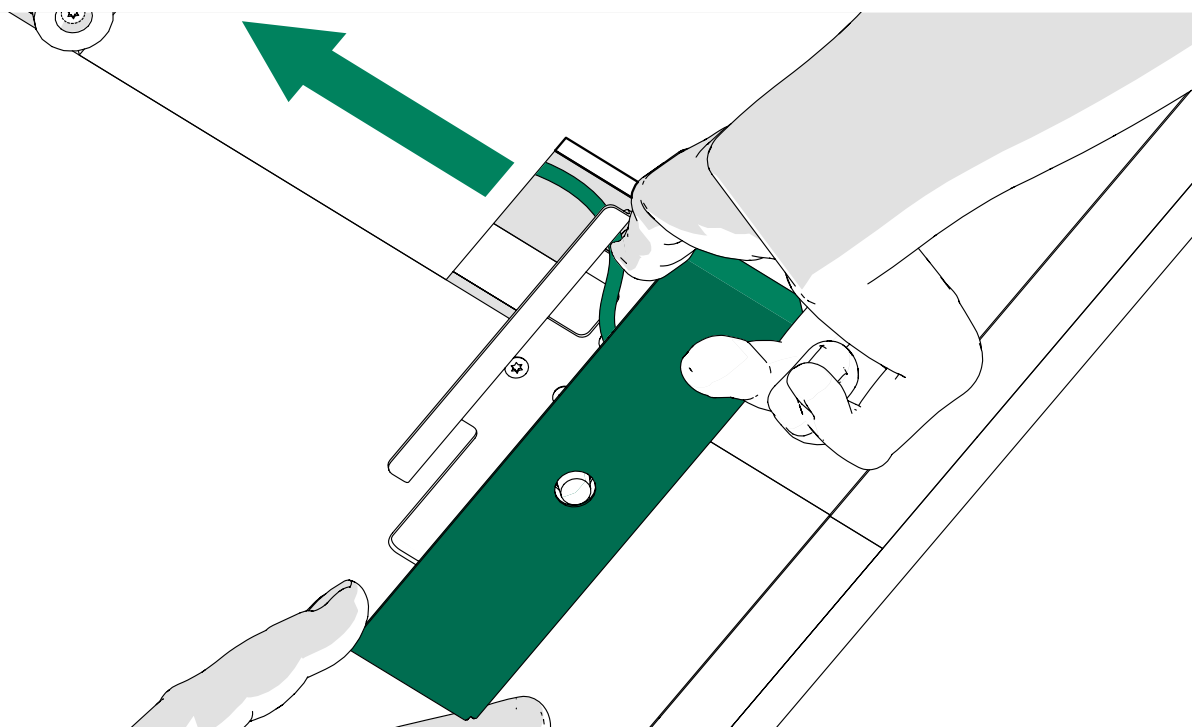


2. Install the motion detector bracket to the ceiling at the back of the pod with 4x20 screws (3 pcs).

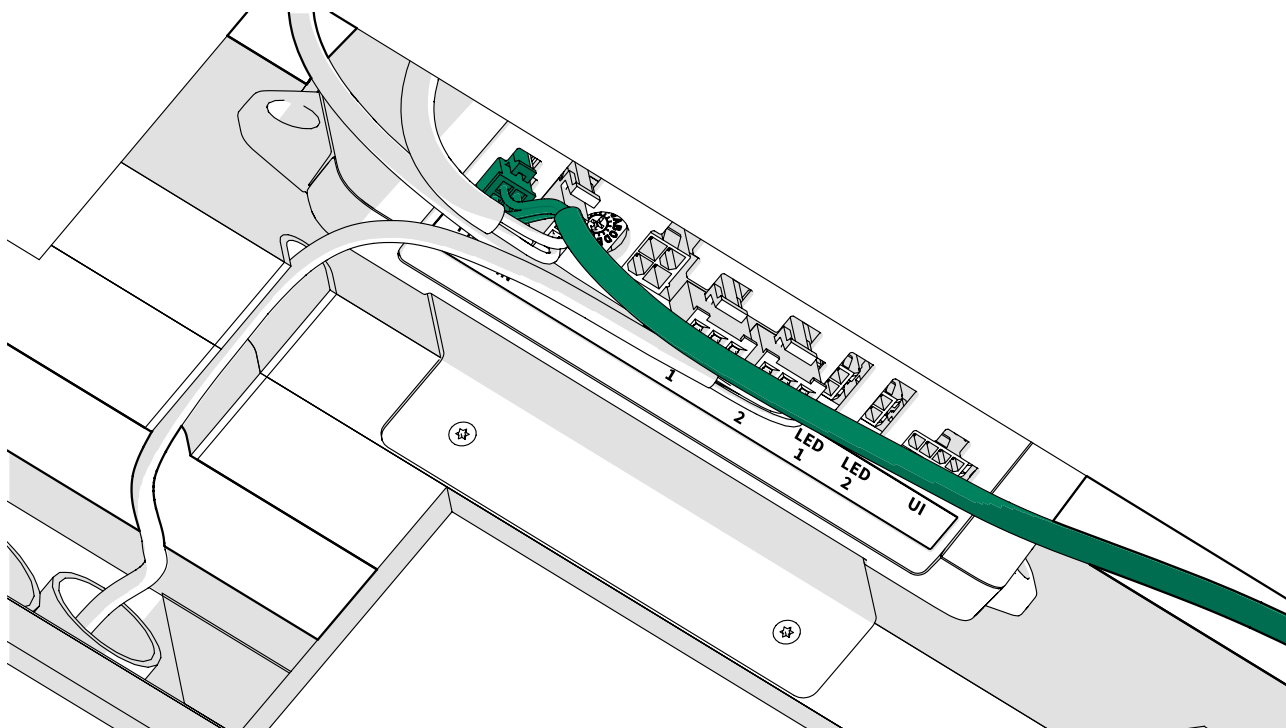
⚠ **Note:** Make sure that the bracket is not crooked after tightening the screws.



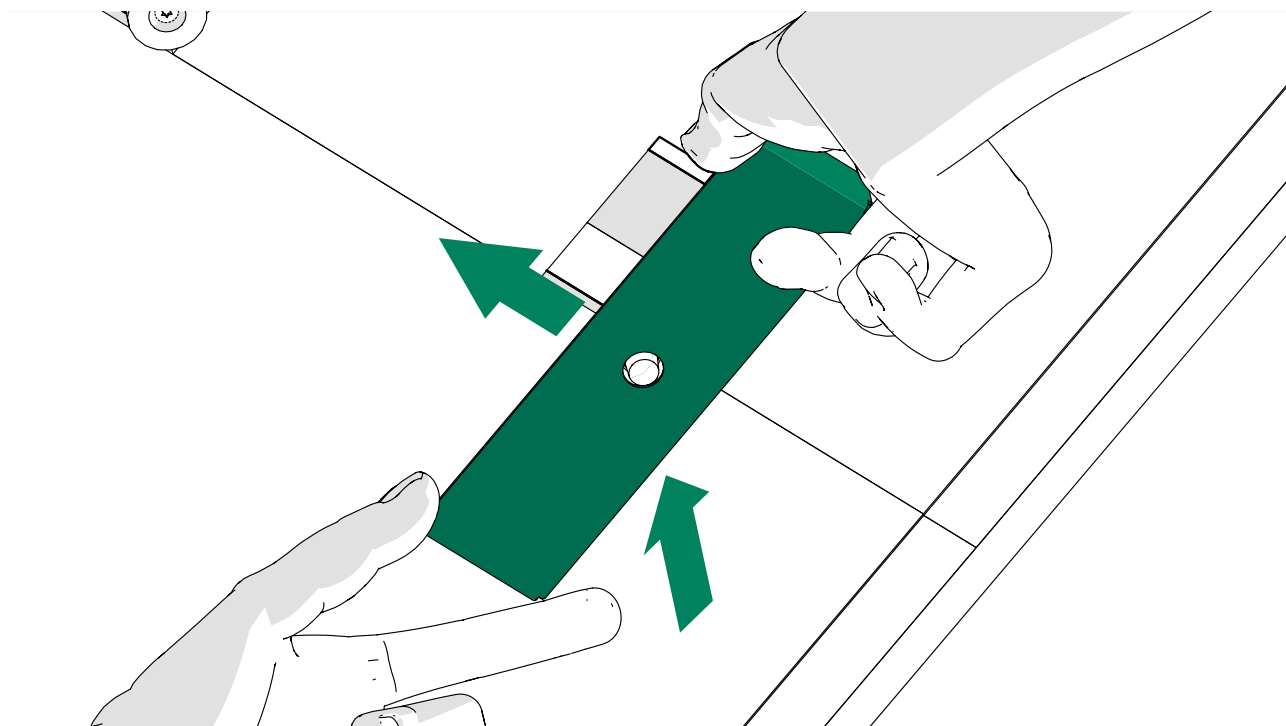
3. Guide the motion detector cord through the opening to the control unit.



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

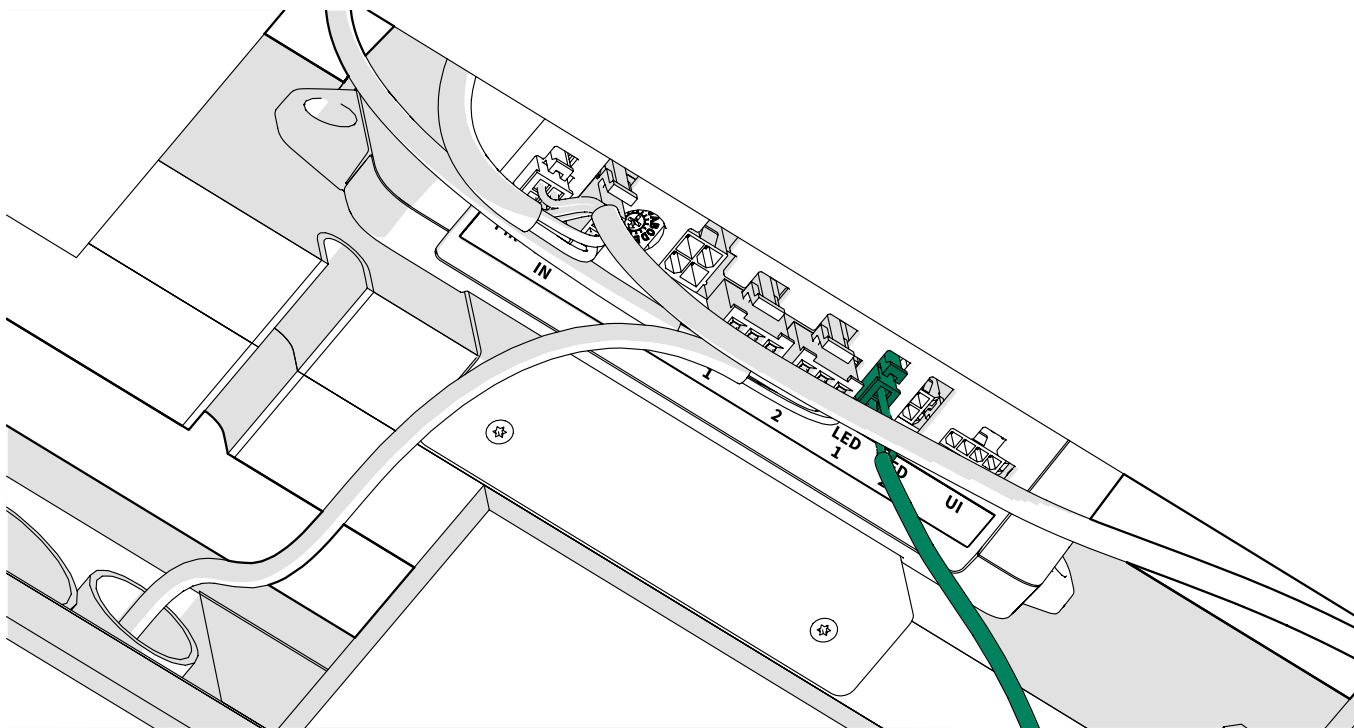


5. Lift the motion detector to the bracket and slide the motion detector into place.



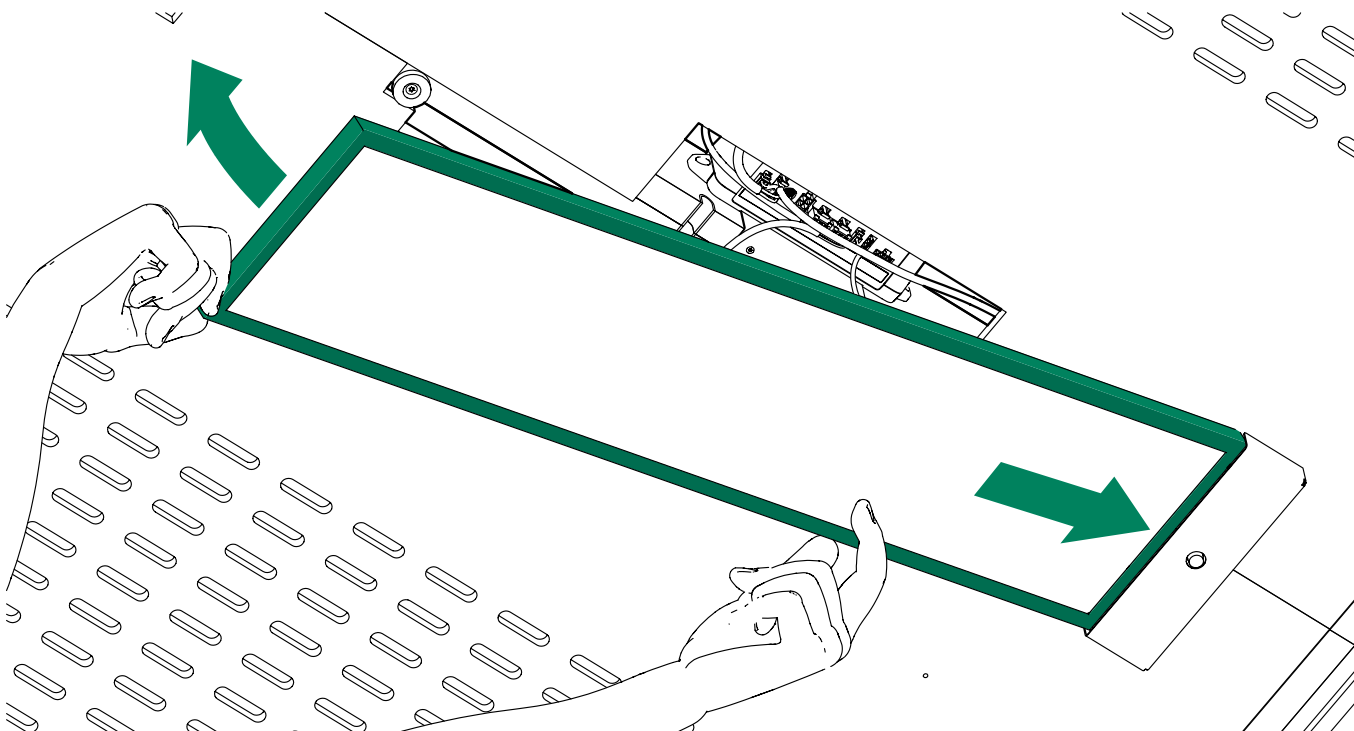


6. Connect the light cord to the LED 1 connector of the control unit.



7. Install the wire end of the light under the flap of the motion detector bracket and turn the light against the ceiling.  
The light attaches to the ceiling with magnets. Align the light to the center of the ceiling.

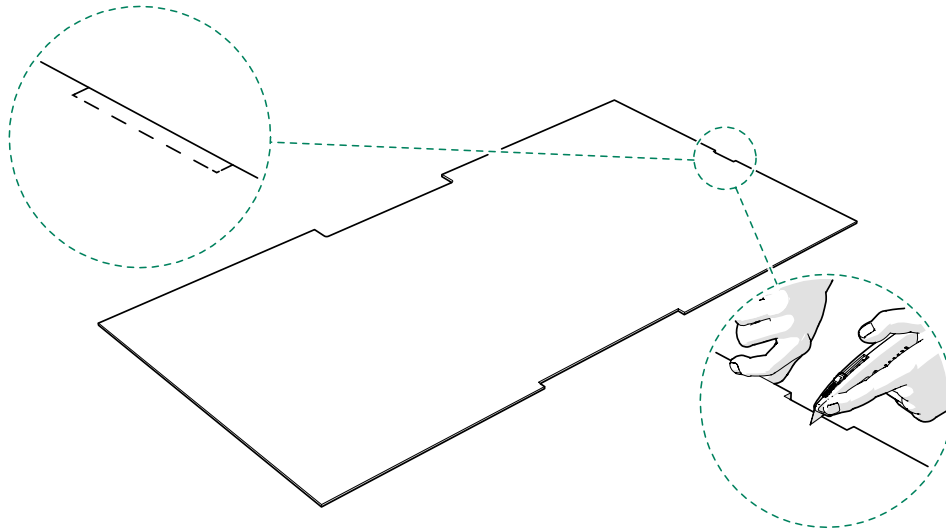
⚠ **Note:** Make sure that the cords are not damaged or pinched during the installation.



## 12 Install the interior

### 12.1 Install the carpet

1. Cut the carpet at the precut line for an opening for the electric cords.



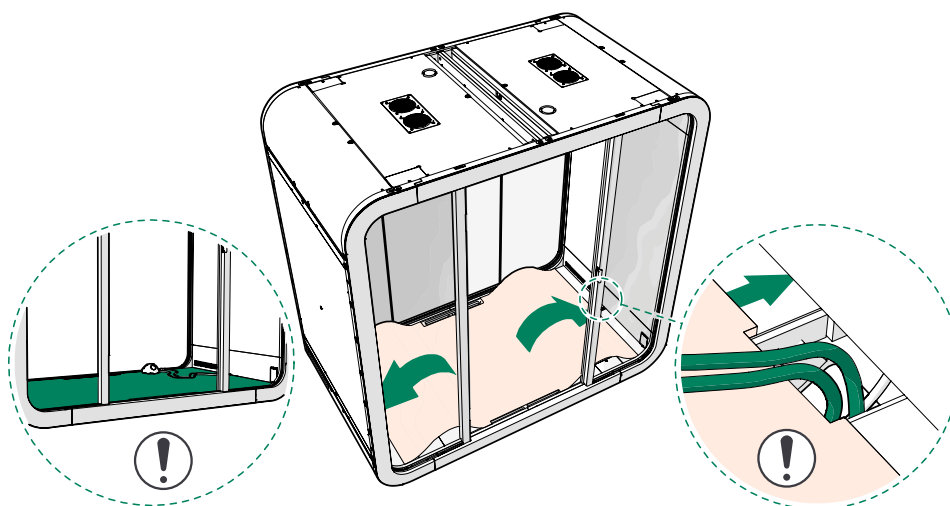
2. Install the carpet into place so that the edge slot is on the door side and the floor grid opening is on the glass wall side.



**Note:** Make sure that the carpet is firmly installed and there are no bumps.

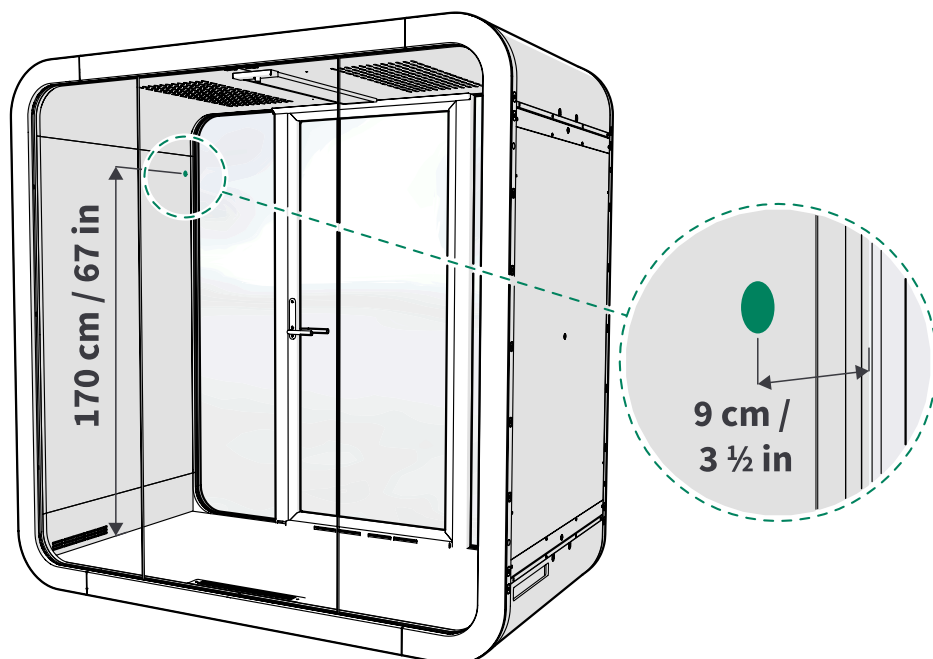


**Note:** Make sure that the small opening sits against the right wall.



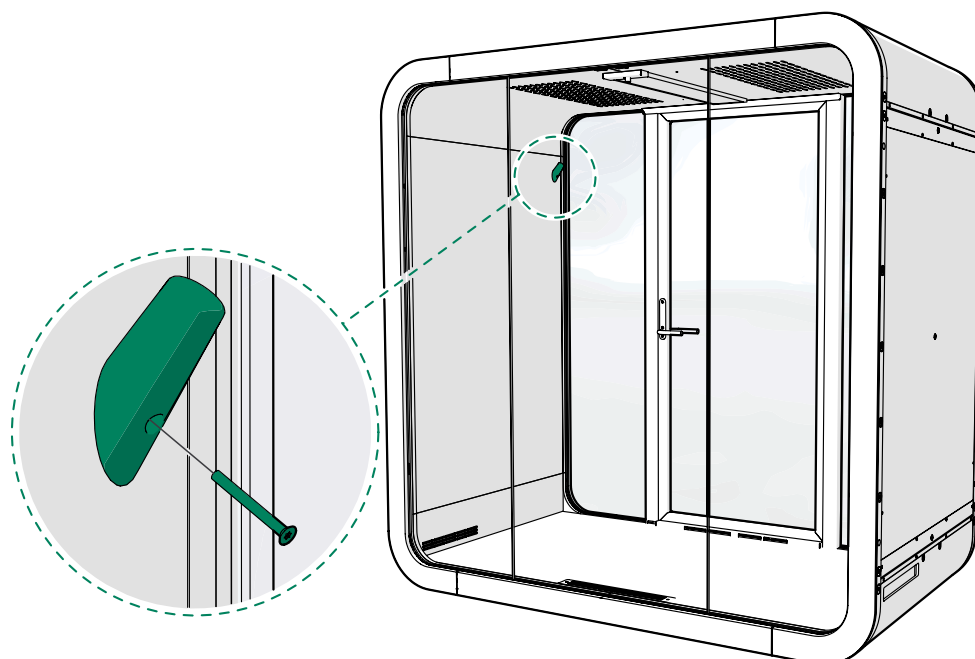
## 12.2 Install the coat hooks

1. Measure the places for the coat hooks at both walls.  
170 cm (67 in) up from the base of the wall and 9 cm (3 ½ in) from the front glass wall.



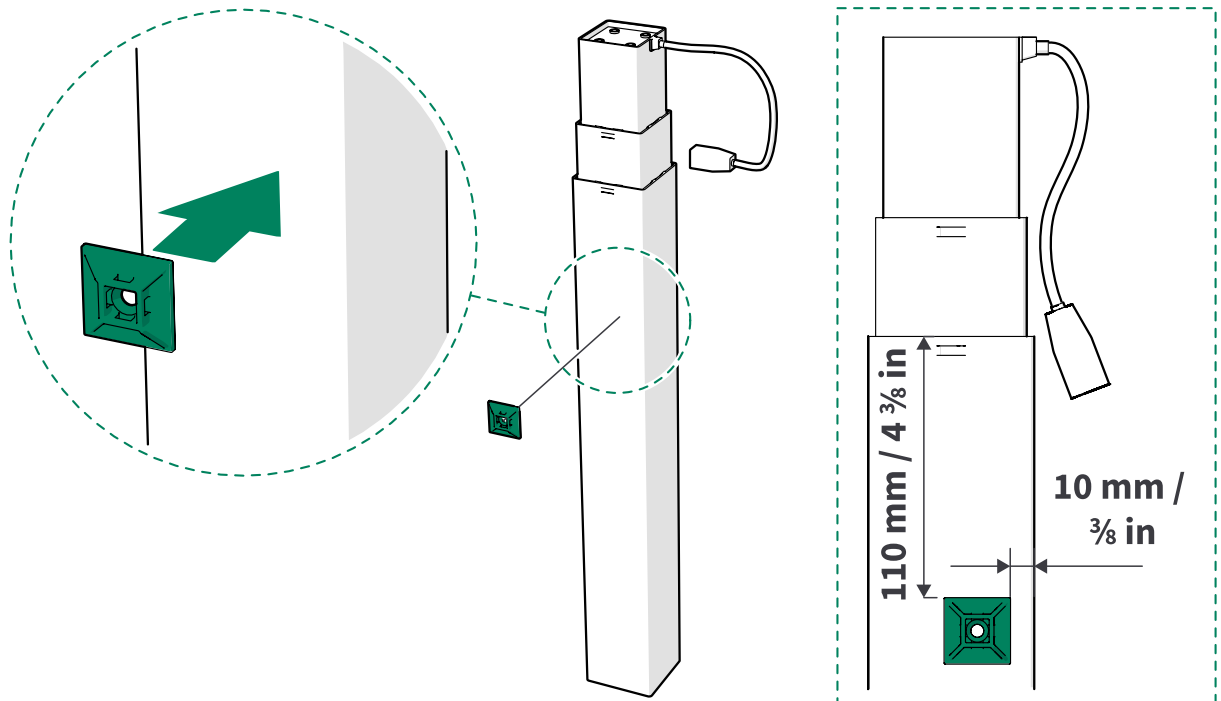
2. Install the coat hooks with black 5x50 screws (1 pcs each).

**i** **Tip:** If the coat hook does not feel secure, remove it, move it slightly towards the glass wall and install it again.



## 12.3 Assemble the table

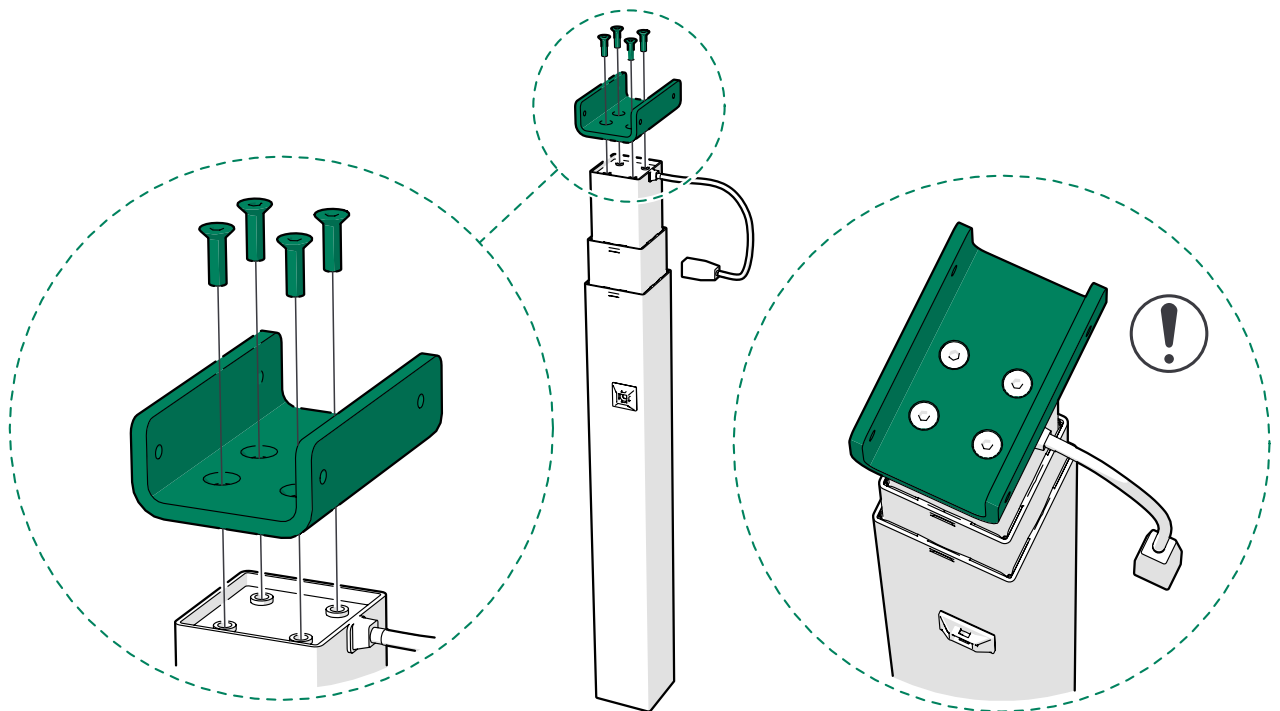
1. Attach the adhesive cable tie holder onto the table leg.



