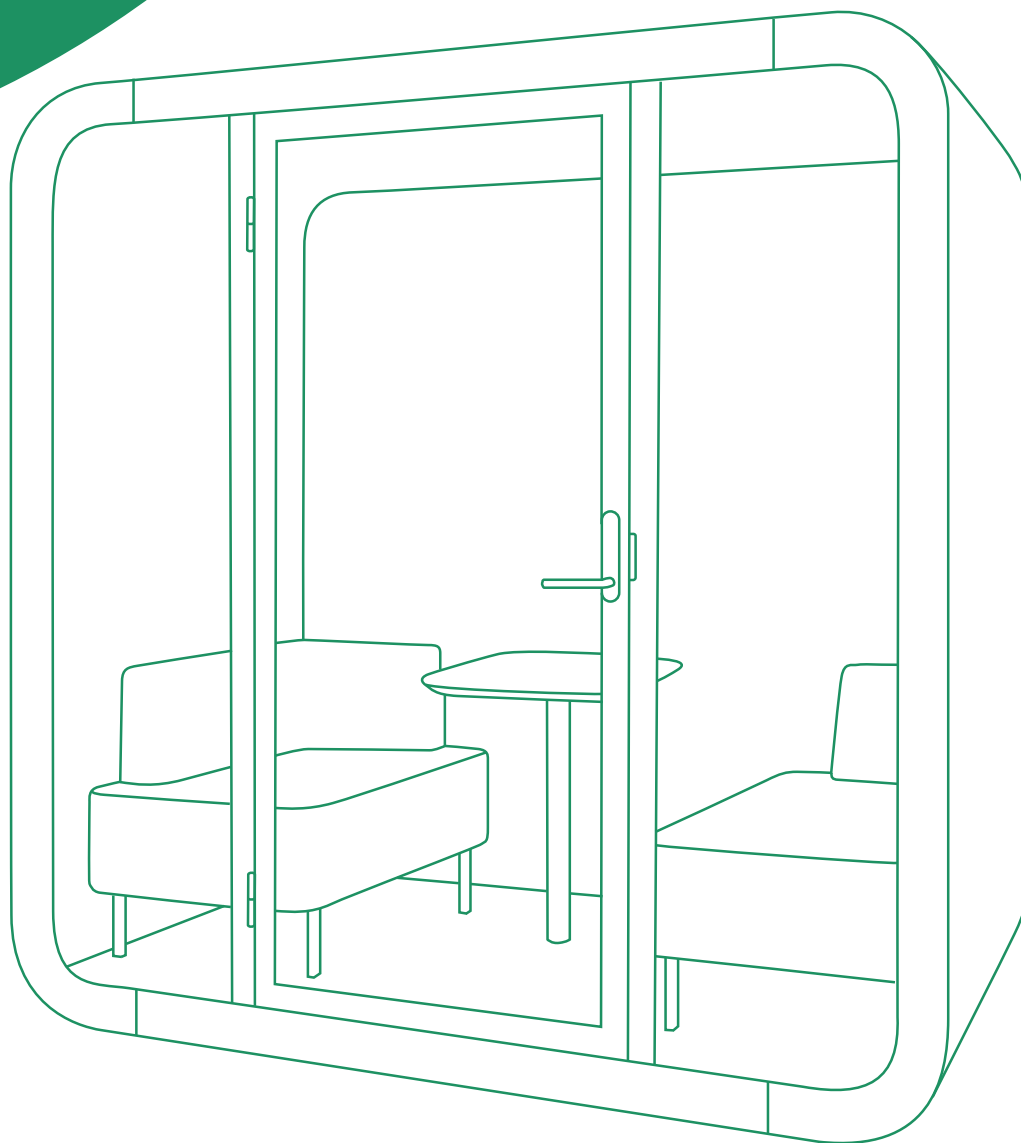


framery

SERIOUS ABOUT HAPPINESS



Framery Q

Complete care instructions

English
Version 1.0

Tampere, Finland 29.9.2021

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1 Important safety and product instructions

1.1 Preface

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

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

1.2 Product information

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

1.3 Copyright

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

1.4 Manual contents

The maintenance instructions contain the following information:

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

1.5 Warning, information and safety symbols in this manual

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

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

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

Table 1: Hazard



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

Table 2: Mandatory action








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




Table 3: Prohibited action

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

1.6.1 Installation, maintenance, and disassembly






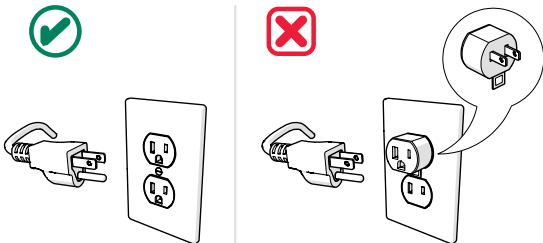
	WARNING! To reduce the risk of burns, fire, electric shock, or injury to persons, obey the following:
	Use cut resistant safety gloves during the installation, maintenance, or disassembly of the product.
	Use steel toed safety boots during the installation, maintenance, or disassembly of the product.
	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.
	Do not move the finished product by pushing if the optional wheels are not engaged. The product is very heavy. Moving the product after installation without engaging the optional wheels is not allowed.

1.6.2 Electrical safety



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

The maximum load for the electrical system is 6.6 A.

	DANGER! To reduce the risk electric shock, obey the following:
	Disconnect the power cord from the power outlet before starting any cleaning, maintenance, or disassembly procedures. 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.
	WARNING! To reduce the risk of burns, fire, electric shock, or injury to persons, obey the following:
	Connect the power cord to a properly grounded outlet only.
	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. 





	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.

1.6.3 Fire safety





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

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

1.6.4 Lifting safety

	<p>WARNING!</p> <p>To reduce the risk of injury to persons and damage to property, obey the following:</p>
	Obey all local rules and regulations regarding lifting ergonomics and lifting safety.
	Carefully plan all lifts before hand.
	Keep the work site tidy and free from debris.

1.6.5 Moving the product on wheels (optional)

	WARNING! The product is very heavy. Moving the product on the wheels requires planning and care. Make sure the product cannot tip over while moving.
	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 wheels. It is only allowed to use the wheels for moving the product. Return the full weight of the product onto the leveling feet immediately after relocation and level the floor.

2 Tools and accessories

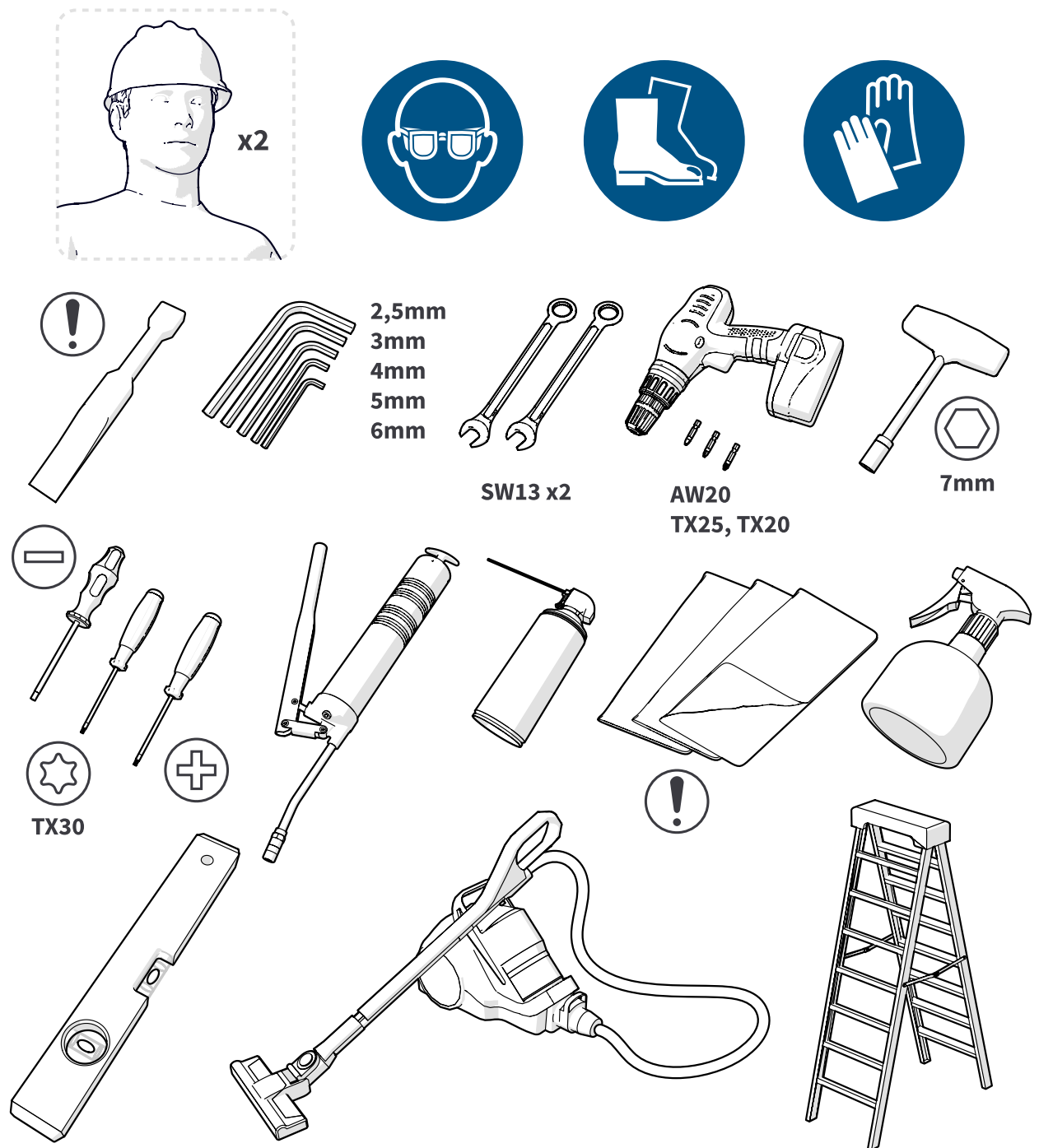
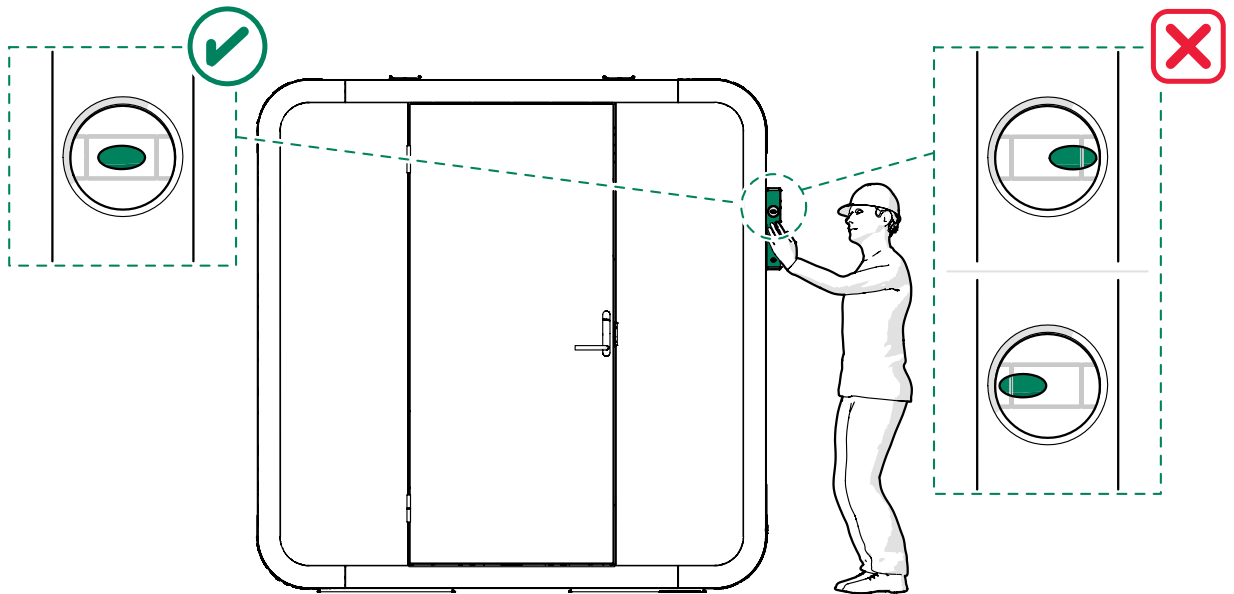


Figure 1: Tools and accessories needed for installation and maintenance

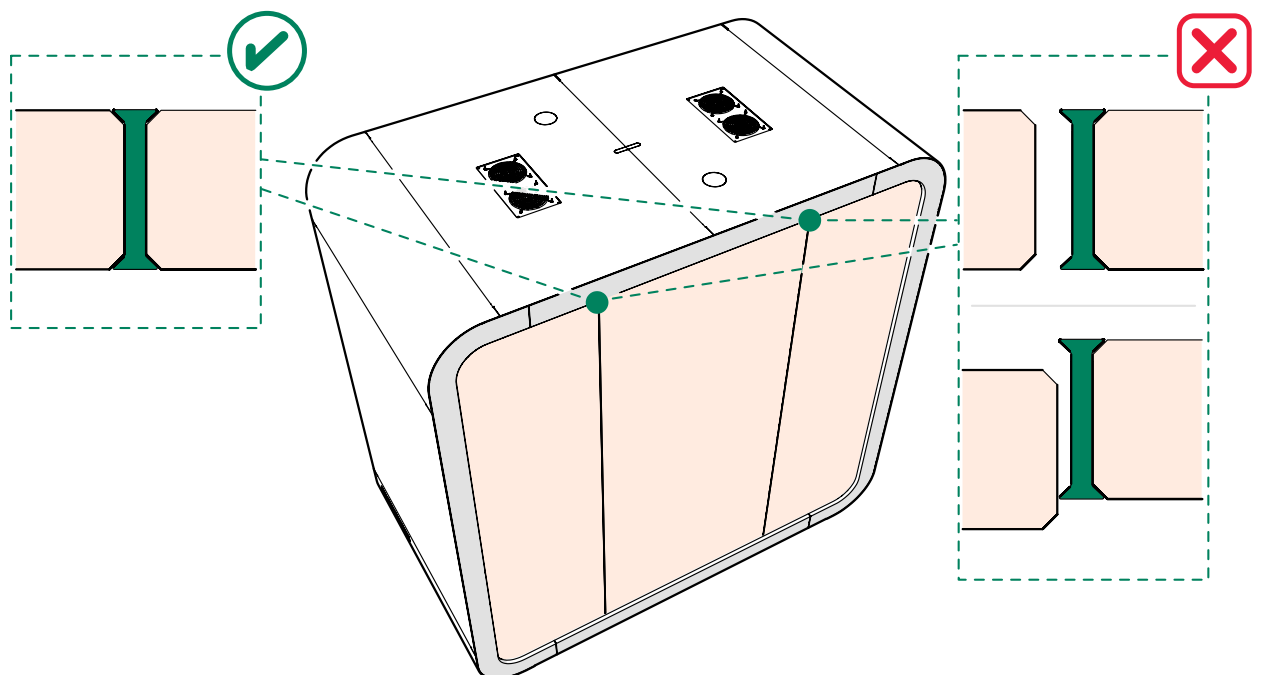
⚠ **Note:** Use a lint-free cloth to clean the pod.

3 Check the overall condition of the pod

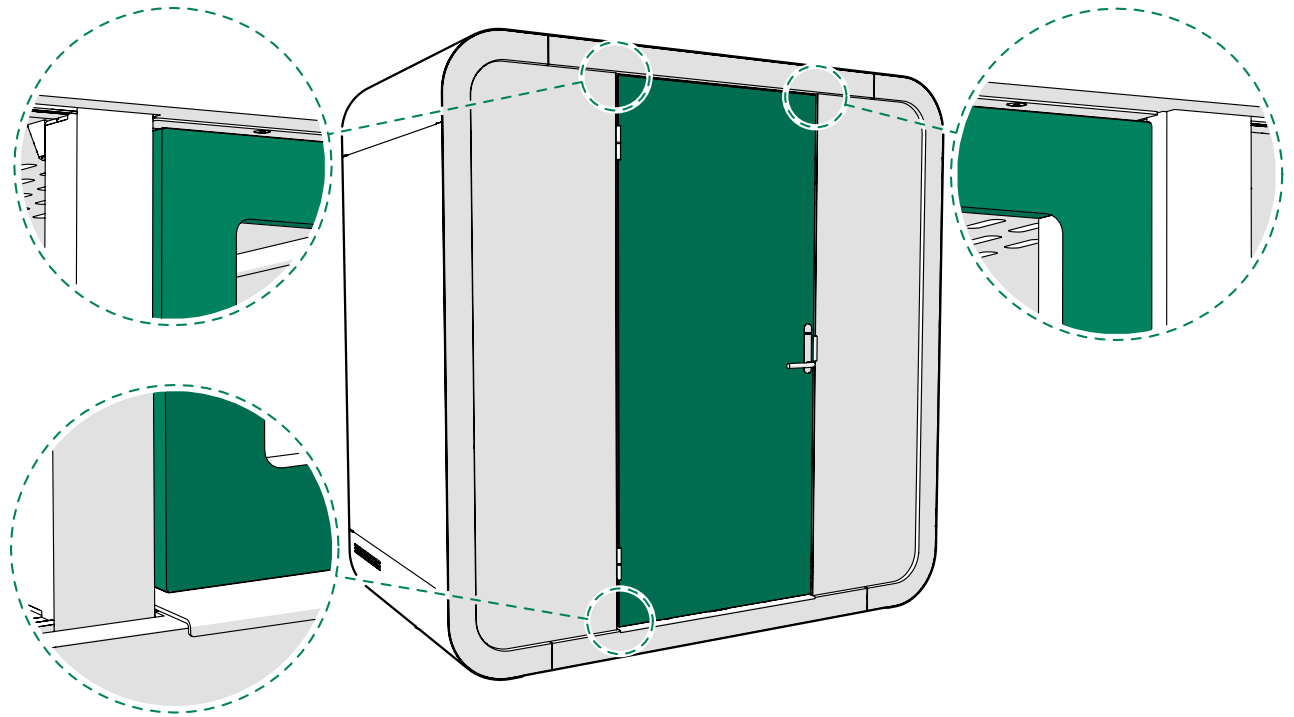
1. Check the pod for wear and tear.
2. Check the pod for visual defects.
3. Check the straightness of the pod.



4. Check that there is no gap between the back glasses and that the back glasses are aligned.



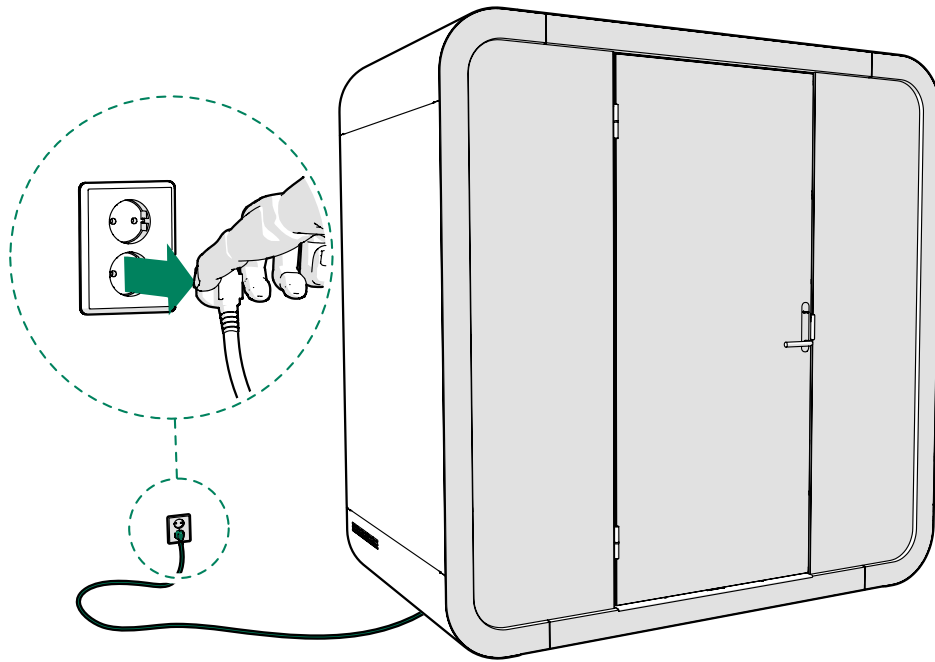
5. Check sound insulation.



6. Check the functionality of electrical components.

4 Disconnect the power cord

To provide a safe working environment, disconnect the power cord.

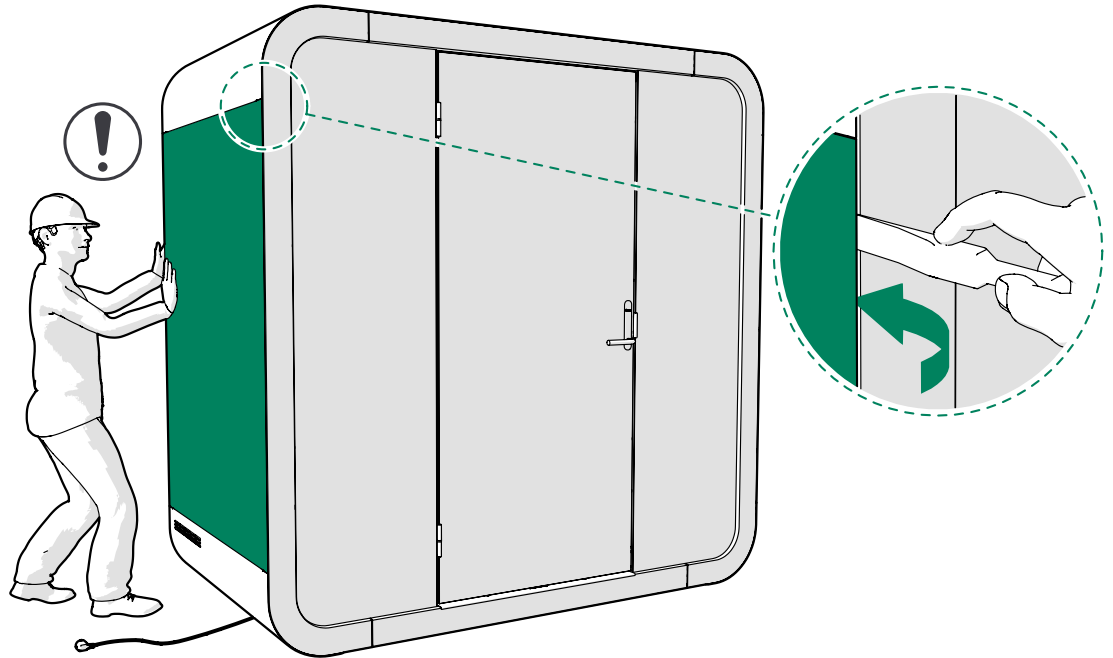


5 Disassemble the necessary parts

5.1 Remove the body covers

To access the frame bolts, remove the body covers.

1. Detach the wall body cover from the magnets in the upper groove.

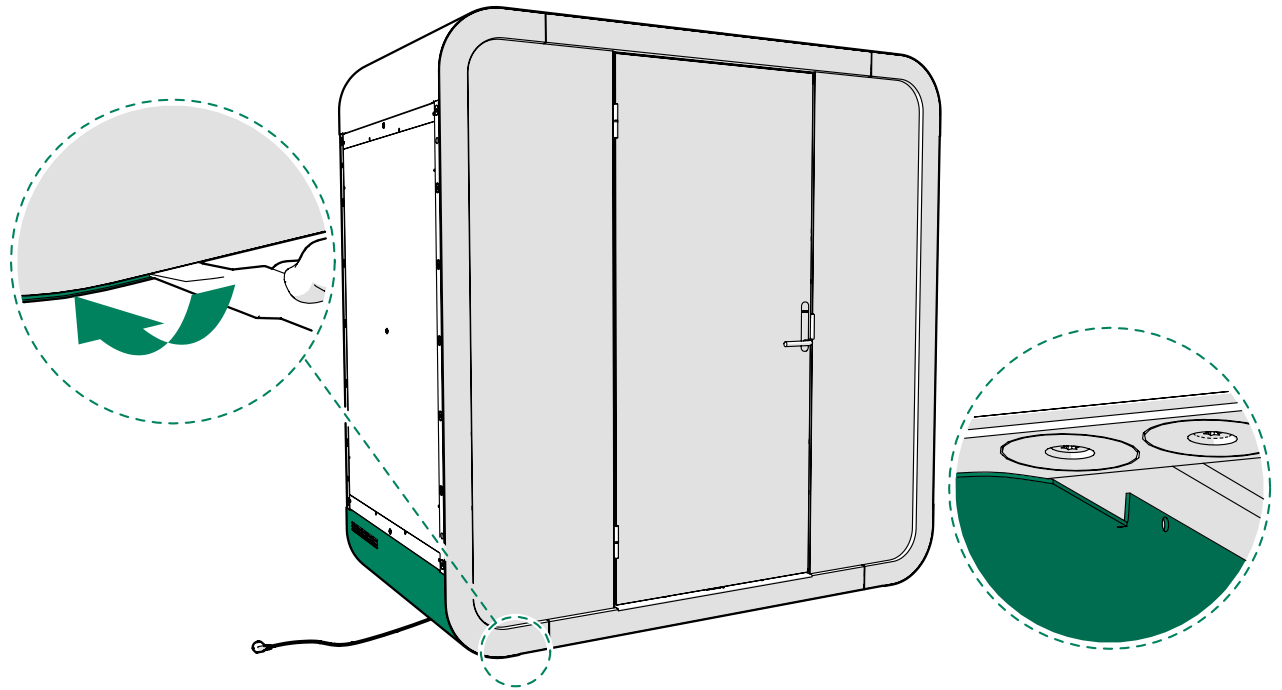


2. Remove the wall body cover.

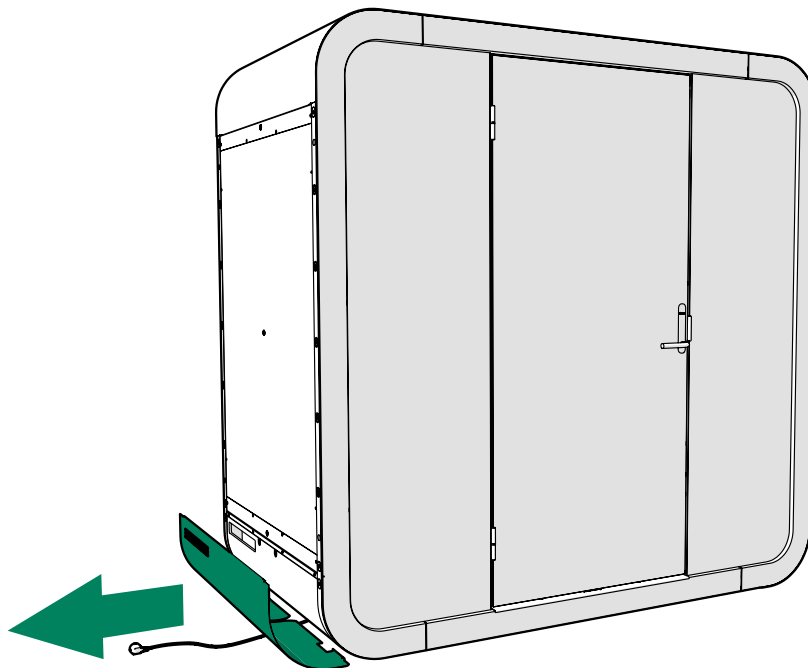


3. Repeat the steps 1. and 2. for the right-hand side wall body covers.

4. Detach the bottom body cover from the magnets in the groove.

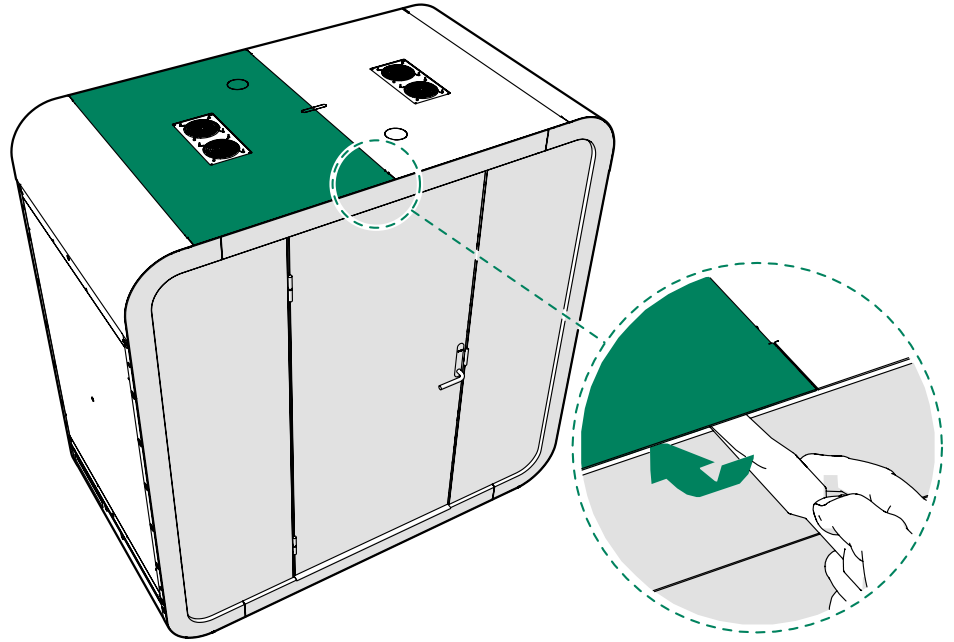


5. Remove the bottom body cover.

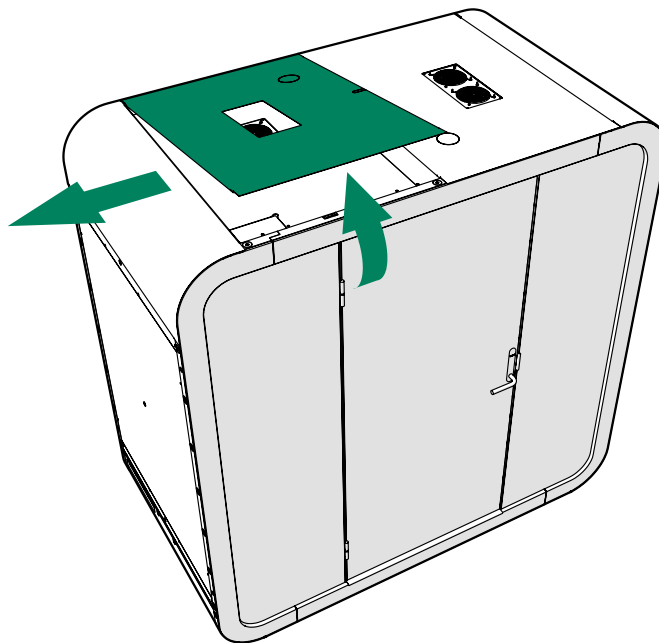


6. Repeat the steps 4. and 5. for the right-hand side bottom body covers.

7. Detach the straight roof body covers from the magnets.

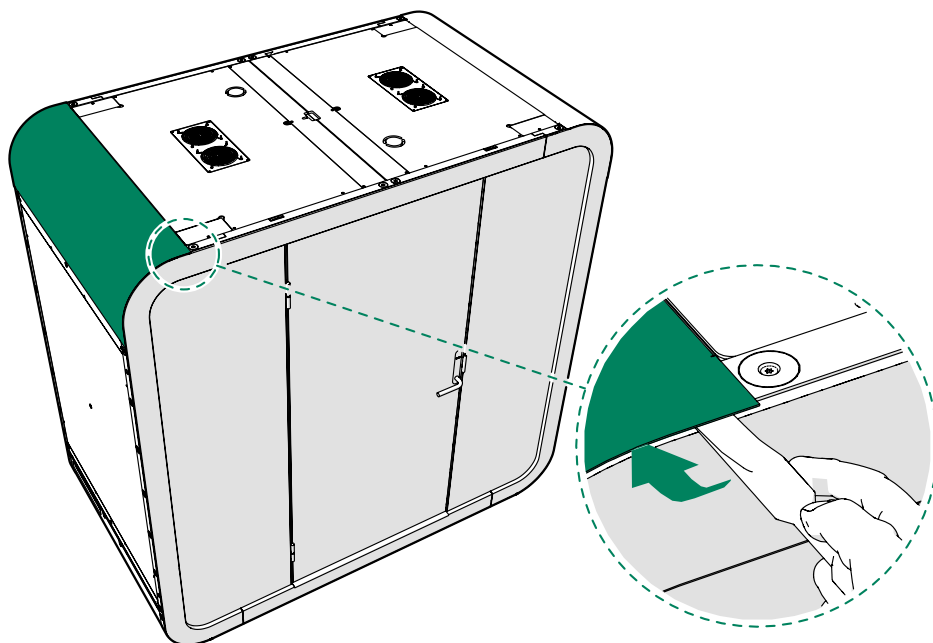


8. Remove the straight body covers.

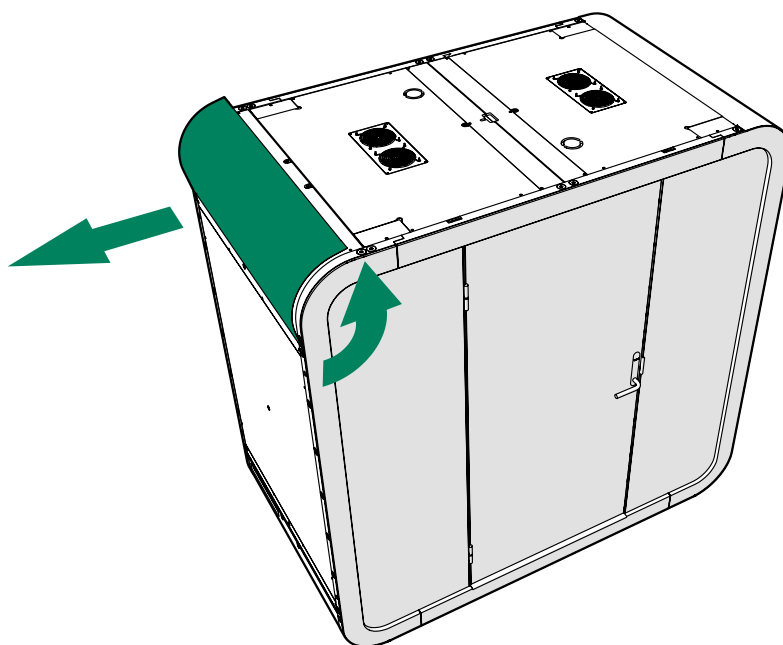


9. Repeat the steps 7. and 8. for the right-hand side straight roof body covers.

10. Detach the curved roof body cover from the magnets.



11. Remove the curved roof body covers.



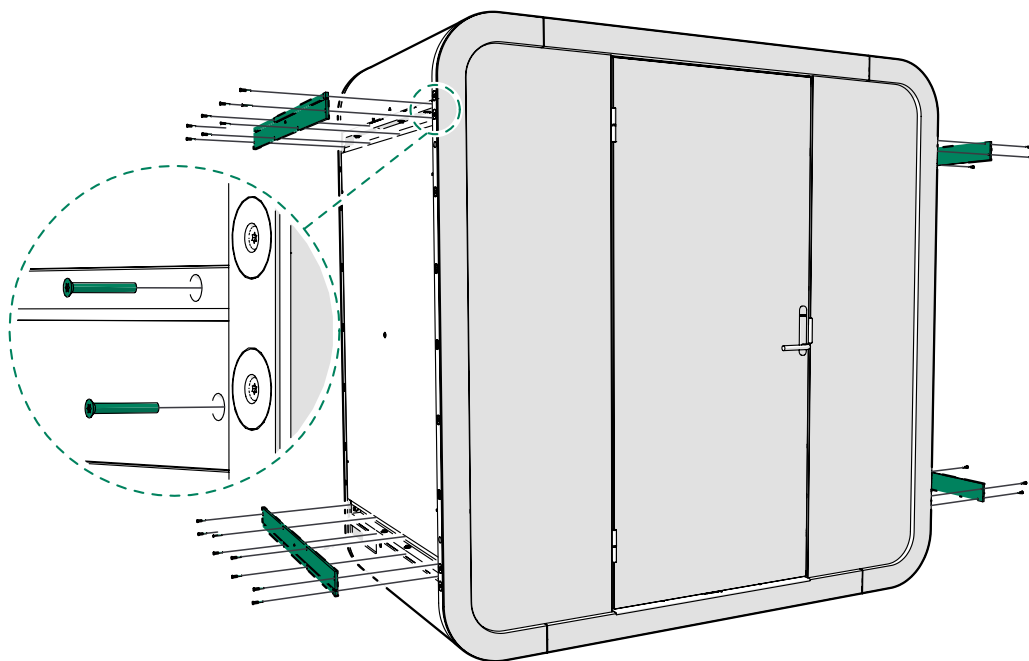
12. Repeat the steps 10. and 11. for the right-hand side curved roof body covers.

13. Place the removed covers in a safe place out of the way.

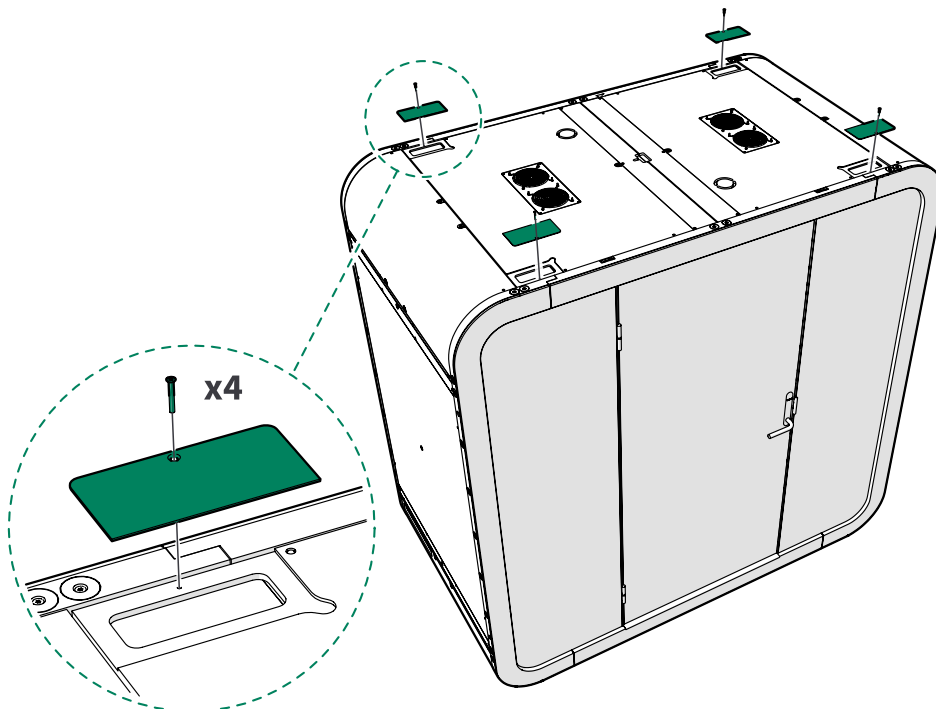
5.2 Remove the cover panels and plates

Remove the cover panels and plates to access the frame bolts that you should check and tighten, if needed. The screws are 4x30 AW20 (TX20 torx screwdriver can be used).

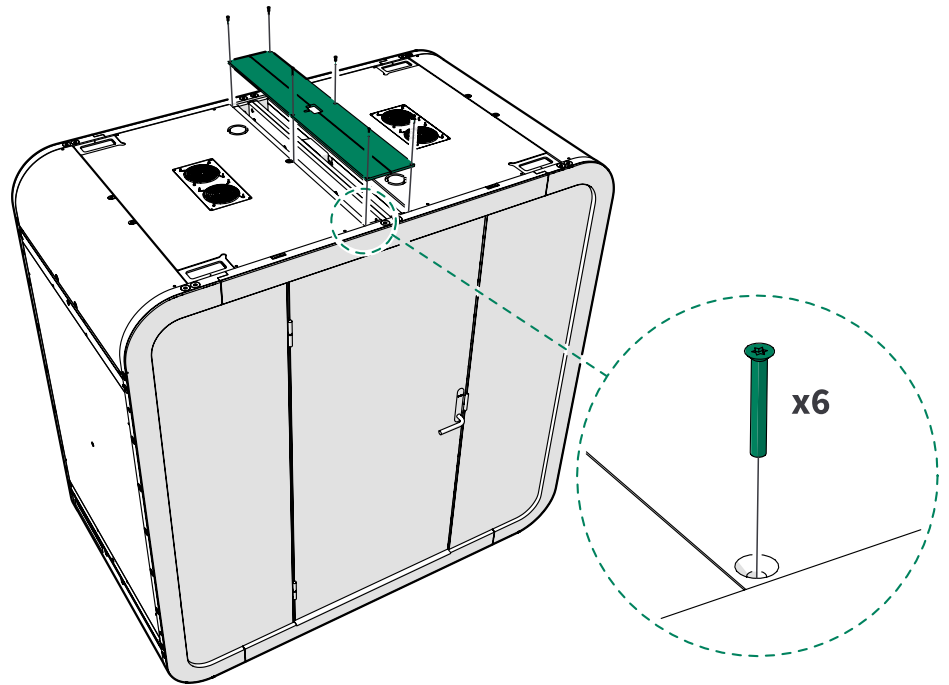
1. Unscrew the 4x30 screws (32 pcs) and remove the wall cover panels (4 pcs).