2. Install the table mounting plate with M6x20 screws (4 pcs).

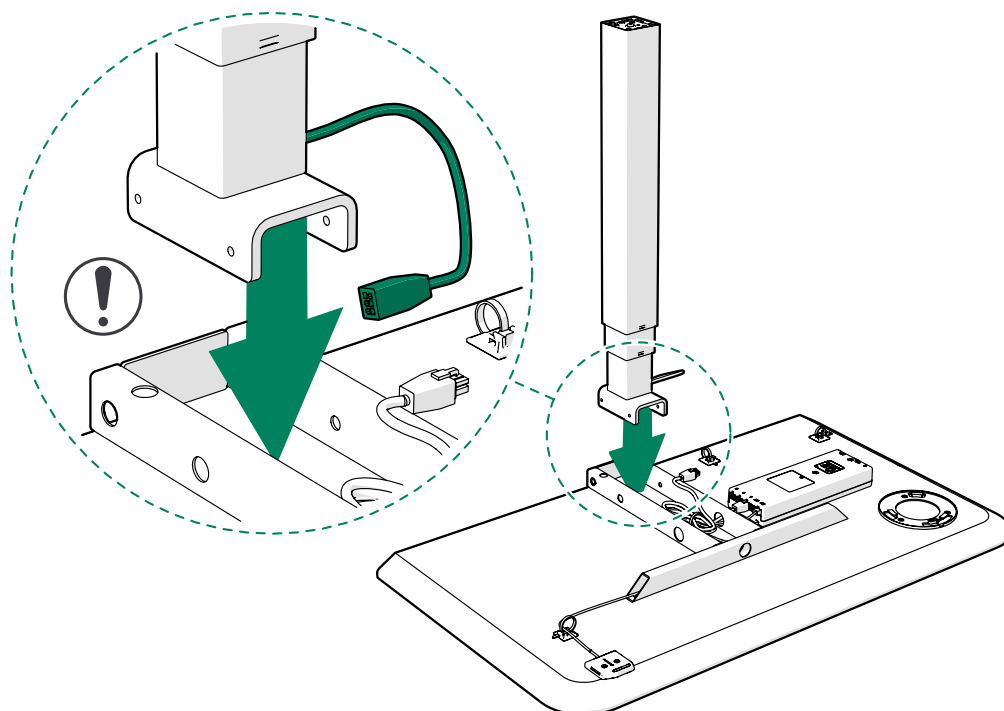


**Note:** Make sure that the longer side of the mounting plate is on the front side of the table.

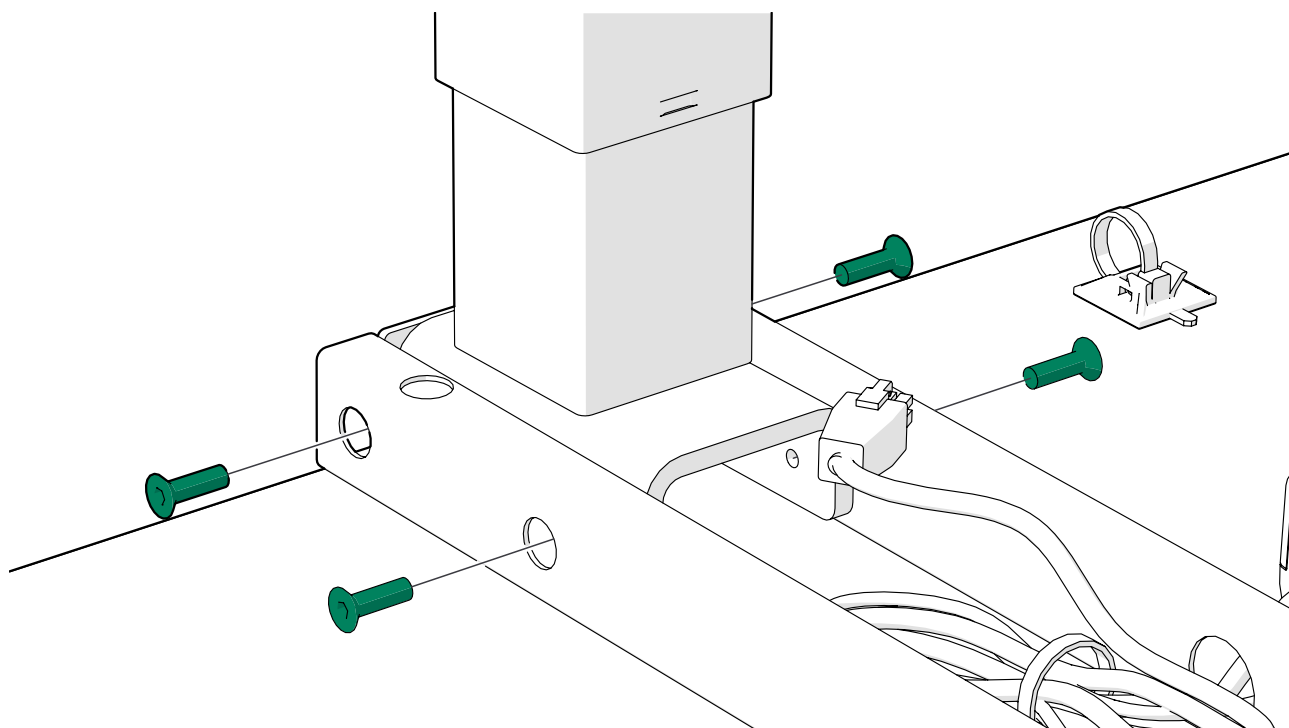


3. Place the table leg into the table mounting plate. Make sure that the cord from the leg is on the right side.

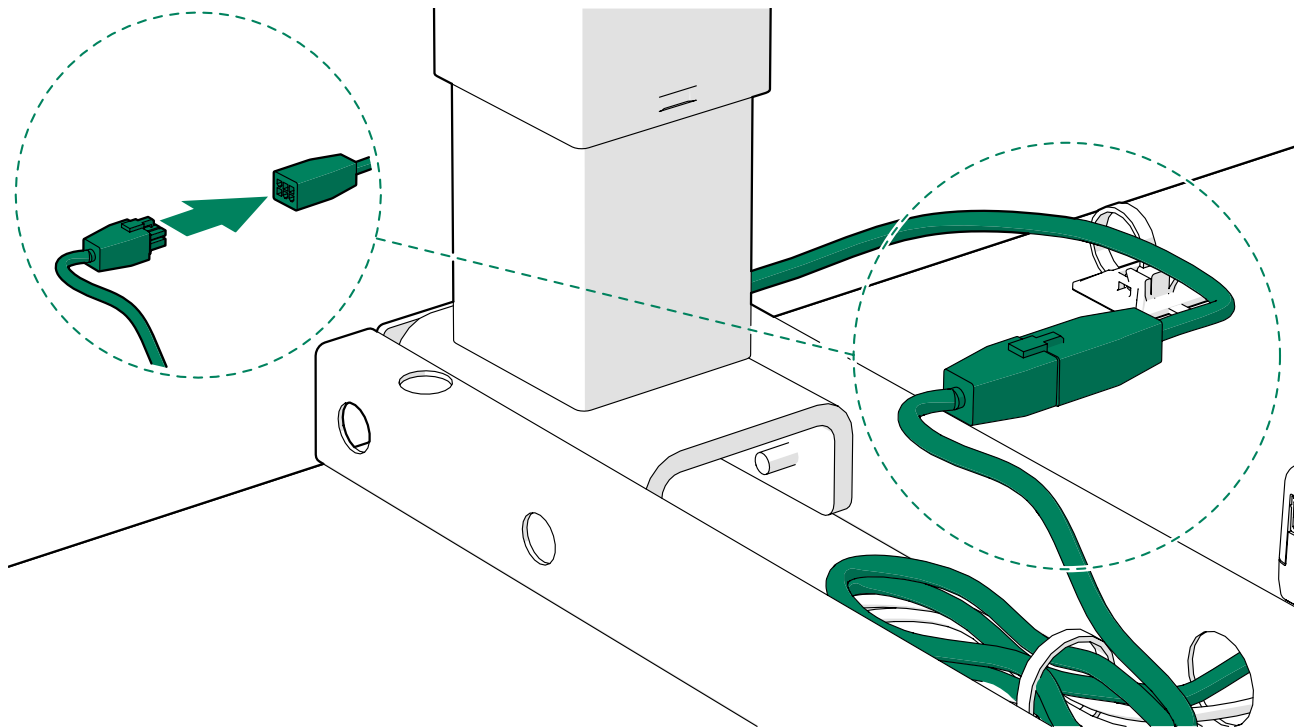
⚠ **Note:** Make sure that the cords are not pinched.



4. Install the table leg with countersunk M6x20 screws (4 pcs).

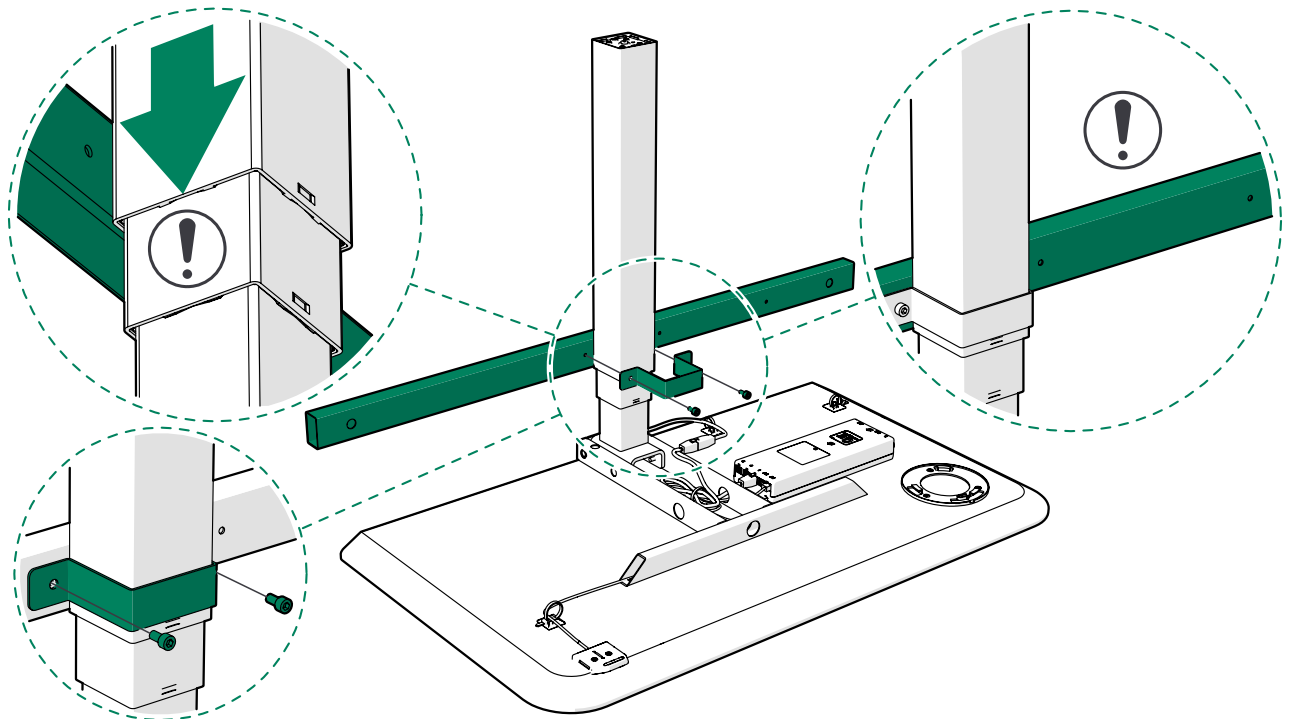


5. Connect the lifting motor cable.



6. Install the support beam into the table leg with M6x12 screws (2 pcs).

- ⚠ **Note:** Make sure that the support bracket and the outermost part of the table leg are on the same level.
- ⚠ **Note:** Make sure that the small installation holes in the support beam are on the right-hand side of the table leg.



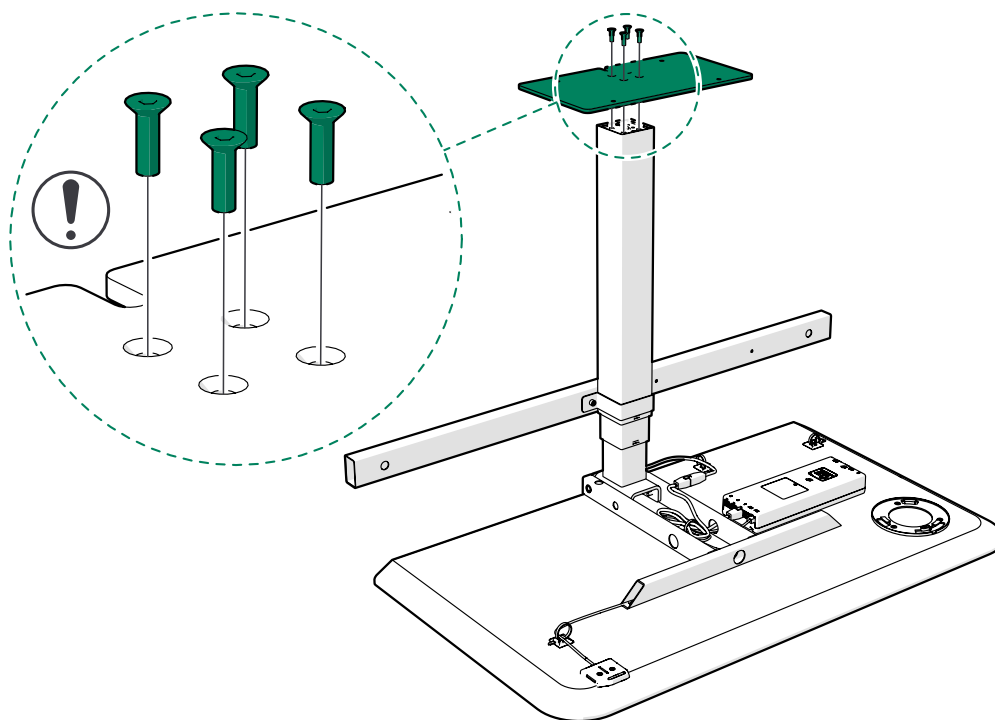
7. Install the base plate to the table leg with countersunk M6x20 screws.



**Note:** Make sure that the countersunk holes are facing upwards.



**Note:** Make sure that the notch on the base plate is towards the back of the table leg.

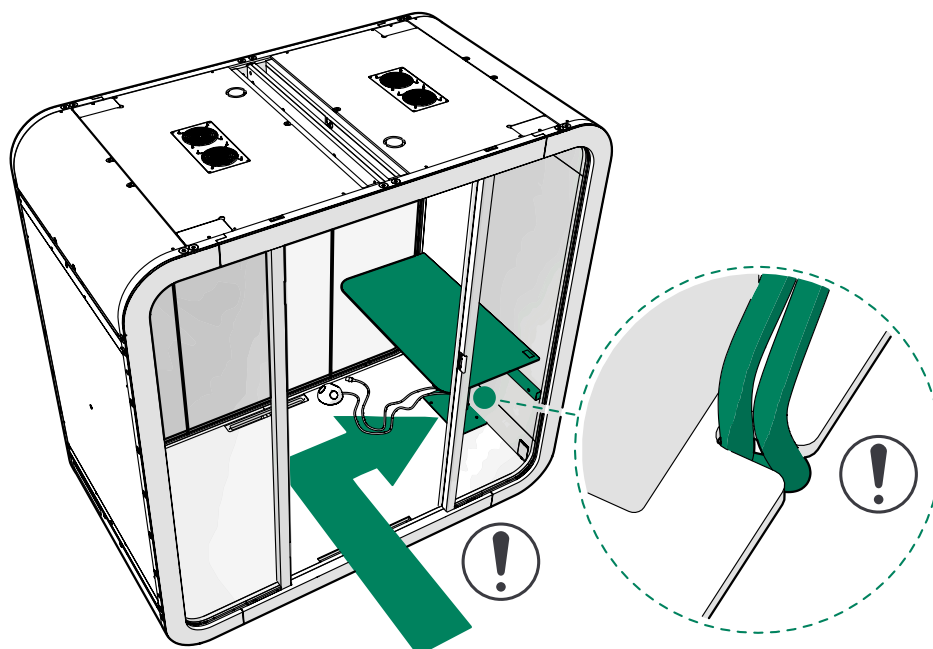


## 12.4 Install the table

1. Lift the table carefully into the pod to avoid damaging the table or the pod.



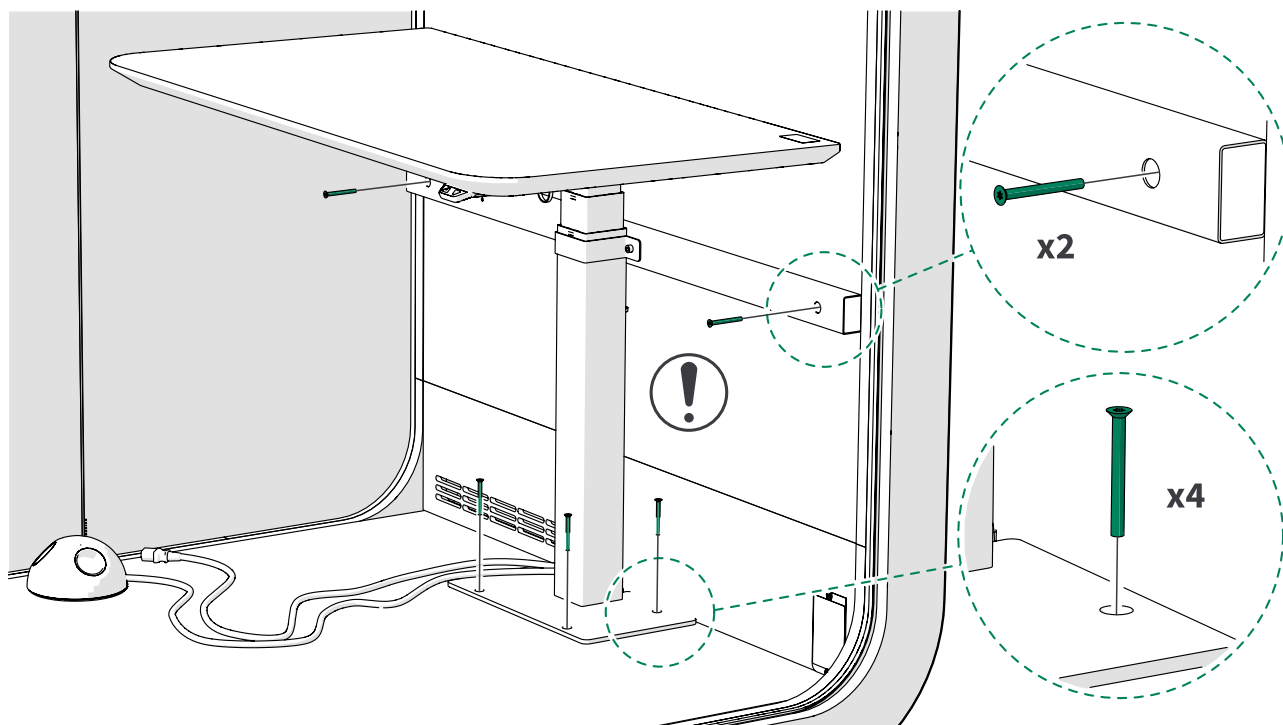
**Note:** Make sure that the cords are not pinched or damaged during the installation.



2. Install the support beam to the wall with black 5x50 screws (2 pcs) and the base plate to the floor with black 5x50 screws (4 pcs).



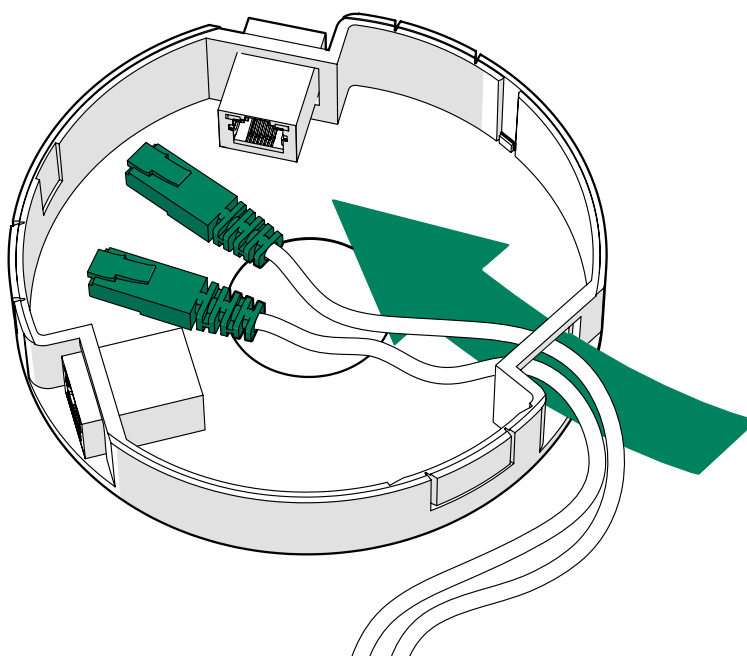
**Note:** Make sure that the support beam is at equal distance from both sides.



## 12.5 Install the LAN data cartridge (optional)

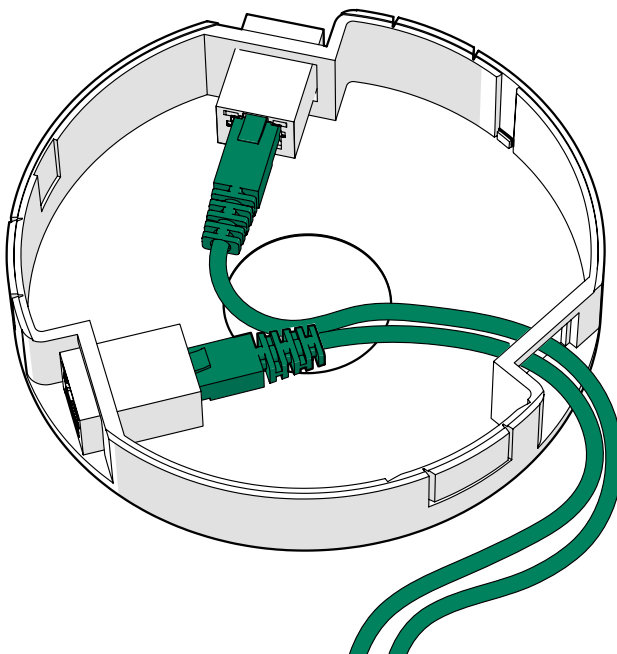
If the delivery does not include the LAN data cartridge option, continue to the next section.

1. Guide the ends of the LAN cords one at a time through the free opening at the side of the LAN data cartridge.





2. Connect the LAN cords to the connectors of the LAN data cartridge.

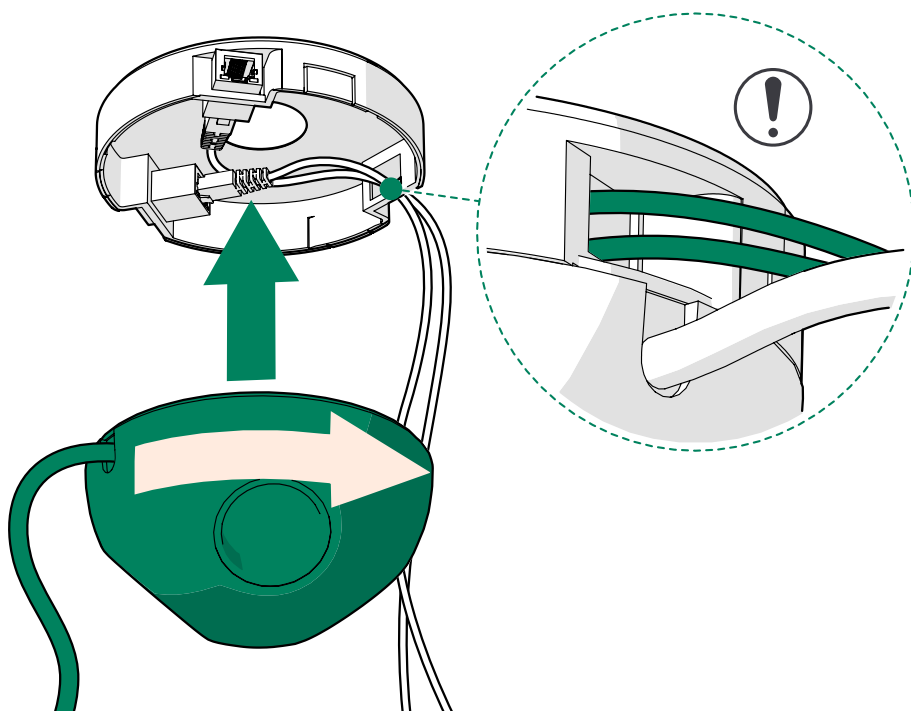


3. Place the LAN data cartridge onto the power outlet and turn it clockwise until it locks into place.

Continue as instructed in the following section with the LAN data cartridge in place.

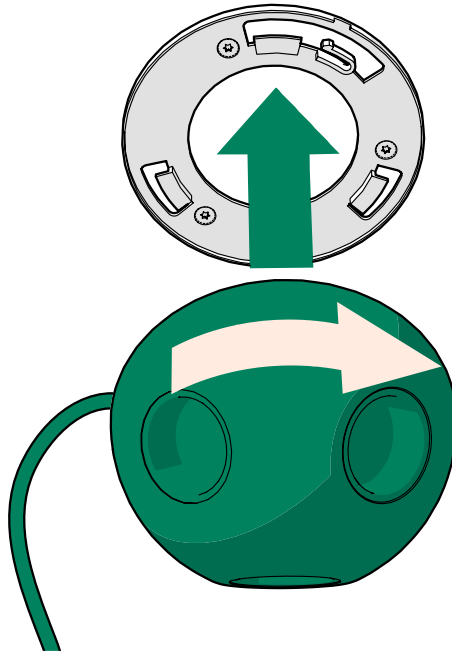


**Note:** Make sure that the LAN cords and the power outlet cord are on the same side after attaching the LAN data cartridge to the power outlet.



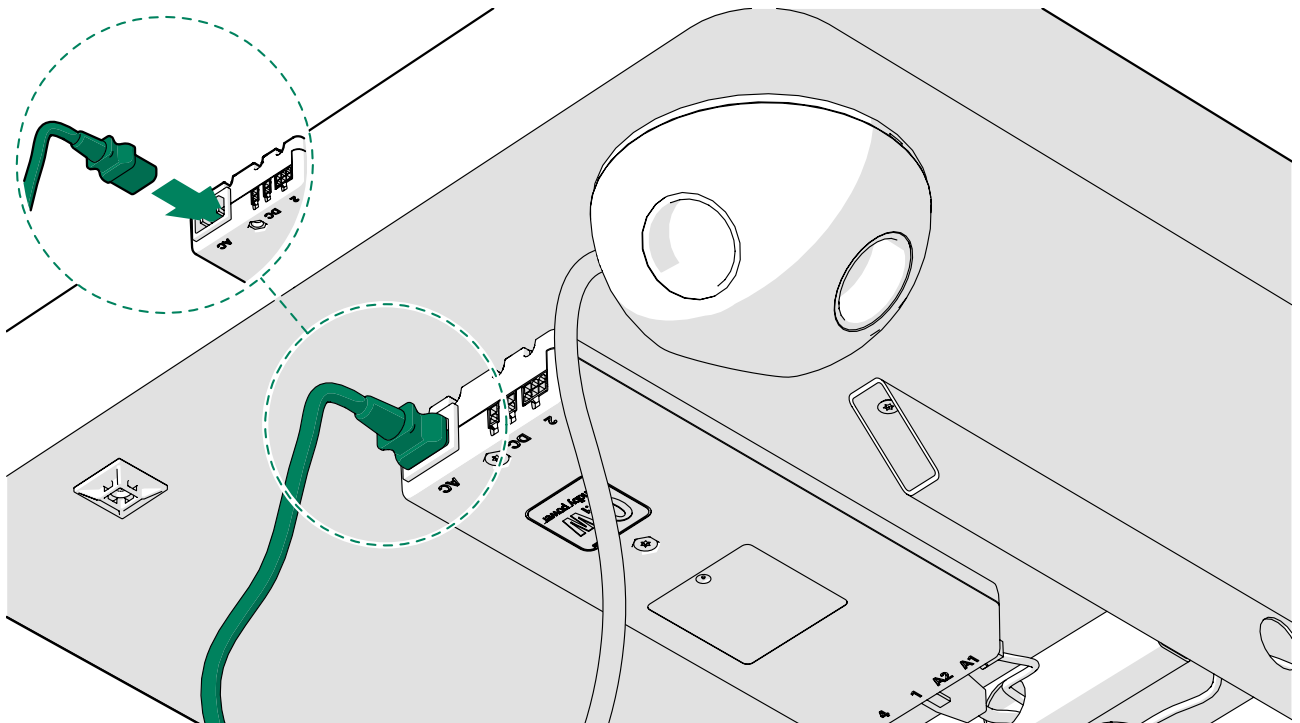
## 12.6 Install the power outlet

Place the power outlet onto the fixing plate at the bottom of the table top and turn it clockwise until it locks into place.

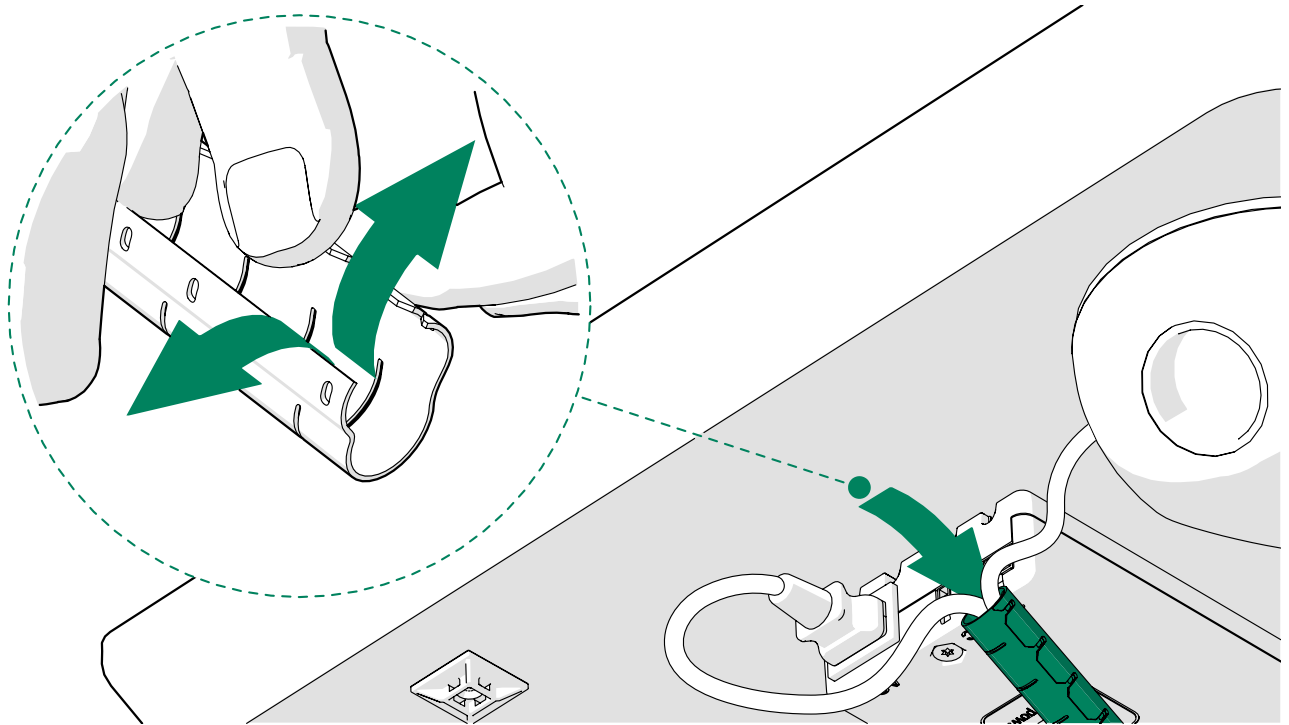


## 12.7 Connect the table electrics

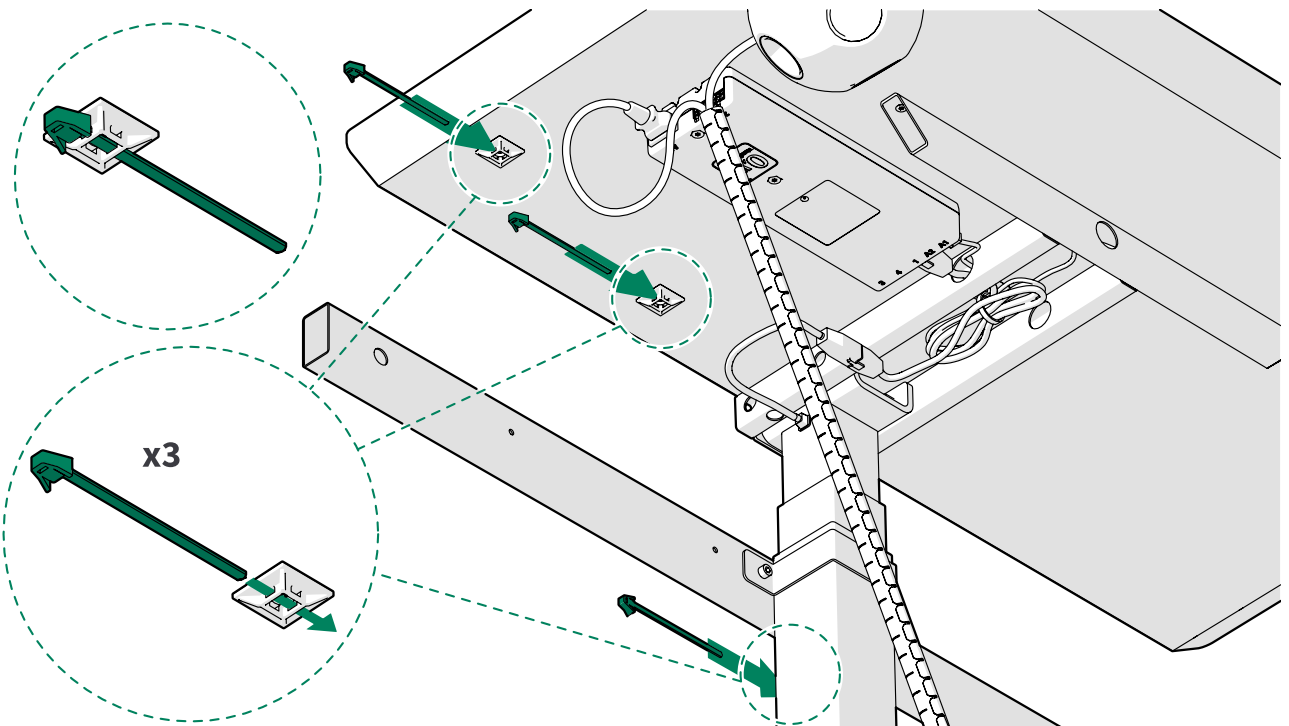
1. Connect the table power cord to the table control unit.