2. Unscrew the 4x30 screws (4 pcs) and remove the small roof cover plates (4 pcs).

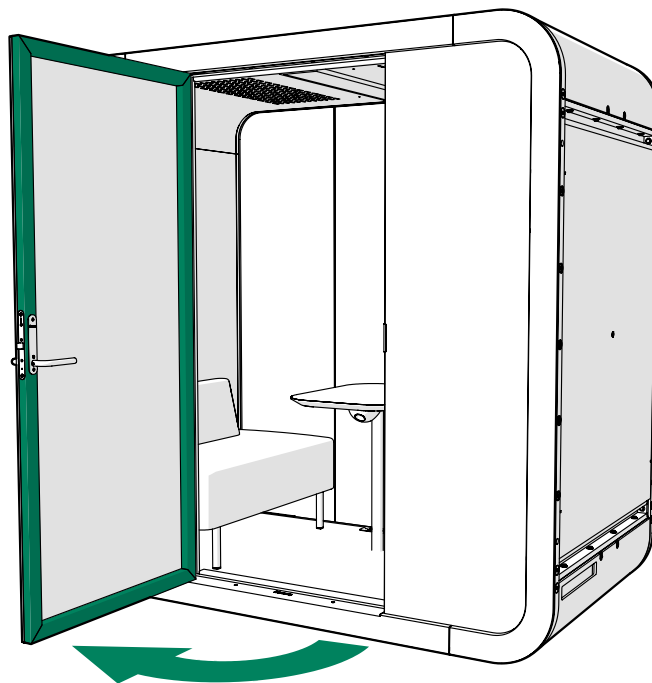


3. Unscrew the 4x30 screws (6 pcs) and remove the roof cover panel.



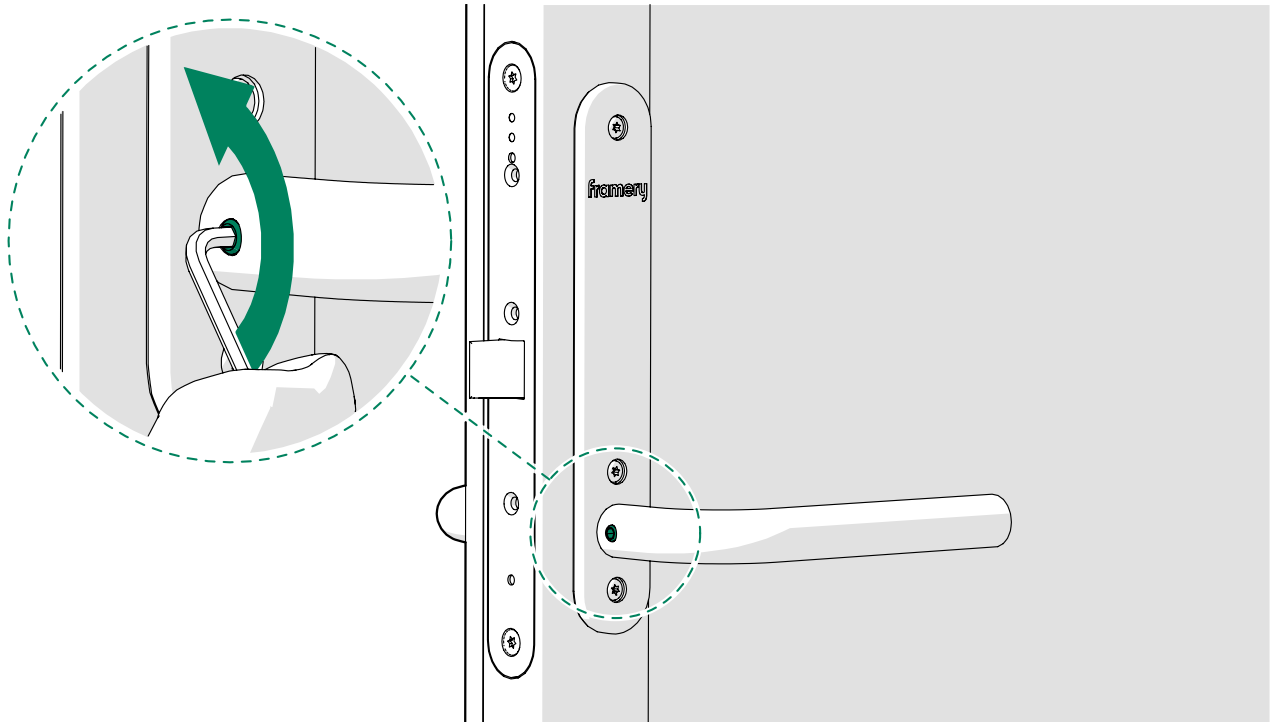
5.3 Remove the door handle

1. Open the door.

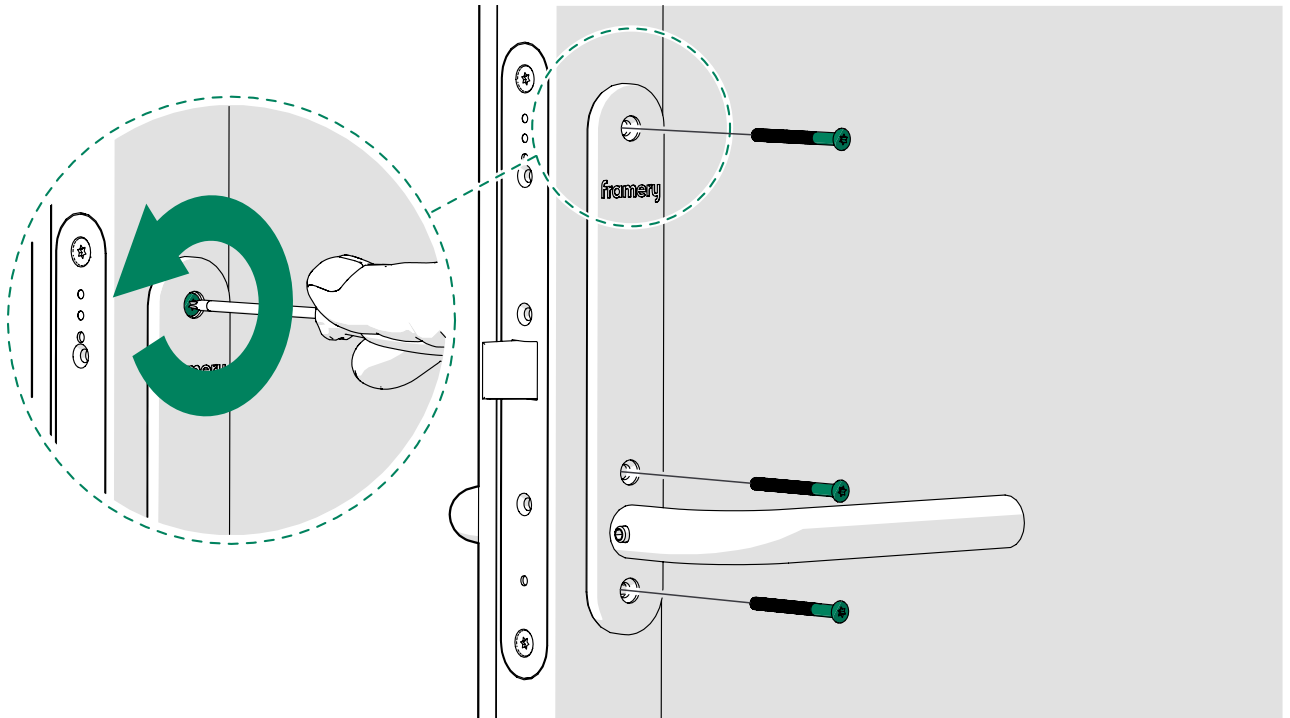


2. Loosen the set screw on the inside handle.

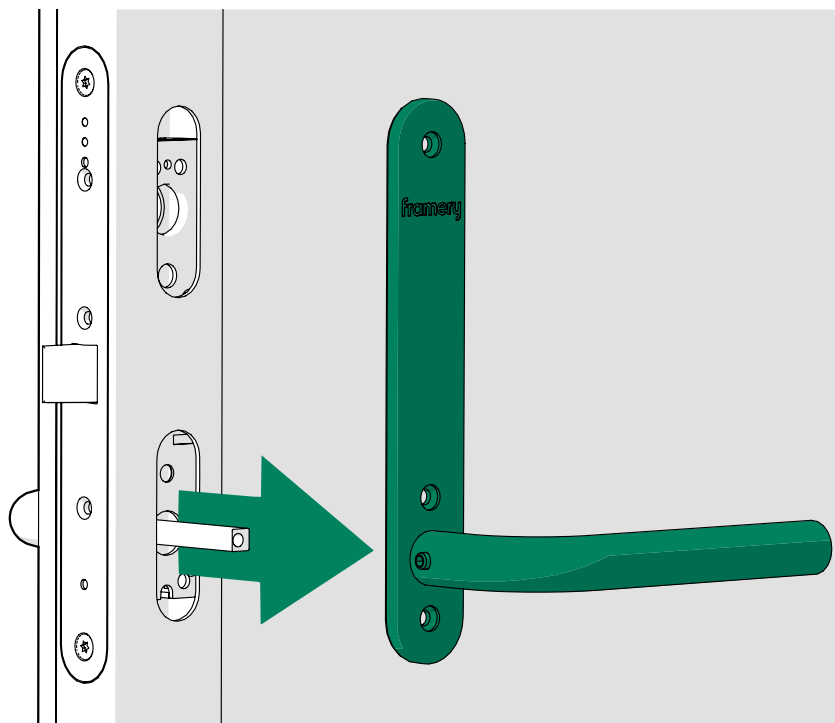
⚠ **Note:** Do not remove the set screw.



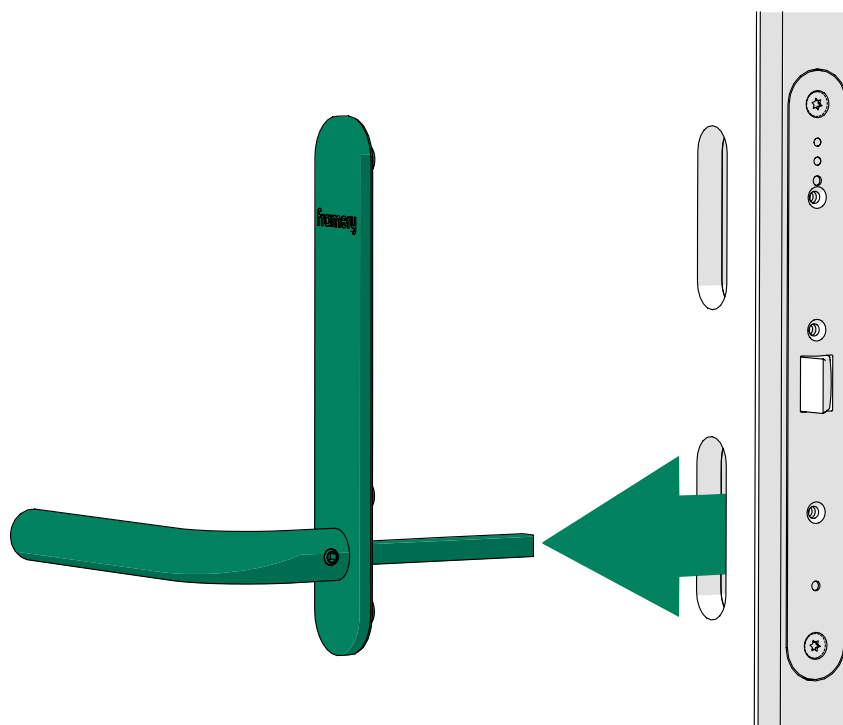
3. Remove the M5x46 screws (3 pcs) from the inside of the door.



4. Detach the counterpart handle from the spindle and set it aside.

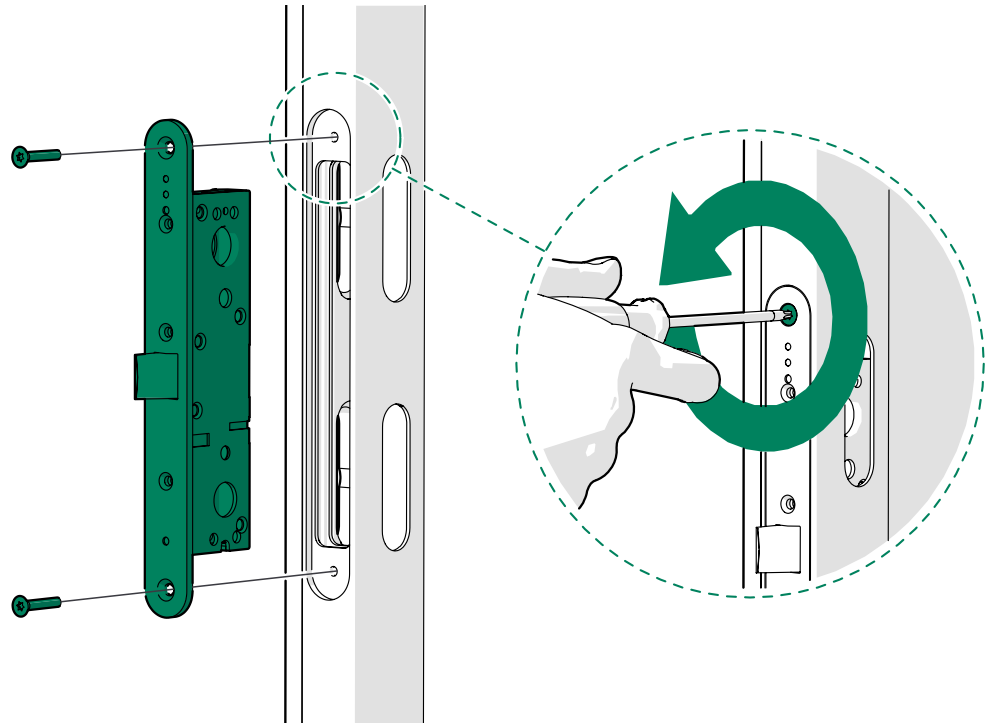


5. Remove the handle with the spindle and set it aside.



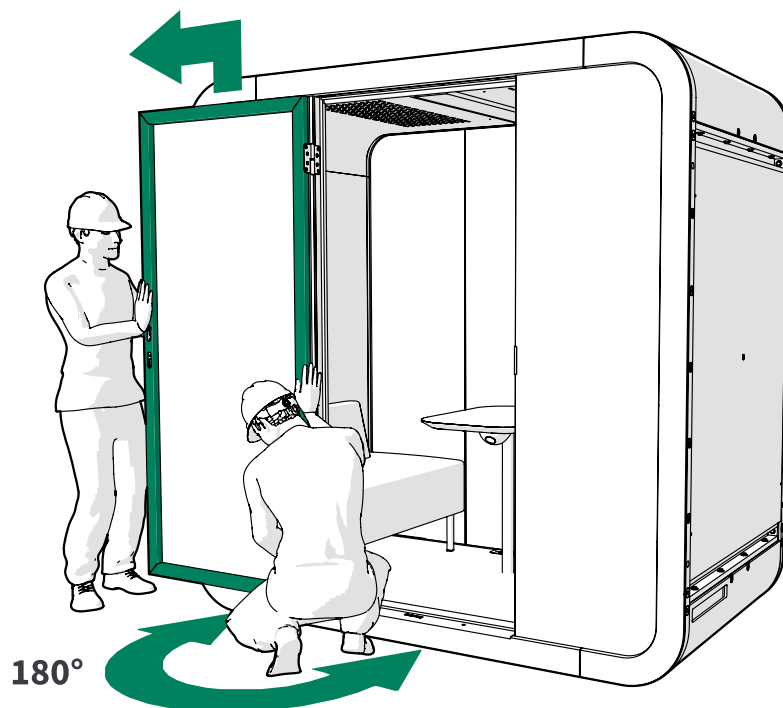
5.4 Remove the lock case

1. Unscrew the 4x25 screws (2 pcs) and remove the old lock case.



5.5 Remove the door

Open the door completely (180°) and lift to detach it.



5.6 Remove the furniture

Lift the sofas and seats out of the pod.

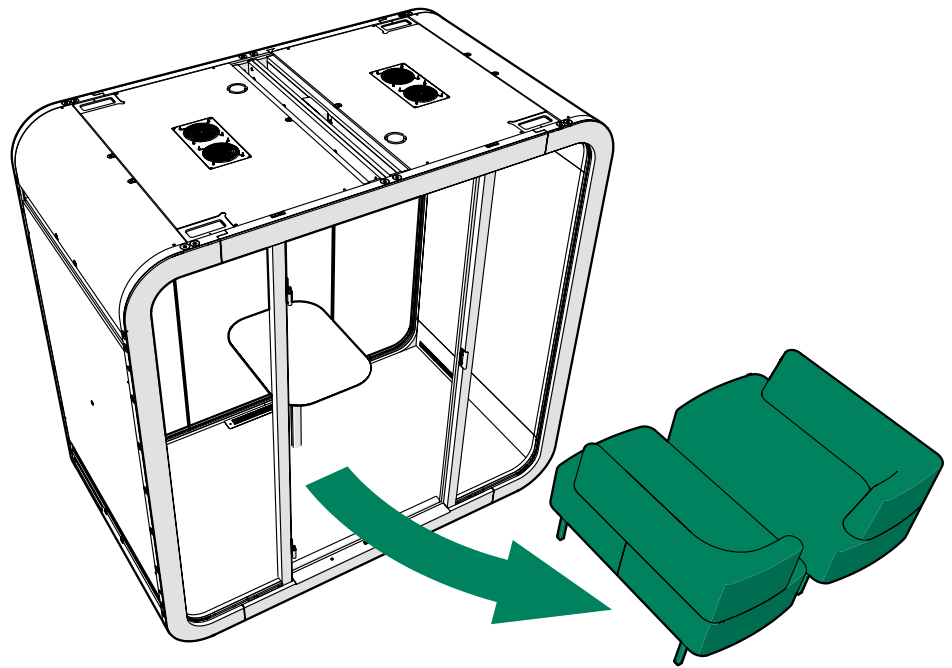


Figure 2: Framery Q Meeting Maggie

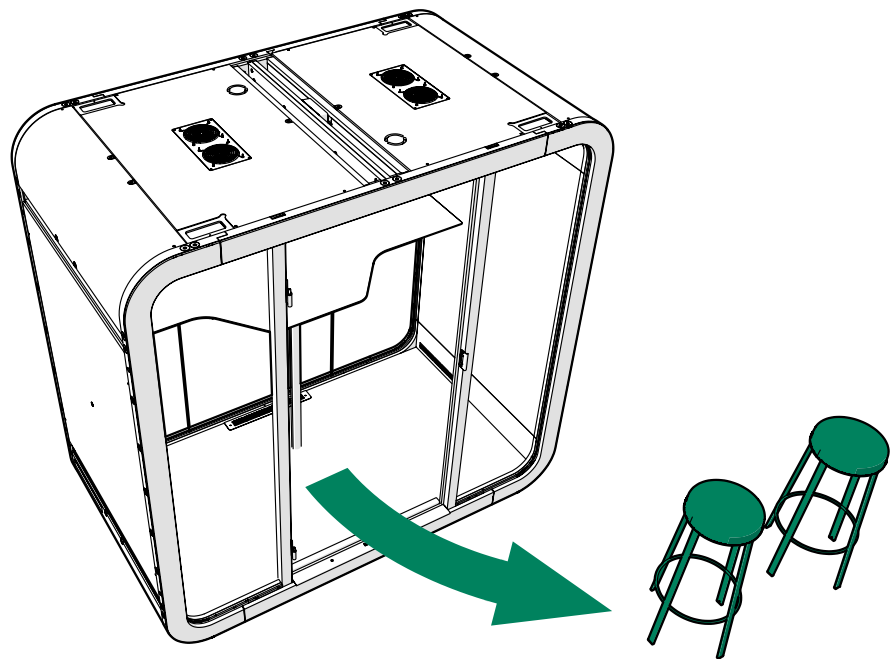
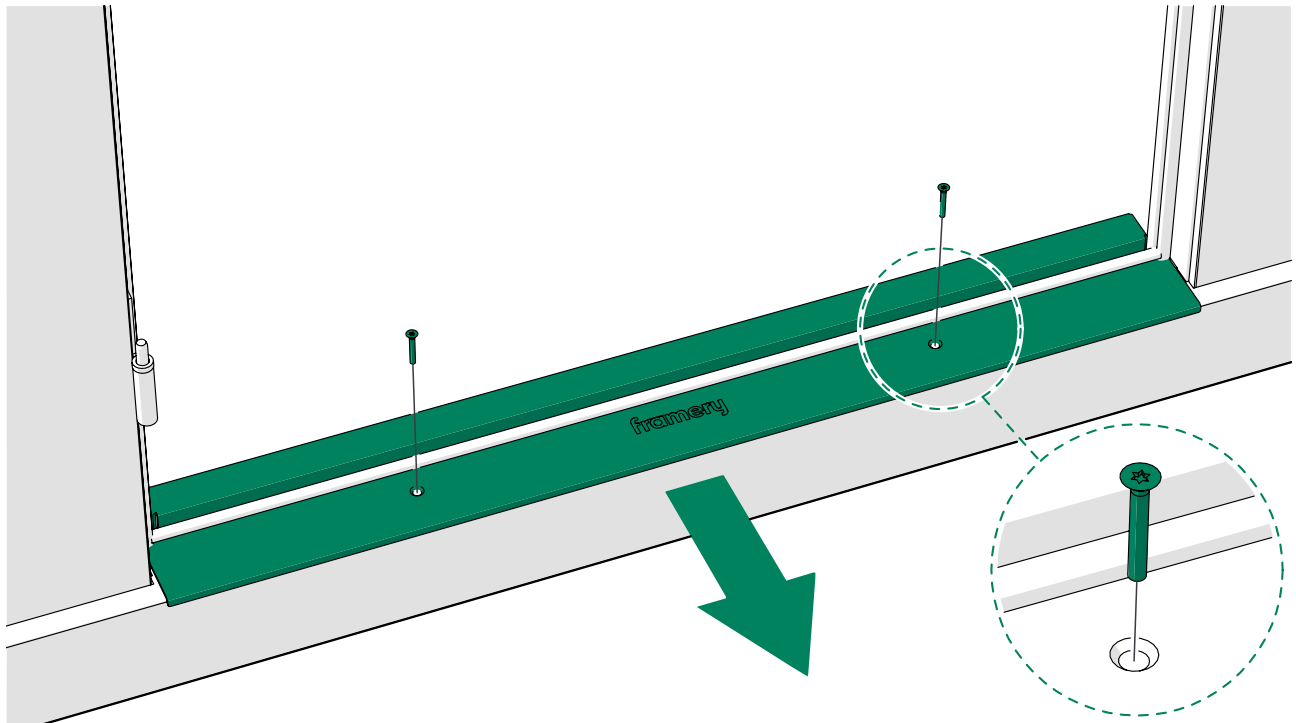


Figure 3: Framery Q Working with PAL

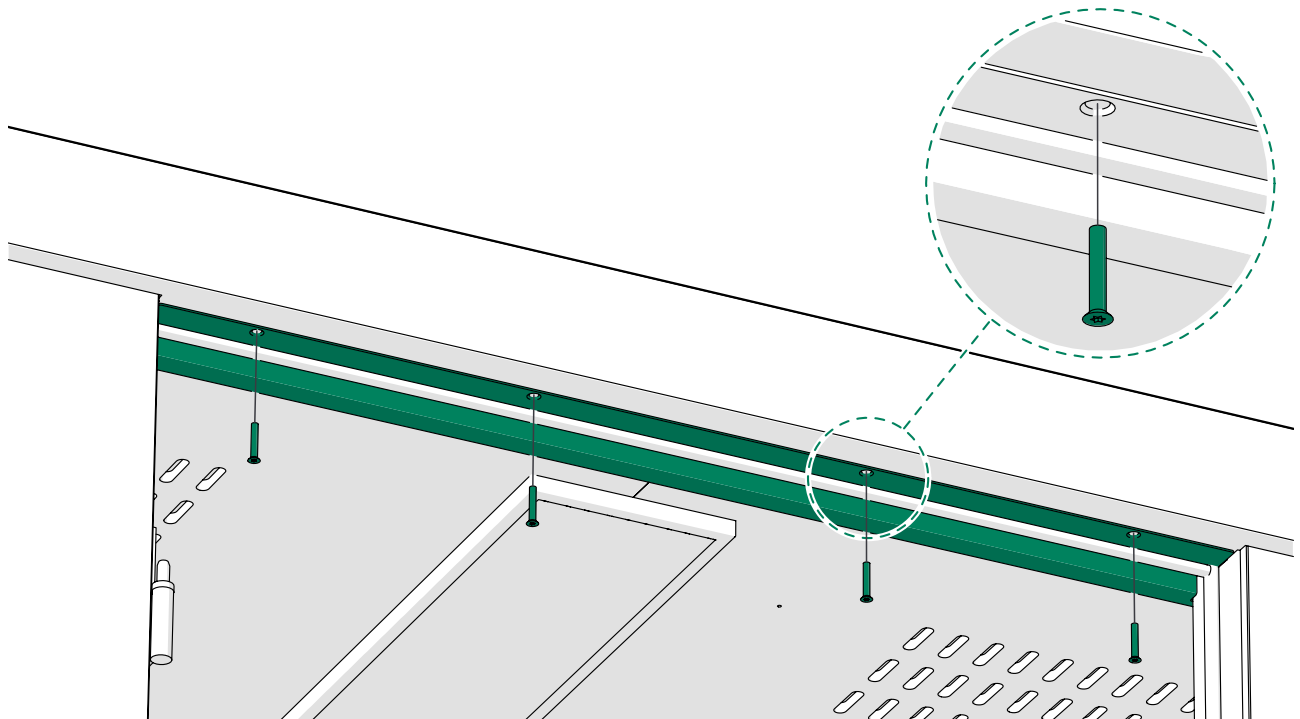
5.7 Remove the floor threshold

Unscrew the 5x50 screws (2 pcs) and remove the floor threshold.



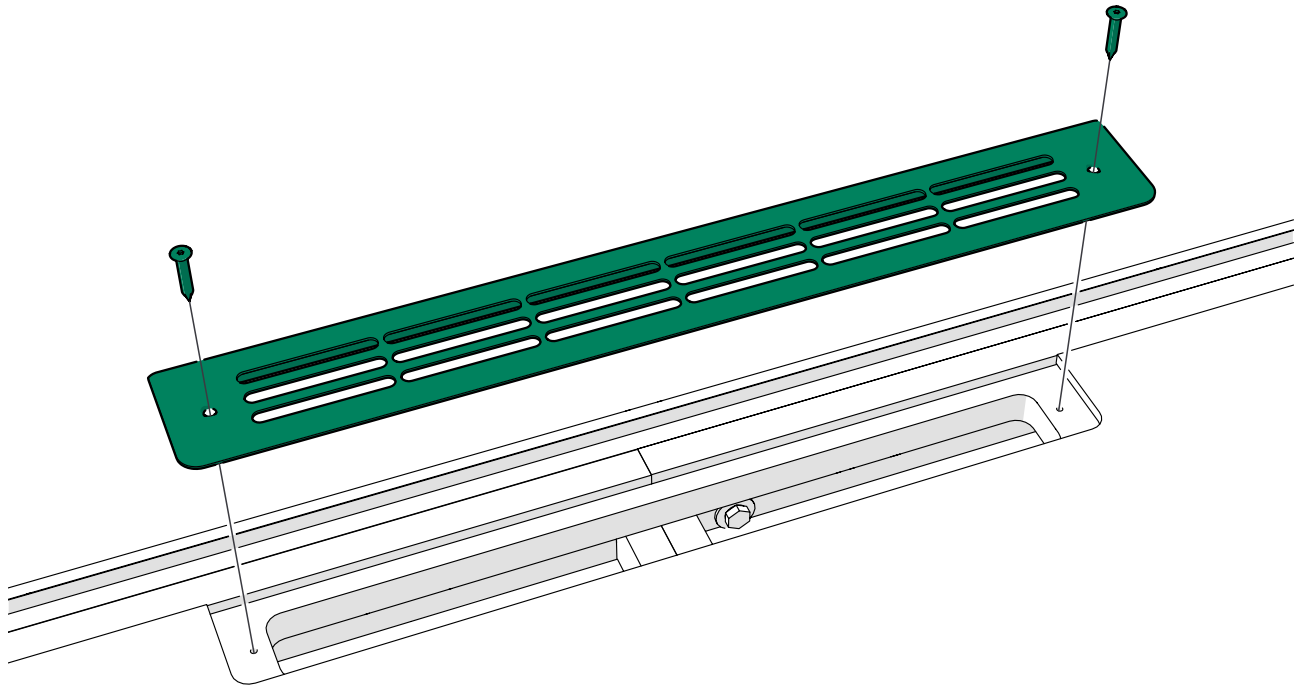
5.8 Remove the ceiling threshold

Unscrew the black 5x30 screws (4 pcs) and remove the ceiling threshold.