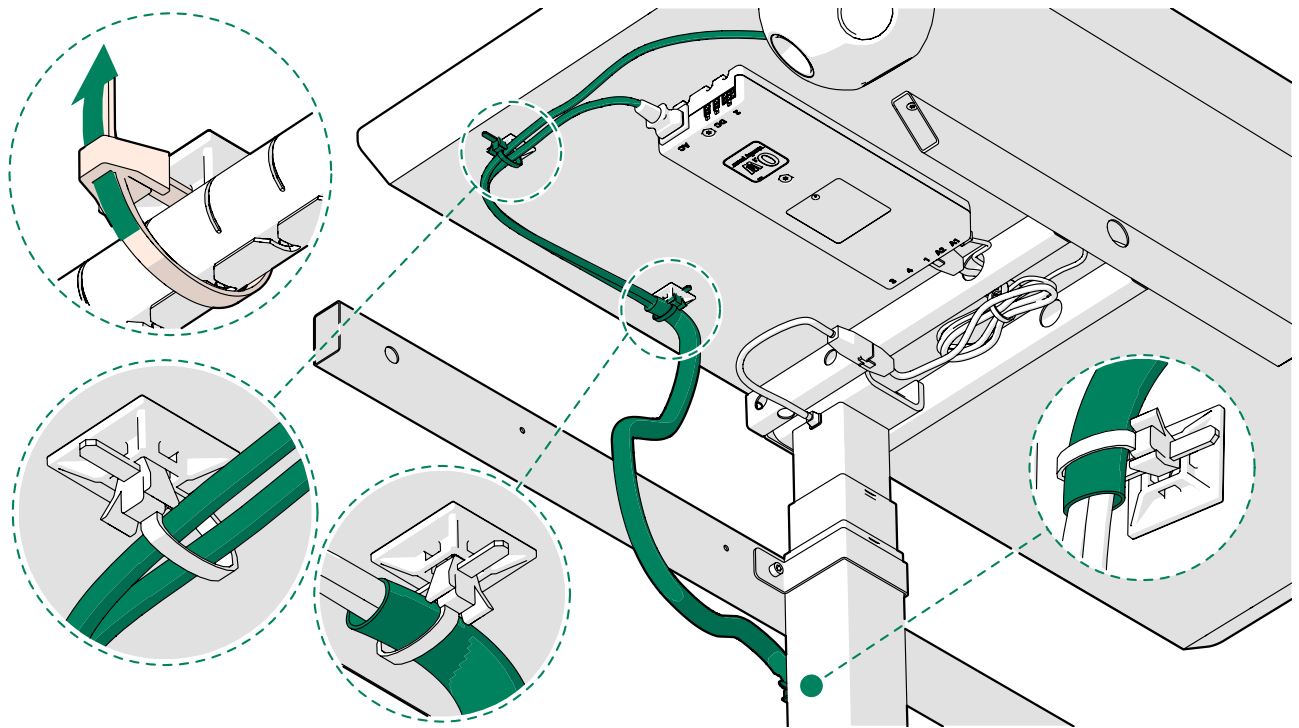
2. Guide the power cords into the cable wrap.



3. Guide the cable ties into the holders (3 pcs).

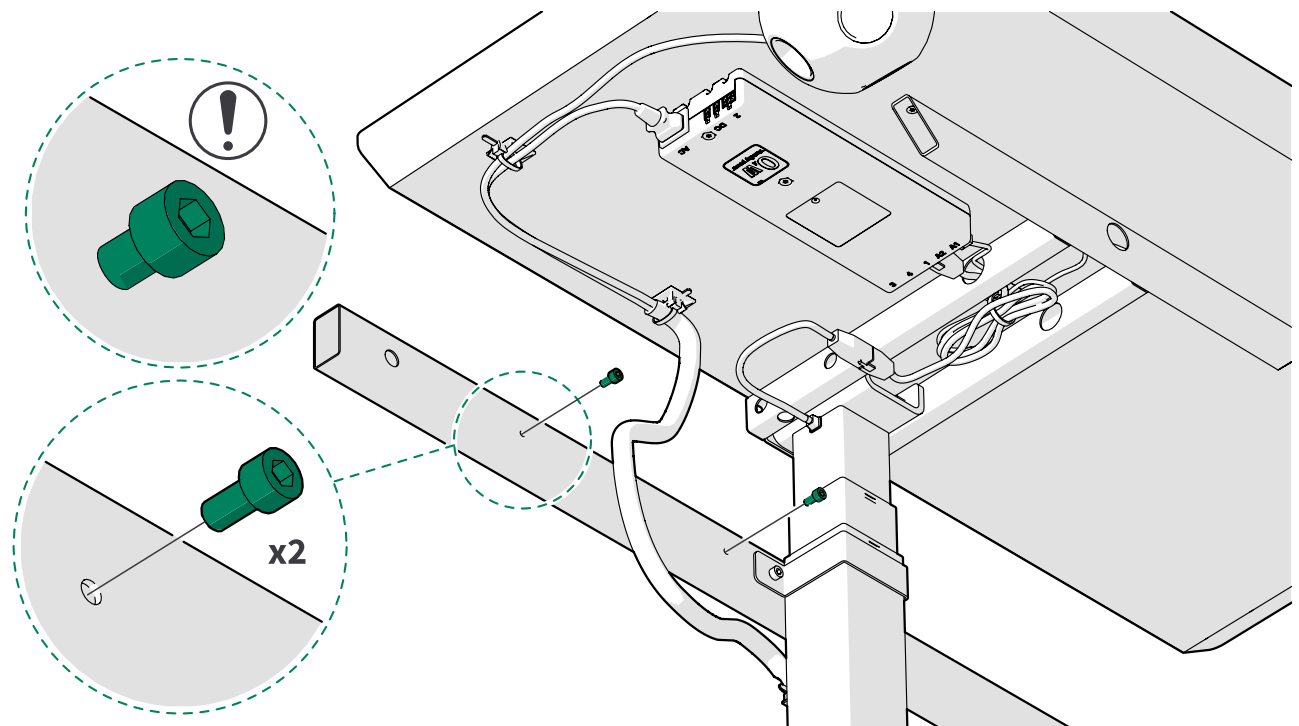


4. Guide the cable wrap into the cable holders and tighten the cable ties.

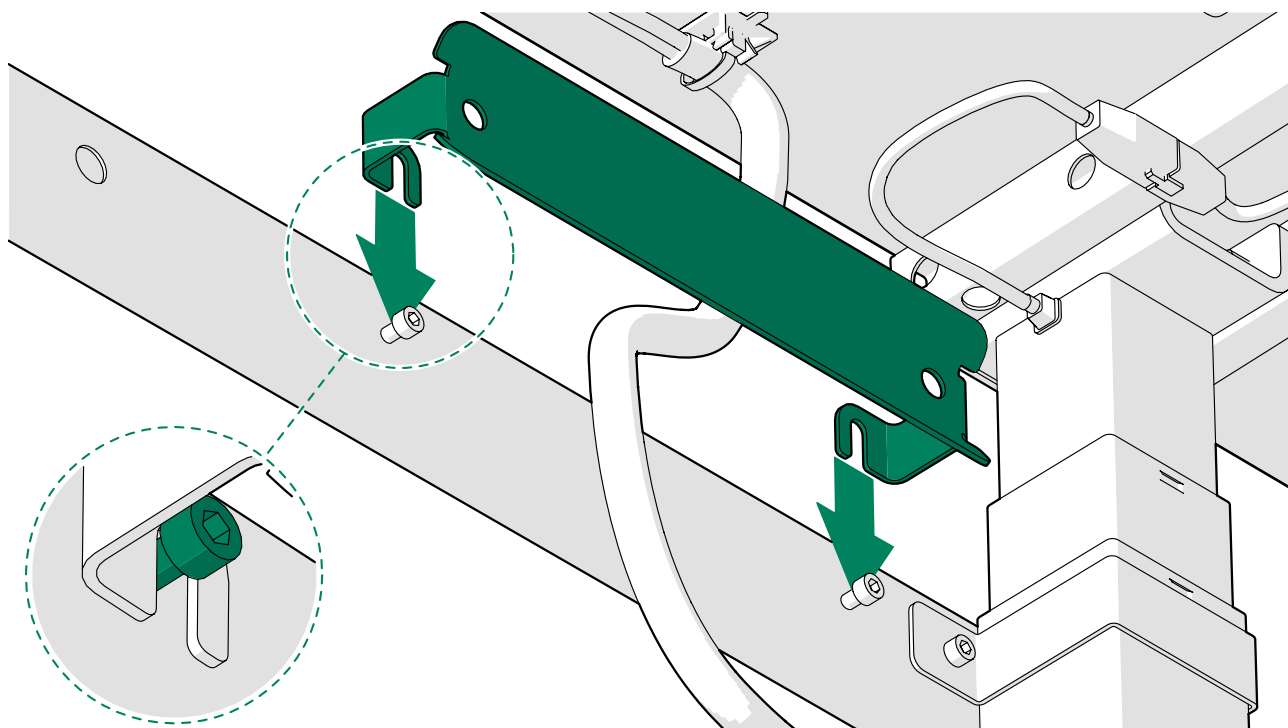


5. Install M6x12 bolt (2 pcs) to the vertical support and place the cable wrap between the bolts.

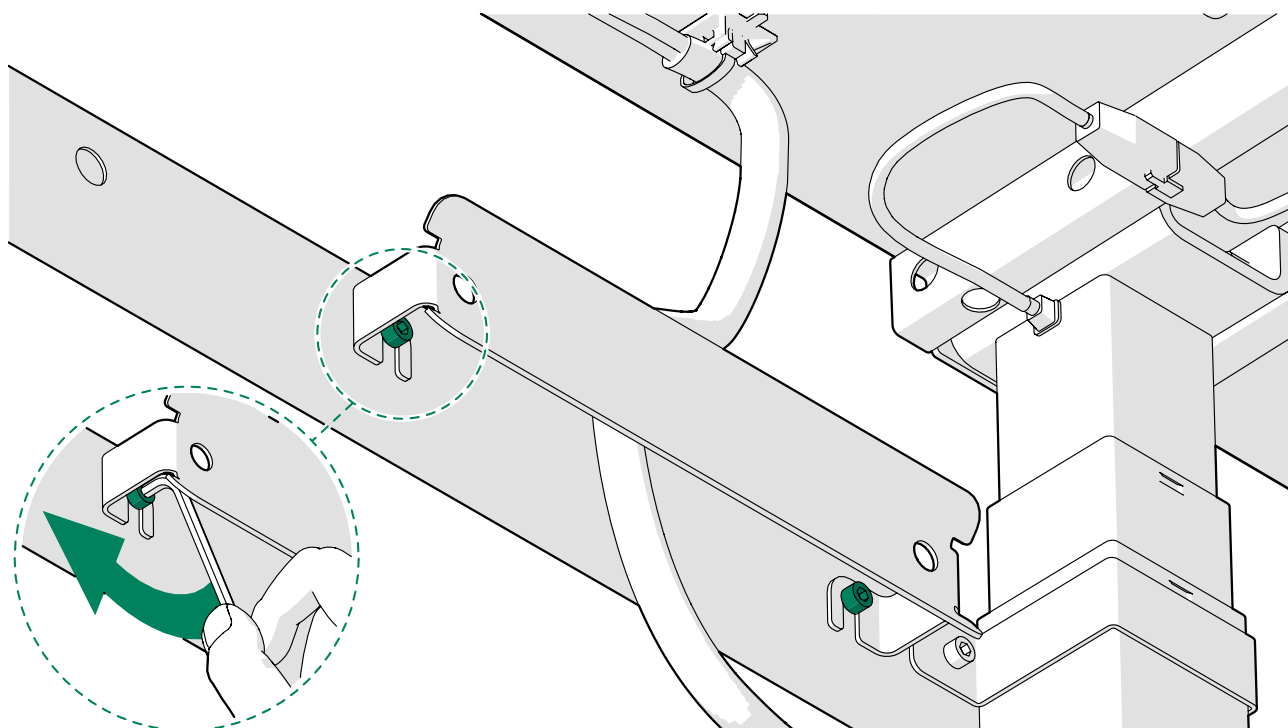
⚠ **Note:** Do not tighten all the way. Only tighten a few revolutions so that the bolts stay in place.



6. Slide the cable bracket onto the bolts.



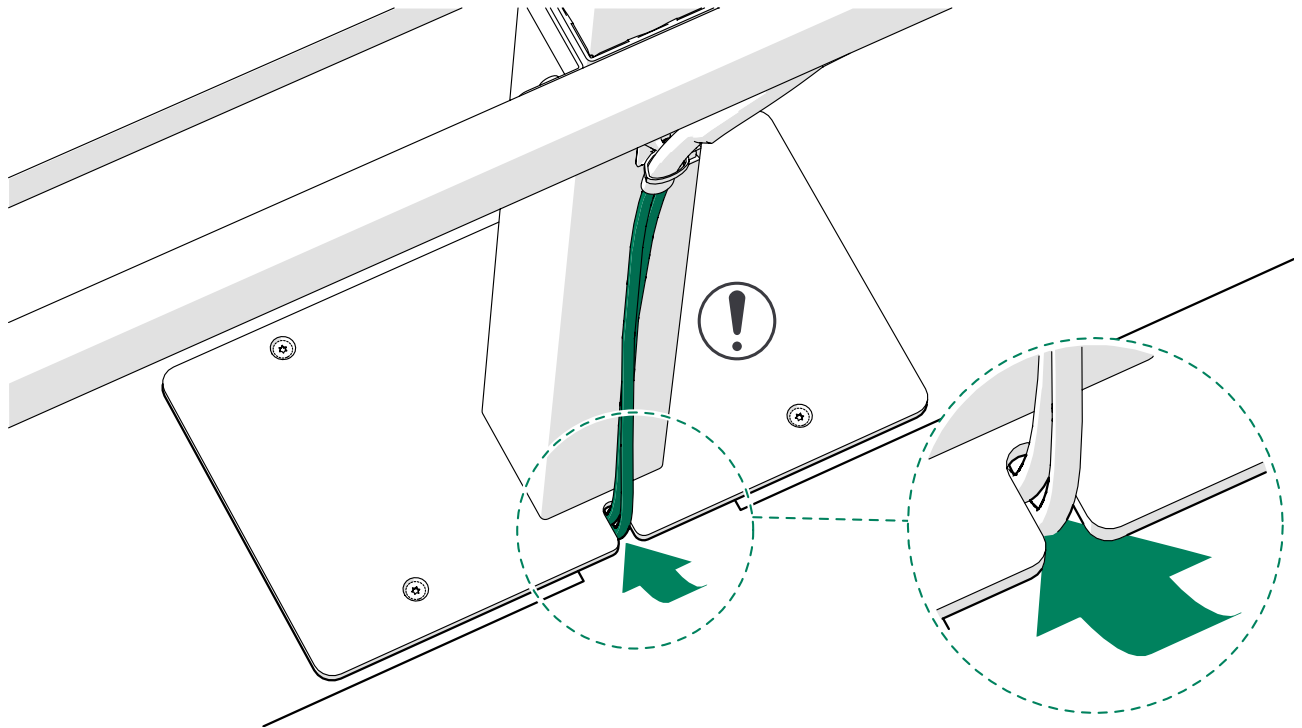
7. Tighten the bolts with a hex key.



8. Adjust the length of the cords through the opening in the floor and feed the cords into the floor module.



**Note:** Make sure that the cords are behind the table leg.

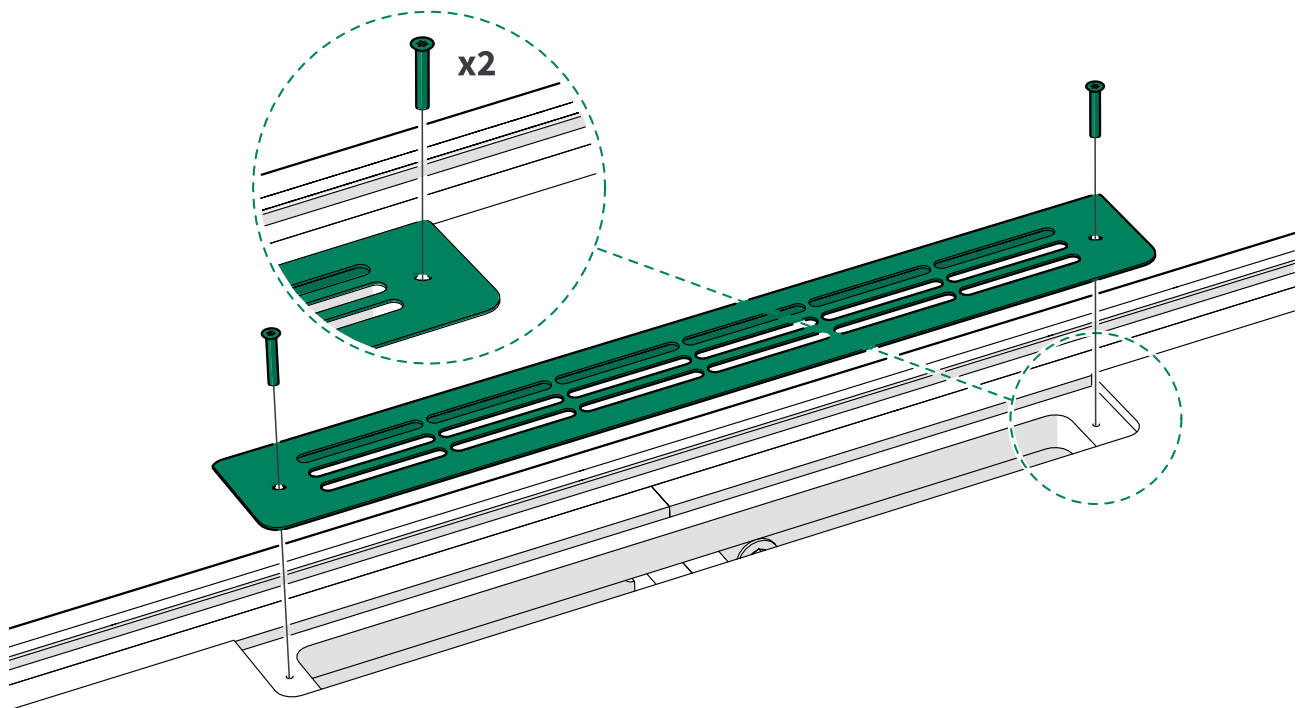


## 12.8 Install the floor grid

Install the floor grid with black 5x30 screws (1 pcs each).



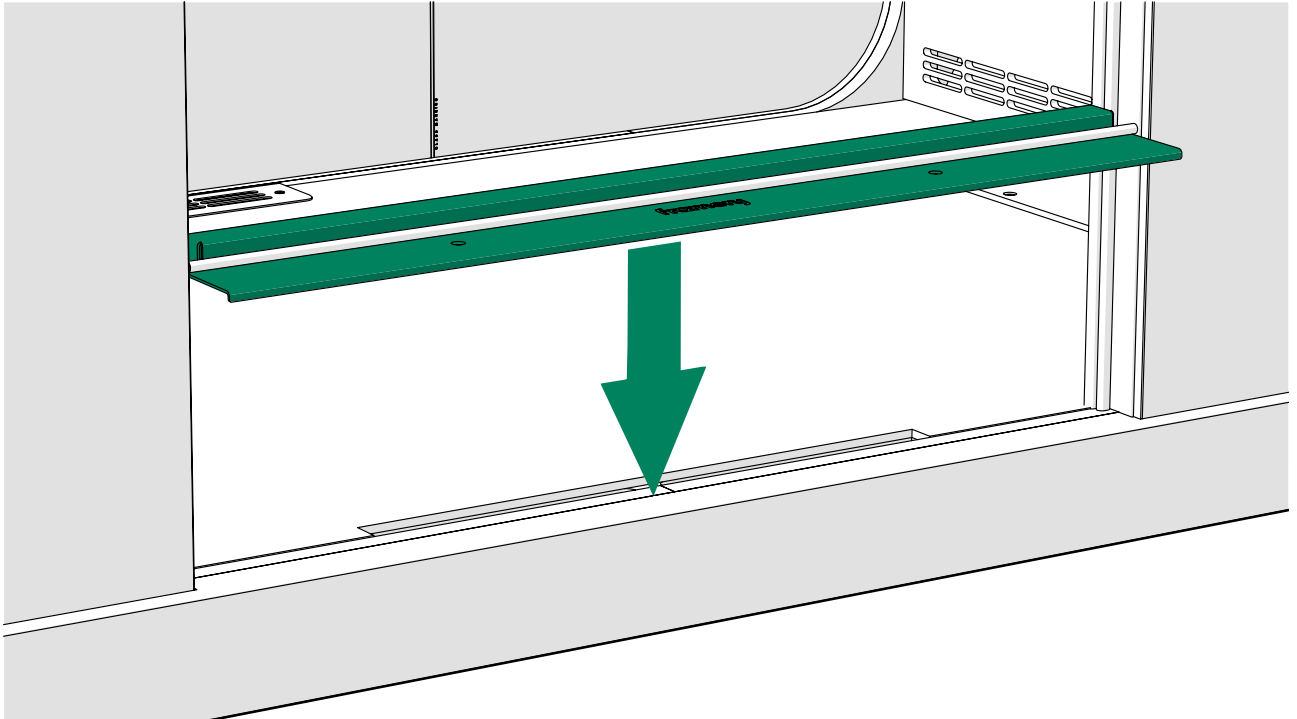
**Note:** Use the existing screw holes.



## 13 Install the door

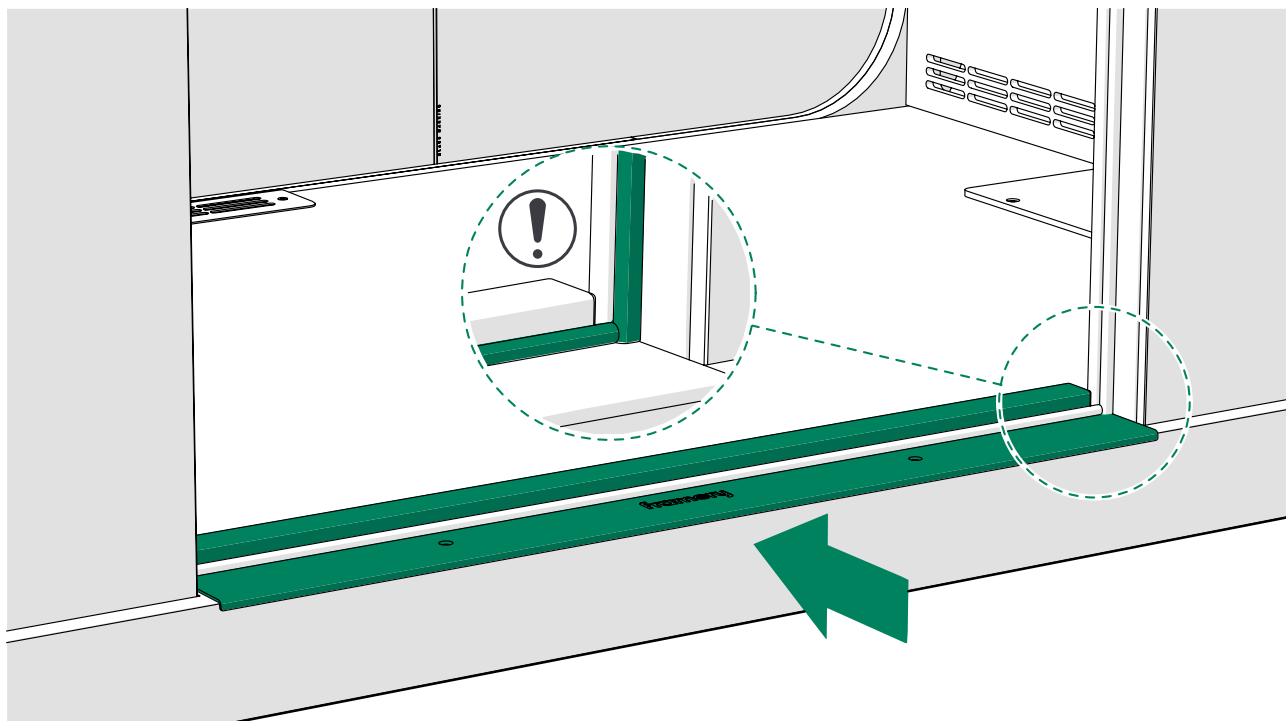
### 13.1 Install the floor threshold

1. Set the threshold down at the doorway.



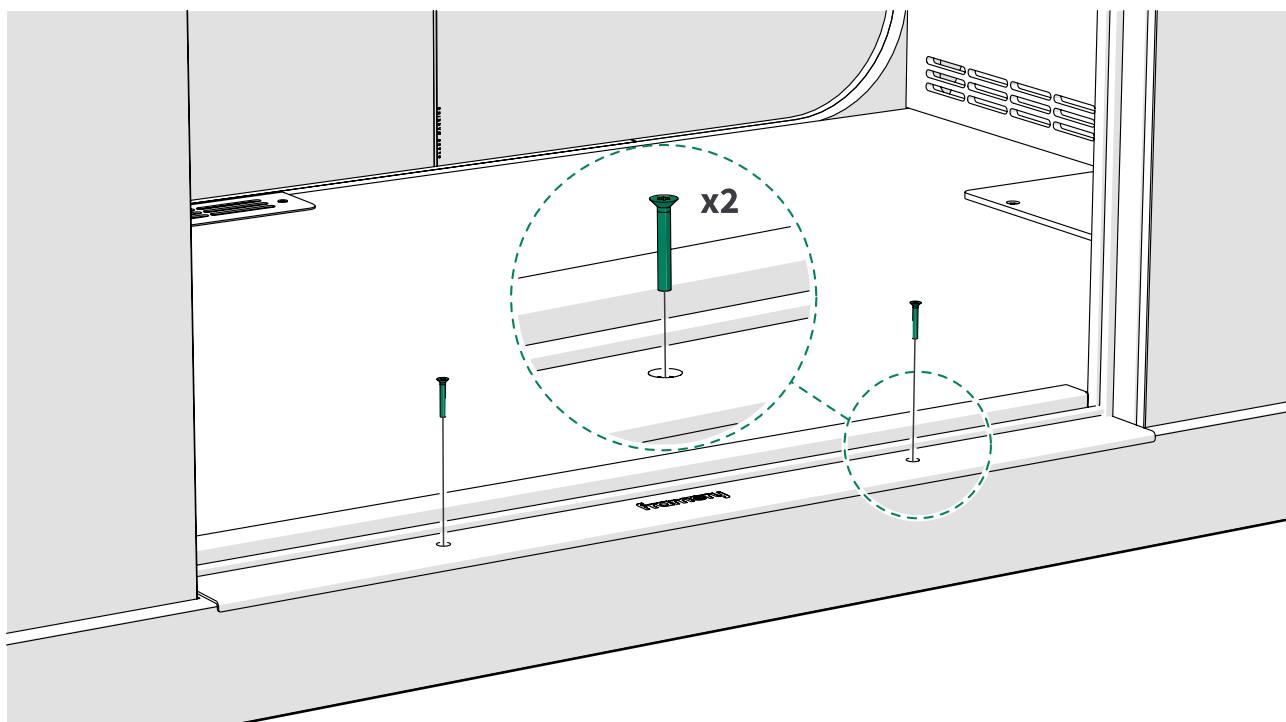
2. Slide the threshold against the door frame.

- ⚠ **Note:** Make sure that the side seals are not between the threshold and the door frame. Neatly cut the side frame seal to the correct length, if needed.
- ⚠ **Note:** Make sure that the side frame seals and the threshold seal do not overlap. Neatly cut the threshold seal to the correct length, if needed.
- ⚠ **Note:** Make sure that the protective plastic on the aluminum frames is not under the threshold. Peel back further, if needed.



3. Install the floor threshold with 5x50 screws (2 pcs).

- ⚠ **Note:** Make sure to install the screws to the middle of the screw holes.

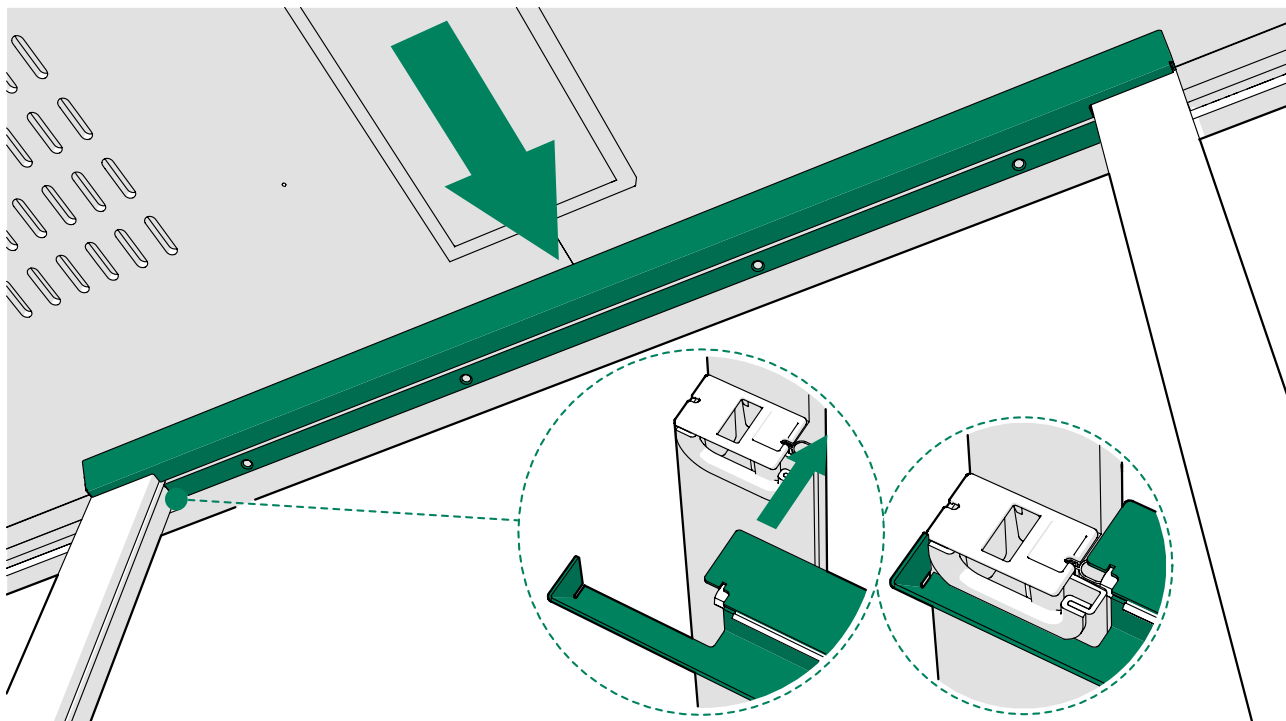




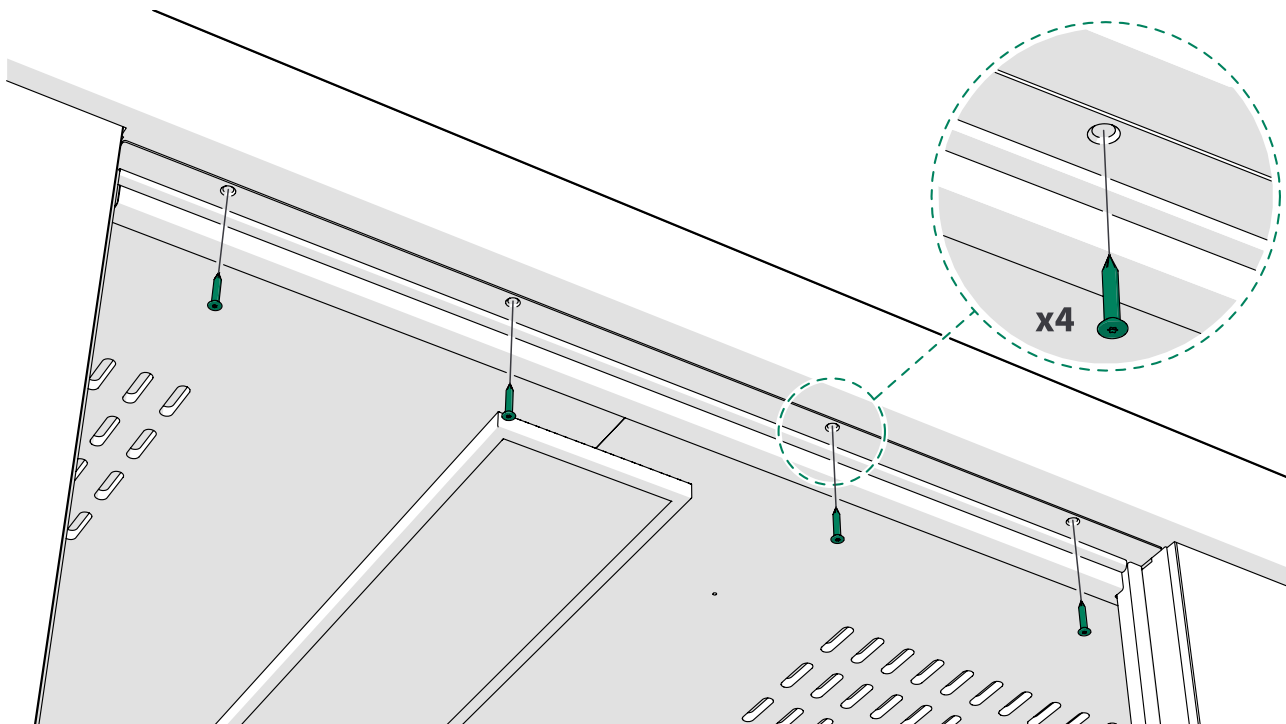
## 13.2 Install the ceiling threshold

1. From the inside of the pod, slide the threshold against the door frame.

- ❗ **Note:** Make sure that the side frame seals are not between the threshold and the door frame. Neatly cut the side frame seal to the correct length, if needed.
- ❗ **Note:** Make sure the side frame seals and the threshold seal do not overlap. Neatly cut the threshold seal to the correct length, if needed.
- ❗ **Note:** Make sure that the protective plastic on the aluminum frames is not under the threshold. Peel back further, if needed.



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

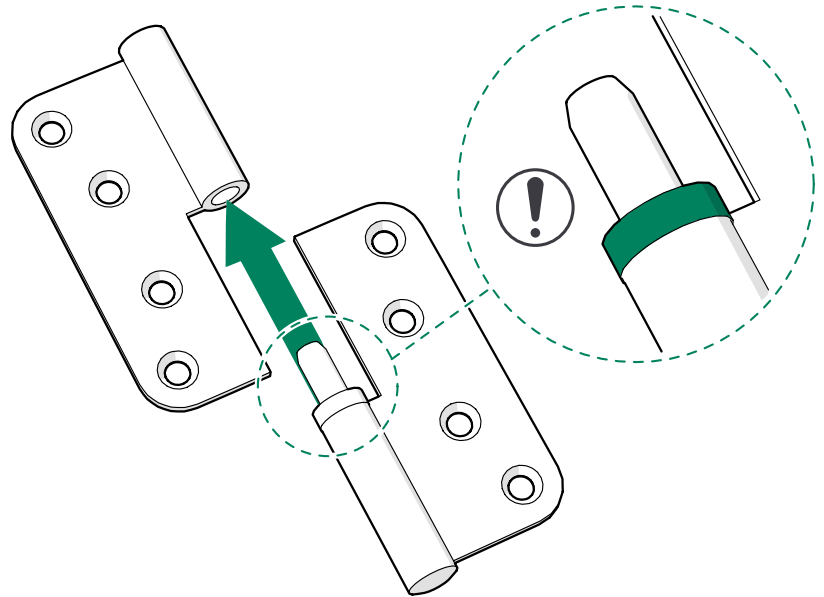


### 13.3 Install the door with standard hinges

If you intend to install self-closing hinges to the door, see [Install the door with self-closing hinges](#) on page 113.

1. Detach the halves of the hinges from each other.

- ⓘ **Note:** Do not peel off the black tape from the hinges. The tape is needed to protect the glass parts from the metal hinges.
- ⓘ **Note:** Make sure that the washers stay in place when detaching the halves of the hinges.



2. Install the 1 mm adjustment plate into the lower hinge mounting hole and attach half of both hinges with M6x30 Taptite screws (4 pcs each). Use a hand tool.



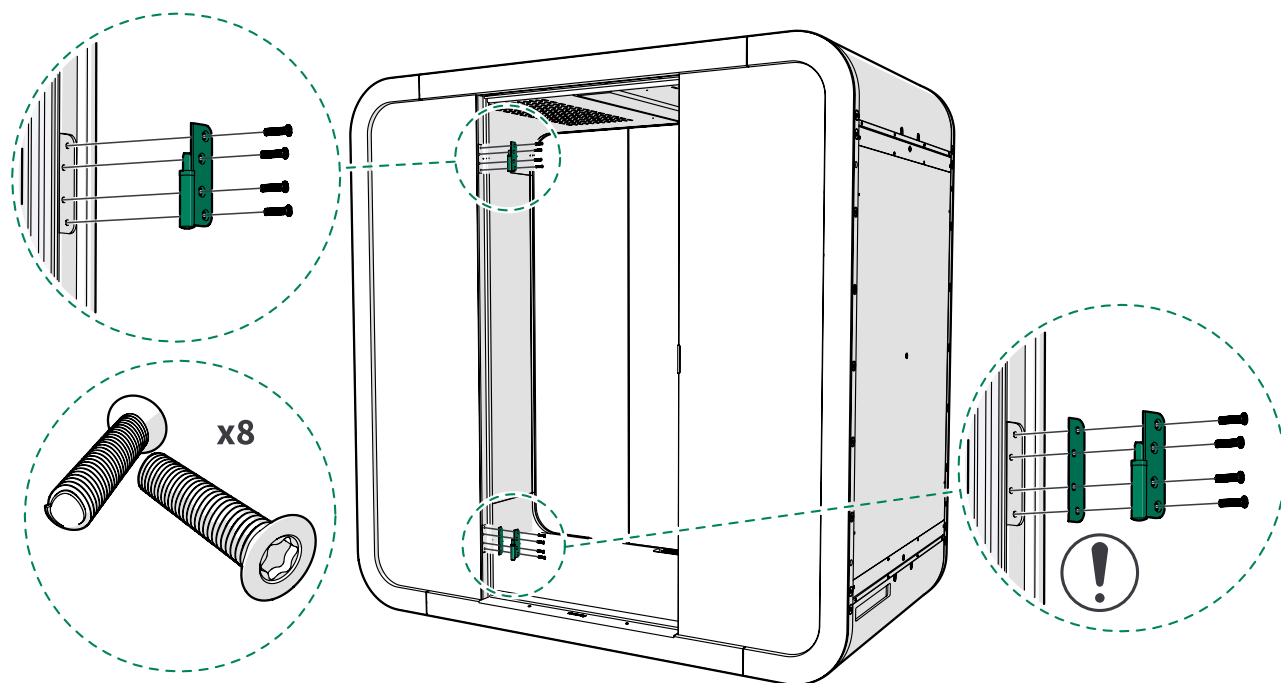
**Note:** Do not use power tools to install the hinges.



**Note:** Only install the adjustment plate under the lower hinge.



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



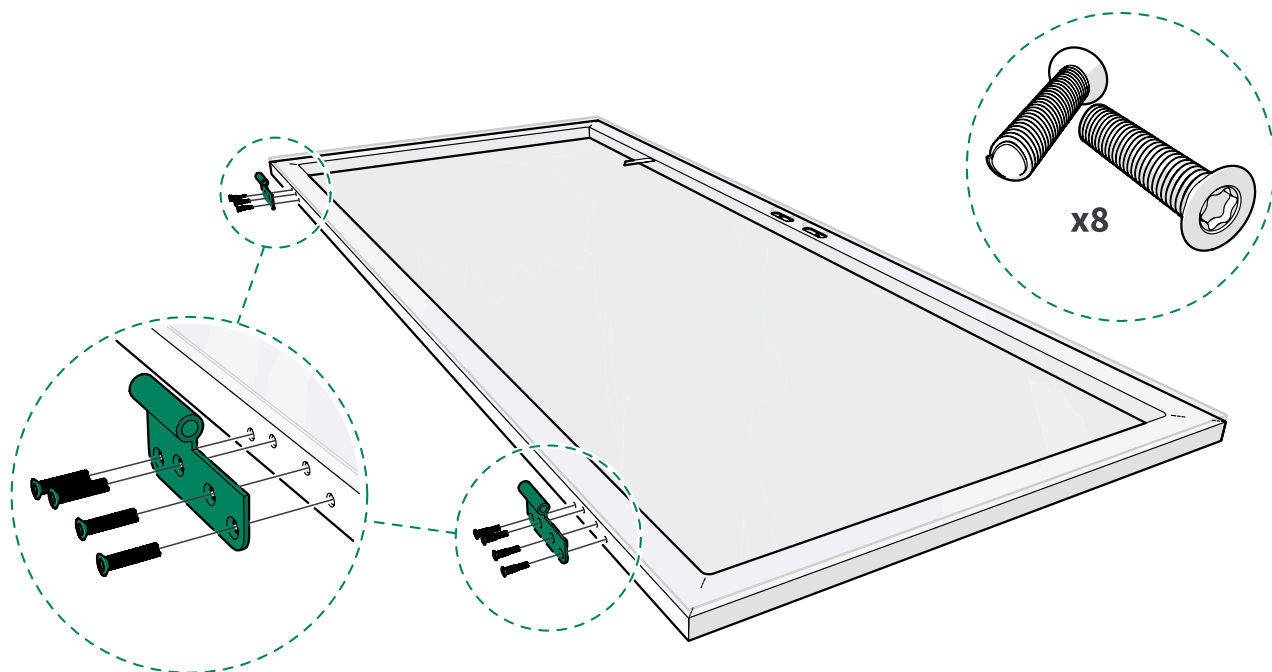
3. Install the remaining halves of the hinges to the door with M6x30 Taptite screws (4 pcs each). Use a hand tool.



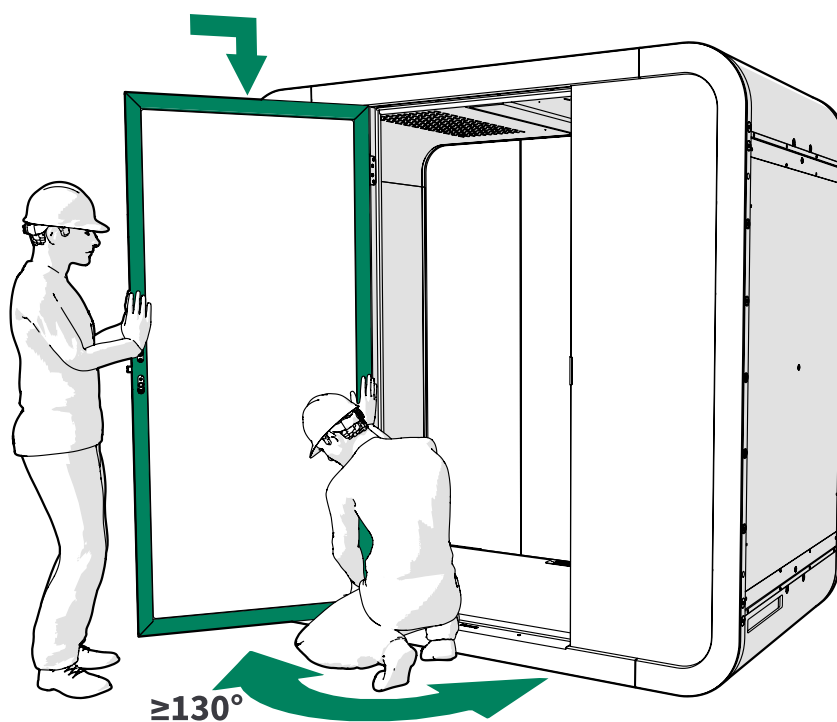
**Note:** Do not use power tools to install the hinges.



**Note:** Peel back enough of the protective plastic to install the hinges. Do not remove the protective plastic completely.



4. Lift the door into place in the open position ( $\sim 130^\circ$ ).

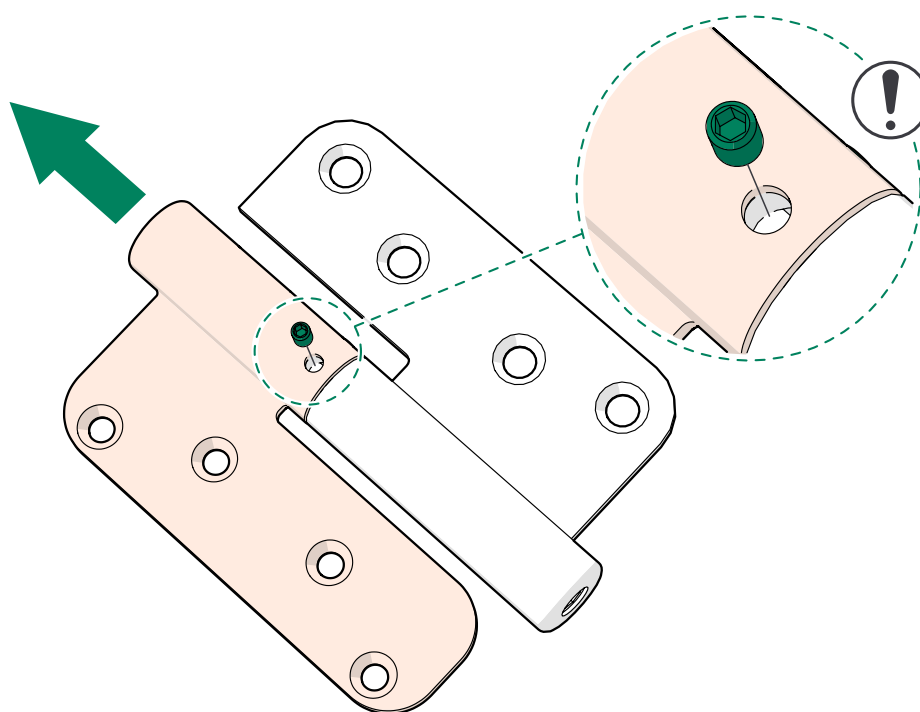


## 13.4 Install the door with self-closing hinges

If the delivery includes self-closing hinges, follow the instructions in this section. If the delivery does NOT include self-closing hinges, continue to **Install the lock case** on page 121.

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.

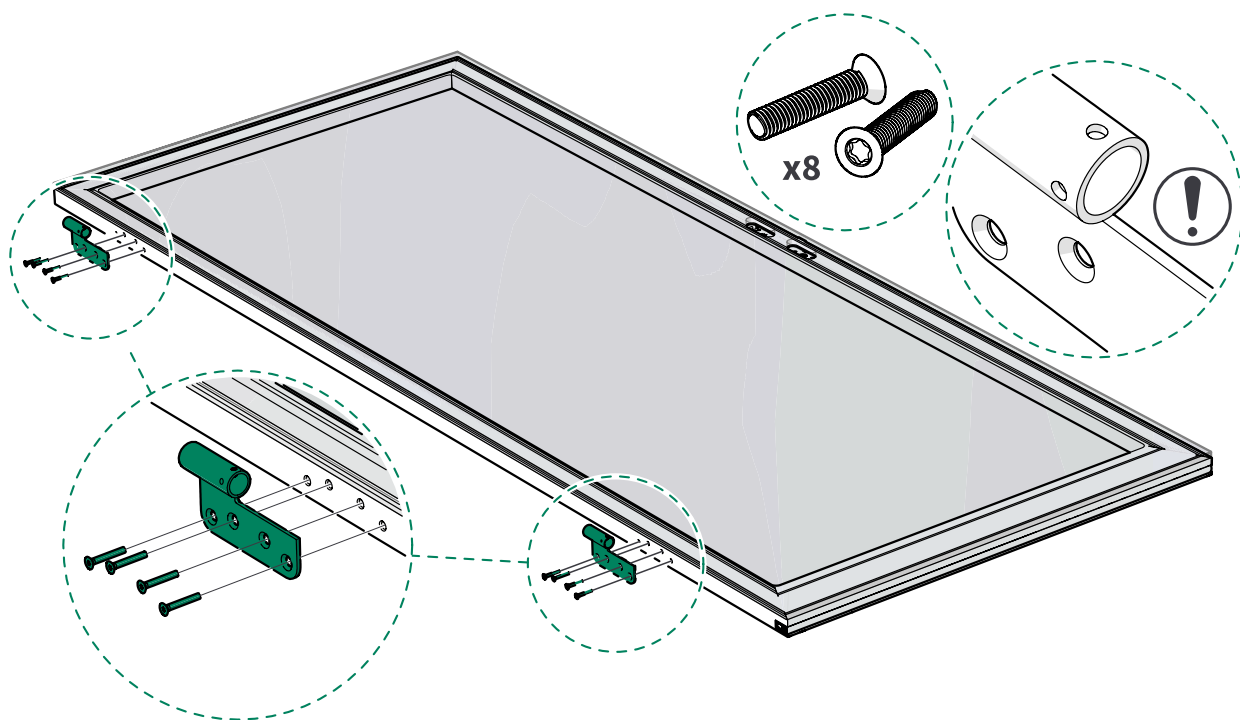
⚠ **Note:** Set the screw aside and make sure that you do not lose it.



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.



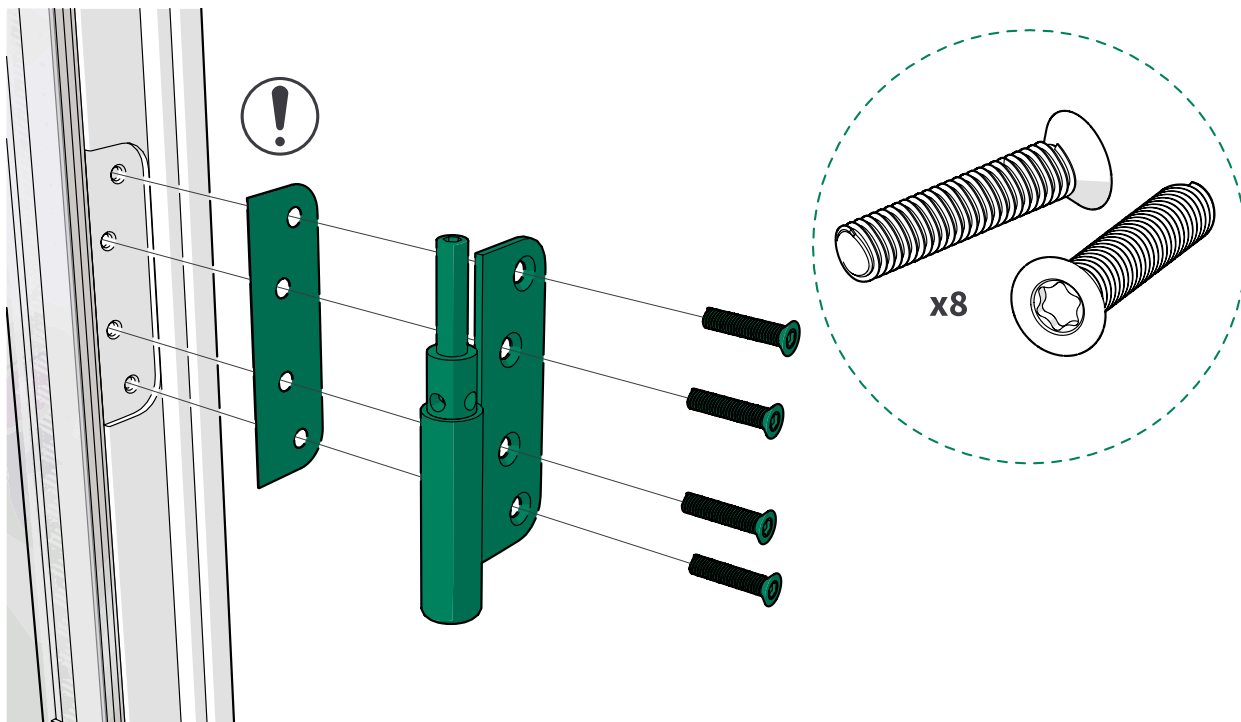
4. Attach the lower halves of the hinges to the door frame with black M6x30 Taptite screws (4 pcs each) and install a 1 mm (1/16 in) adjustment plate into the lower hinge mounting hole. Use a hand tool to tighten the screws.



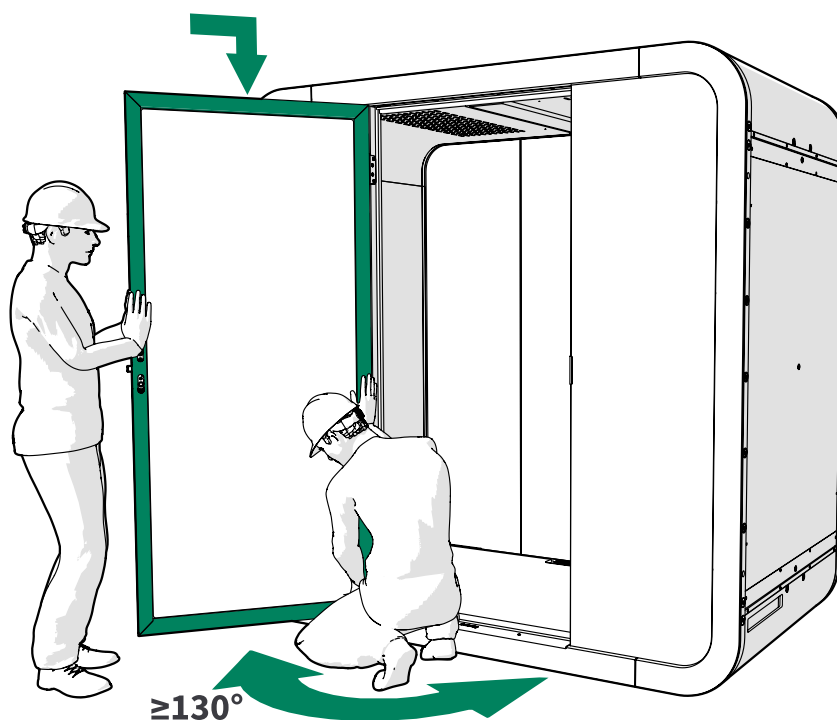
**Note:** Install the adjustment plate under the lower hinge only.



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



5. Lift the door into place in the open position ( $\sim 130^\circ$ ).

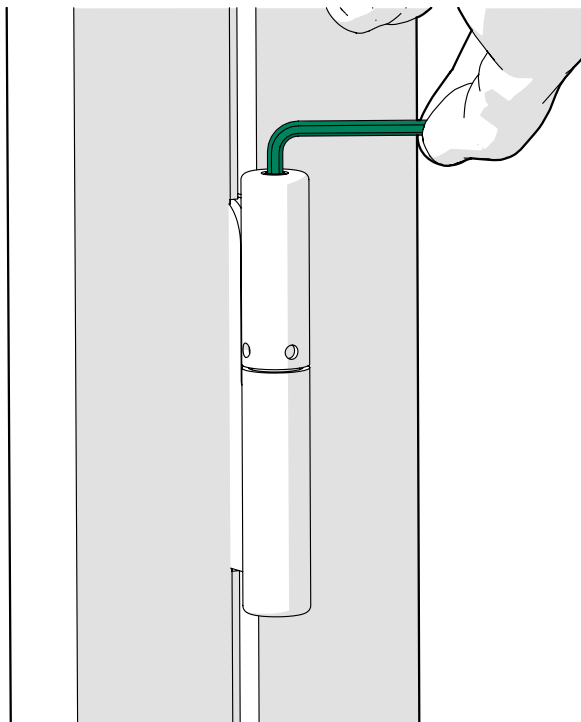


## 13.5 Adjust the closing speed of the door

If the delivery includes self-closing hinges and you want the door to close faster, you can adjust it. Test the door before adjustment.

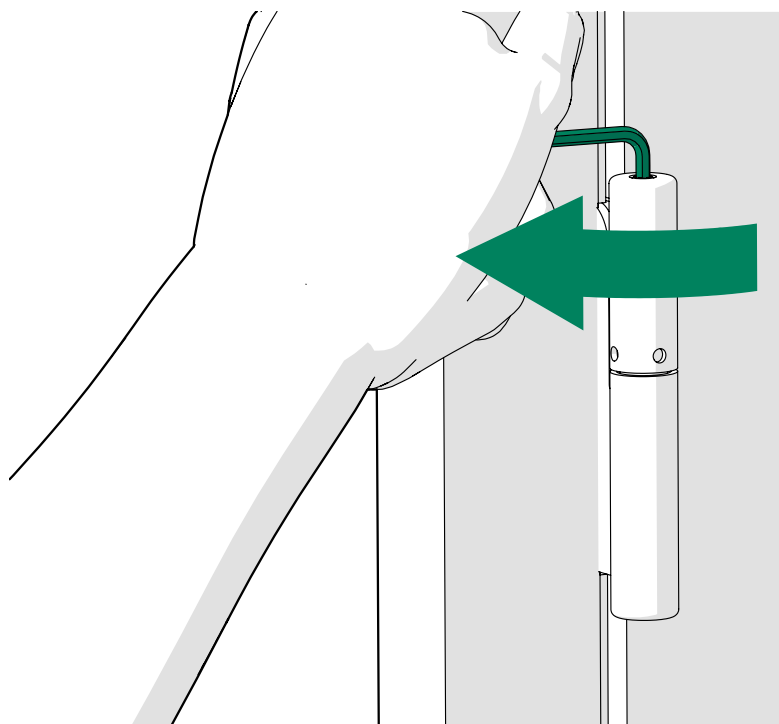
⚠ **Note:** If you have a right-handed door, adjust the spring counter-clockwise.

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.

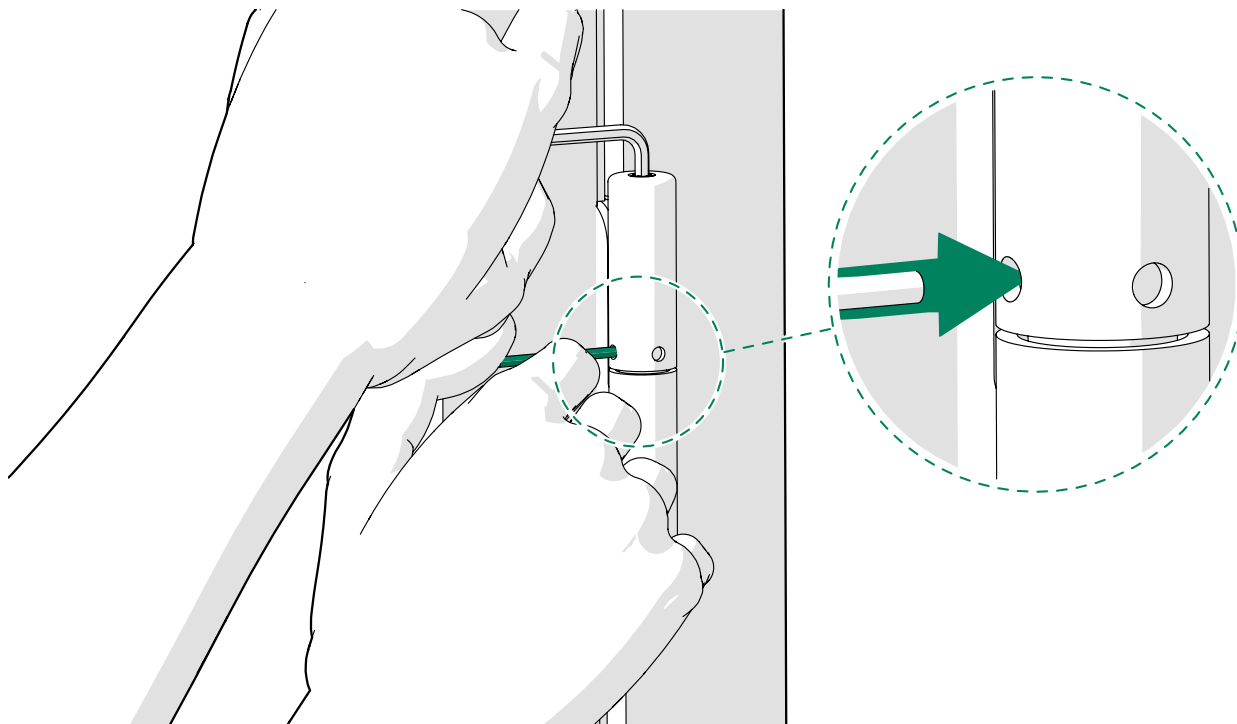




3. Hold the hex key against the resistance and insert the lock pin into the hole on the left-hand side of the hinge close to the door frame.



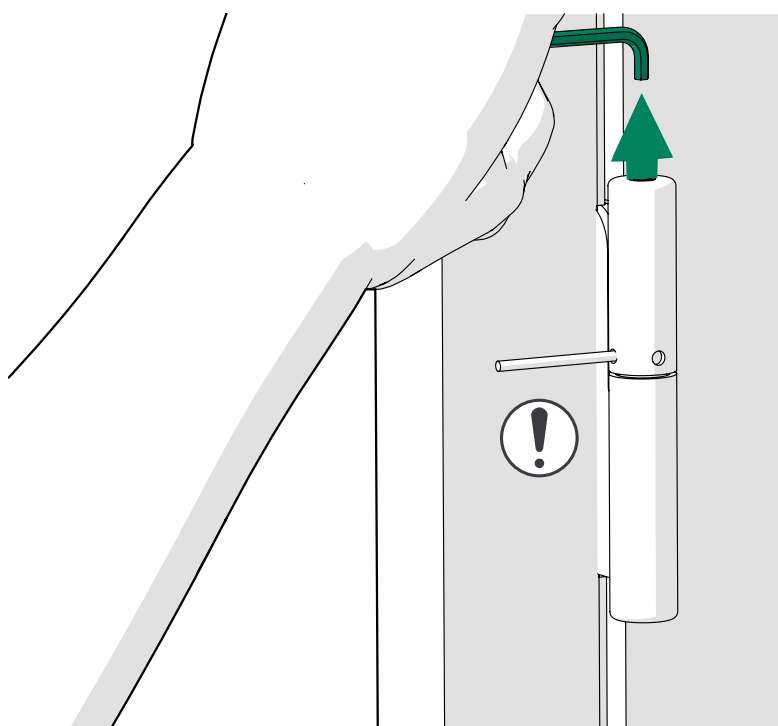
**Note:** To insert the lock pin, align the hole in the inner cylinder of the hinge with the hole in the outer surface.



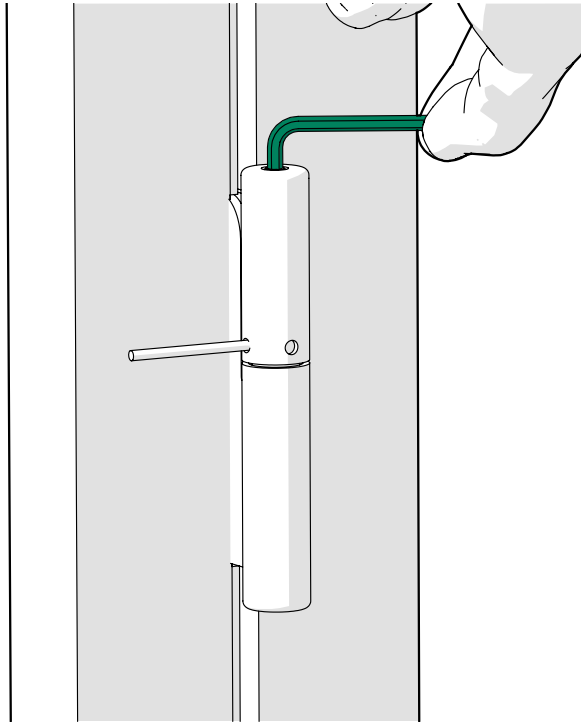
4. Remove the hex key.



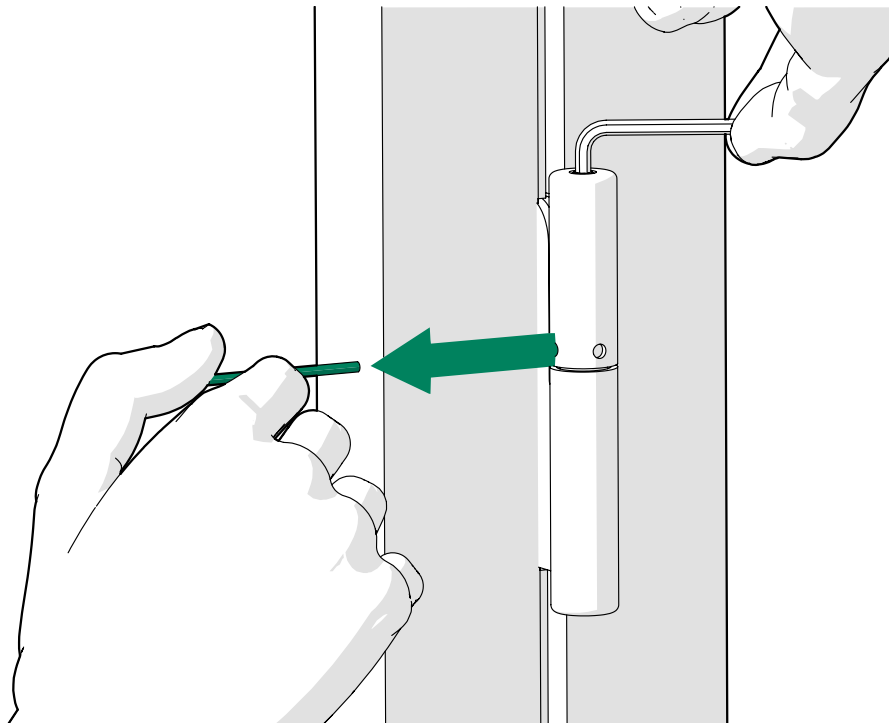
**Note:** Do not remove the lock pin. It holds the spring in place so it does not unwind and break.