5.9 Remove the floor grid

Unscrew the black 5x30 screws (2 pcs) and remove the floor grid.



5.10 Remove the carpet

1. Fold the carpet and lift it out of the pod.

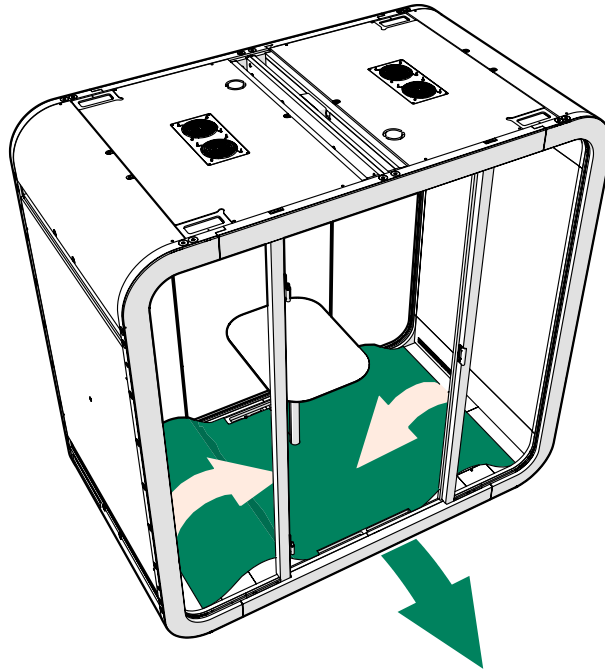


Figure 4: Framery Q Meeting Maggie

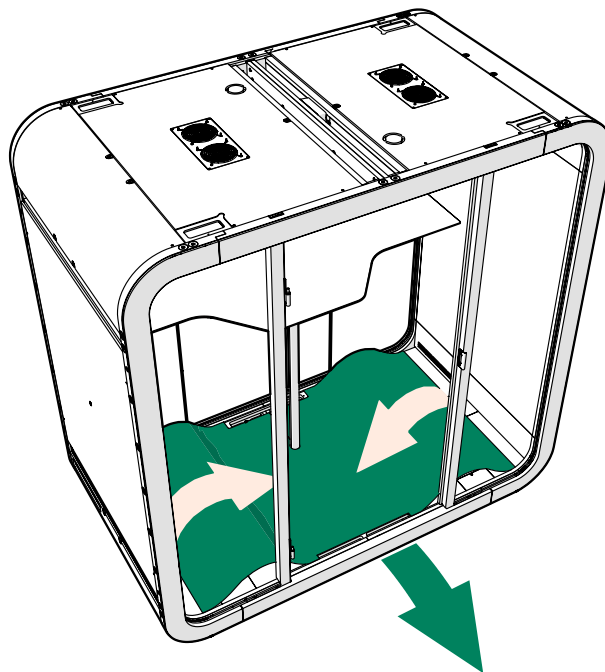
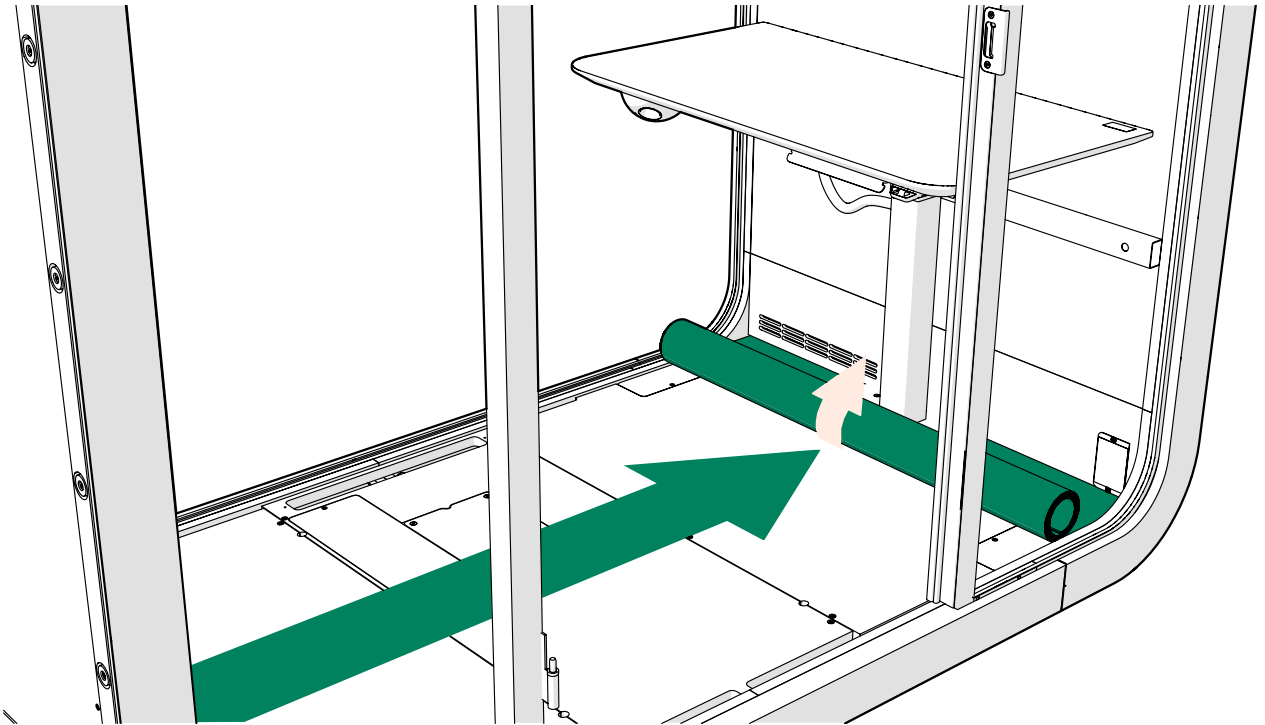


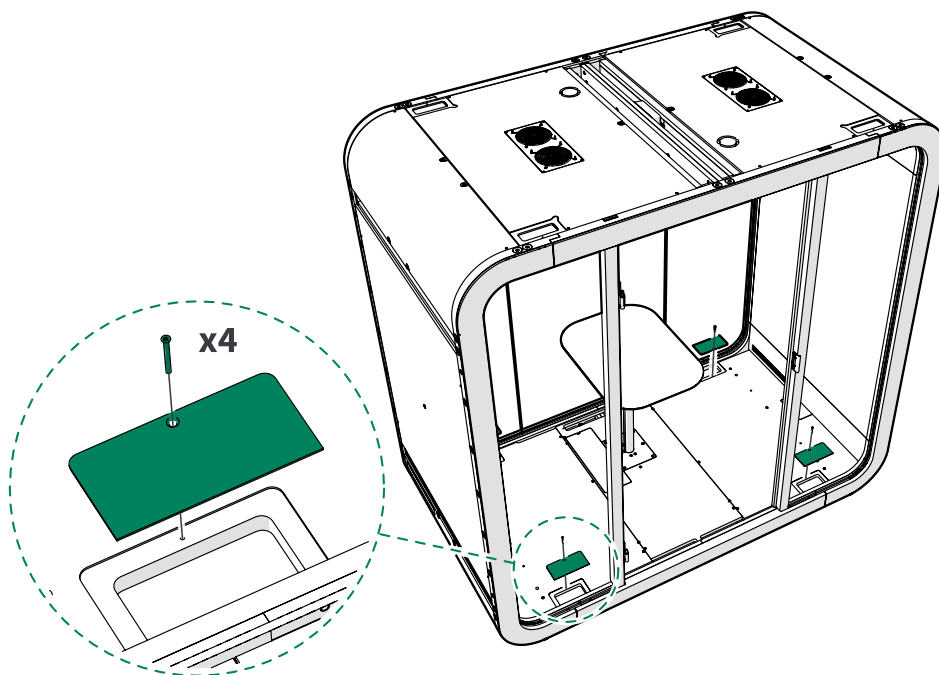
Figure 5: Framery Q Working with PAL

2. Roll the carpet under the table (Framery Q Flow).



5.11 Remove the floor cover plates

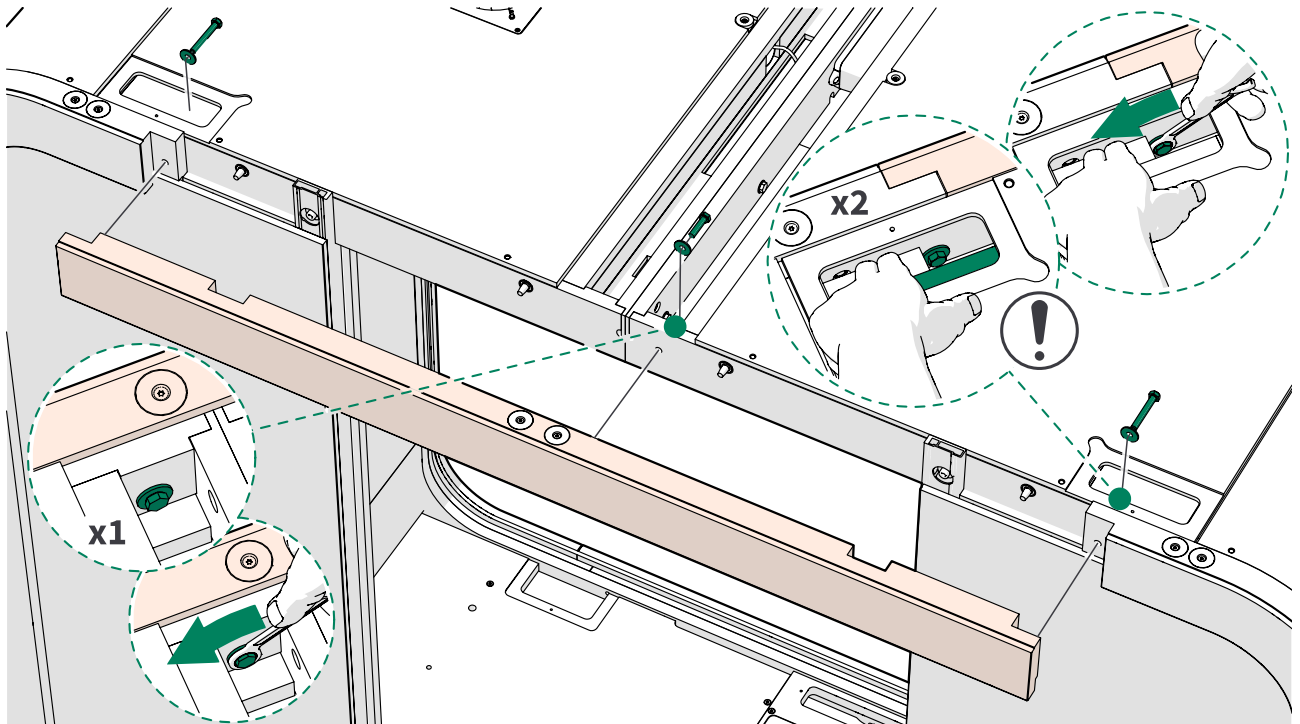
1. Unscrew the 4x30 screws (4 pcs) and remove the floor cover plates



5.12 Remove the front center frames

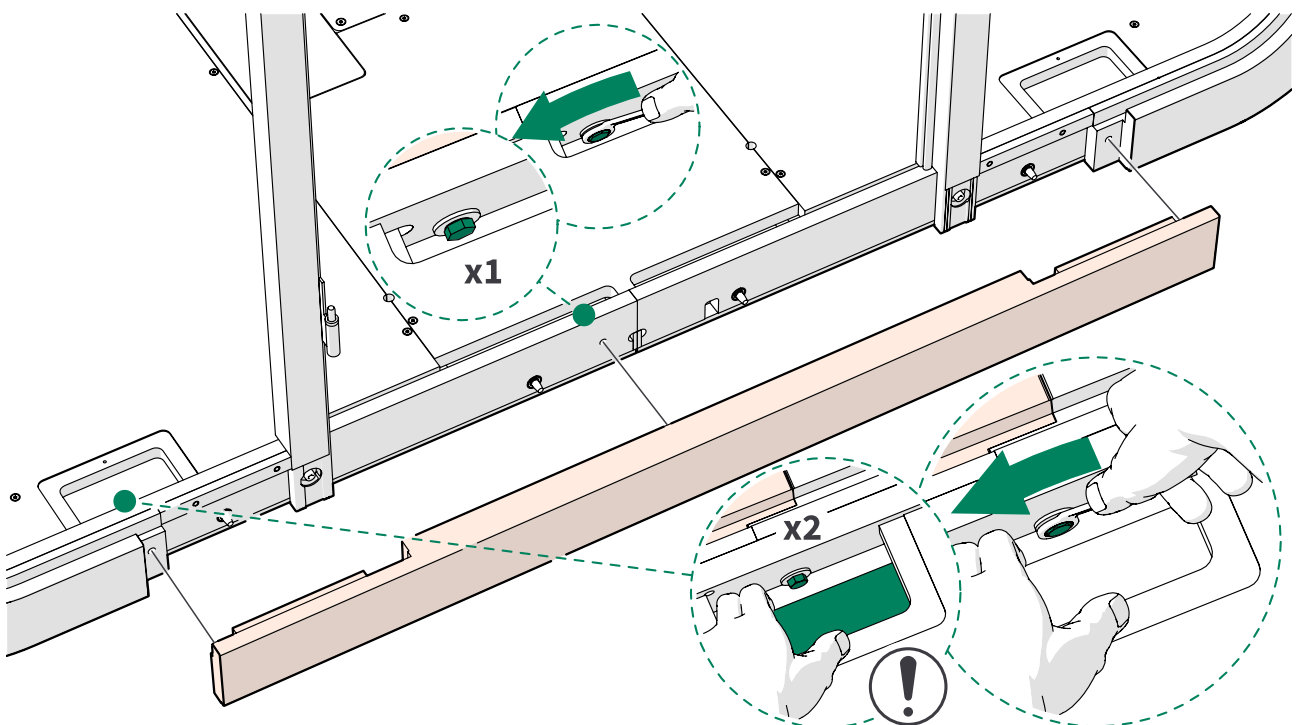
1. Unscrews the bolts (3 pcs) from the upper center frame at the front of the pod and remove it.

⚠ **Note:** Leave the guide pins in place. Make sure that you do not loose them.



2. Unscrews the bolts (3 pcs) from the lower center frame at the front of the pod and remove it.

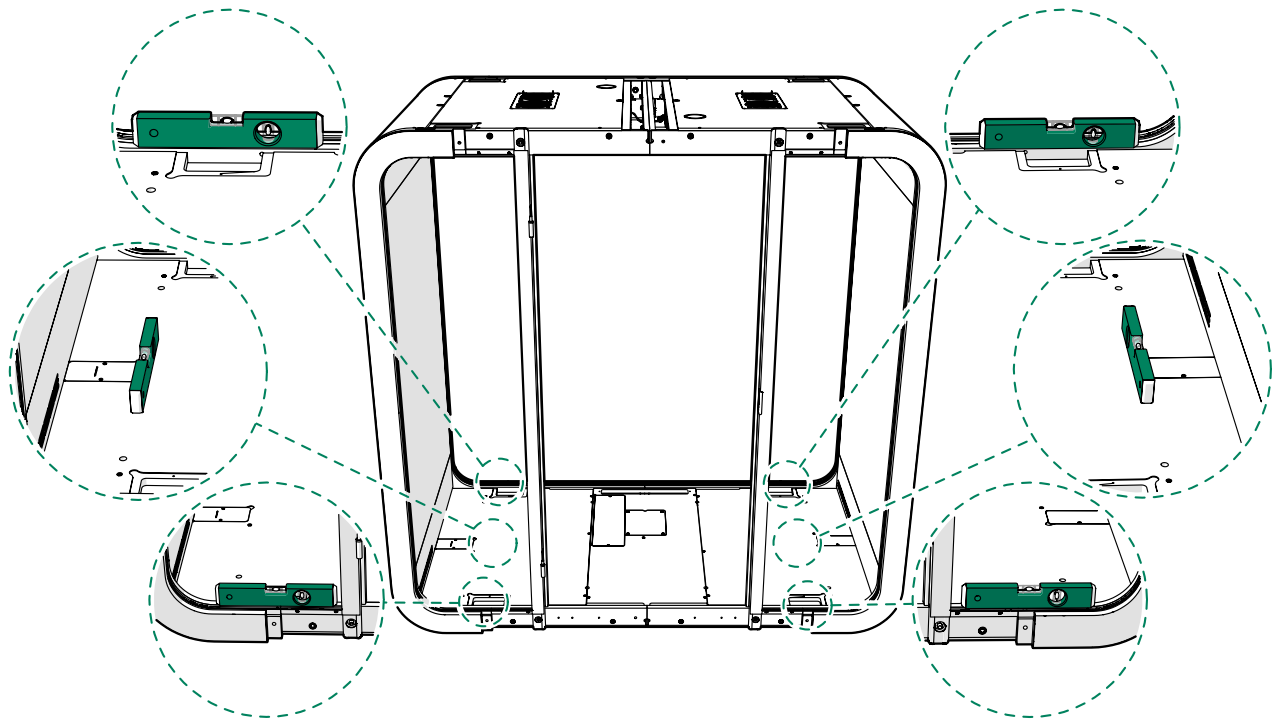
⚠ **Note:** Leave the guide pins in place. Make sure that you do not loose them.