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



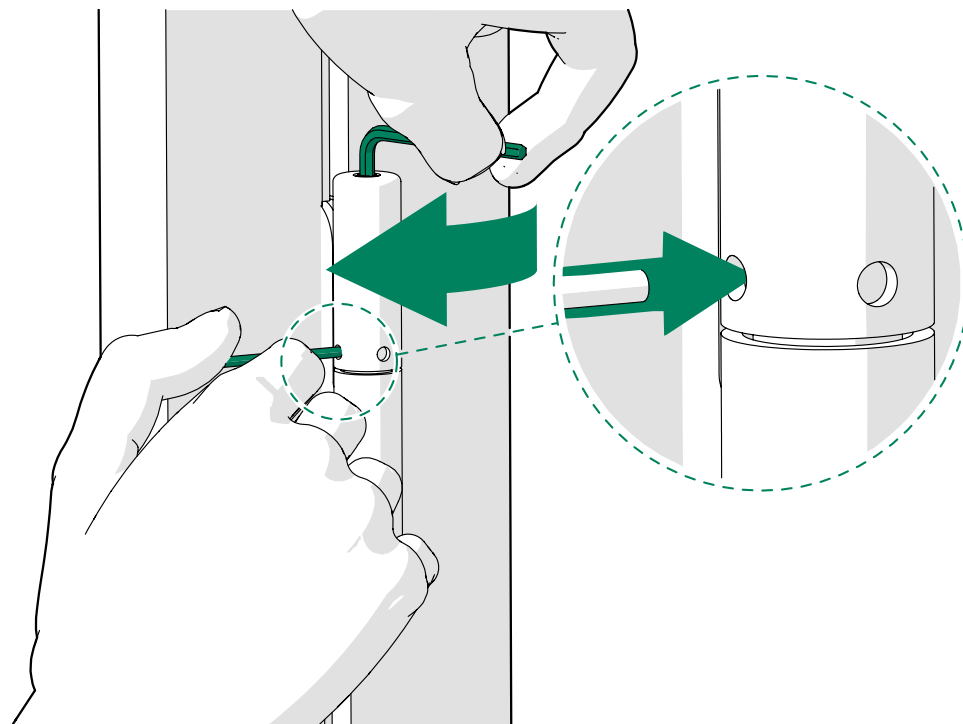
6. Hold the hex key in place and remove the lock pin.



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.



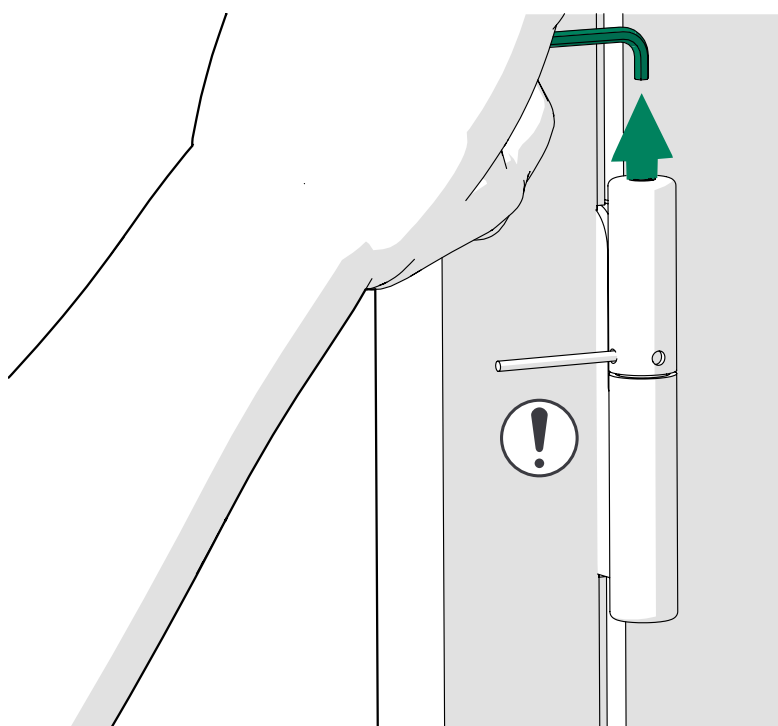
**Note:** To insert the lock pin, align the hole in the inner cylinder of the hinge with the hole in the outer surface.



8. Remove the hex key.

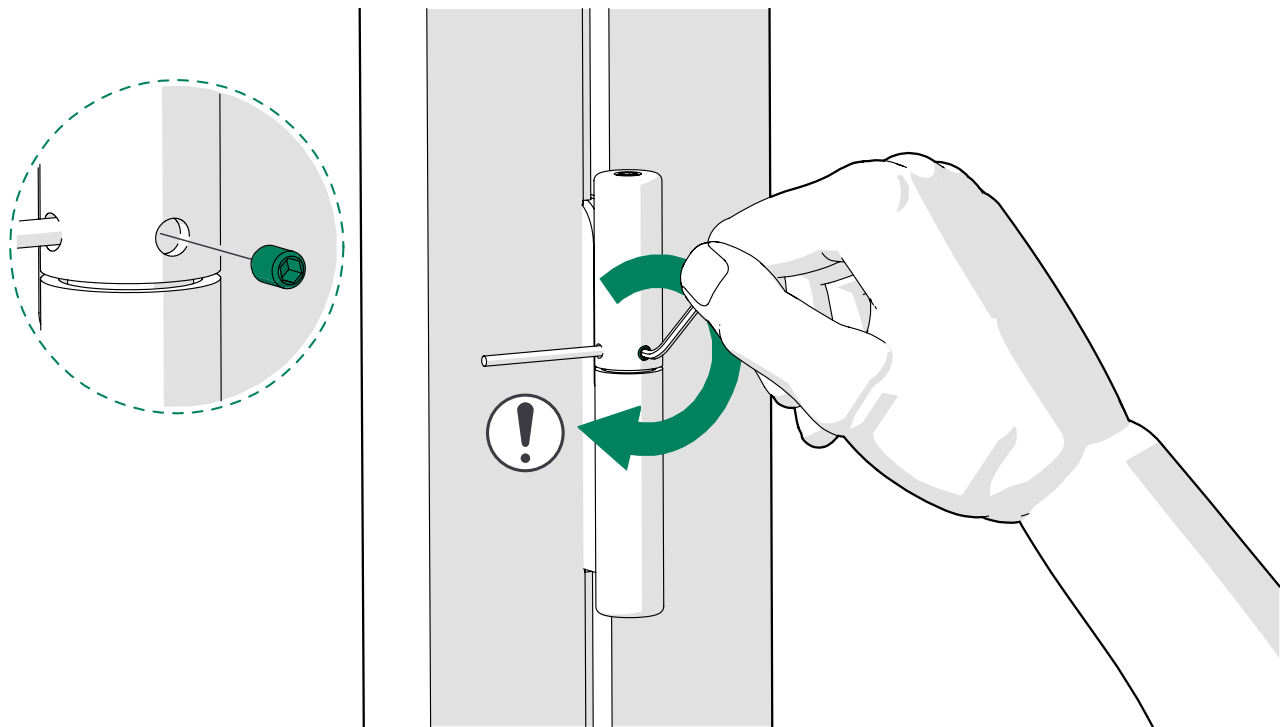


**Note:** Do not remove the lock pin. It holds the spring in place so it does not unwind and break.

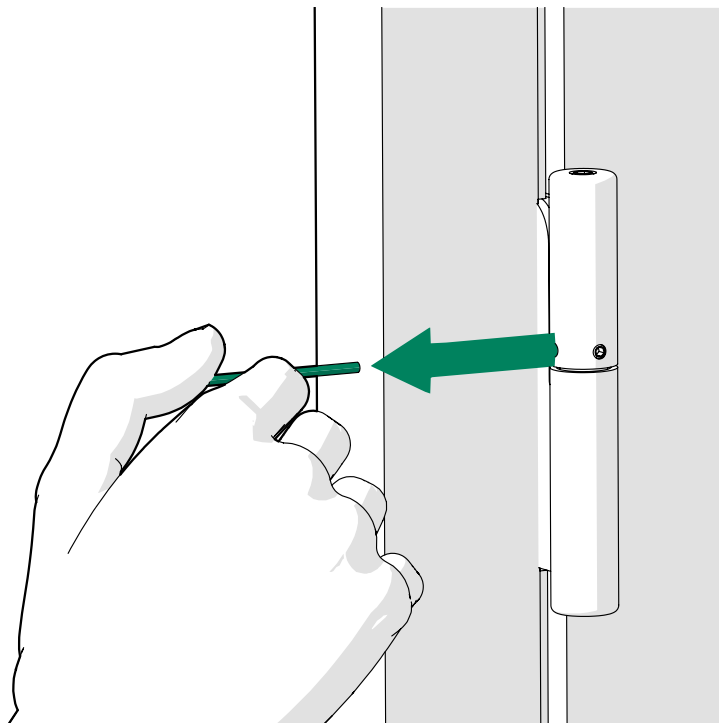


9. Install the M5x6 screw.

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



10. Remove the lock pin.

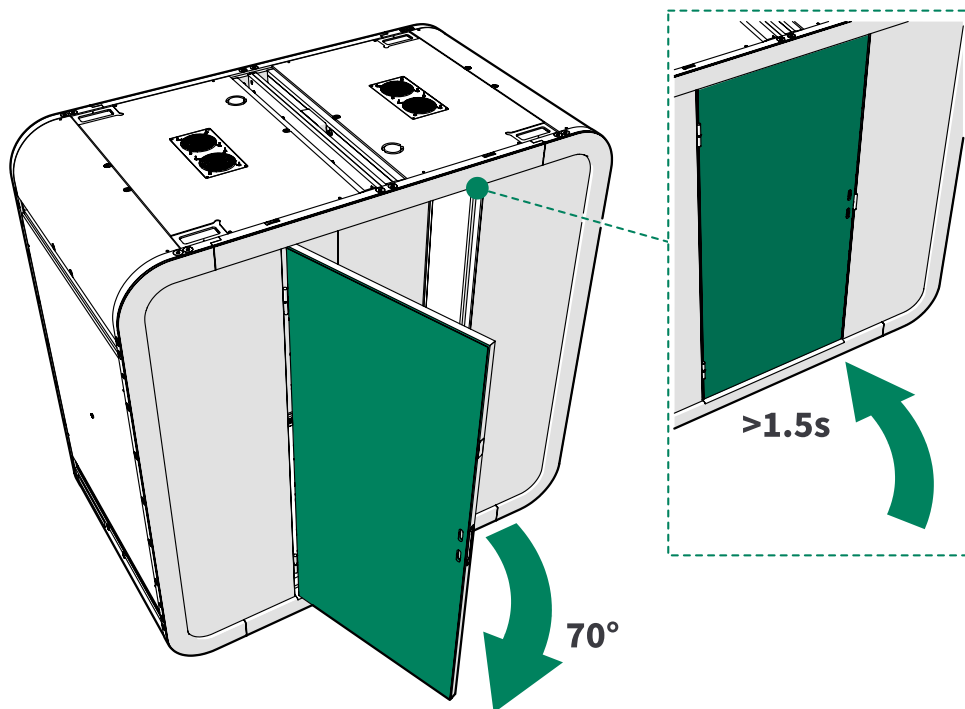


11. Adjust the lower hinge to the same setting as the upper hinge.

⚠ **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.



## 13.6 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).

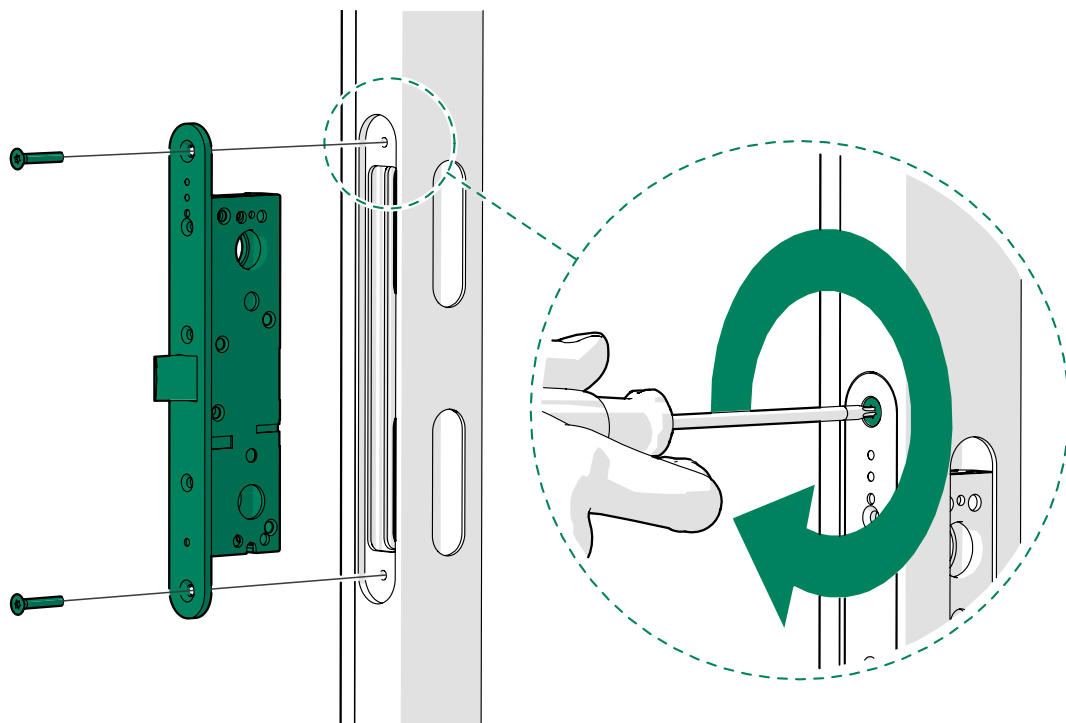


Figure 5: Standard lock case

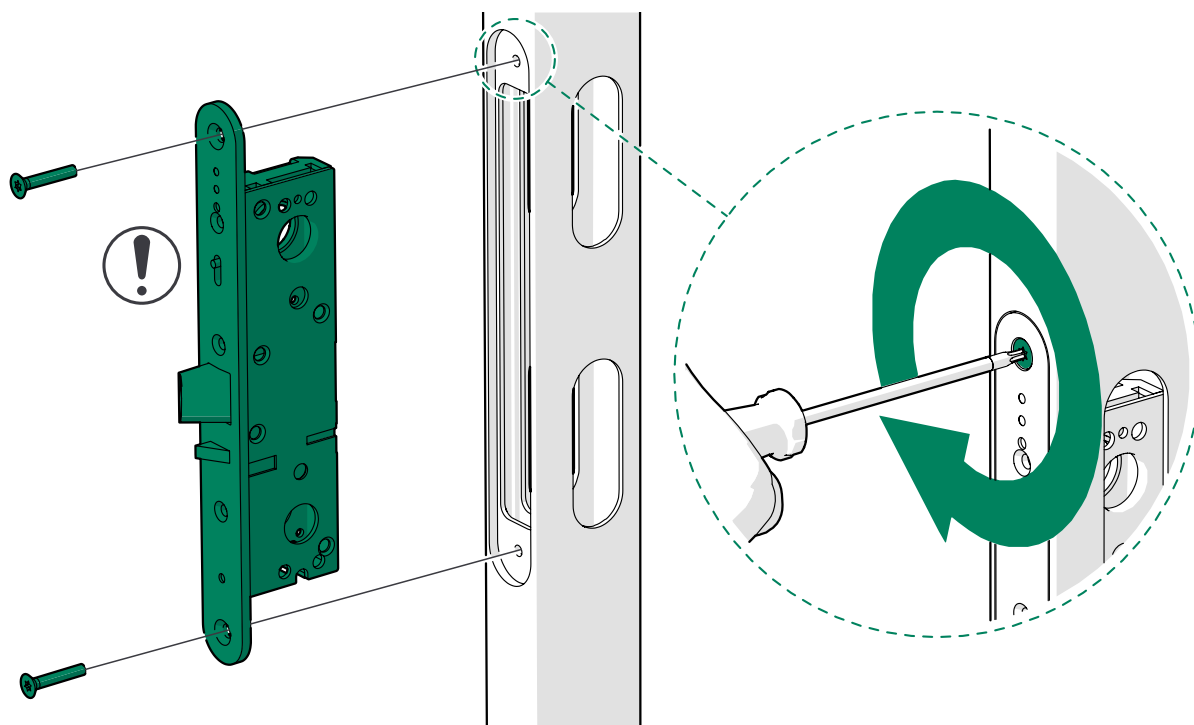


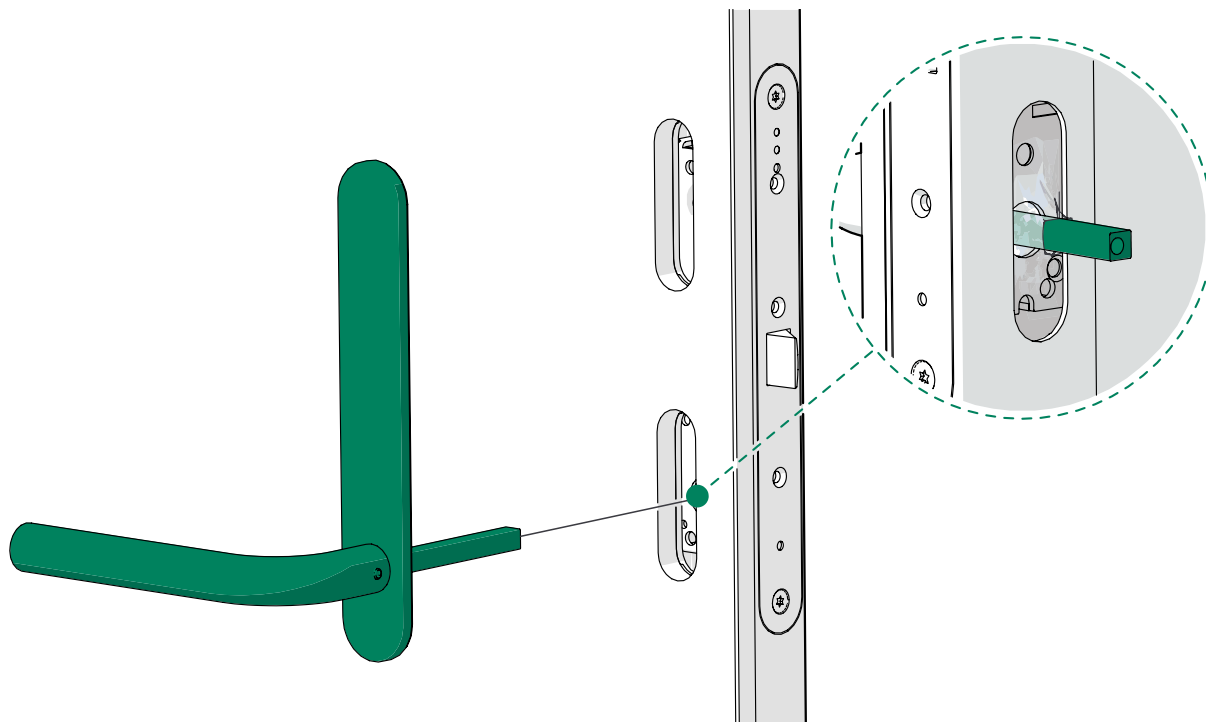
Figure 6: Lock case with Smart lock kit

### 13.7 Install the door handle

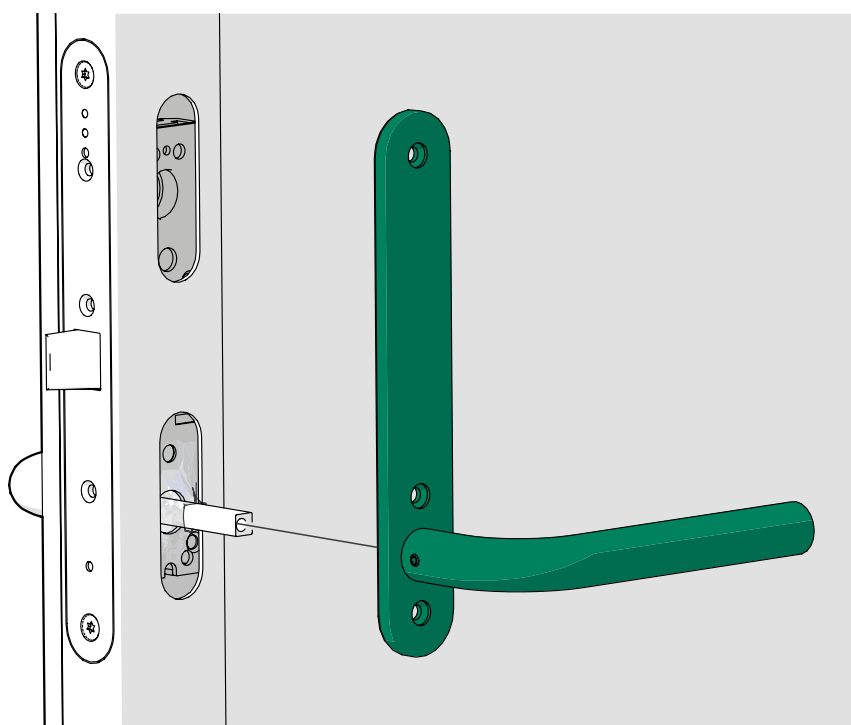
If you intend to install a smart lock handle to the door, see [Install the smart lock handle](#).

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.



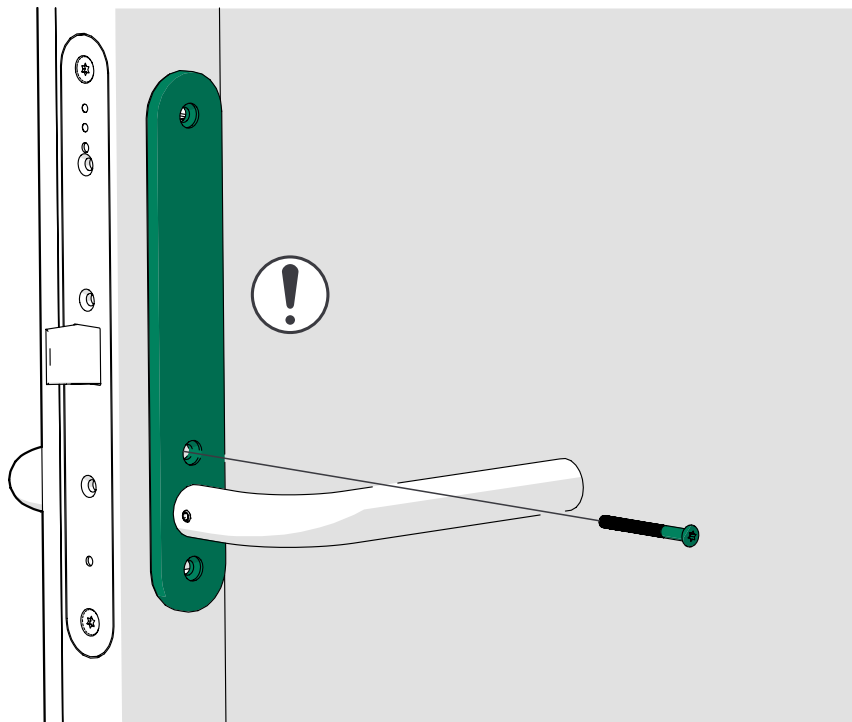
3. Push the second handle into place on the inside of the door.



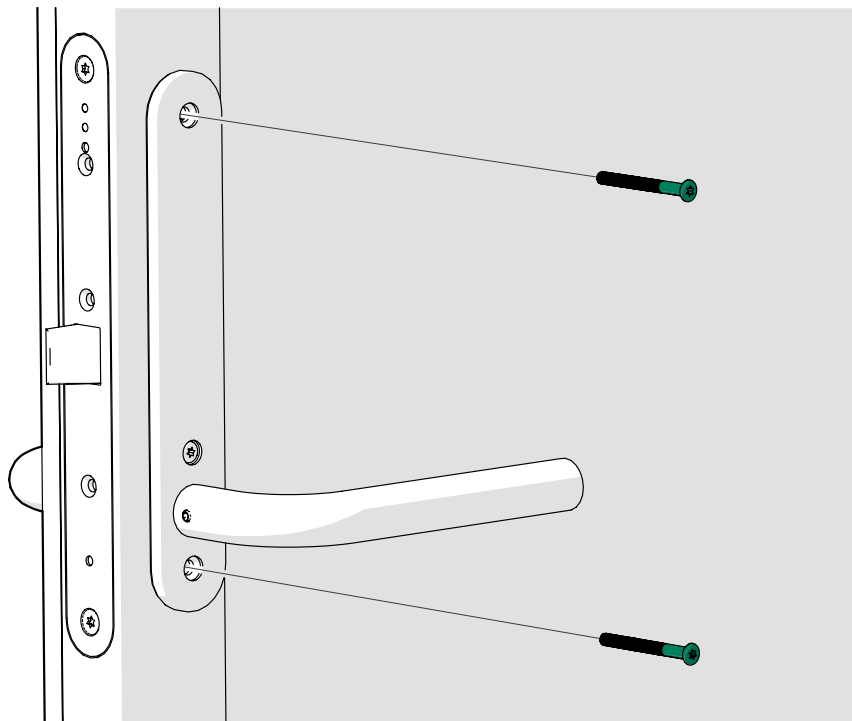
4. Install an M5x46 screw in the hole at the center of the handle from the inside of the door.



**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.

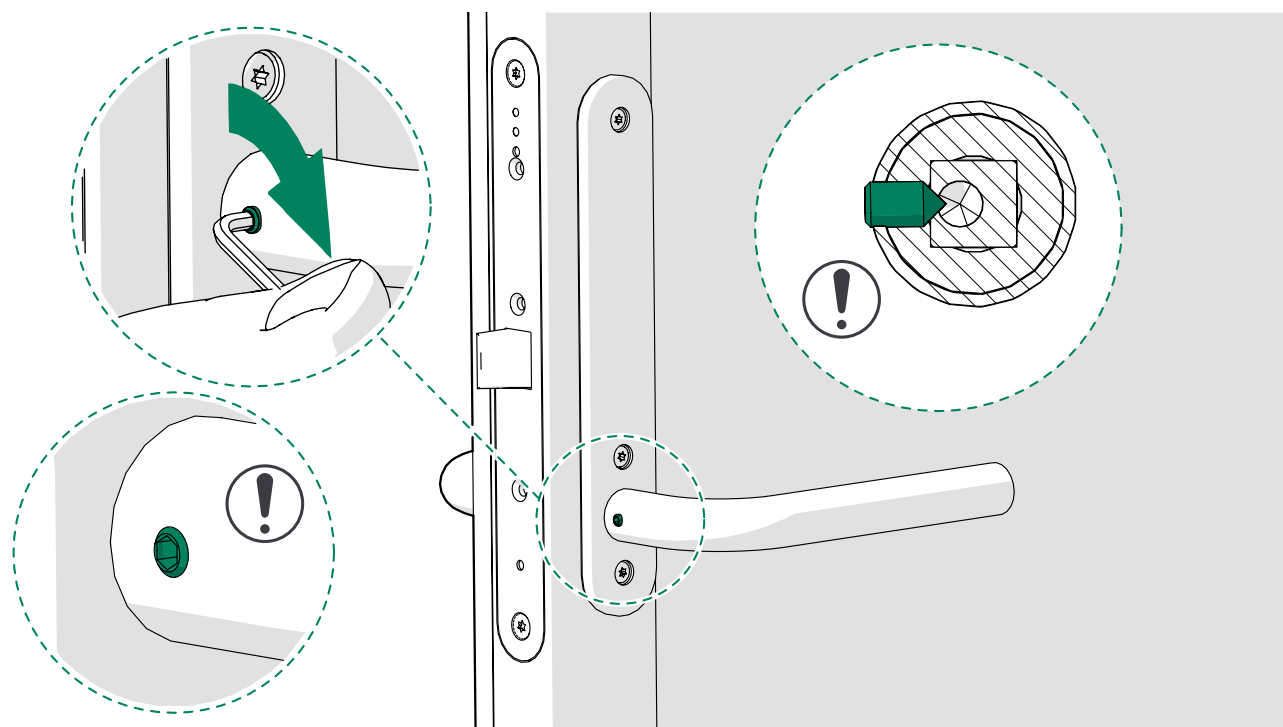




## 6. Tighten the set screw on the inside handle.

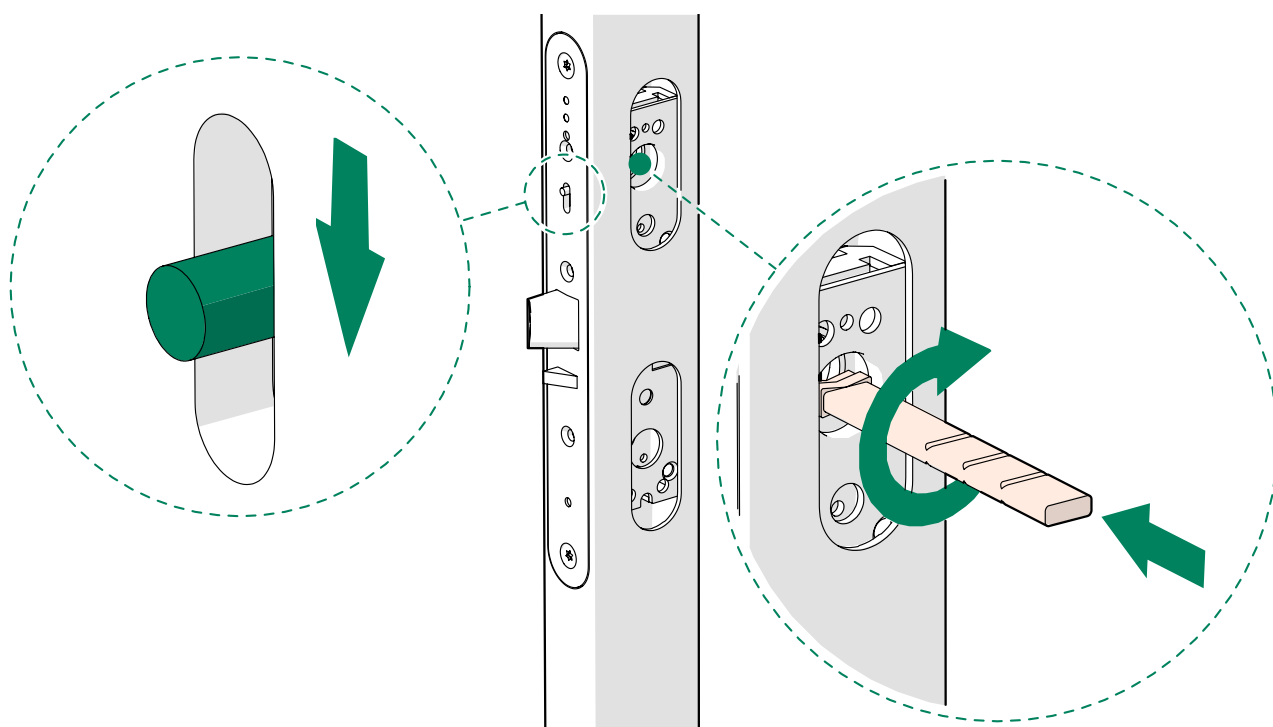
The resistance increases steadily until the screw pierces the spindle. You can feel the resistance stop when the set screw pierces the spindle.

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



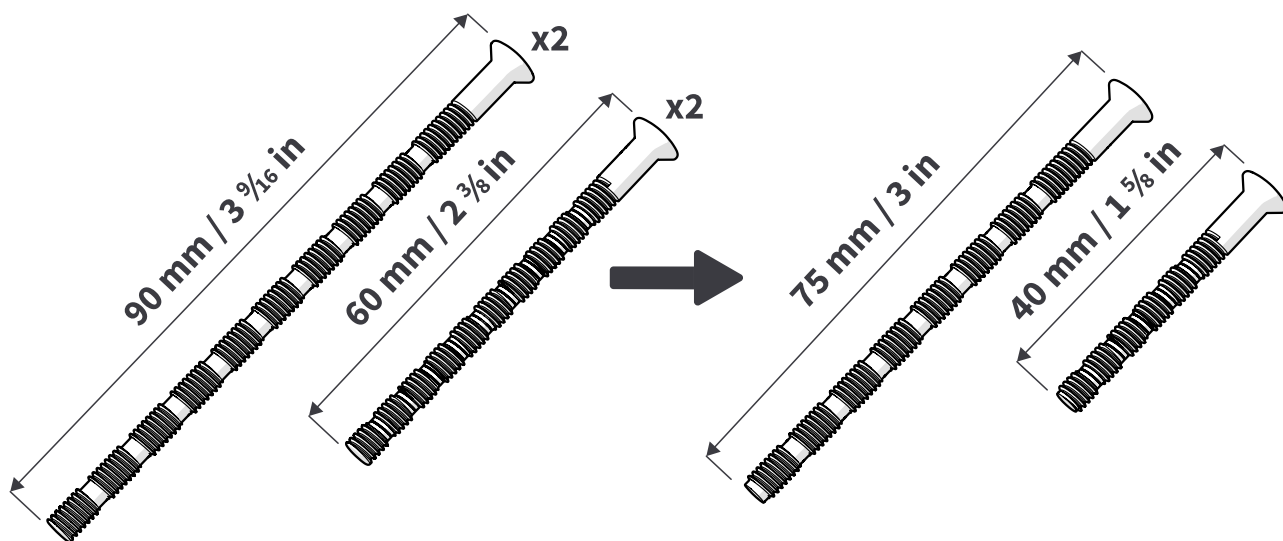
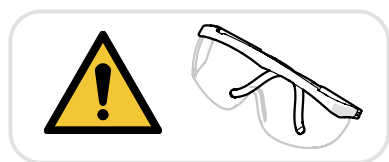
## 13.8 Install the smart lock handle (optional)

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.



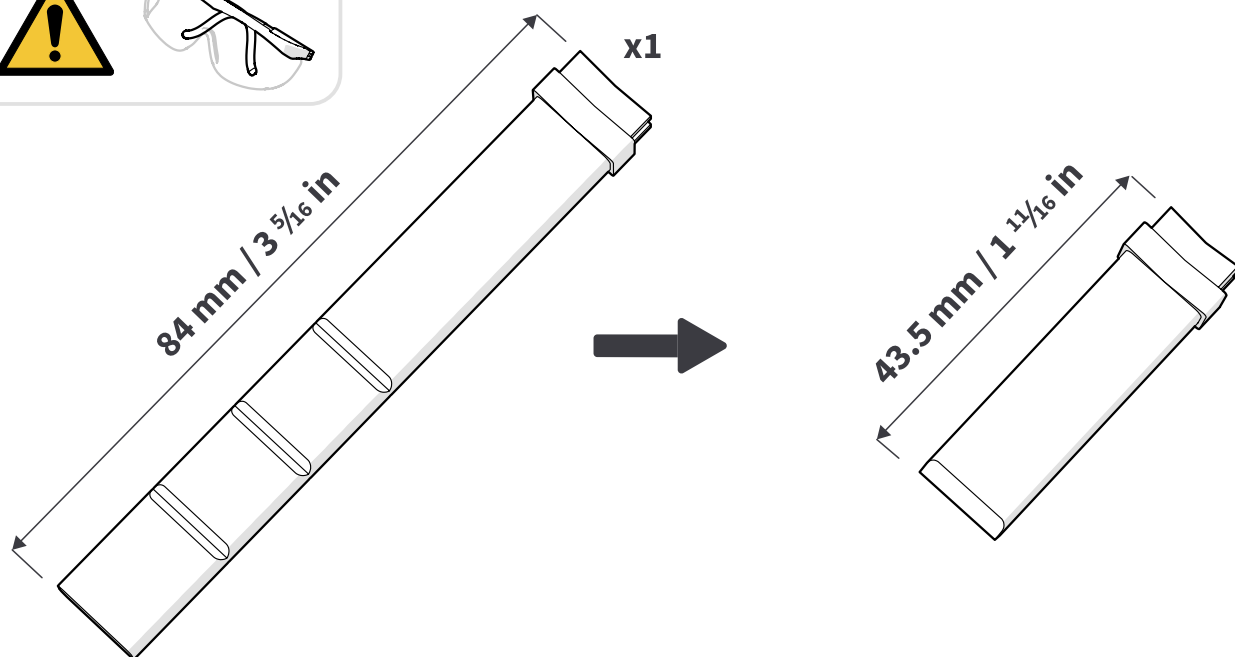
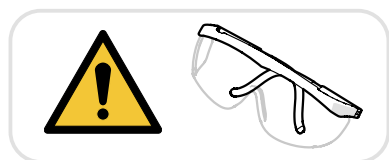
2. Shorten the M5 screws to the correct length.

 **Warning:** Wear safety glasses when cutting the screws.

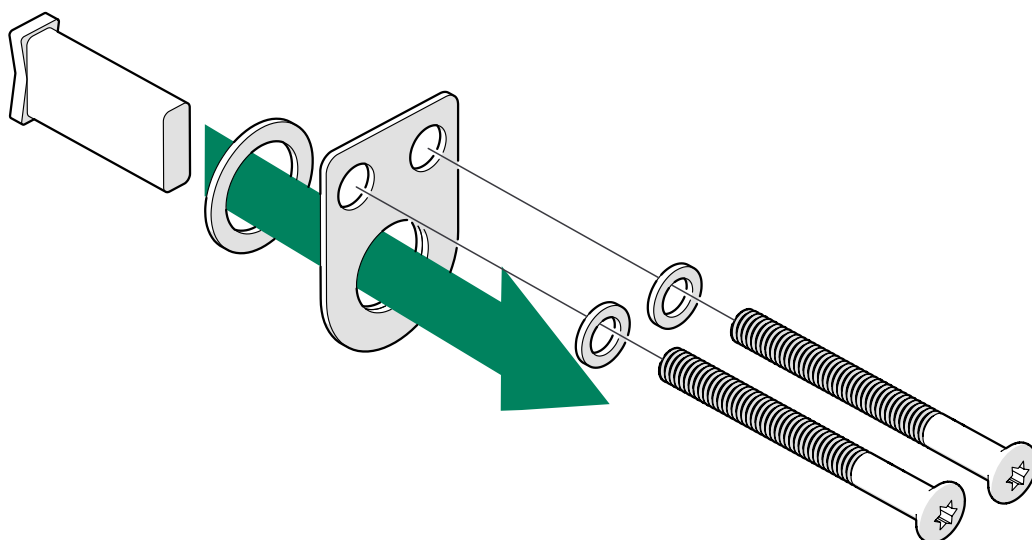


3. Shorten the twist spindle to the correct length at the first groove in the twist spindle.

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



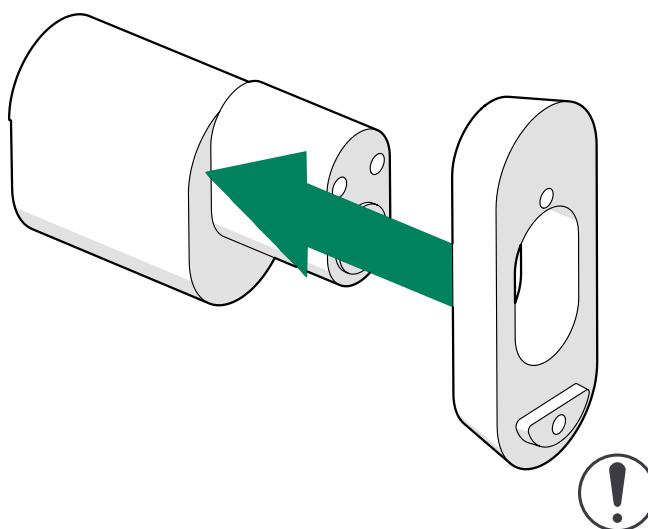
4. Assemble the connector plate, twist spindle, and the previously cut M5x40 screws (2 pcs).



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

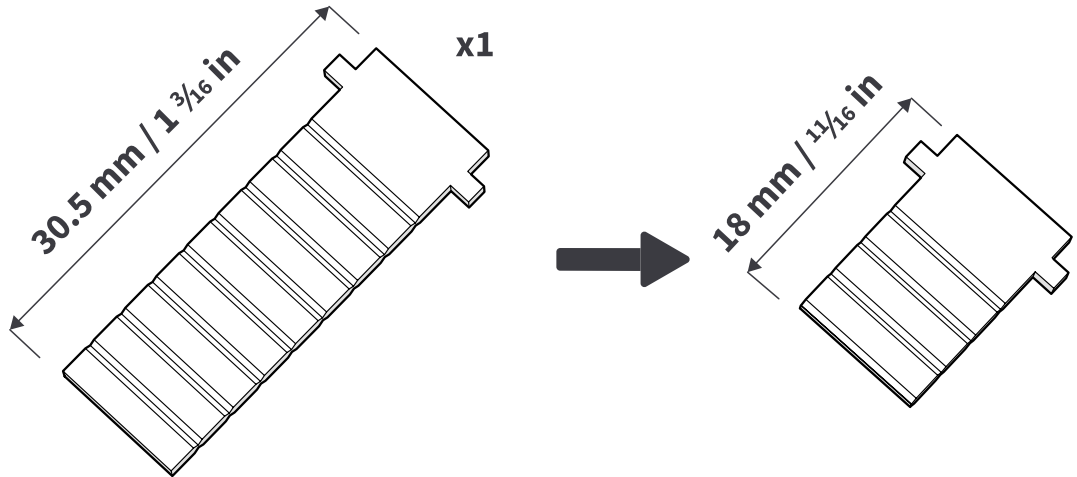
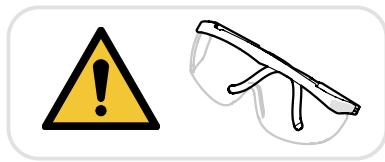


**Note:** Make sure that you install the cylinder escutcheon the right side up.

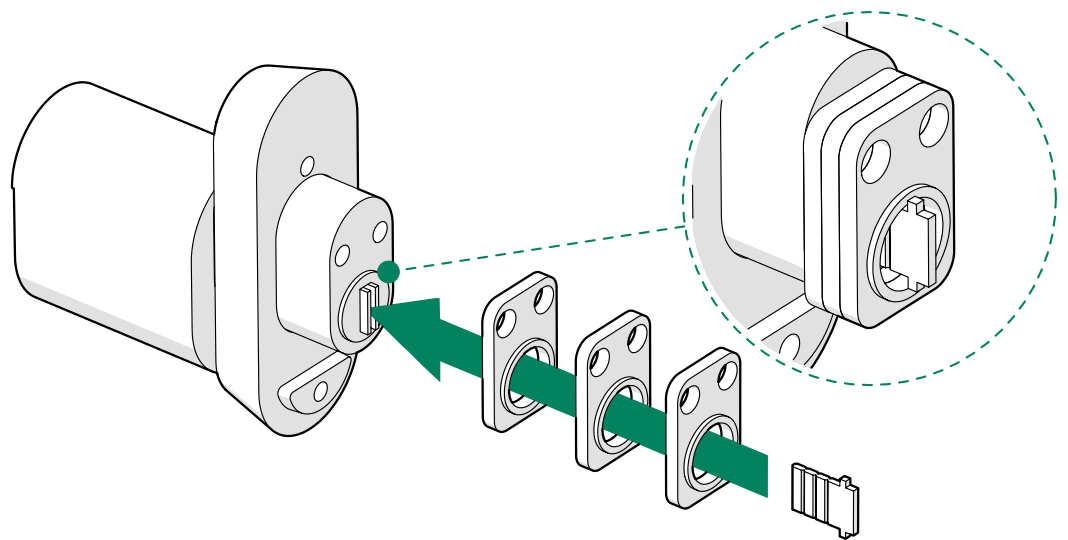


6. Shorten the twist spindle to the correct length at the third groove in the twist spindle.

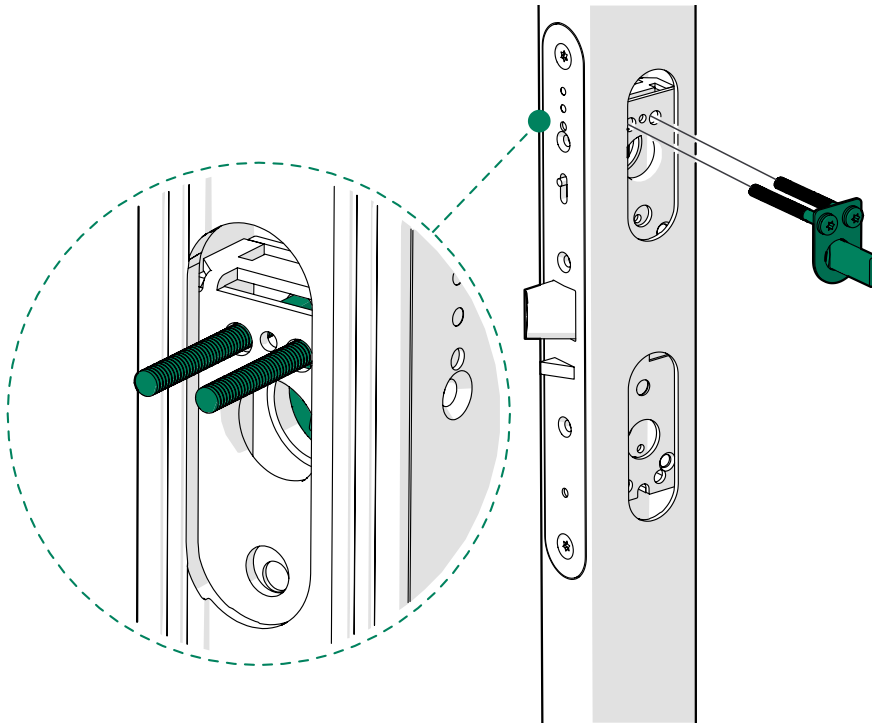
 **Warning:** Wear safety glasses when cutting the twist spindle.



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.



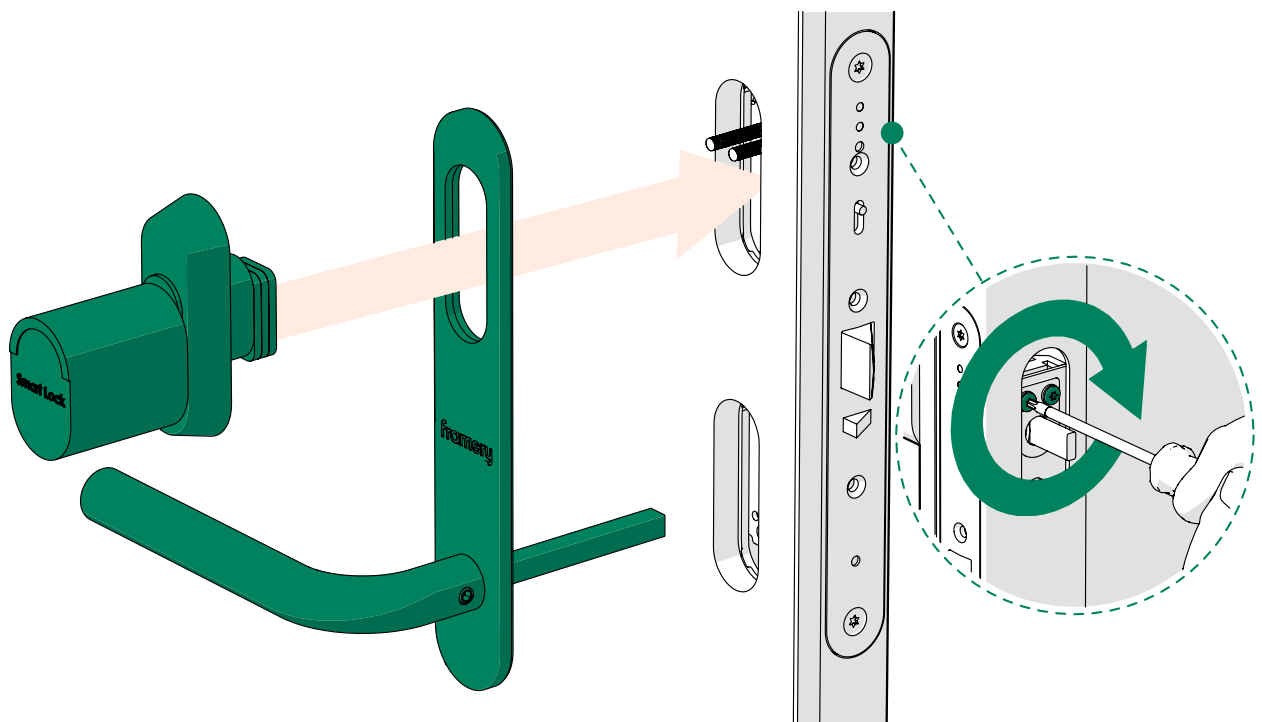
8. Place the connector plate assembly onto the upper opening in the door.



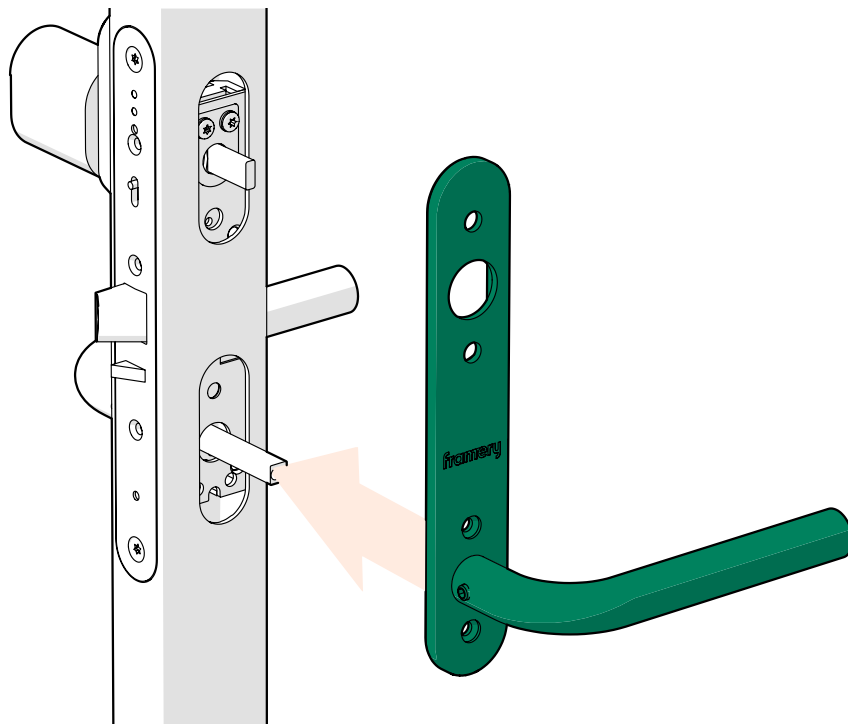
9. Install the smart lock assembly and the door handle with the spindle onto the door from outside, and tighten the screws (2 pcs) from inside.

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.



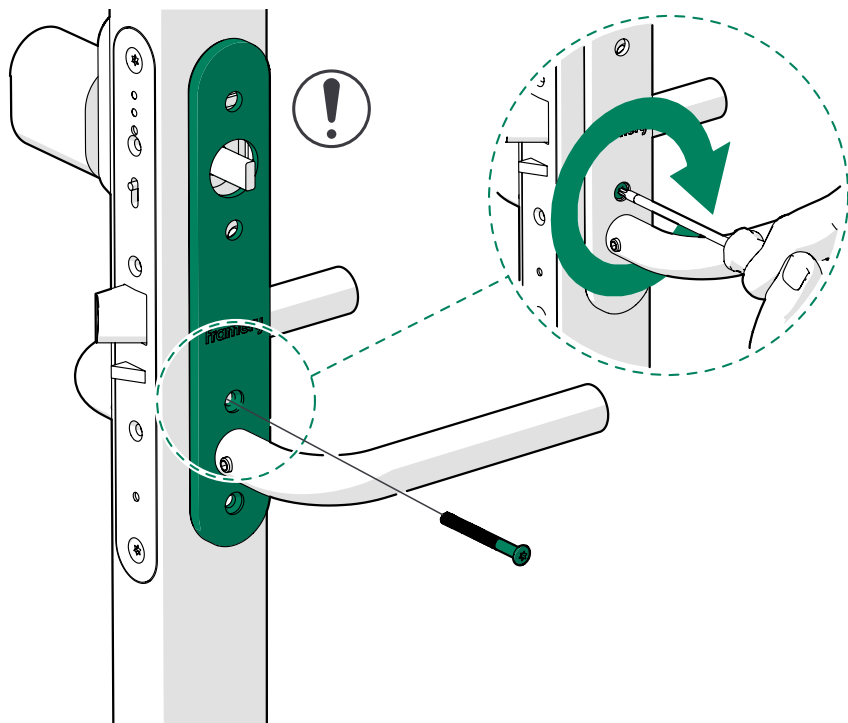
10. Push the counter part of the door handle onto the door from inside.



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

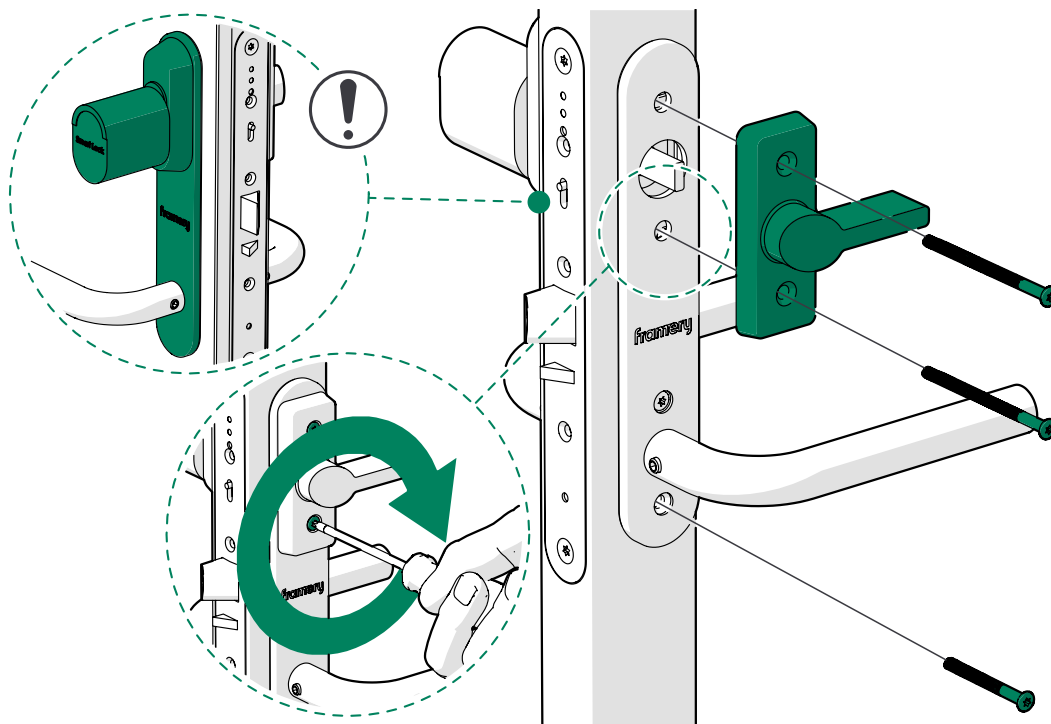


**Note:** Check the straightness of the cover plate before fully tightening the screw.



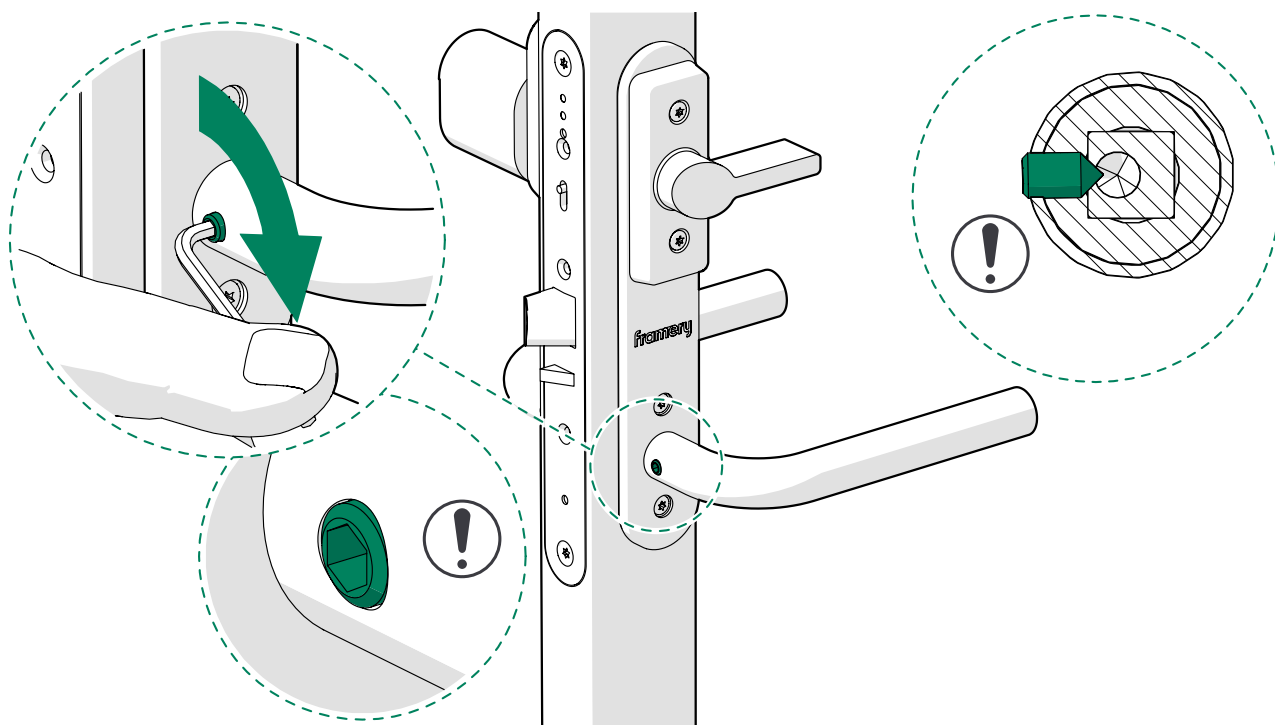
12. Install the thumb turn with the previously cut M5x61 screws (2 pcs), and the handle plate with the remaining M5x32 screw from inside.

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



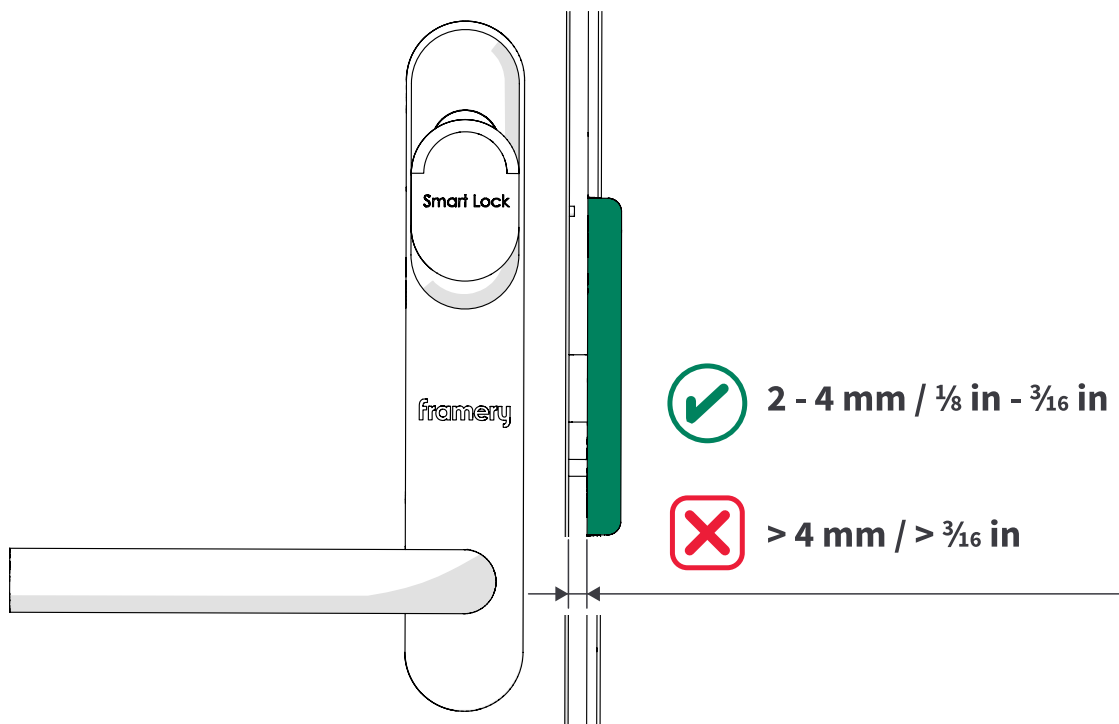
13. Tighten the set screw on the inside handle.

⚠ **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.



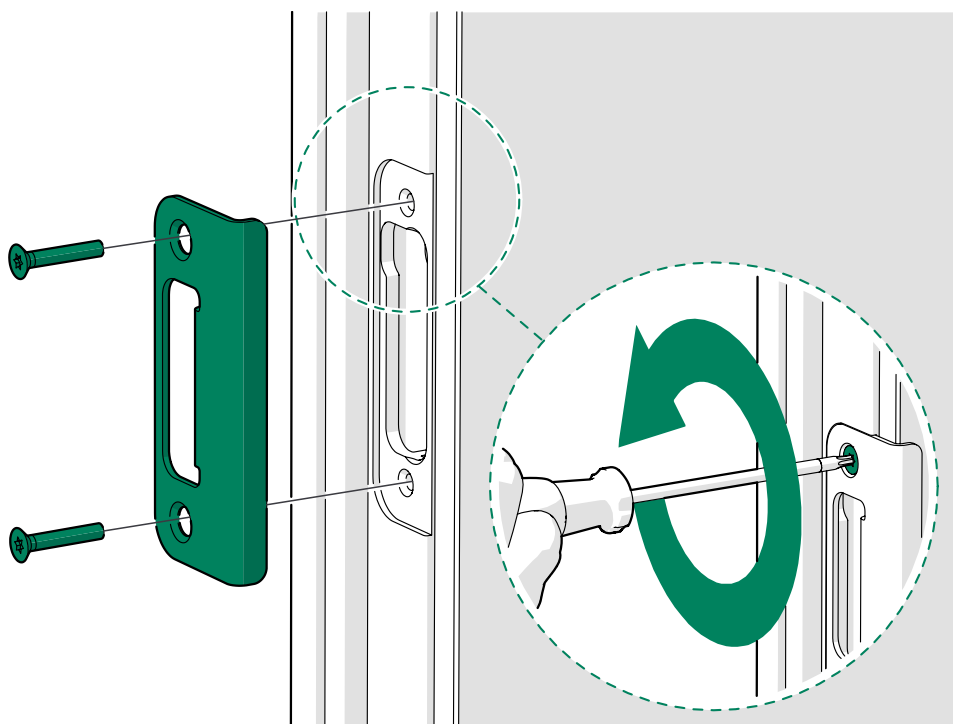
**14. Check the gap between the lock and the strike plate.**

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

**13.8.1 Adjust the strike plate**

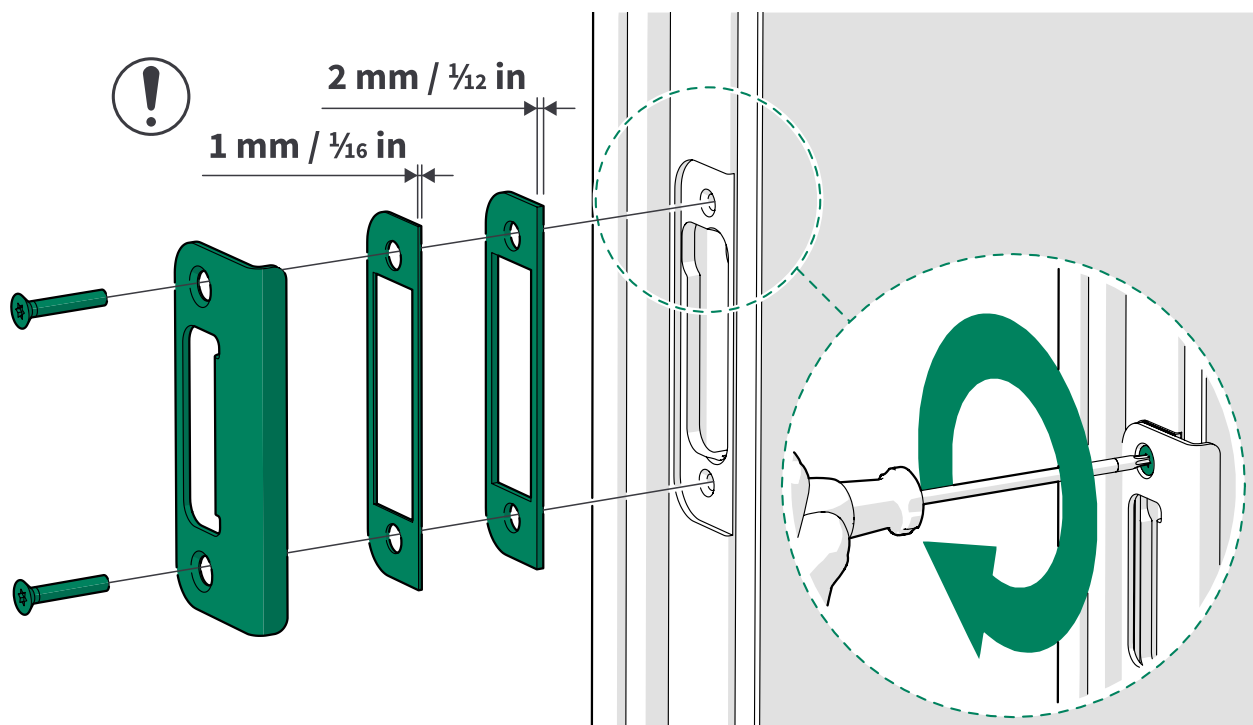
The gap between the lock and strike plate can be adjusted with the adjustment plates included in the delivery.