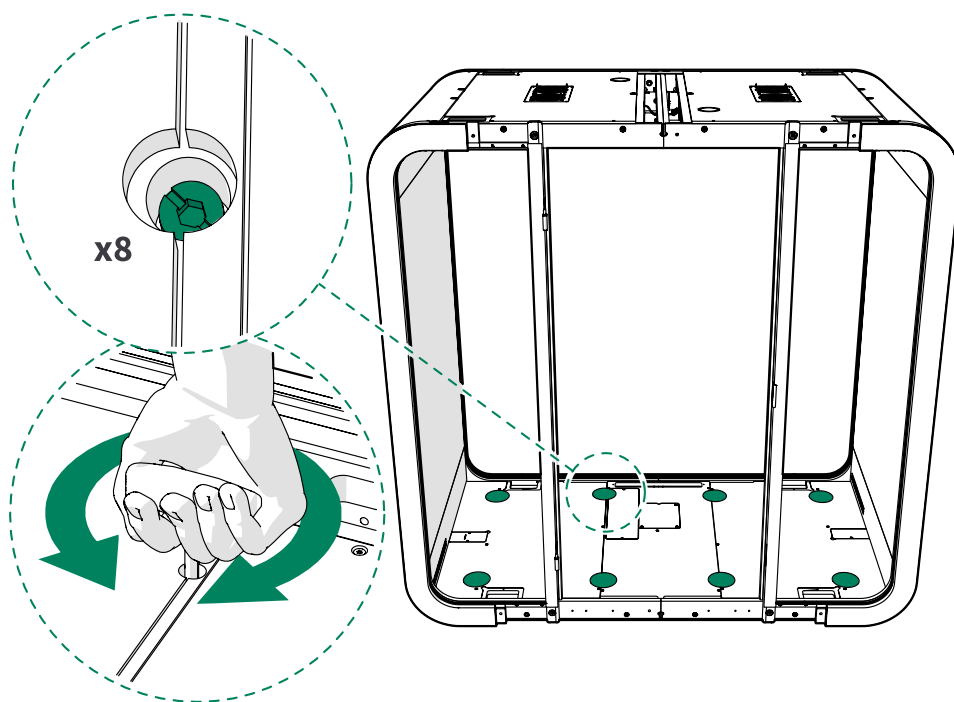
6 Level the floor

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

- Along the sides
- On the ABS strips at the edges of the floor modules

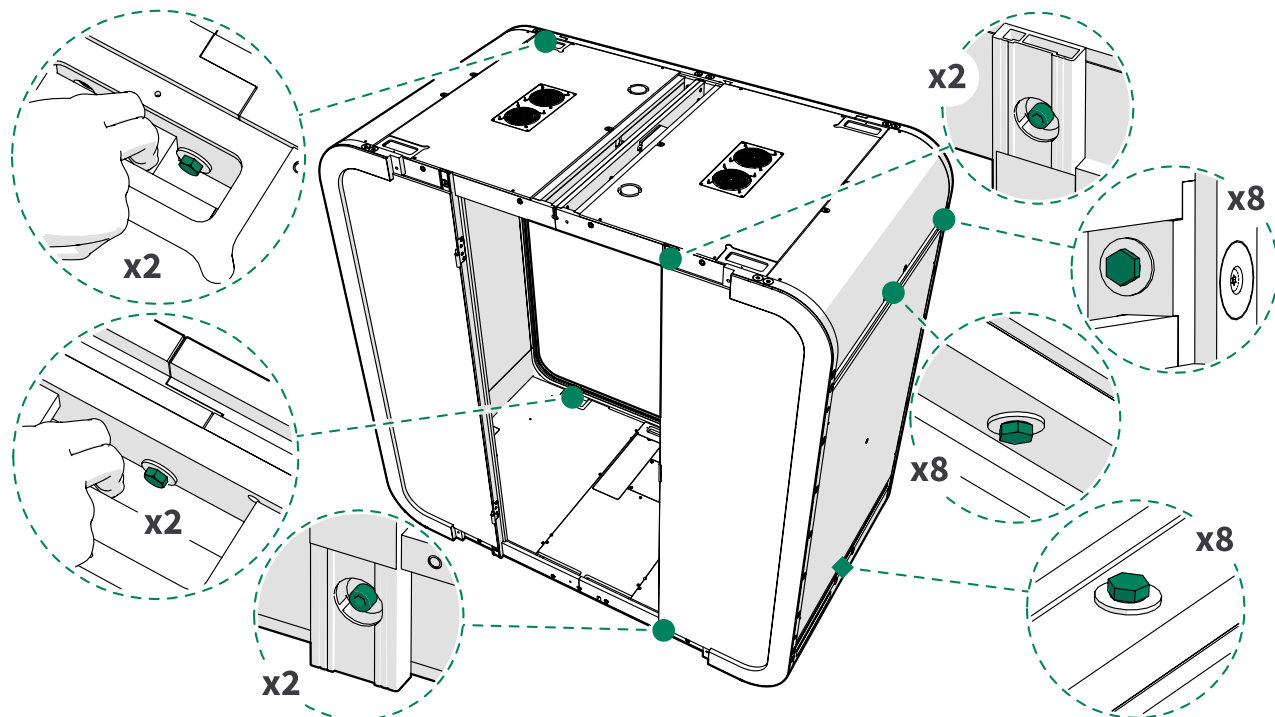


2. Measure opposite points repeatedly and adjust the feet of the leveling screws gradually.

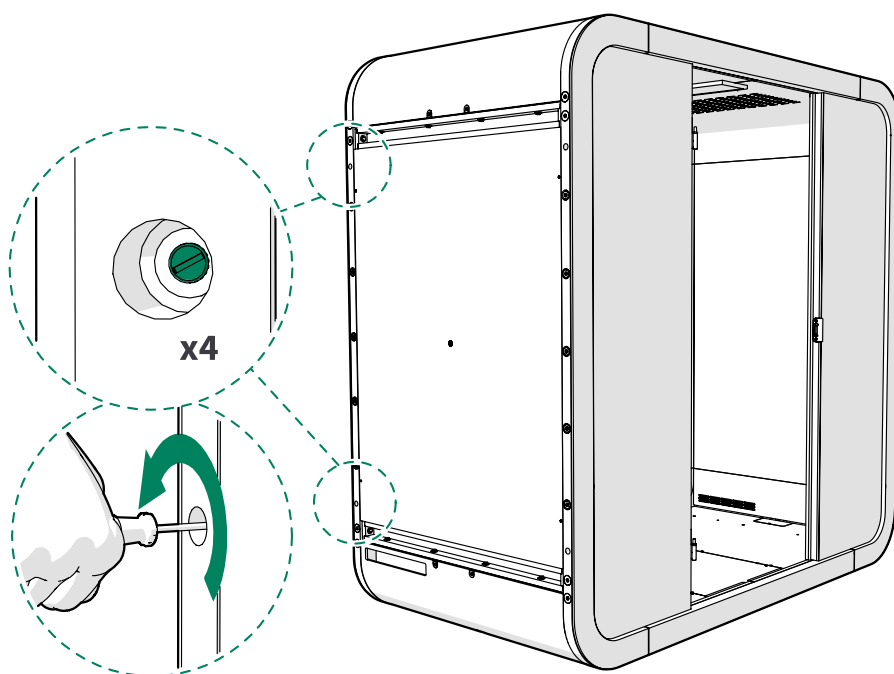


7 Straighten the pod

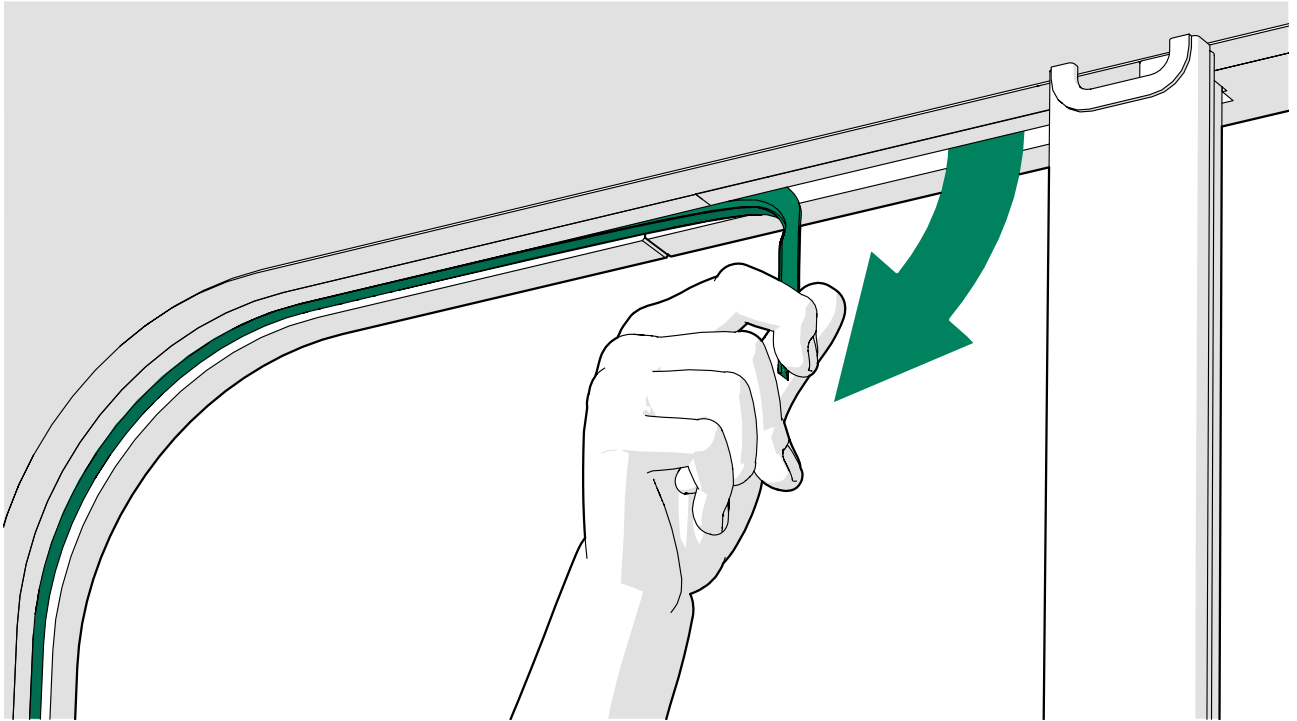
1. Loosen all the frame and body bolts slightly.
 - Inside the pod, at the back frames in the floor
 - At the junctions of the floor and wall
 - At the junctions of the wall and roof
 - On the roof at the back frames
 - Upper and lower side-glass frame bolts



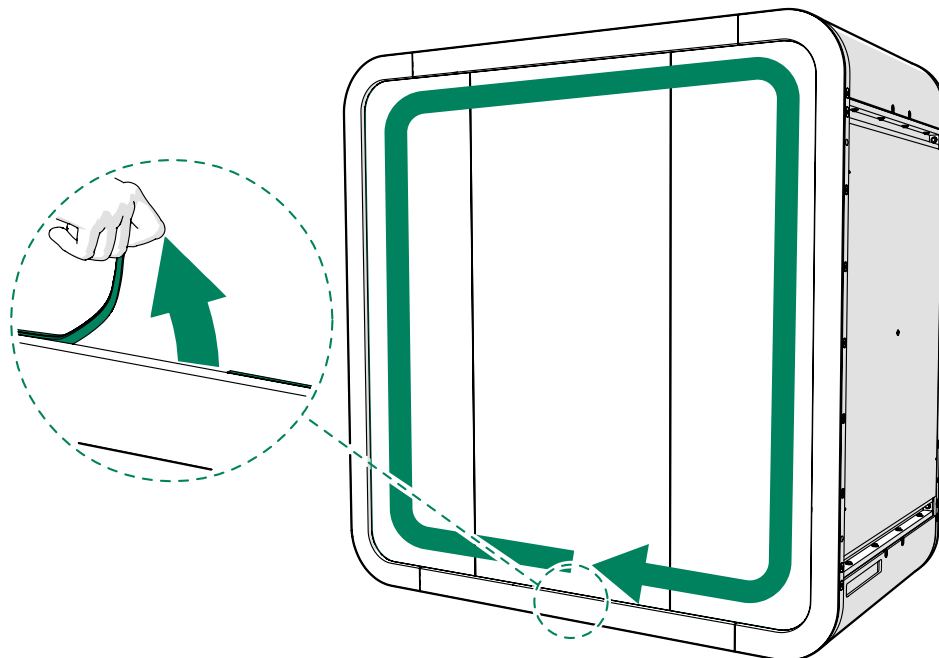
2. Loosen the nylon screws (2 pcs each side) on the sides of the back of the pod.



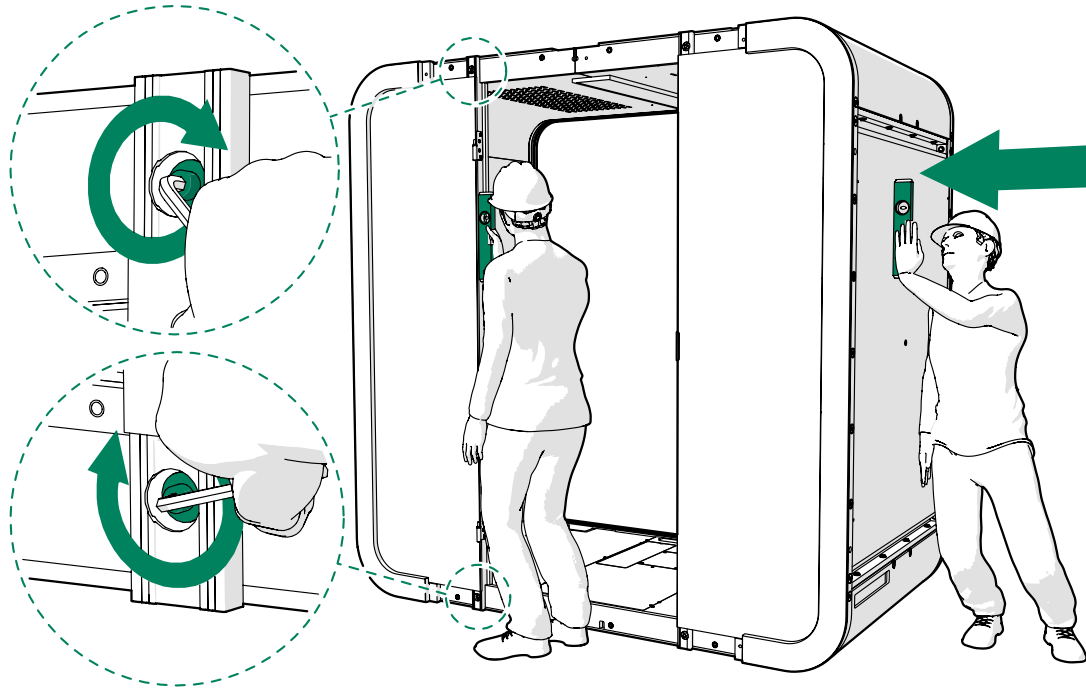
3. Remove the seals between the front glasses and frames.



4. Remove the seal between the back glasses and frames.

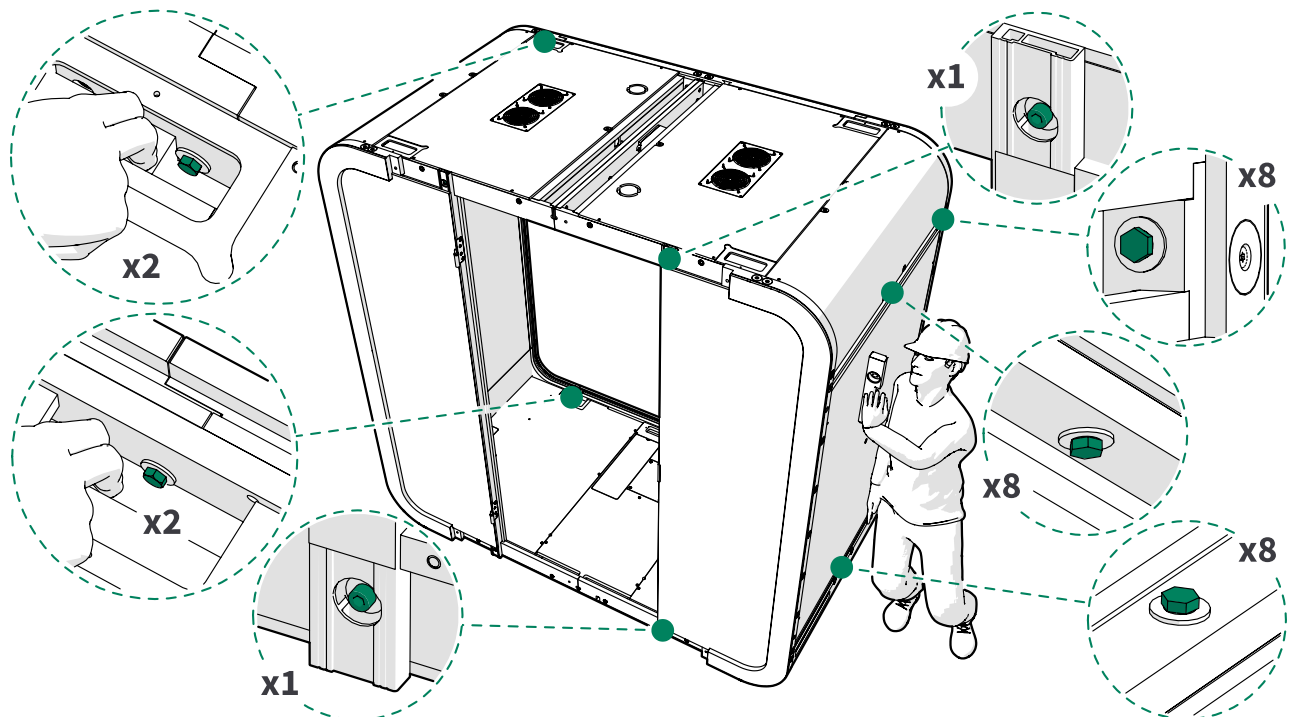


5. Check the straightness of the hinge-side glass and the pod walls. Push the pod from the middle of either wall as needed. Make sure the hinge-side glass is straight. Keep the pod walls and glass straight and tighten the upper and lower bolts of the hinge-side glass.

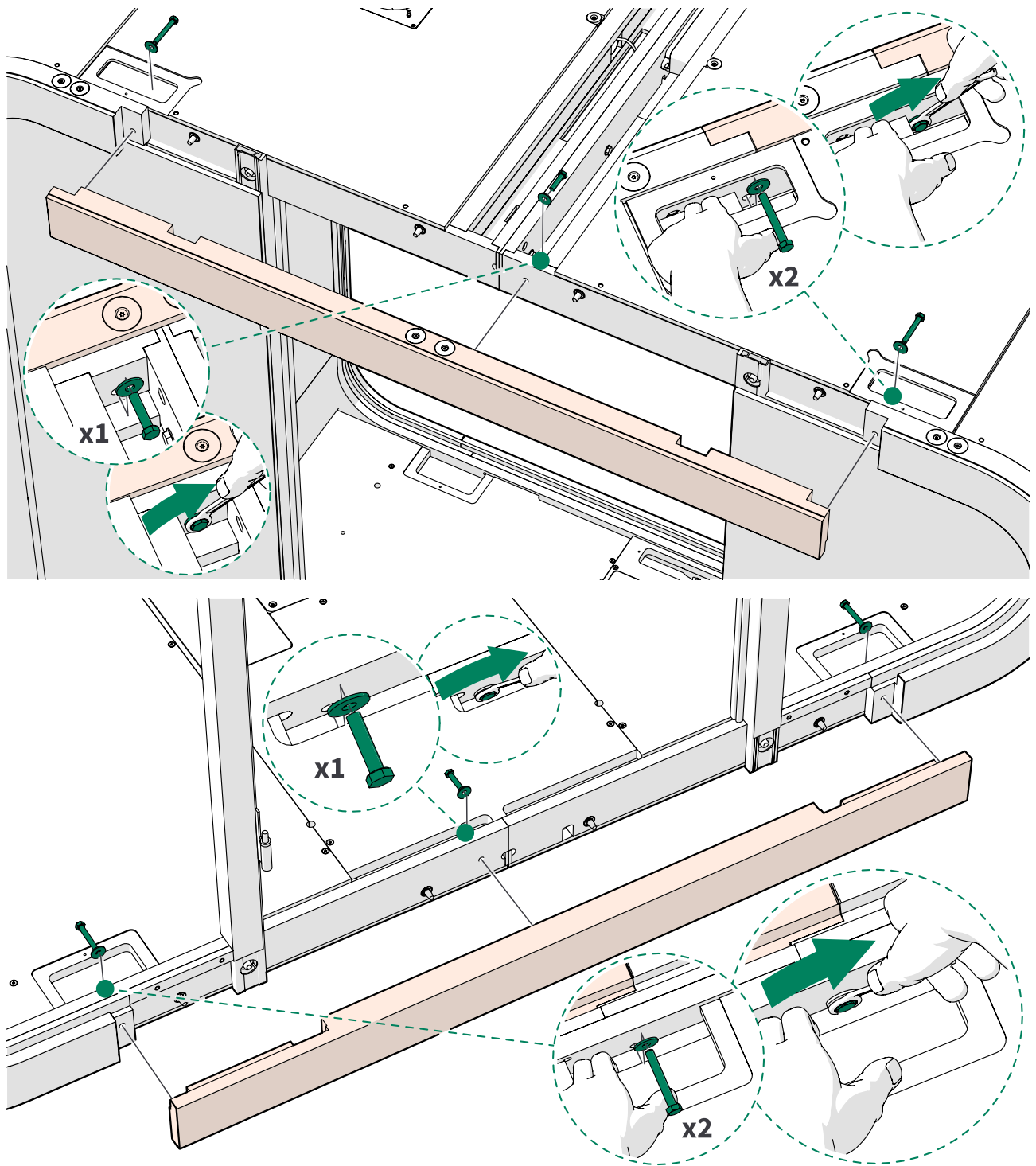


6. Hold the pod walls straight and tighten the remaining bolts.

- Inside the pod, at the back frames in the floor
- At the junctions of the floor and wall
- At the junctions of the wall and roof
- On the roof at the front and back frames
- Upper and lower bolts of the strike plate-side glass



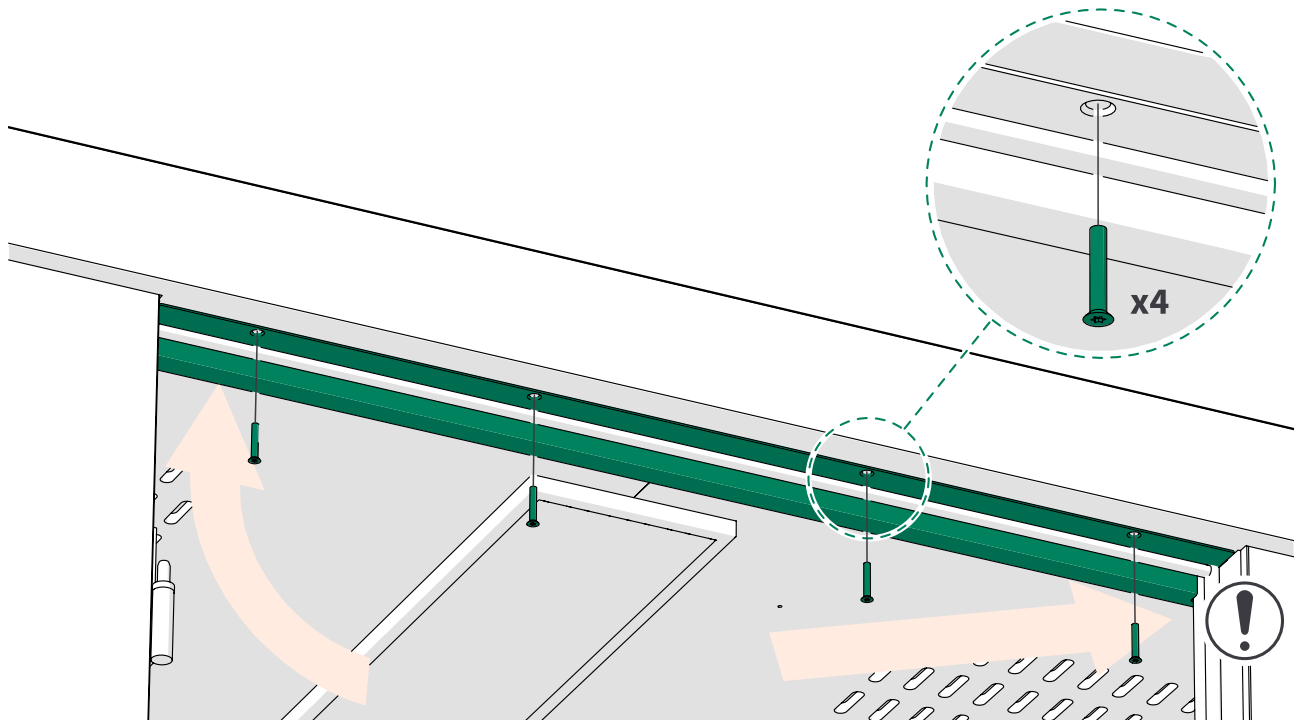
7. Reinstall the upper and lower center frames.



8. Reinstall the ceiling threshold.



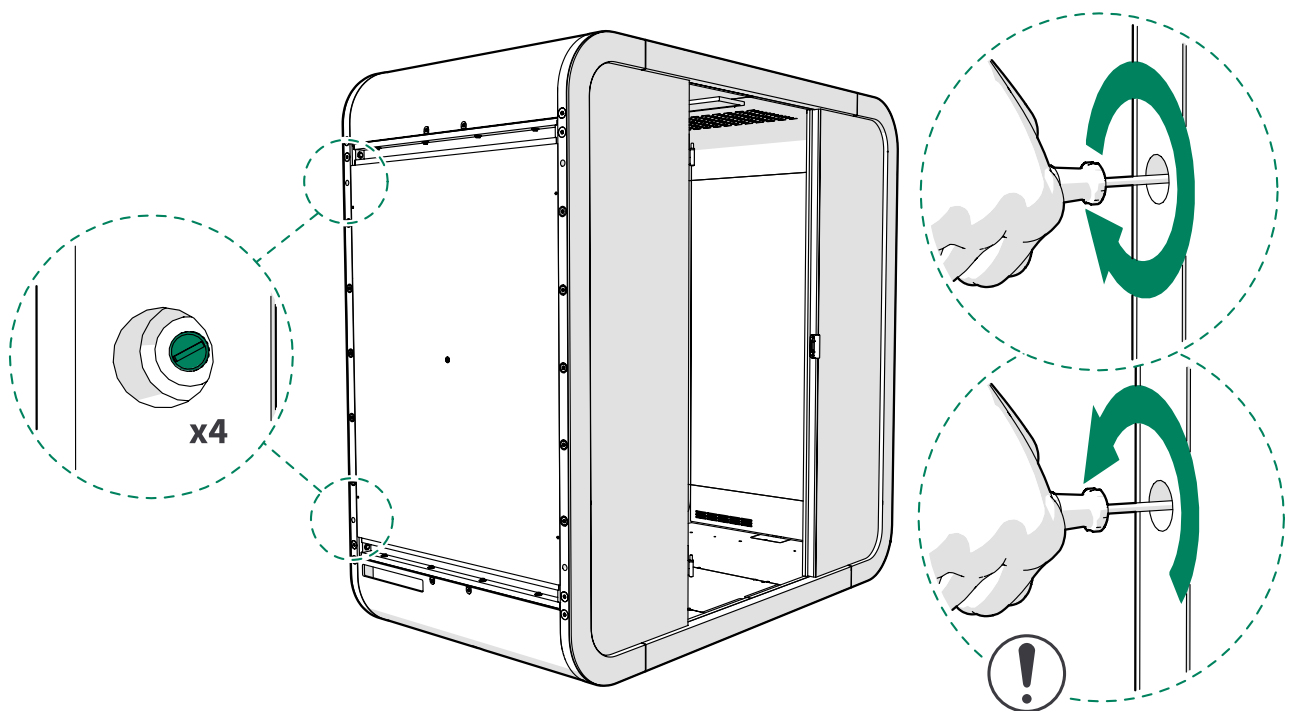
Note: Slant the threshold and lift the right edge up first. Make sure that you do not scratch the door frames with the threshold.



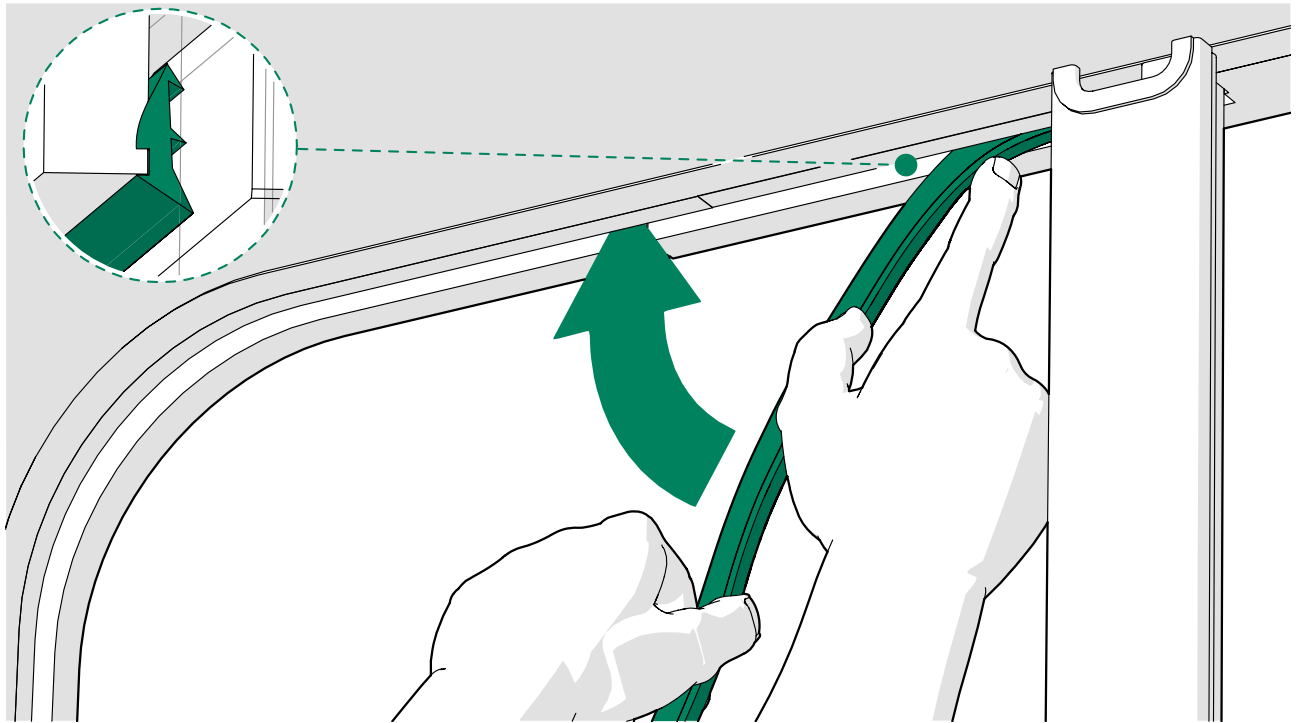
9. Tighten the nylon screws on the sides of the back of the pod.



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.



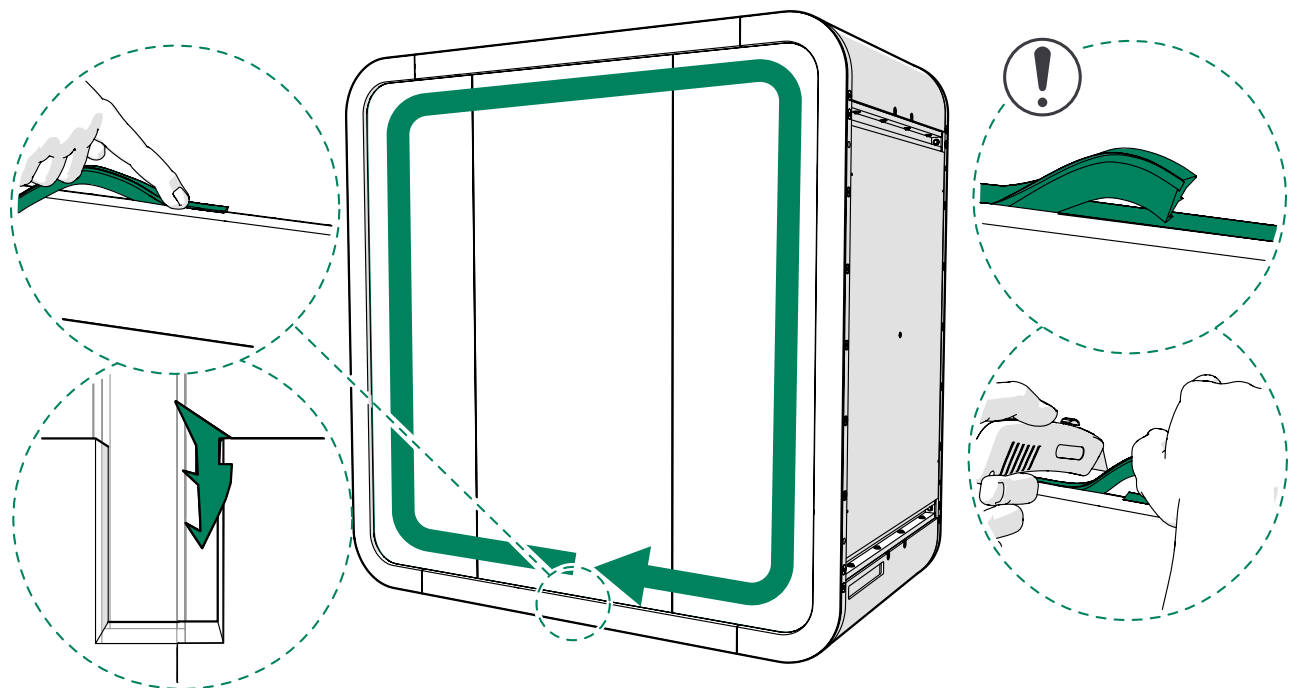
10. Reinstall the front side seals.



11. Reinstall the back side seal.



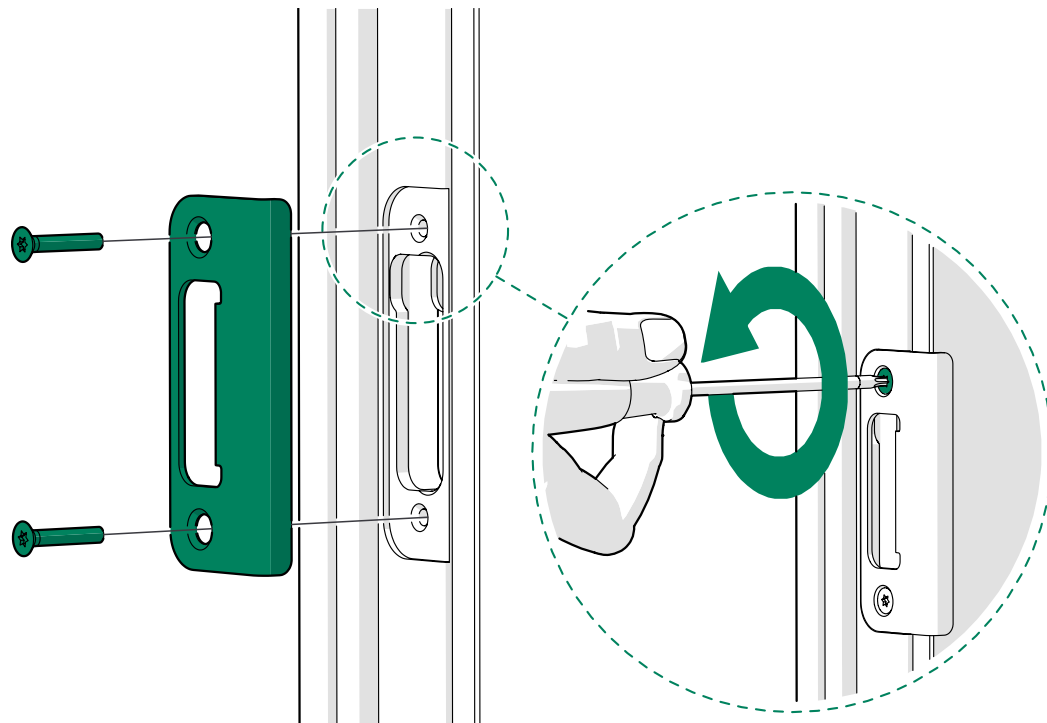
Note: Install the seal on the outside of the back of the pod and cut off any excess.



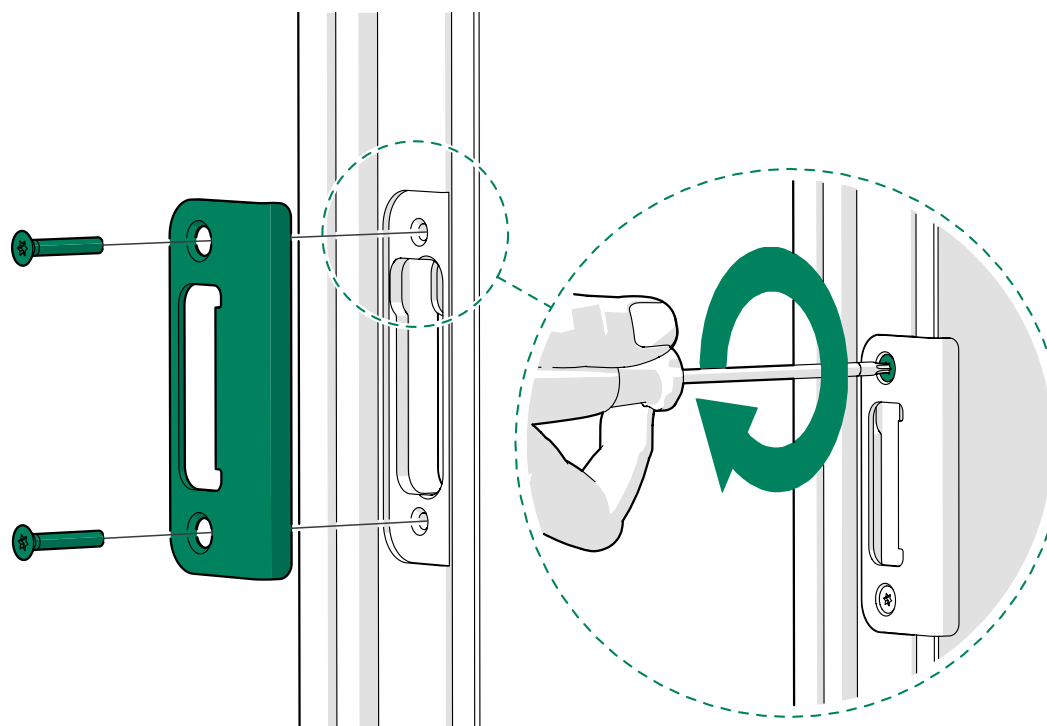
8 Service the door

8.1 Replace the strike plate

1. Remove the old strike plate.

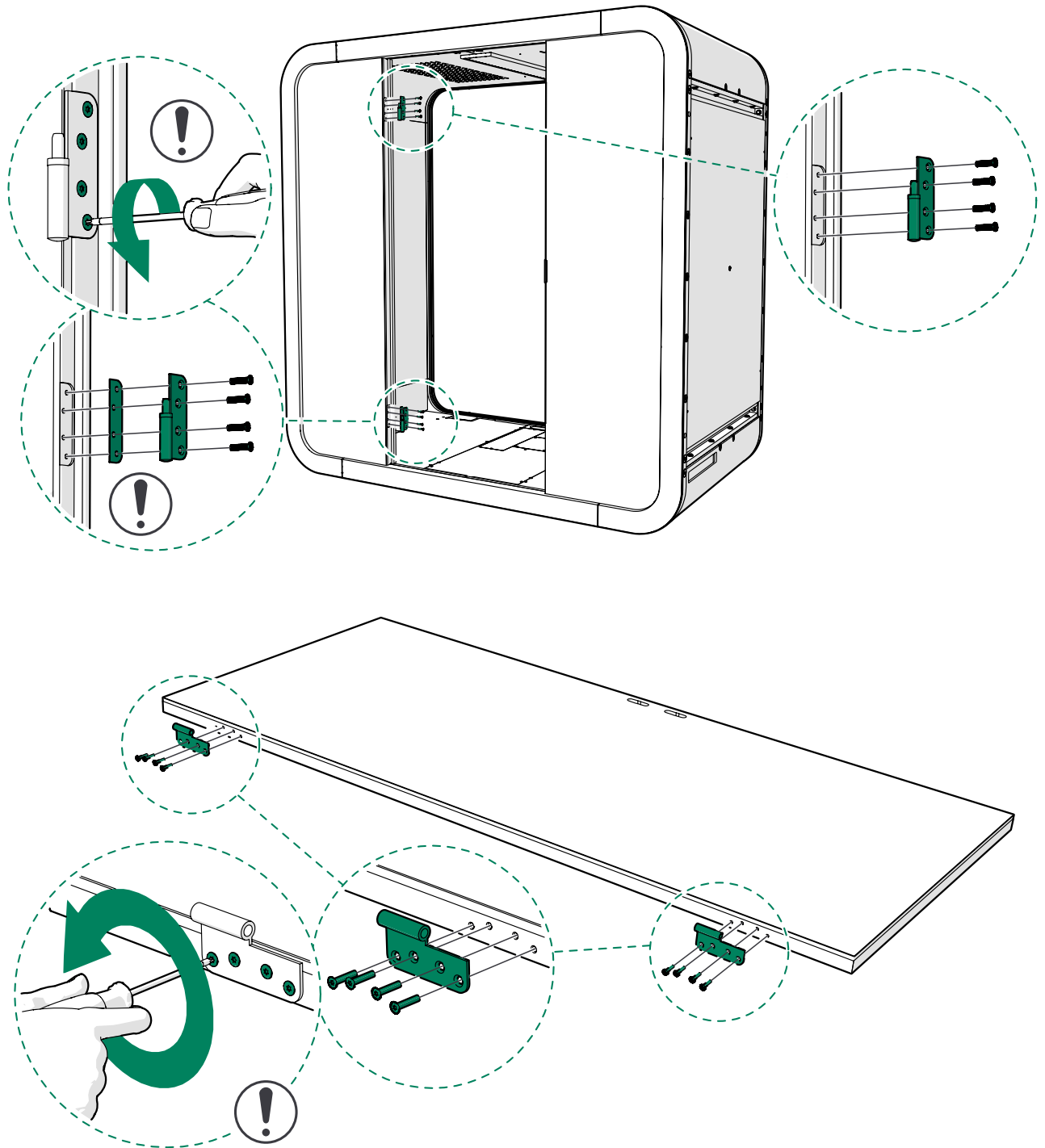


2. Install the new strike plate.



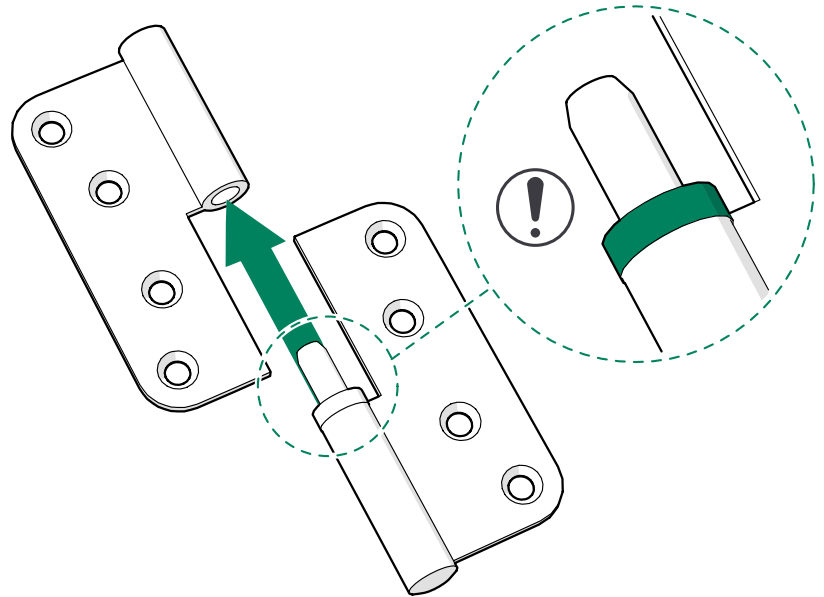
8.2 Replace the hinges

1. Unscrew the Taptite M6x30 screws (16 pcs) and remove the hinges.



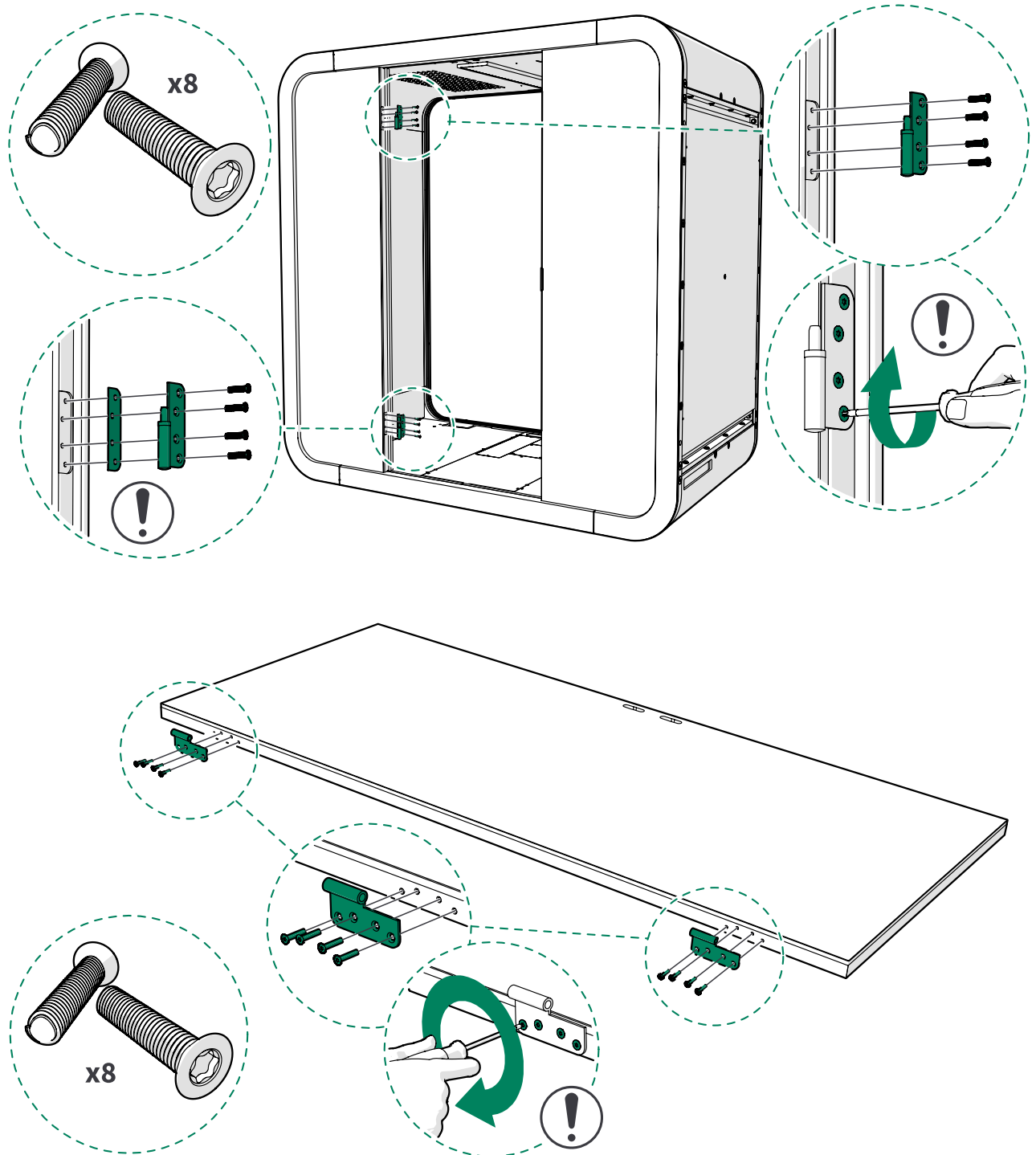
2. Detach the halves of the hinges from each other.

- ⓘ **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.

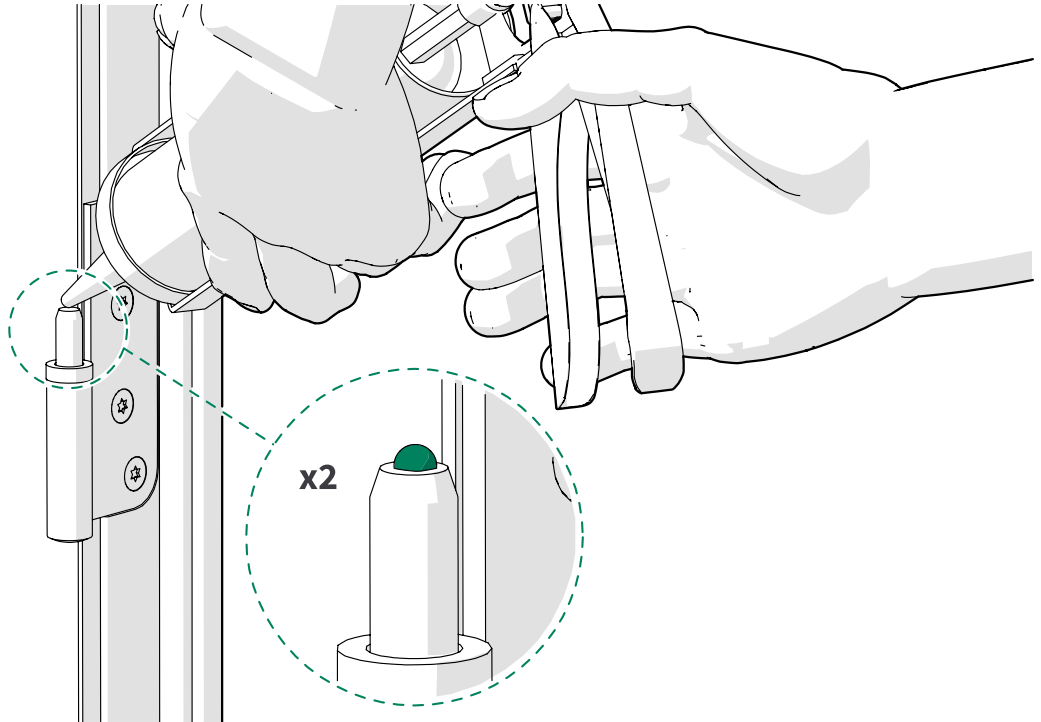


3. Attach the new hinges with Taptite M6x30 screws (16 pcs).

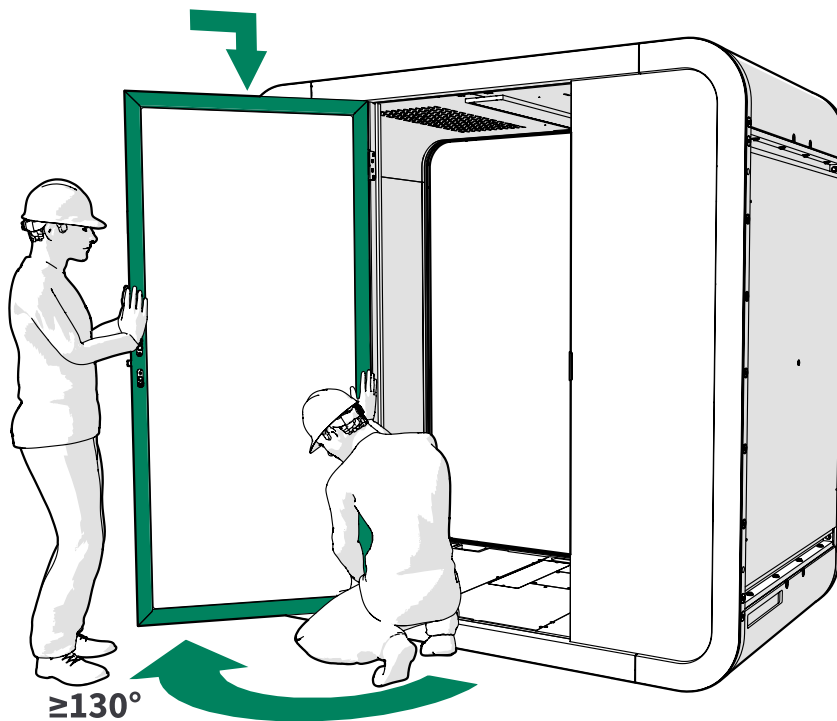
- ⚠ **Note:** Do not use power tools to install the hinges.
- ⚠ **Note:** Install the 1 mm adjustment plate into the lower hinge mounting hole.