1. Remove the strike plate.



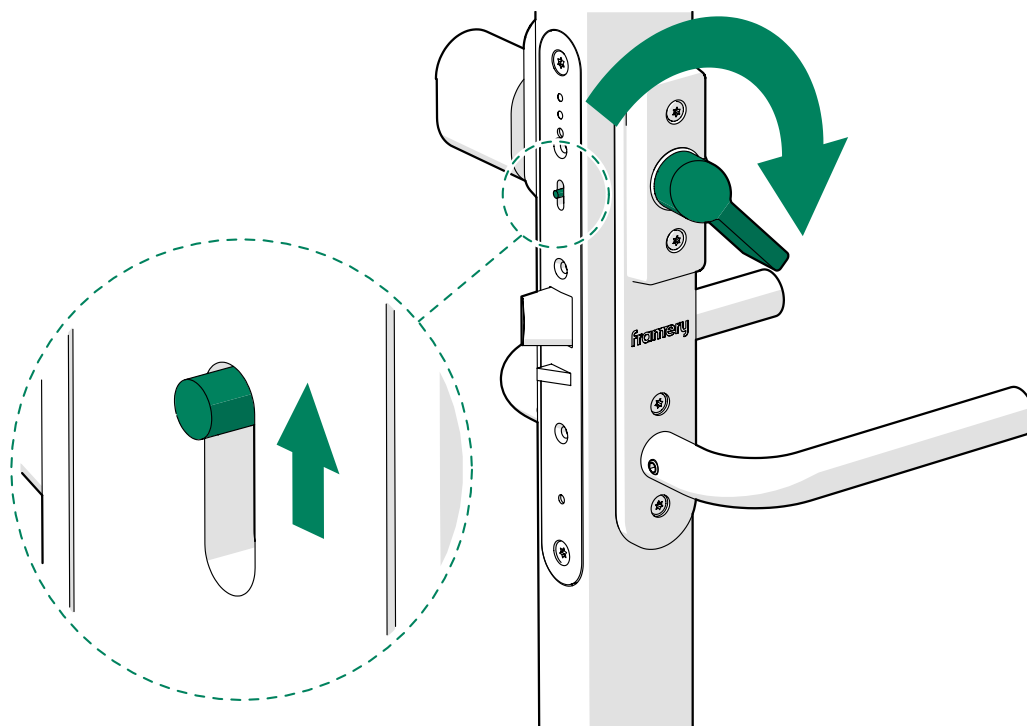


2. Re-install the strike plate and the adjustment plates.

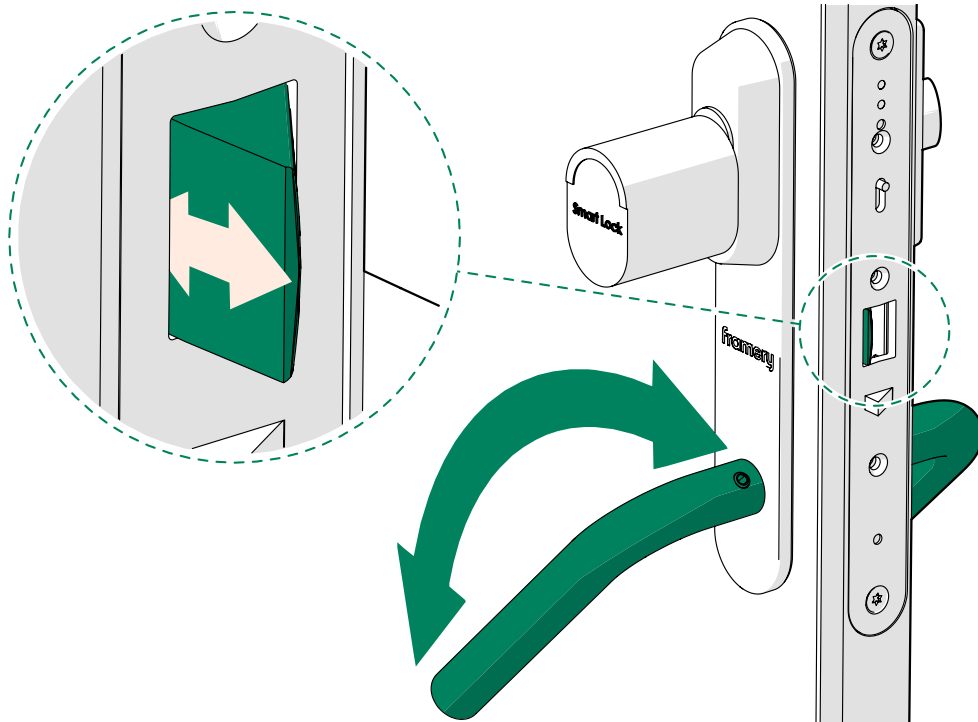


### 13.8.2 Check the lock function

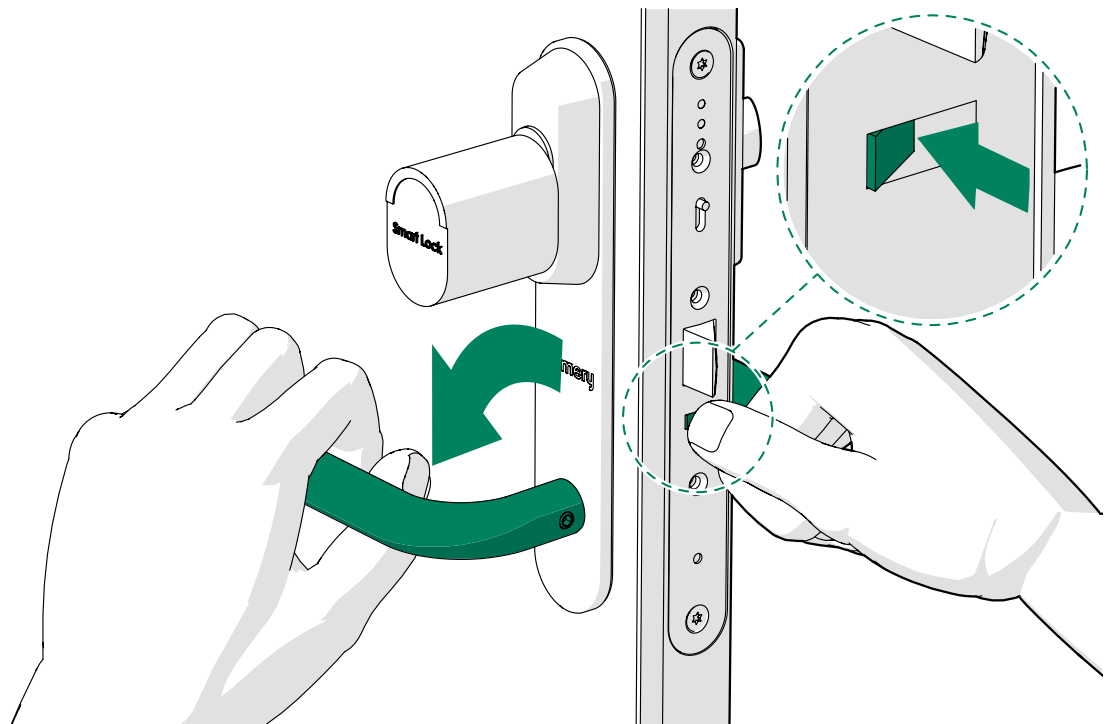
1. With the door open, press the thumb turn down and push the sliding snib up.



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.

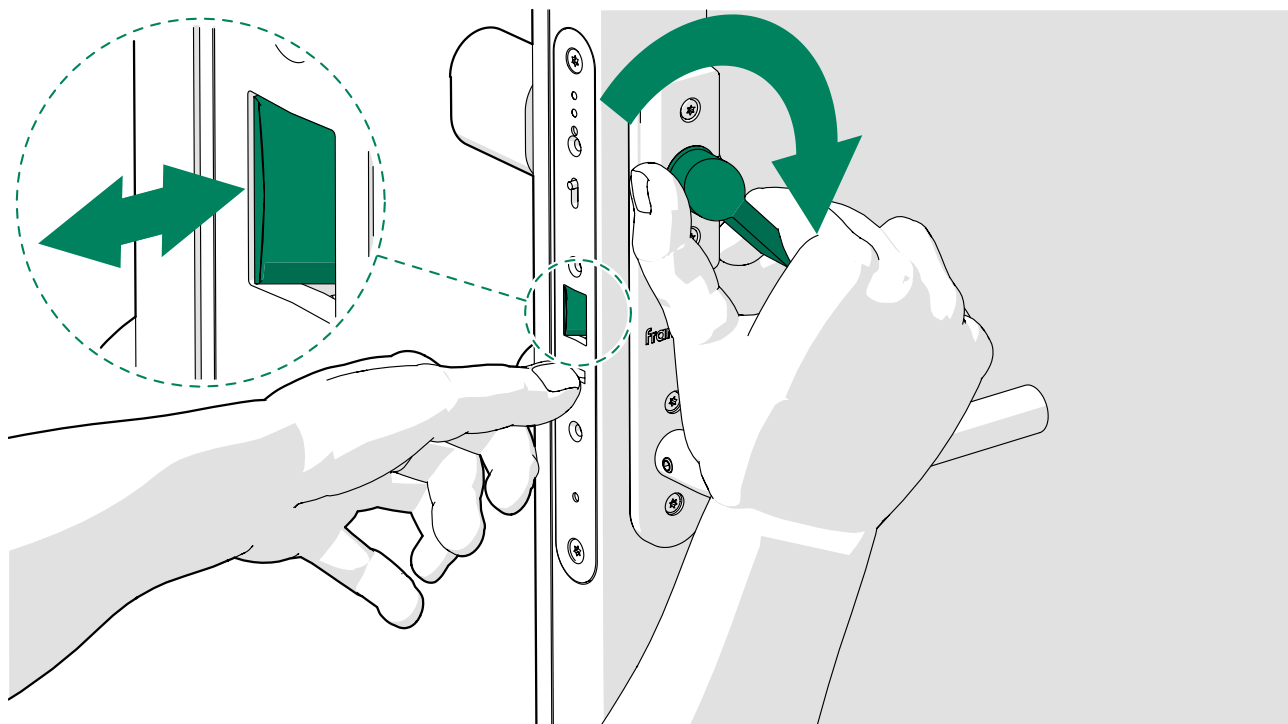


3. Press the smaller latch in with your thumb and try pressing the door handle down.  
If the handle cannot be pressed down, the lock functions correctly.

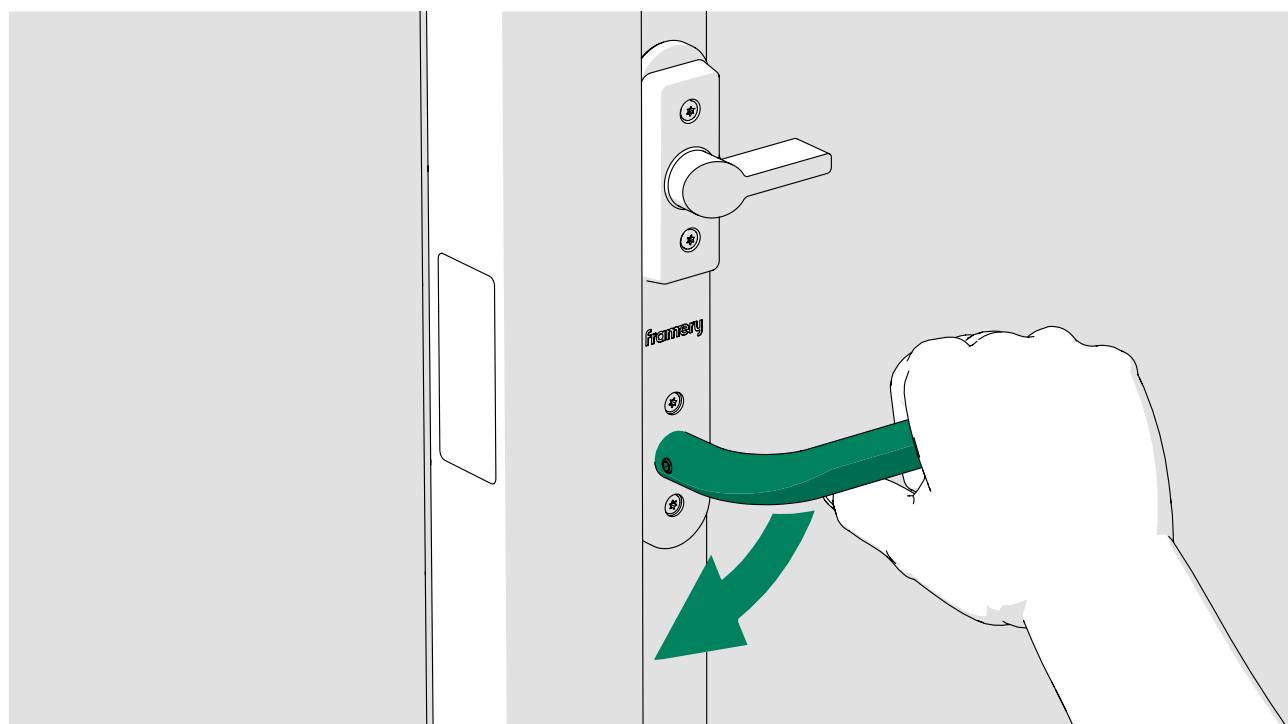


4. With the smaller latch pressed in, press the thumb turn down to test the lock latch function.

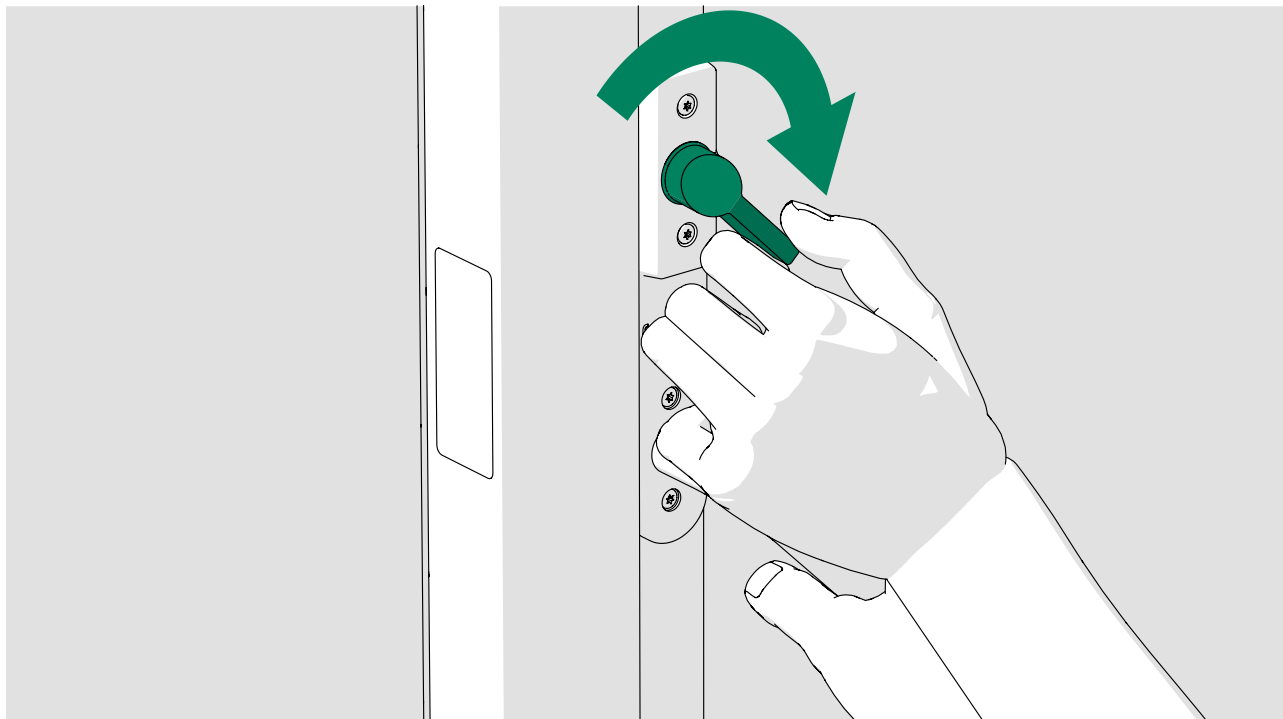
The lock latch should retract inside the lock case.



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.

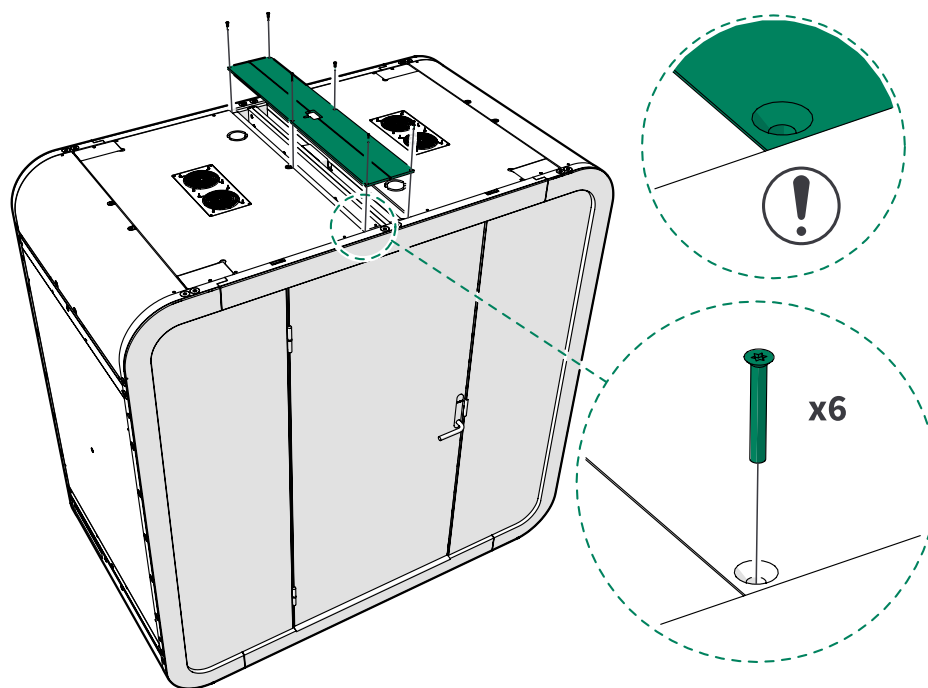
## 14 Install the body covers

### 14.1 Install the roof cover panel

Install the roof cover panel with 4x30 screws (6 pcs).



**Note:** Place the countersunk holes upwards.



## 14.2 Install the bottom body covers

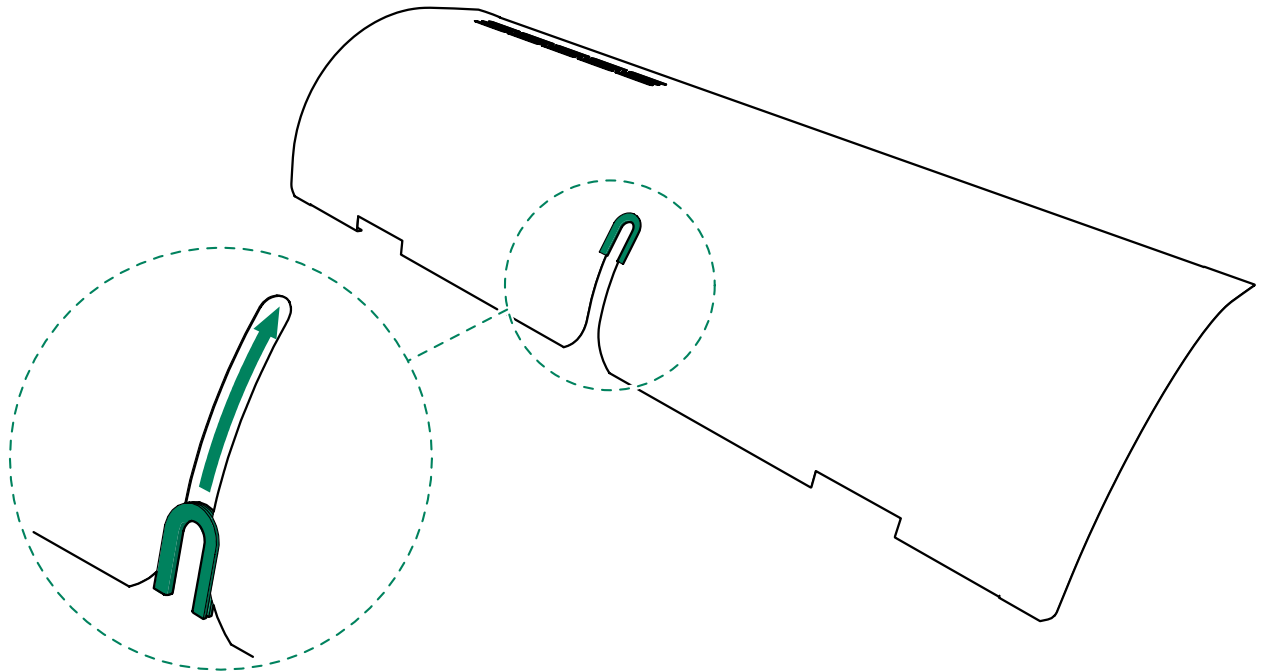
1. Add a the rubber lead-through to the left-hand bottom body cover.



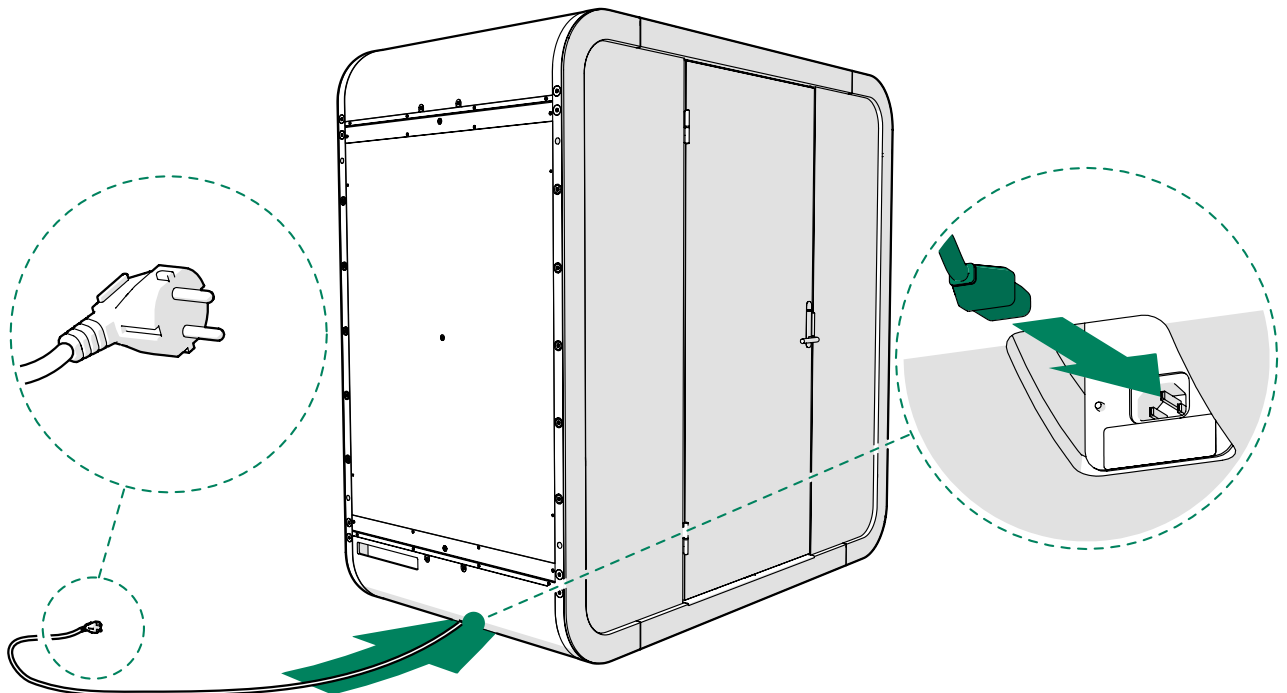
**Tip:** Bend the rubber into shape before installing it.



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



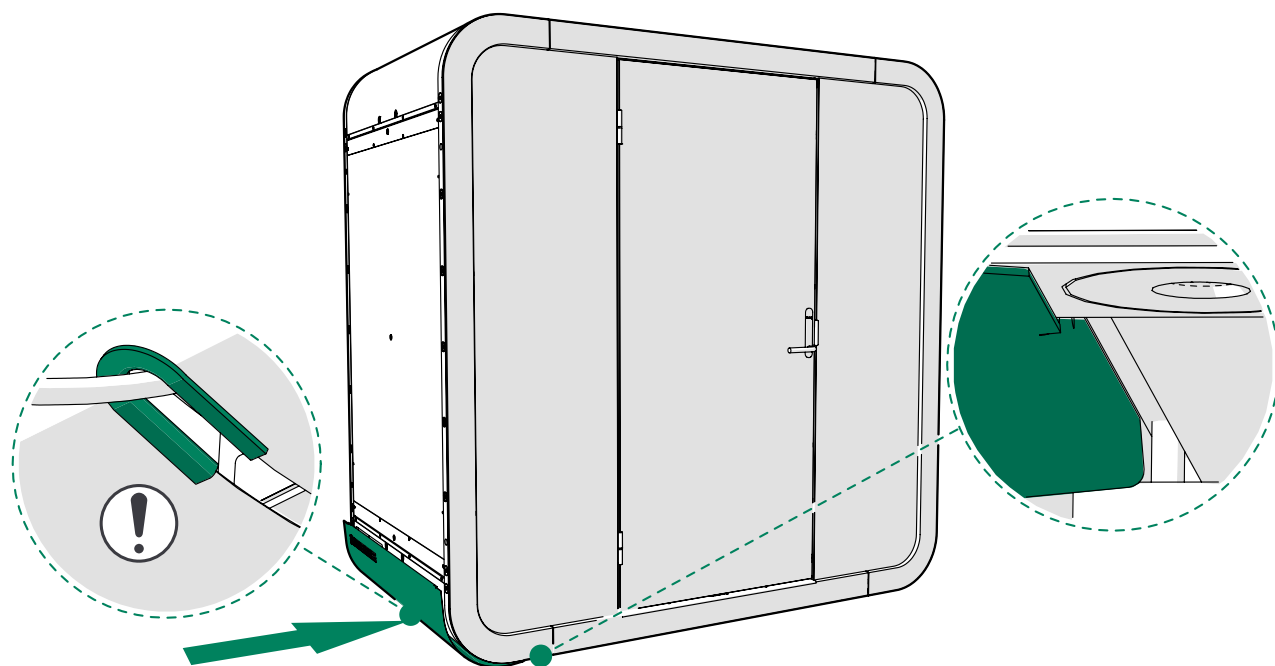
2. Install the power outlet cord to the plug on left-hand side of the pod.



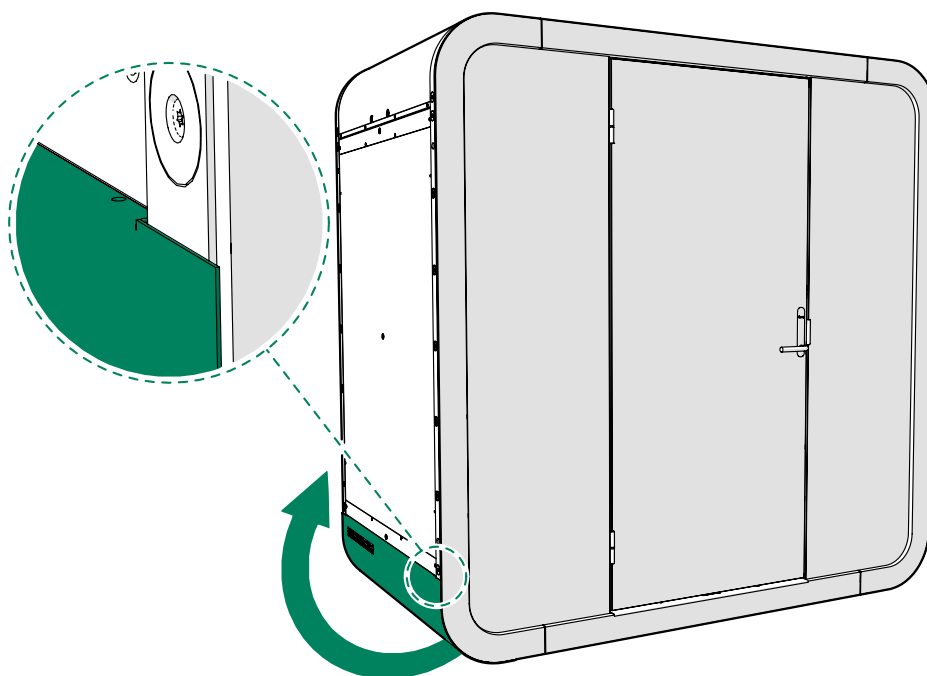
3. Slide the left-hand bottom body cover under the pod.