4. Apply a small drop of lubricant on top of the hinge joints.
Wipe away any stains.

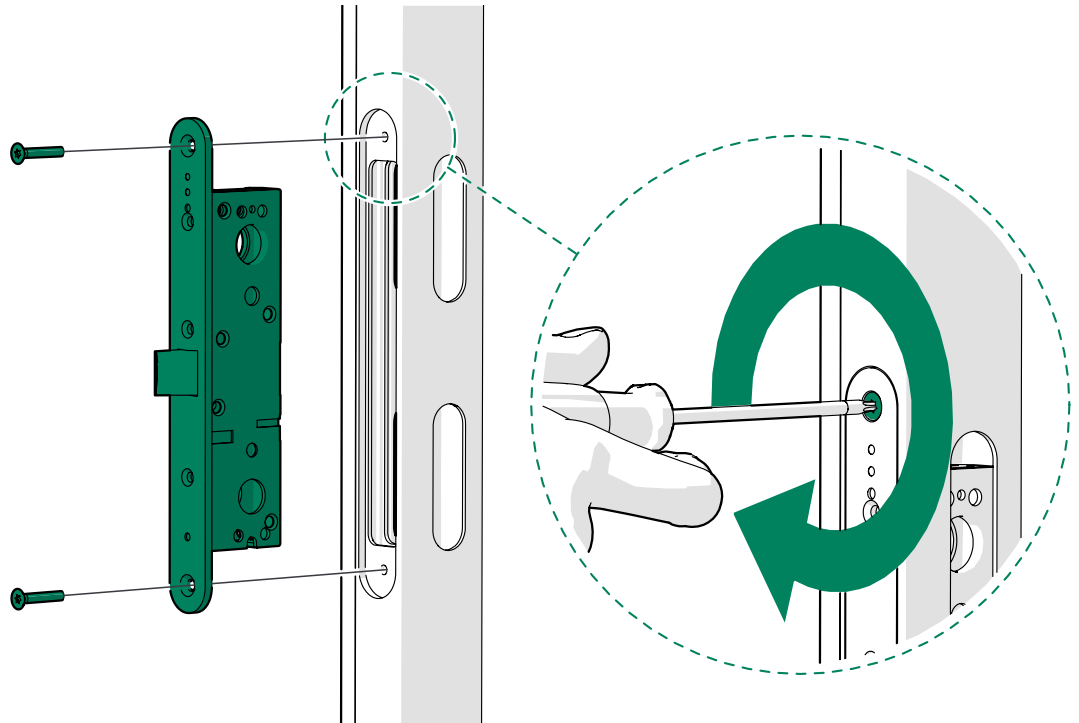


5. Lift the door into place.



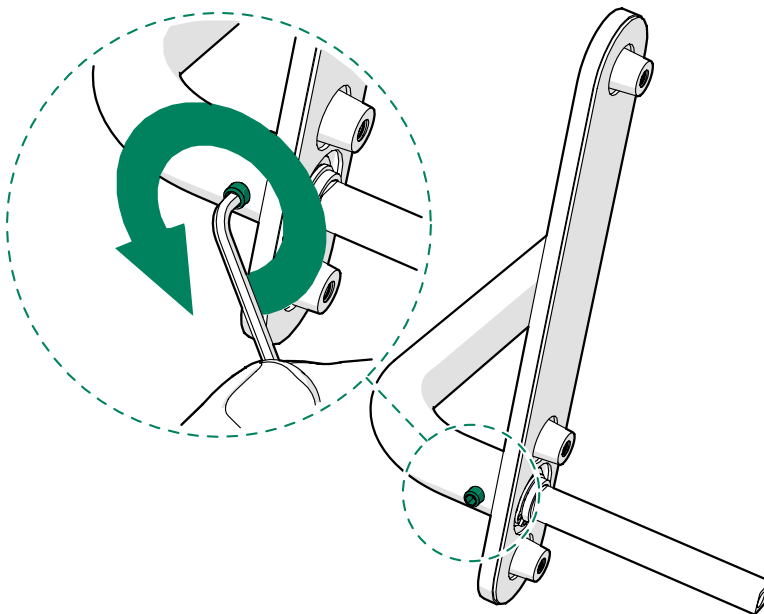
8.3 Install the new lock case

1. Install the new the lock case with countersunk M5x25 screws (2 pcs).



8.4 Reinstall the door handle

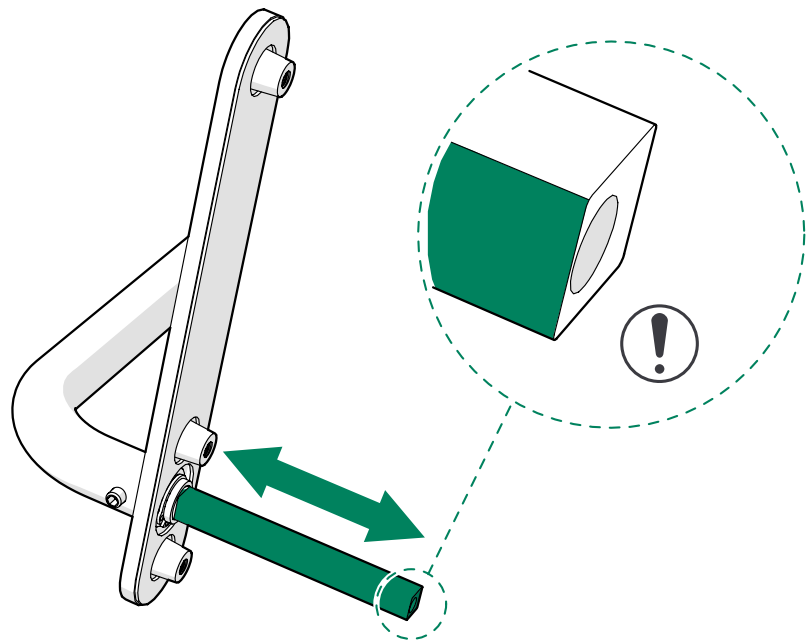
1. Loosen the set screw on the outside handle.



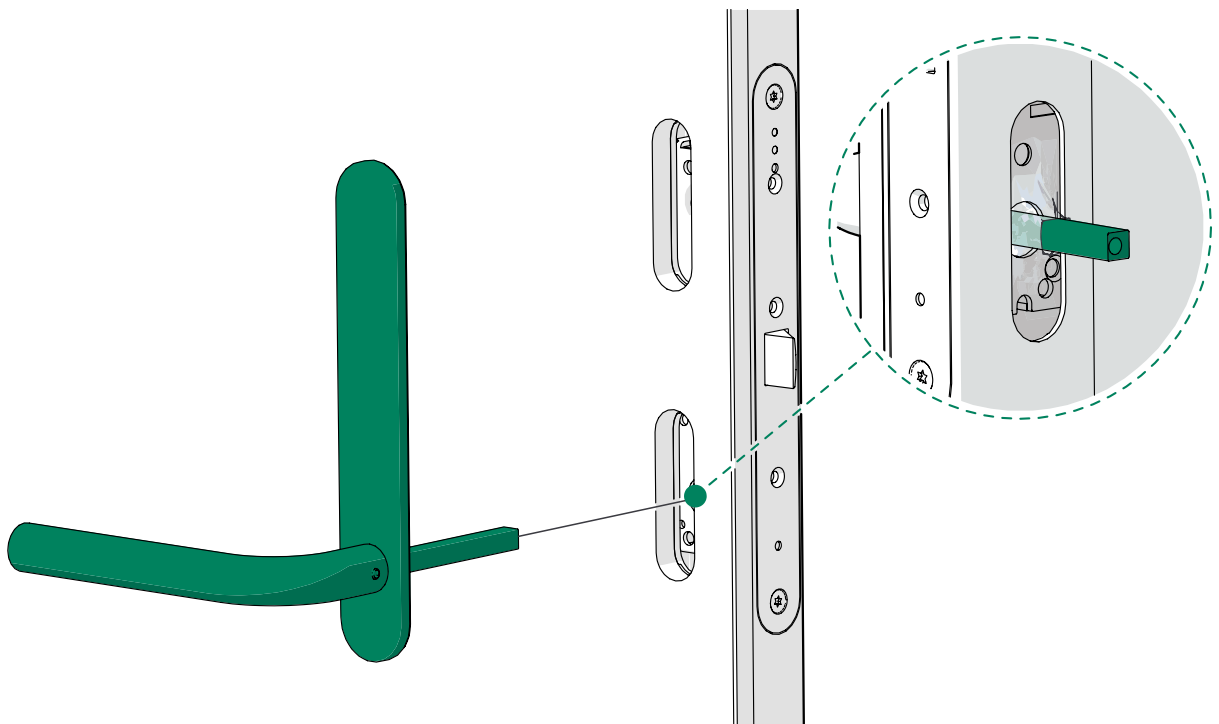
2. Adjust the spindle at least 5 mm to find a new spot for the set screw to pierce the spindle.



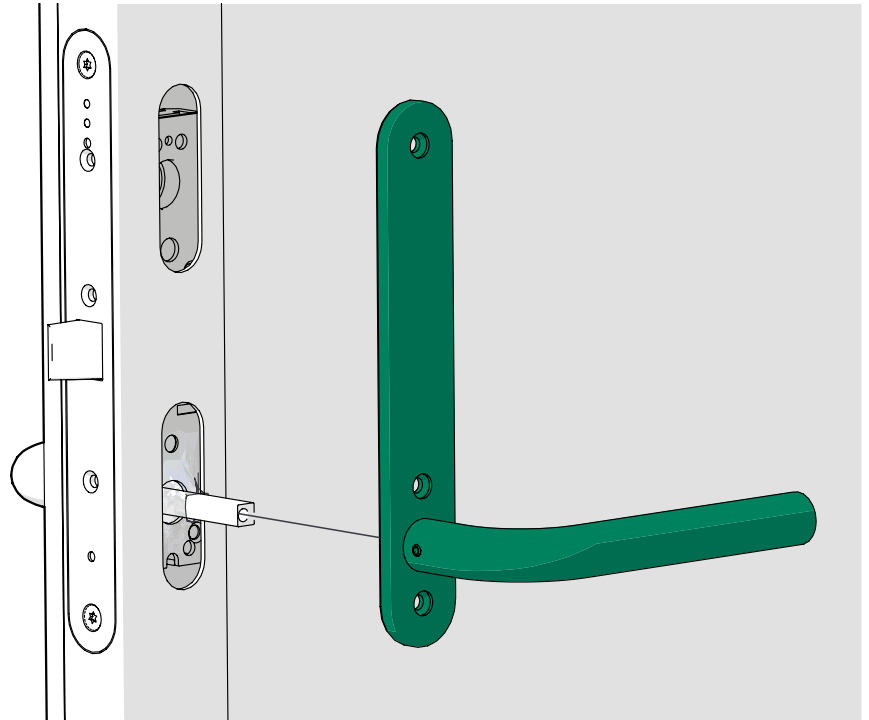
Note: Do not turn or rotate the spindle in any way, because it can only be pierced on one side.



3. Push the handle with the spindle attached to it into place on the outside of the door.



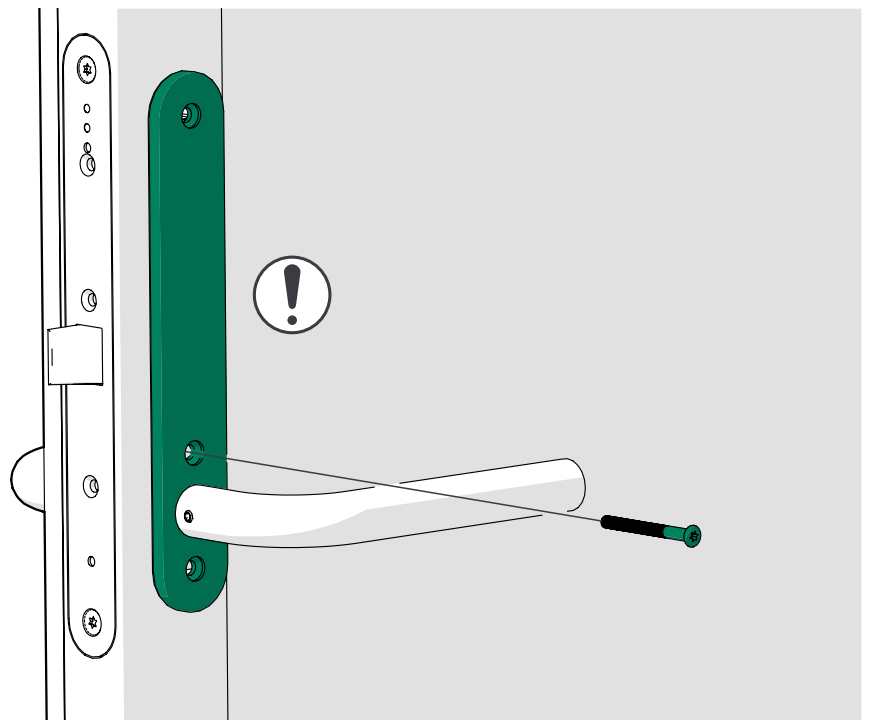
4. Push the second handle into place on the inside of the door. Use a manual screwdriver to tighten the screws. Do not overtighten.



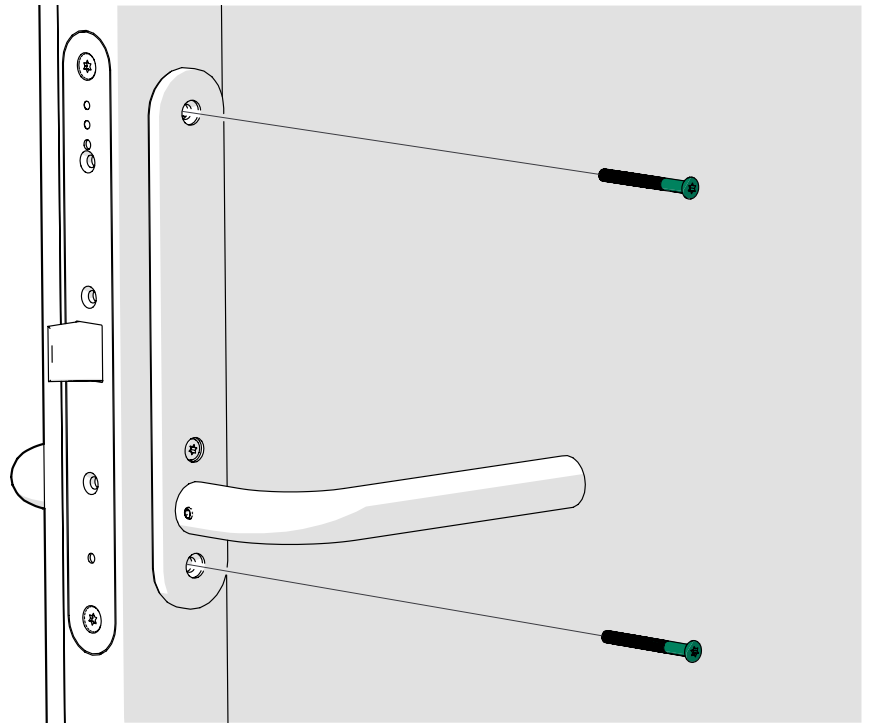
5. Install an M5x46 screw in the hole at the center of the handle from the inside of the door.



Note: Check that the cover plate is positioned straight.



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

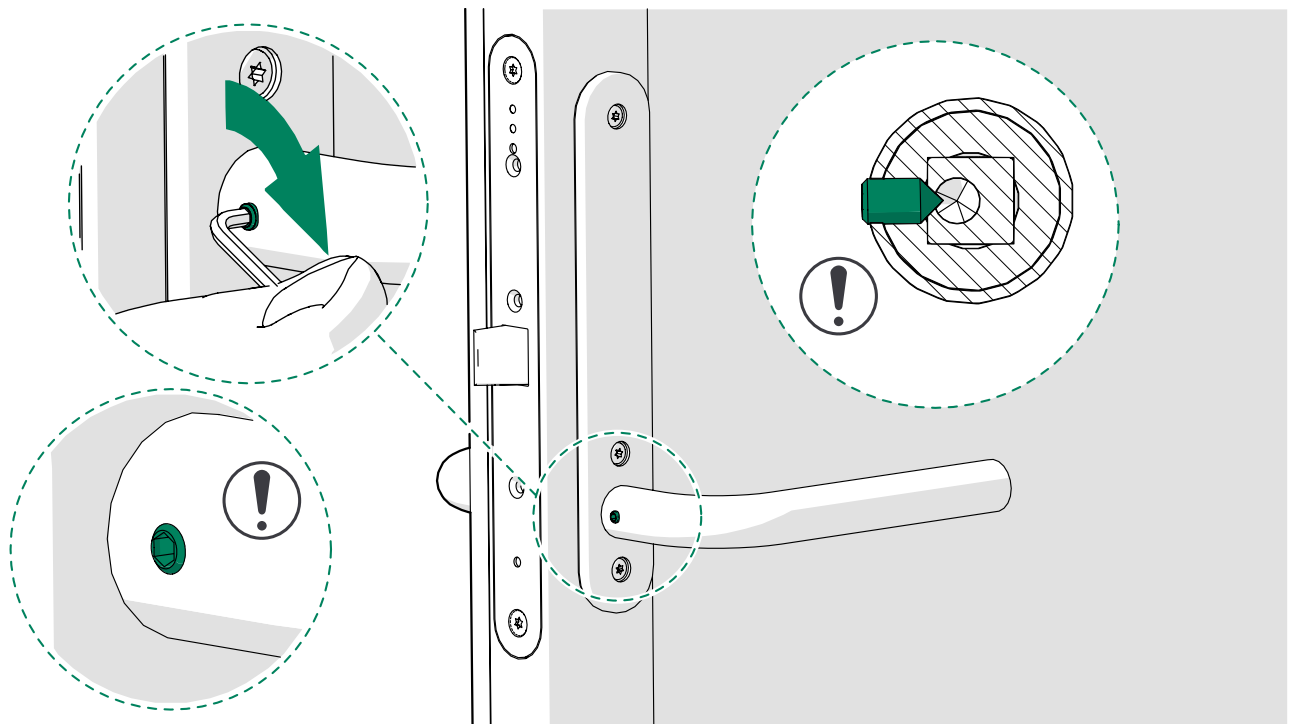


7. Tighten the set screw on the inside handle.

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

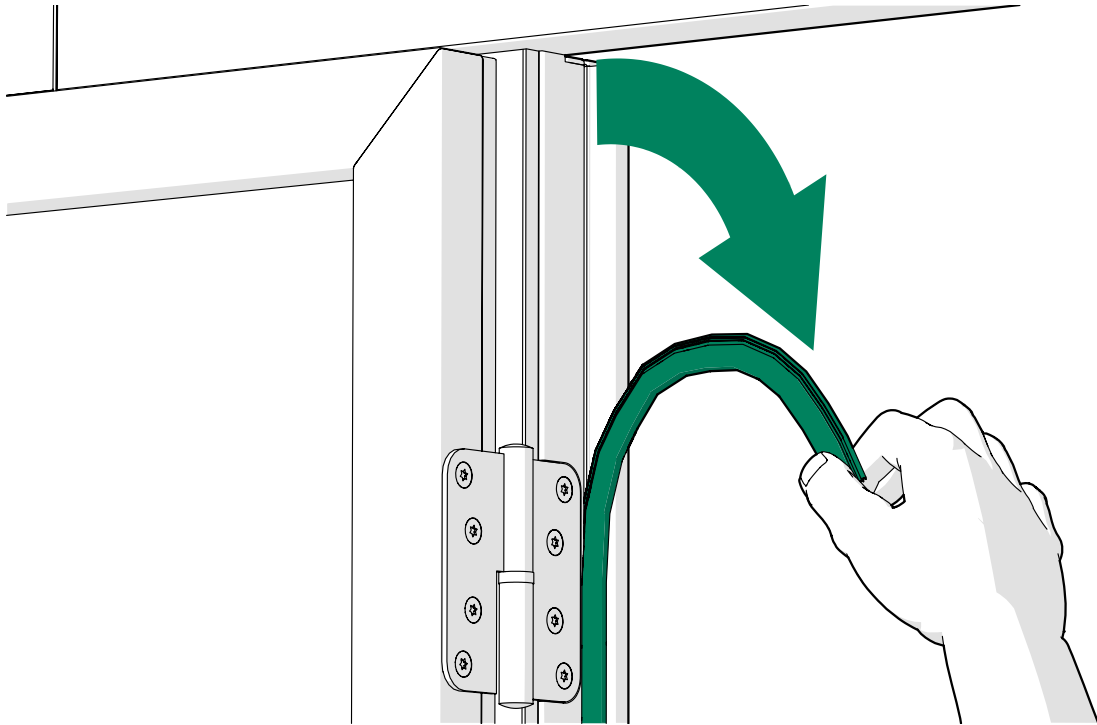


Note: In the final position, the head of the set screw is slightly above the handle surface.