**Note:** Make sure that you install the body cover with the rubber lead-through to the power cord side.

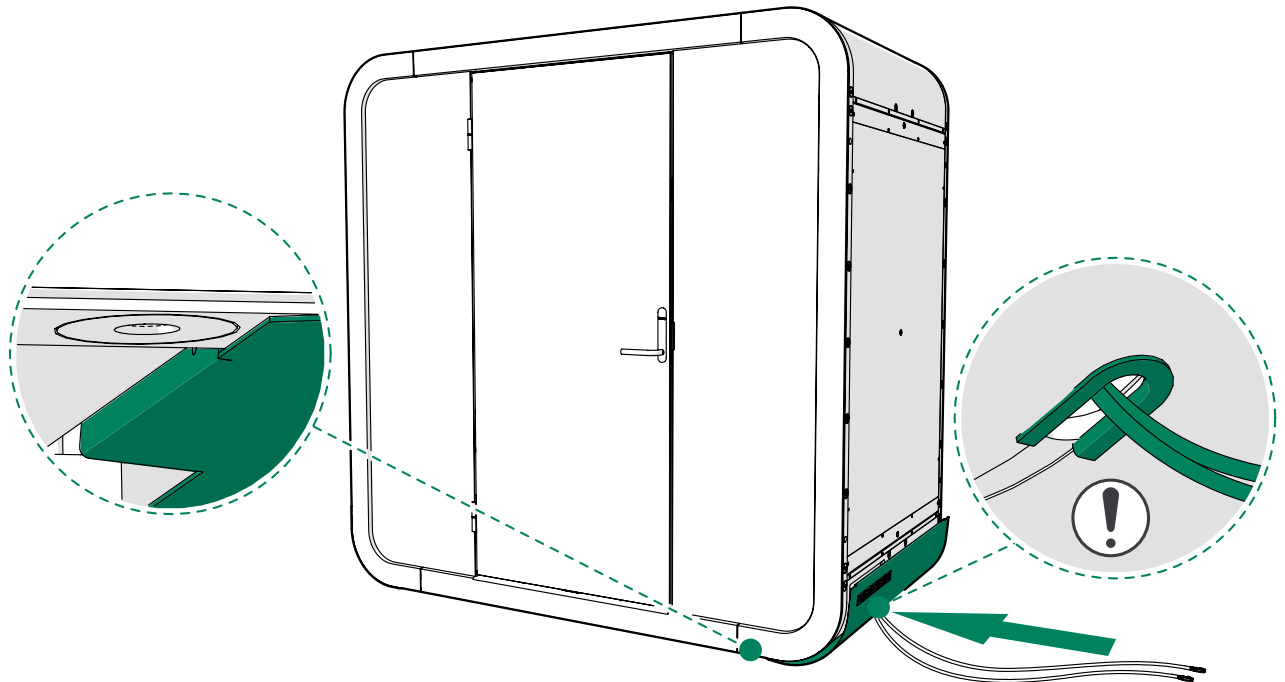


4. Guide the other edge of the left-hand bottom body cover into the groove at the lower part of the left-hand wall.

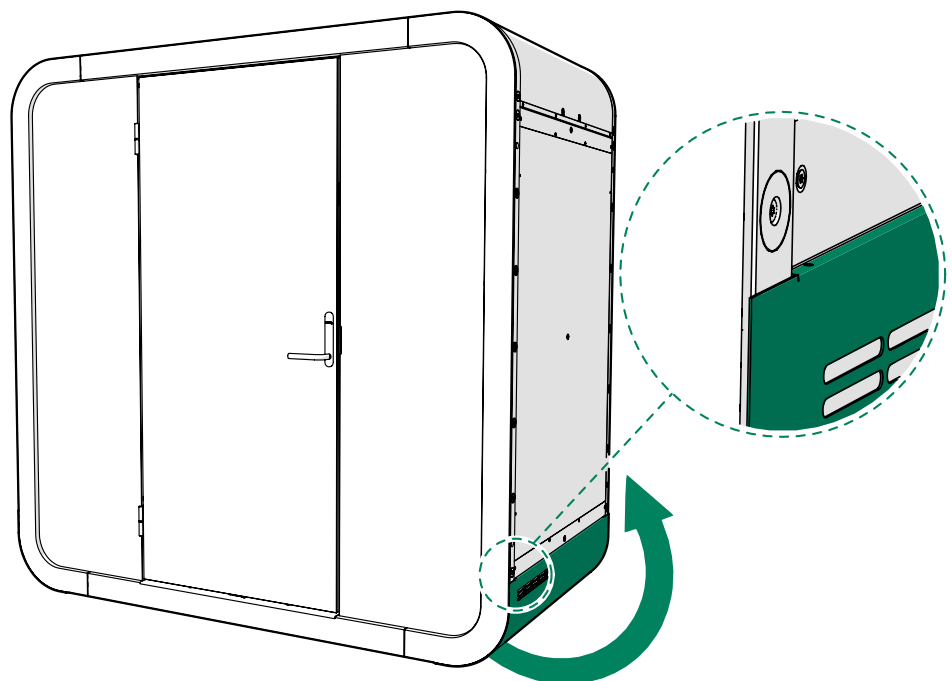


5. Slide the right-hand bottom body cover under the pod.  
Guide the edge of the cover into the groove under the floor.

⚠ **Note:** If installed, make sure the LAN cords are not pinched or damaged.



6. Guide the other edge of the right-hand bottom body cover into the groove at the lower part of the right-hand wall.



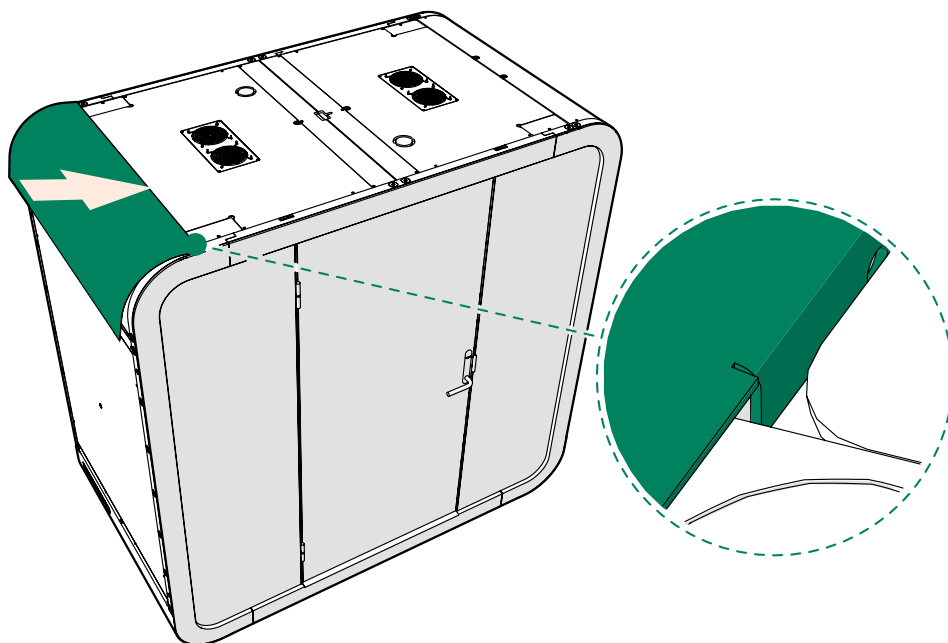


### 14.3 Install the roof body covers

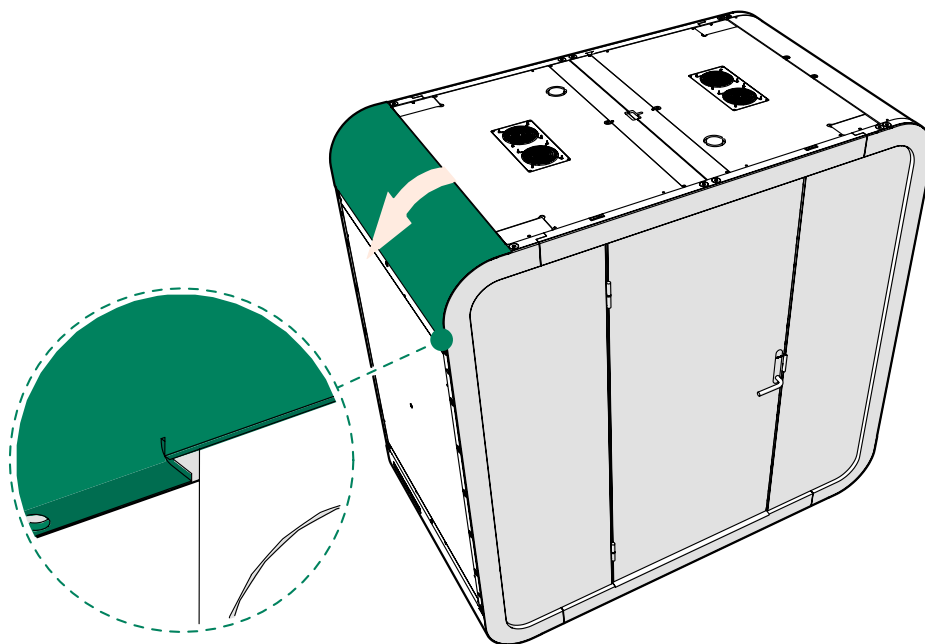
1. Guide the edge of one of the curved roof body covers into the groove at the edge of the roof.



**Note:** Make sure that you install the cover correctly. The shorter straight section after the curve is installed to the edge of the roof.



2. Guide the other edge of the body cover into the groove at the upper part of the wall.

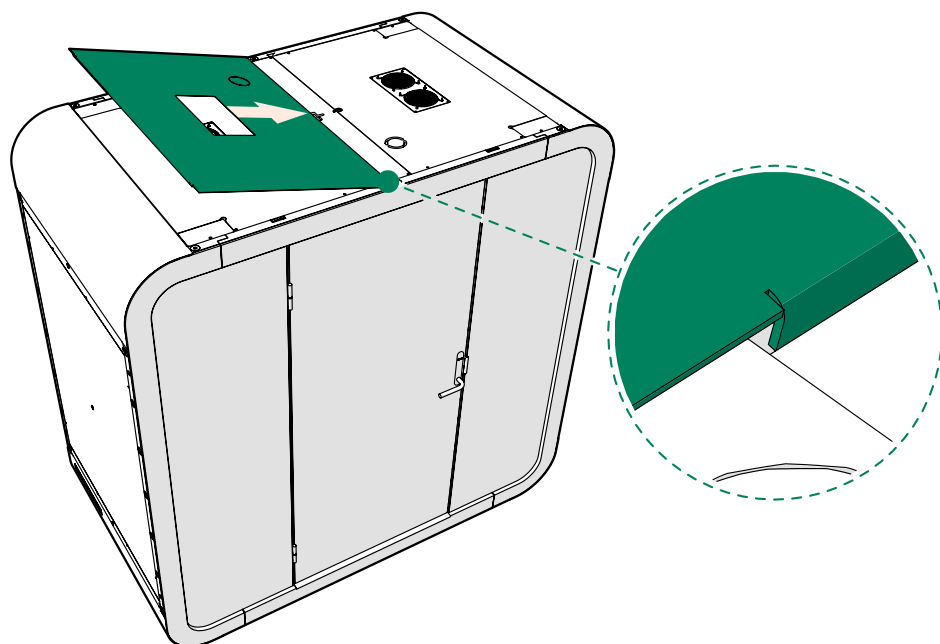


3. Repeat steps 1 and 2 to install the other curved roof body cover to the other side of the roof.

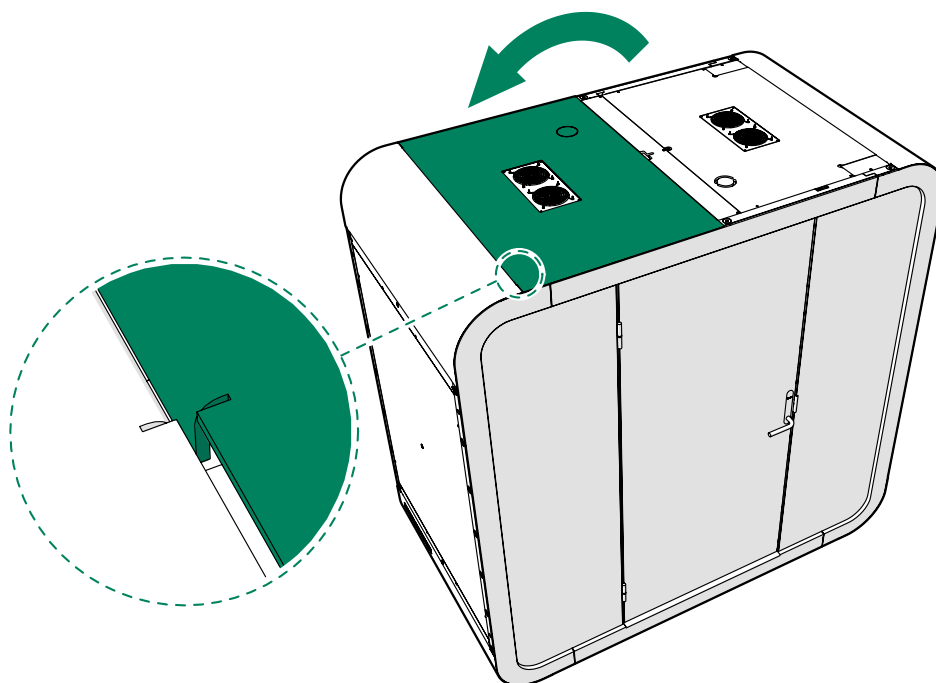
4. Guide the edge of the straight roof body cover of the left-hand side into the groove at the center of the roof.



**Note:** Make sure that the round circle in the body cover corresponds to the one in the roof.



5. Guide the other edge of the body cover into the groove at the edge of the roof.



6. Repeat steps 4. and 5. to install the other straight body cover to the other side of the roof.

## 14.4 Install the wall body covers

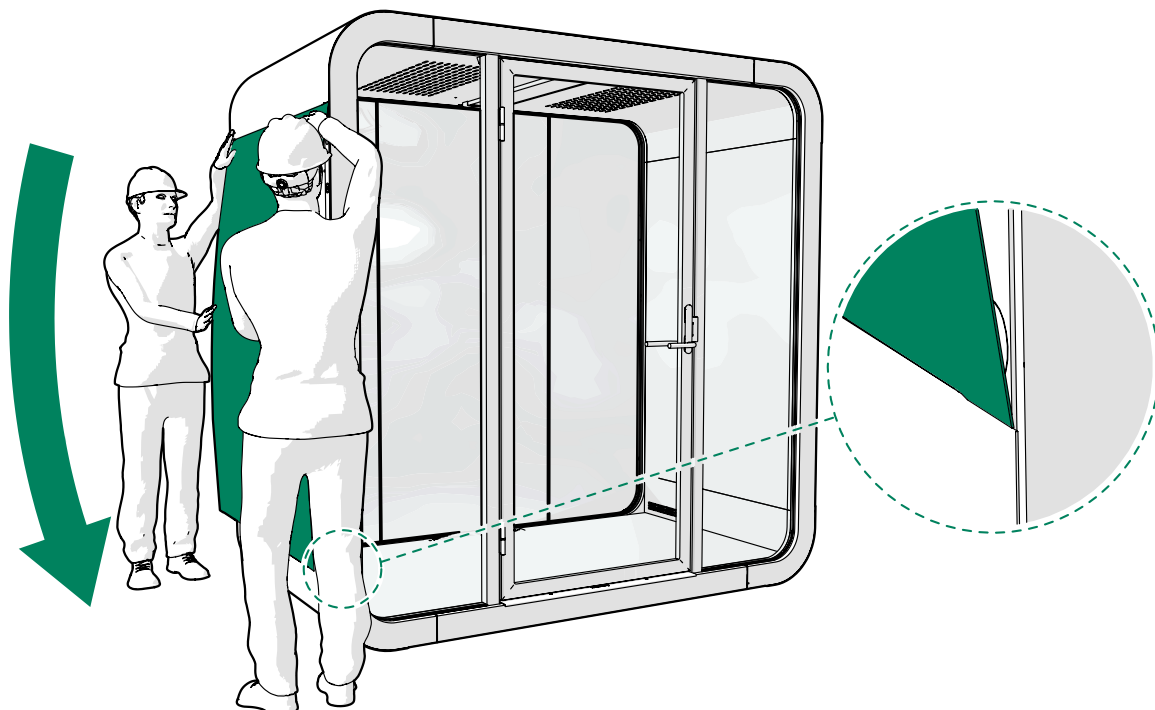
1. Guide the edge of one wall body cover into the groove at the top of the wall.



**Note:** If installing the optional whiteboard wall body covers, make sure that the sticker is in the upper right corner.



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.



3. Repeat steps 1 and 2 for the other wall body cover.



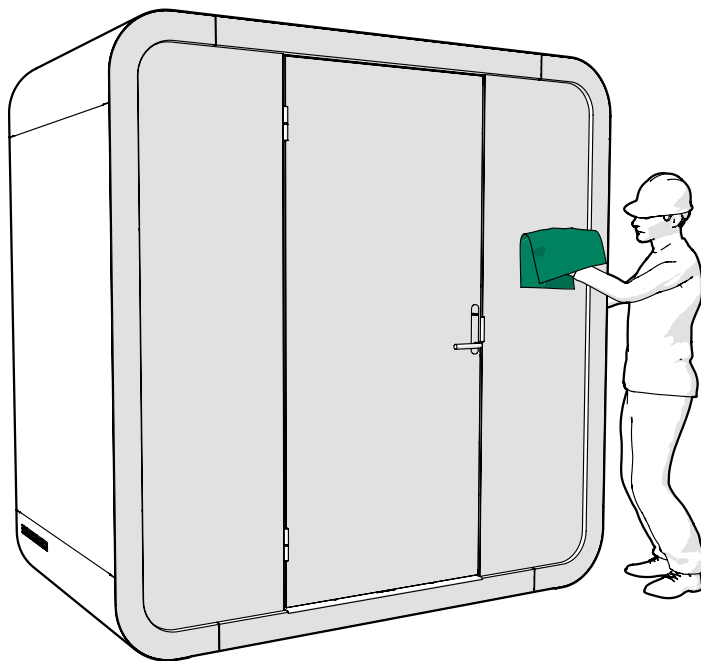
**Note:** Make sure that there are no gaps between the body covers and the frames.



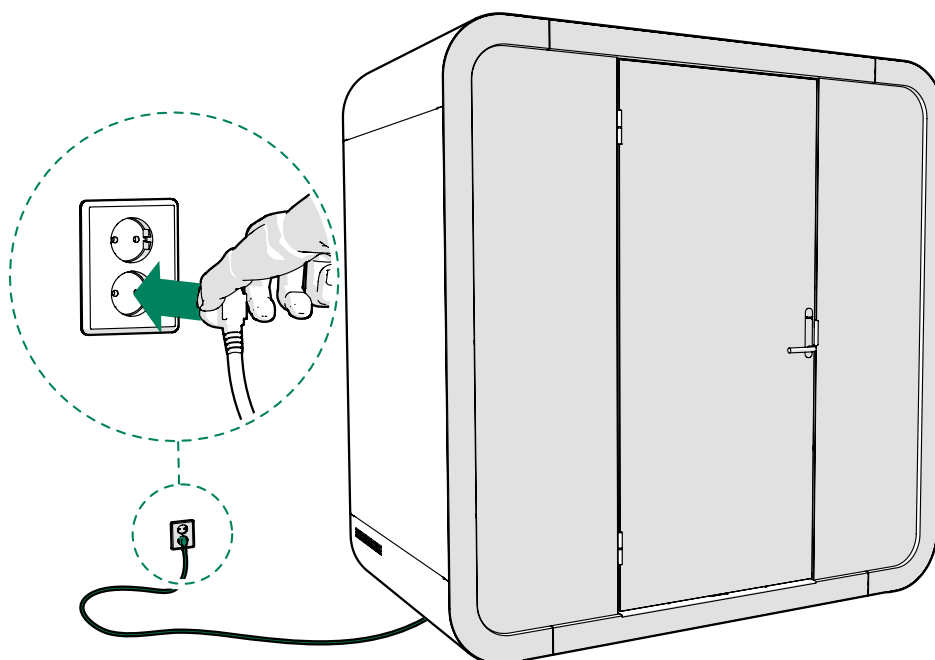
**Note:** Make sure that the wall body covers are installed evenly and aligned correctly with the other body covers. Use a white rubber mallet to tap the wall covers into alignment if needed.

## 15 Finish the installation

1. Clean the glasses with glass washing liquid and a lint-free cloth.



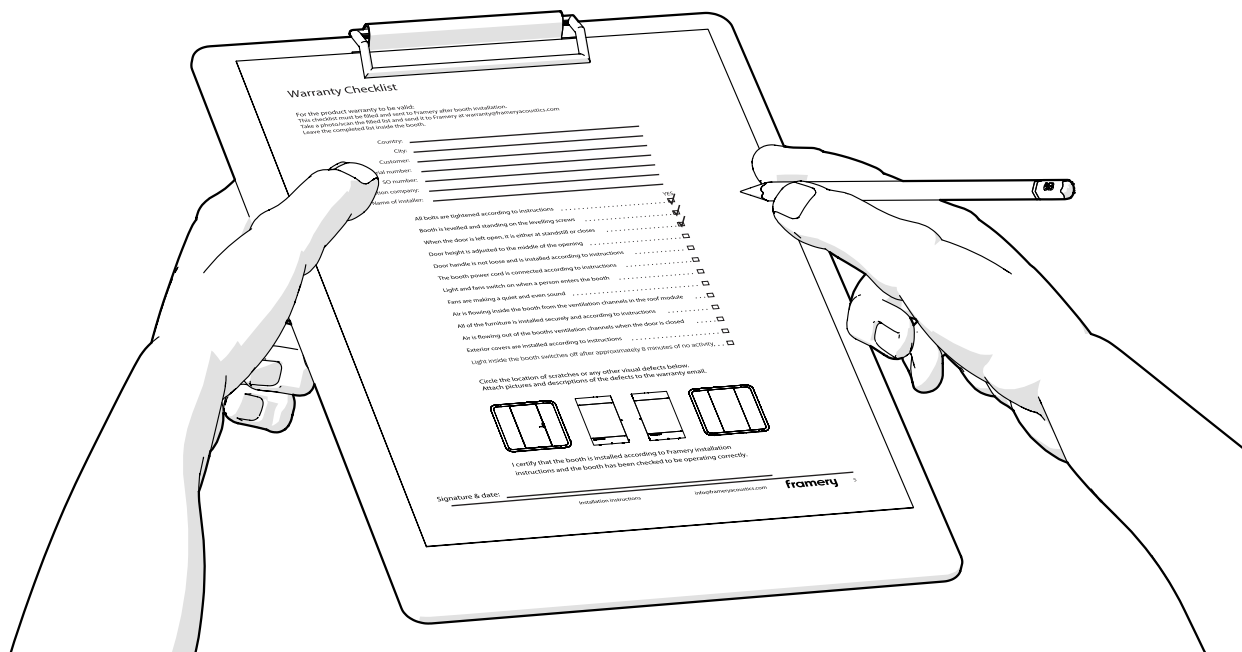
2. Connect the main power cord to a power outlet.



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



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



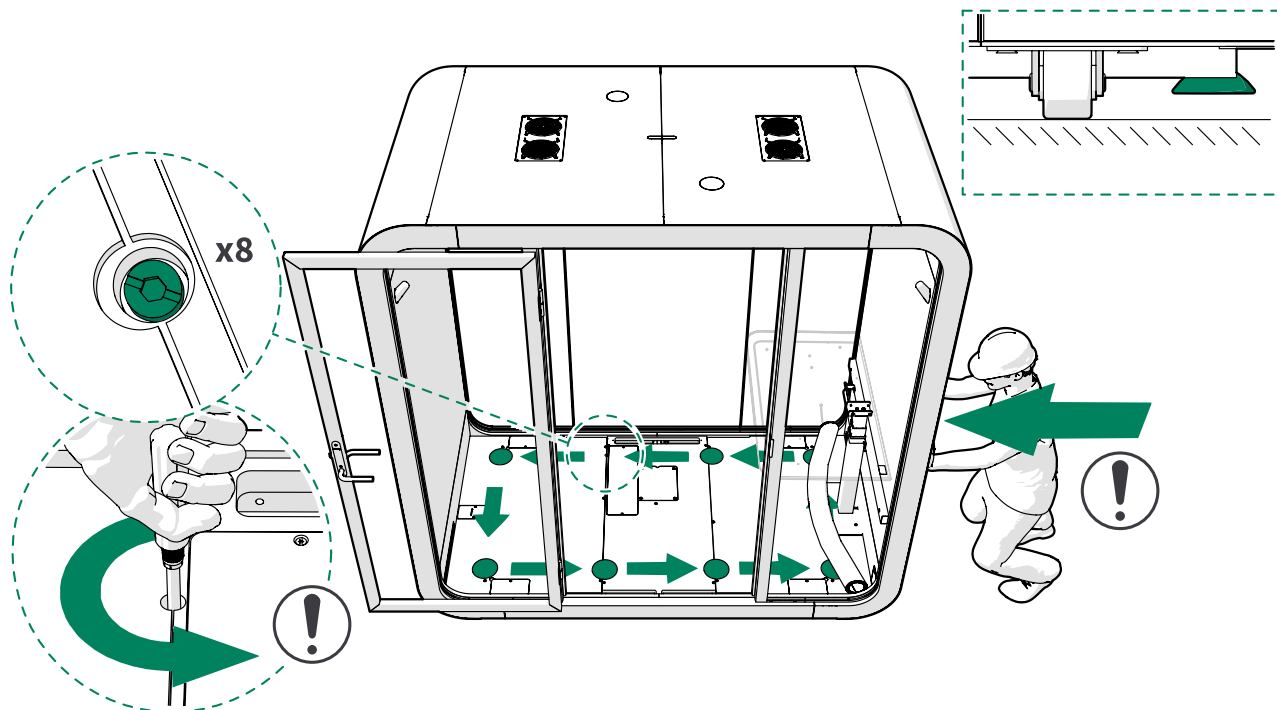
## 16 Moving the pod (optional)

Roll the carpet to the table-side of the pod. Remove all loose furniture if any present.

**⚠ Warning:** Risk of injury. Do not go into the pod when it is standing on the casters.

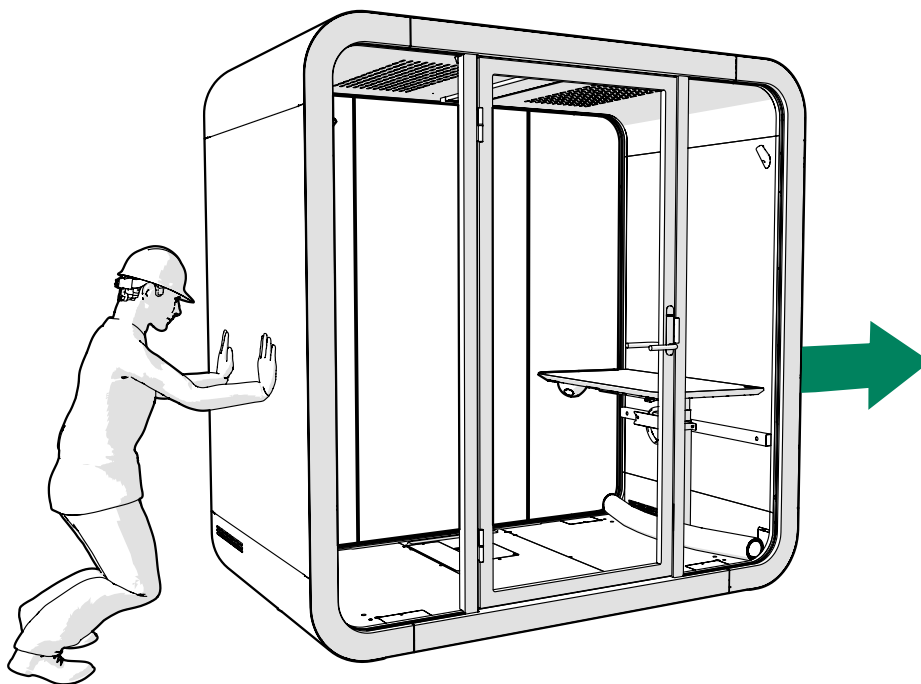
1. Screw in the feet of the leveling screws (8 pcs) gradually with a 6 to 7 mm flathead screwdriver, so that the pod stands on the casters.

**i Tip:** If the leveling screws are stuck or tight, one person can push the pod from the corner closest to the foot that is being adjusted.



2. Carefully push the pod to the new location.

- ⚠ **Note:** Only push the pod below the vertical middle, do not tow it.
- ⚠ **Note:** Only move the pod at walking speed.
- ⚠ **Note:** Only move the pod on even surfaces. The pod can cross thresholds a maximum of 3 mm.

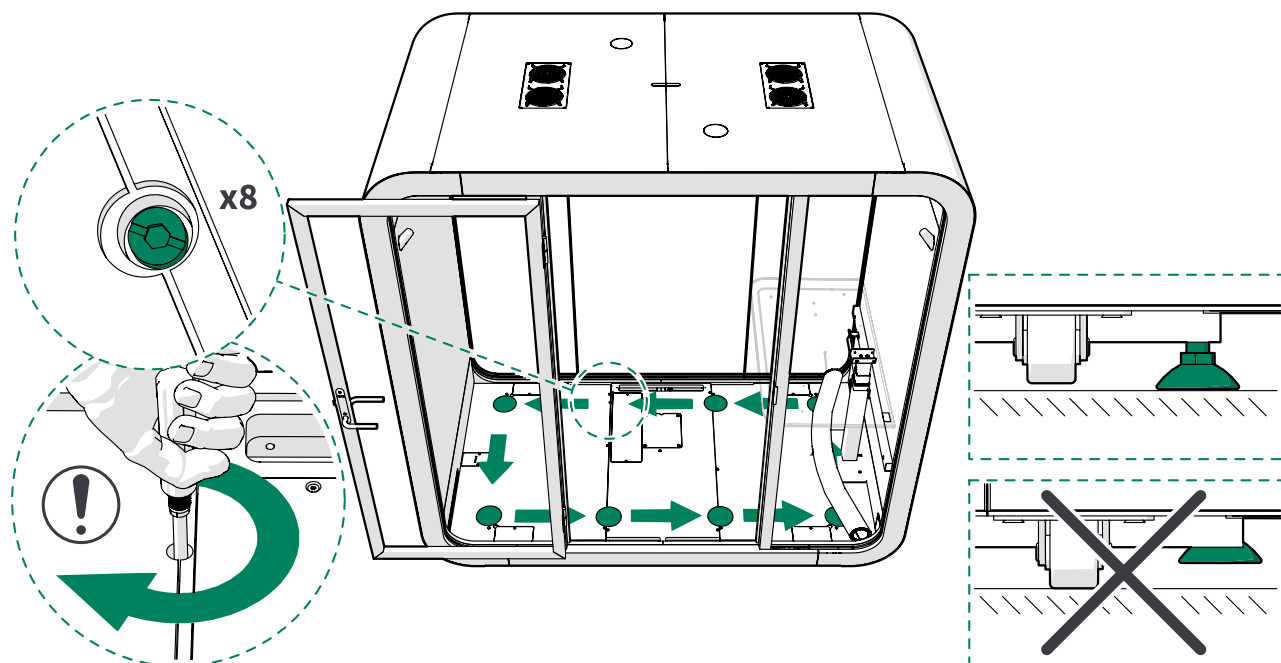




3. Screw out the feet of the leveling screws (8 pcs) gradually with a 6 to 7 mm a flathead screwdriver.

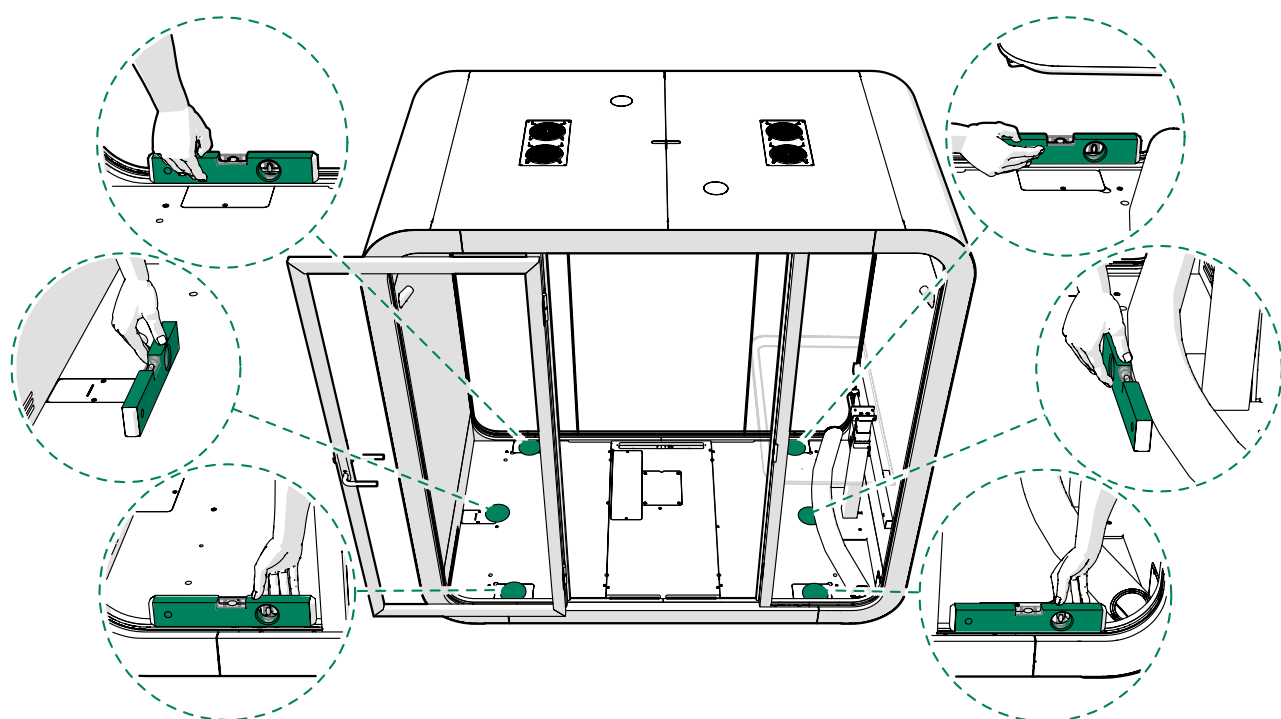
Make sure that the feet of the leveling screws are slightly past the casters and touch the floor. The feet are against the floor when you feel resistance.

- i** **Tip:** If the leveling screws are stuck or tight, one person can push the pod from the corner closest to the foot that is being adjusted.



4. Level the floor and screw out the feet of the leveling screws to their final position. Measure the opposite points with a spirit level repeatedly and adjust the feet of the leveling screws gradually.

Only screw the feet of the leveling screws outward to make sure that they stay past the casters.



5. Roll out the carpet.



**Note:** Make sure that the carpet is firmly installed and there are no bumps.



**framery**

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Installation instructions  
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