8.5 Replace the door frame seals

1. Remove the old seal.



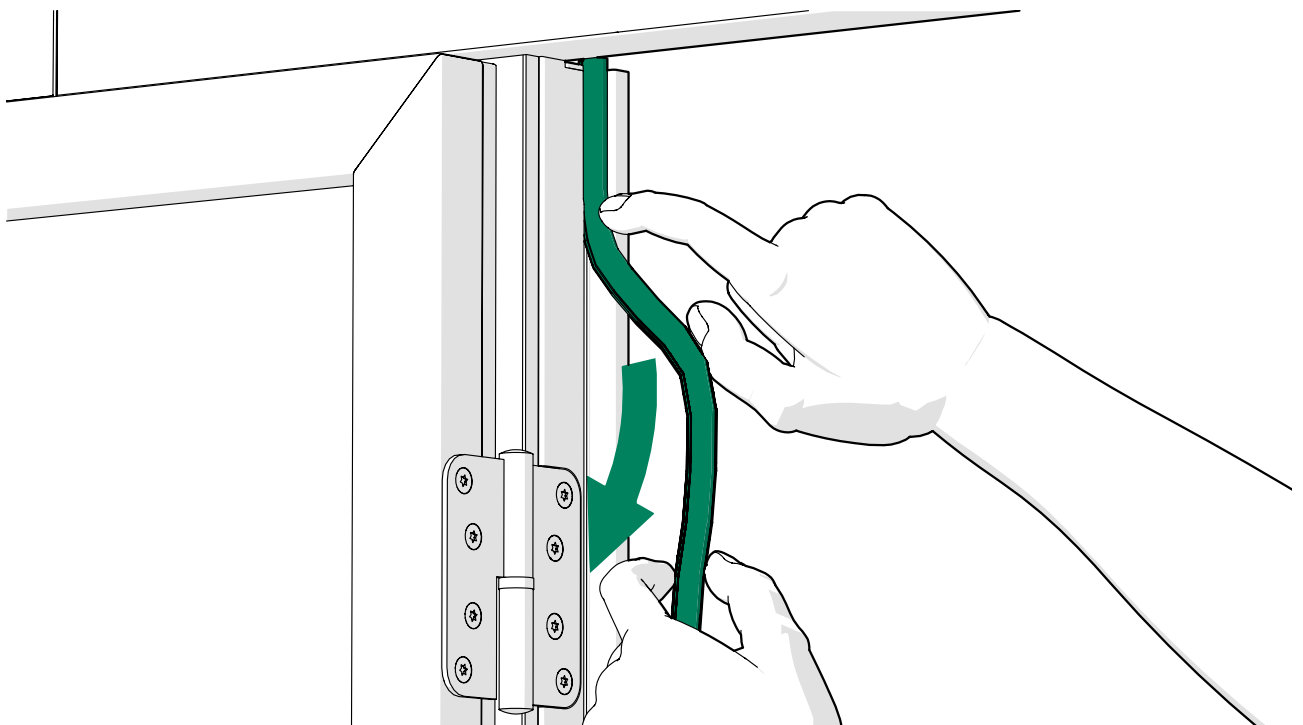
2. Insert the new seal into the groove. Make sure that the seal is correctly installed.



Note: Do not stretch the seal.



Tip: A spline roller can be a useful tool to help you work faster.

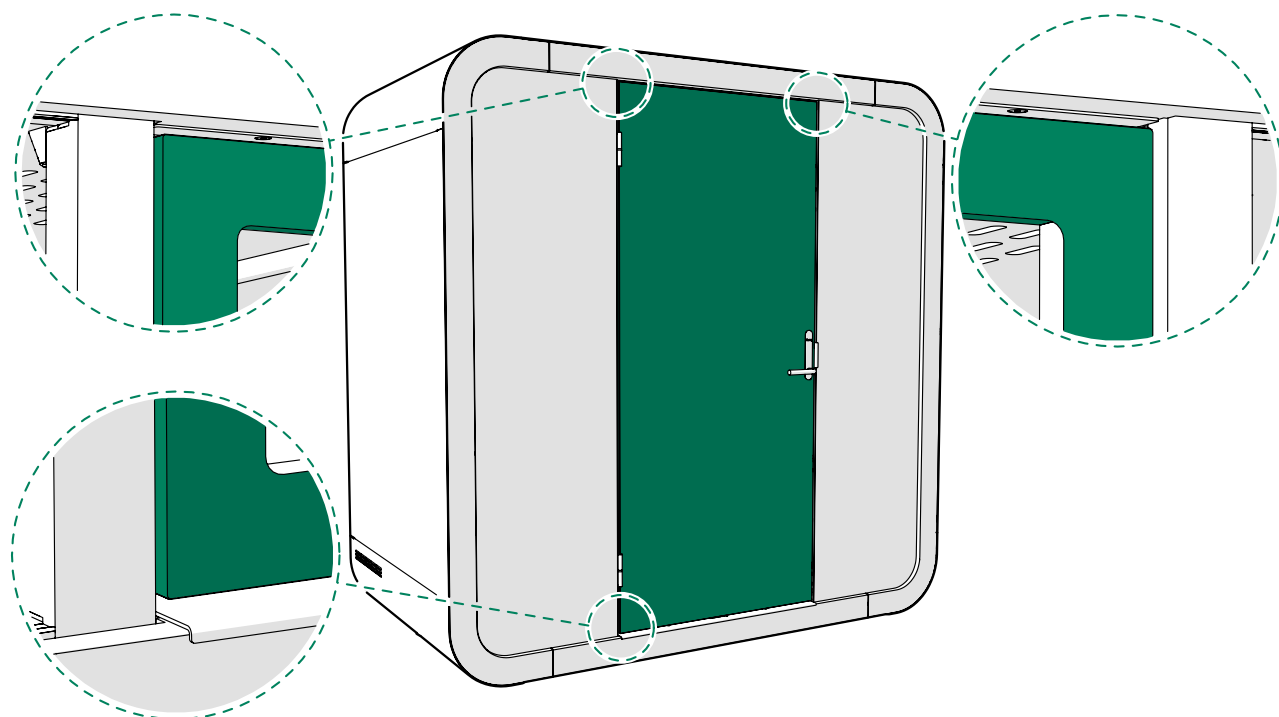


8.6 Check sound insulation

1. Go into the pod and close the door.

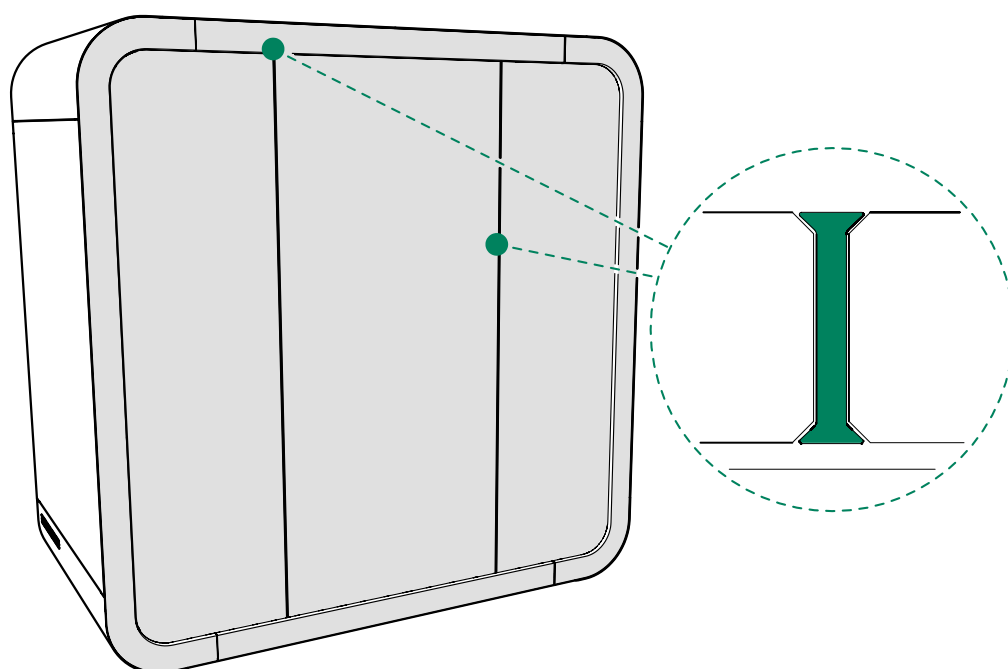
2. Listen to the incoming sounds and check all the seals.

- ① **Tip:** Typical leakage points are the door seals at the side glass frame corners in the front of the pod.
- ① **Tip:** The nylon screws on the sides of the back of the pod may be loose.



3. Use a flashlight to locate the part of the seam where the light shines through.

- ⚠ **Note:** If you tighten the nylon screws, make sure that the glasses are aligned all the way in the H profile before you tighten the screws.



9 Tighten all the screws

1. Tighten the table top screws: M5x10 screws and wronic 4.25x25 screws.



Note: Do not overtighten the M6x20 screw in the turnable table (Framery Q Meeting Maggie).

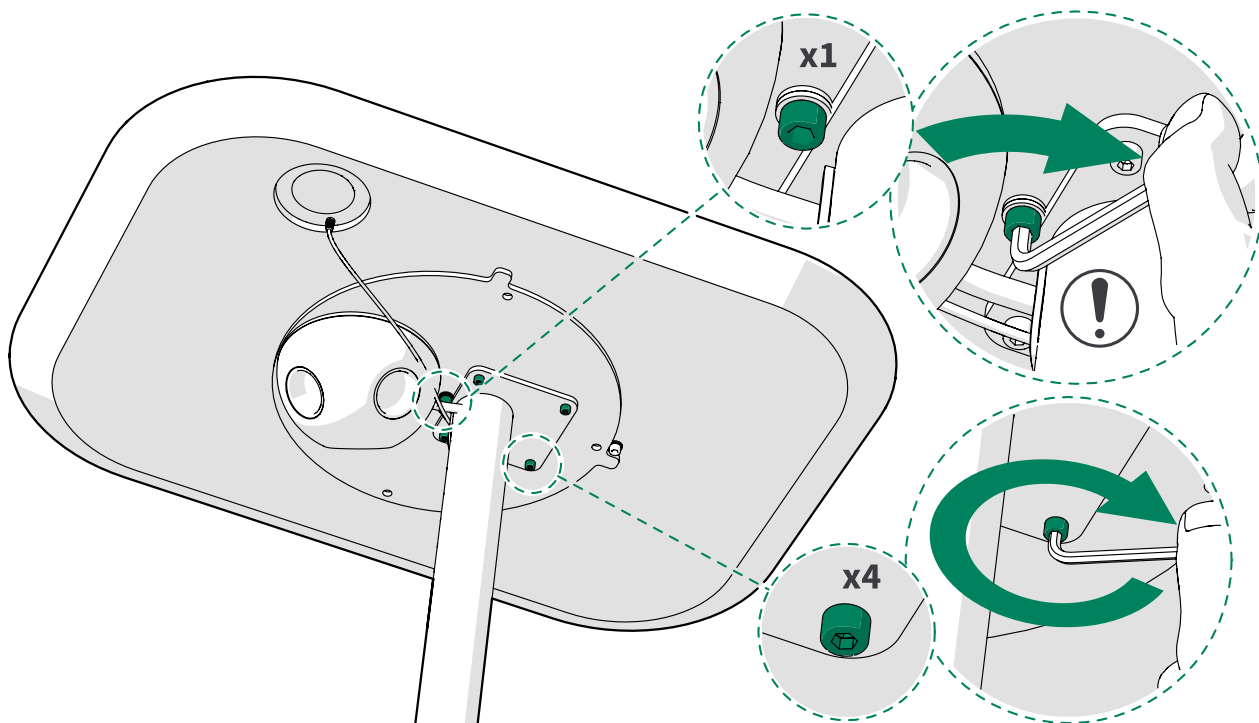


Figure 6: Framery Q Meeting Maggie

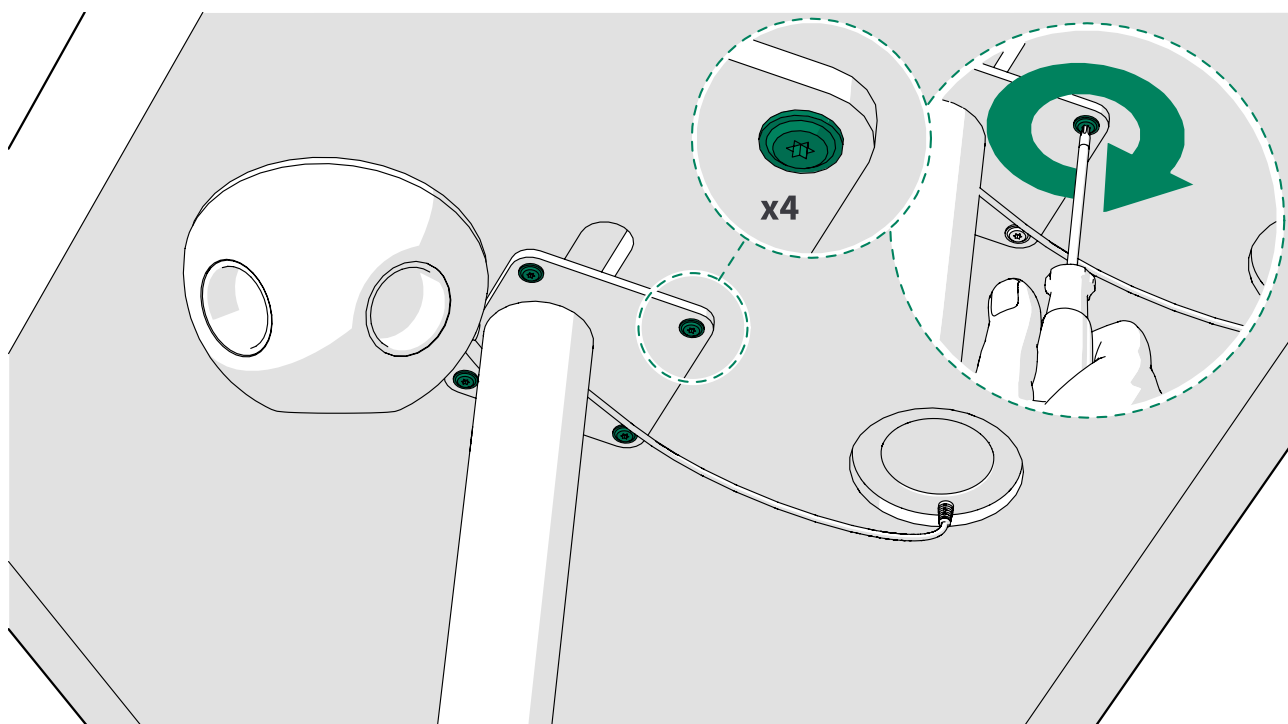
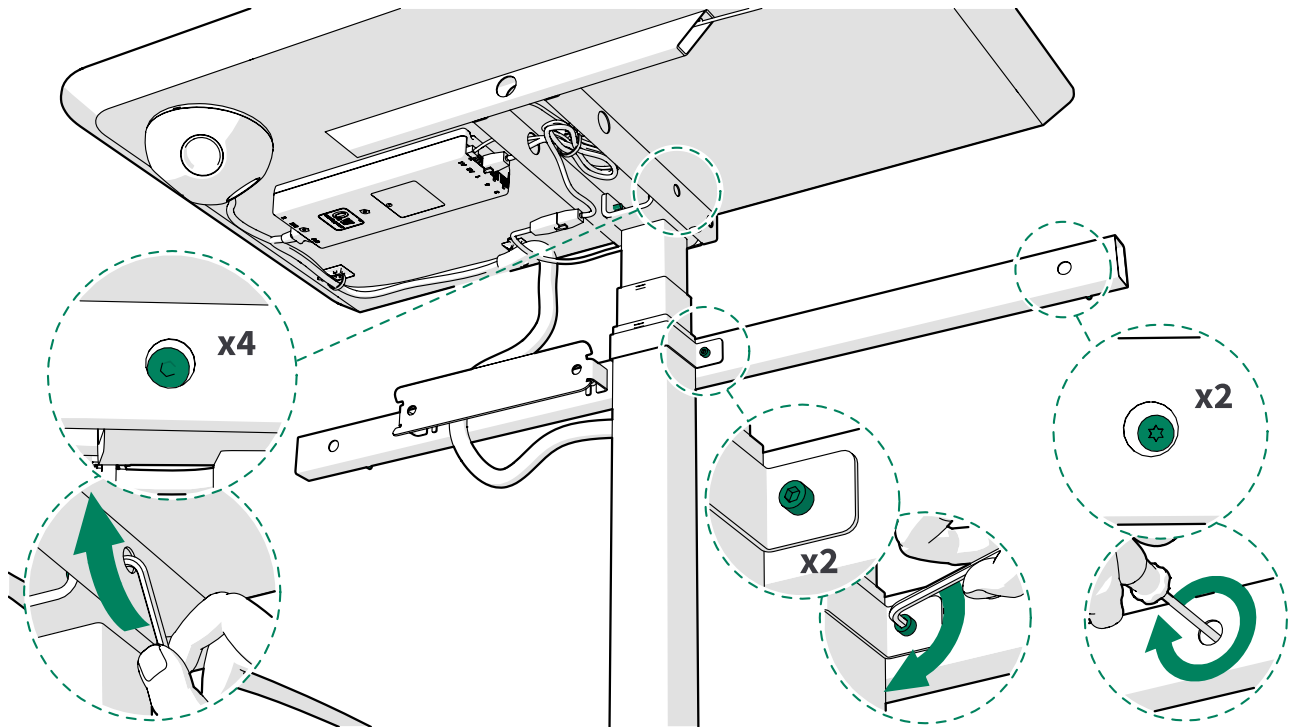
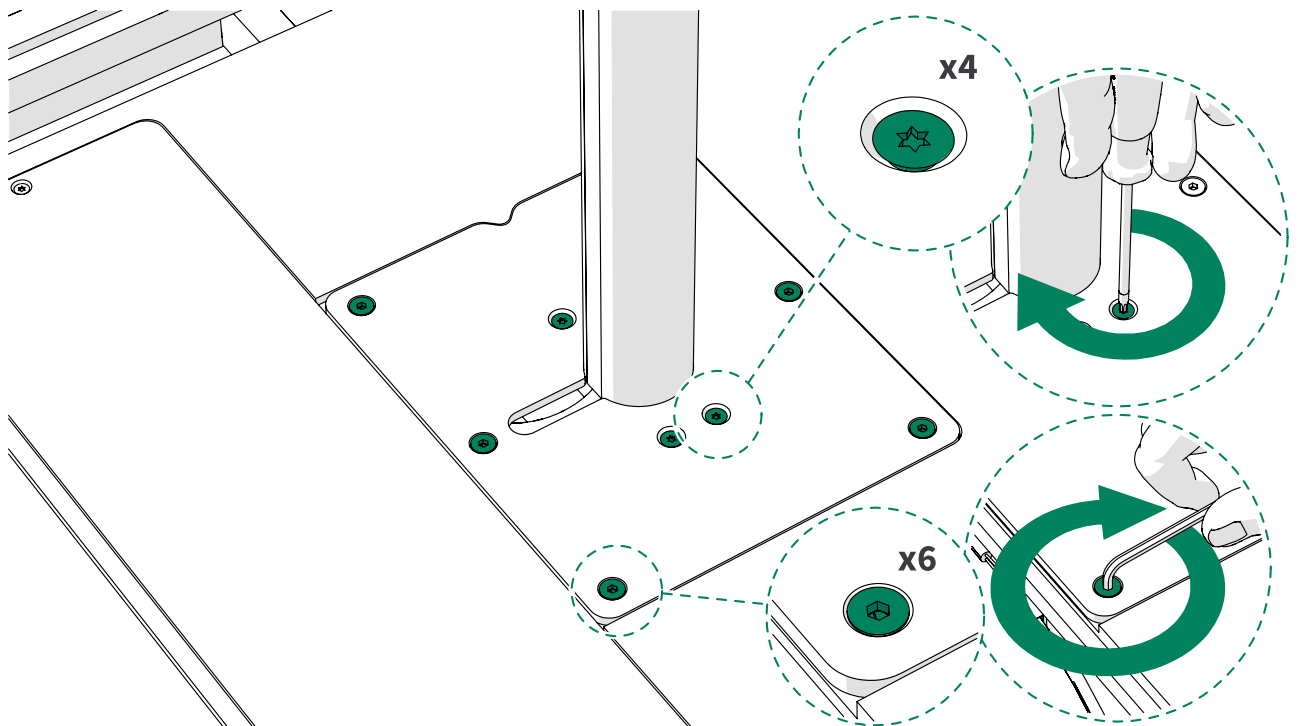


Figure 7: Framery Q Working with PAL

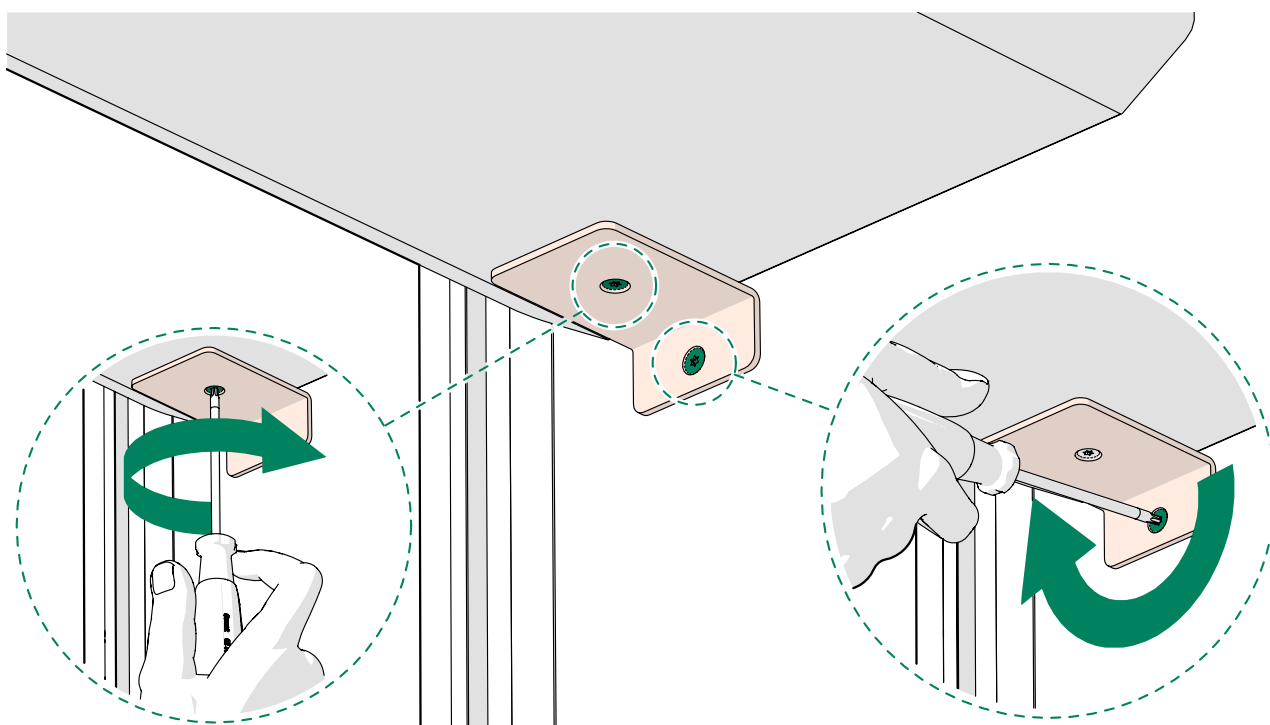
2. Tighten the table leg M6x20 screws and the support beam M6x12 screws (Framery Q Flow).



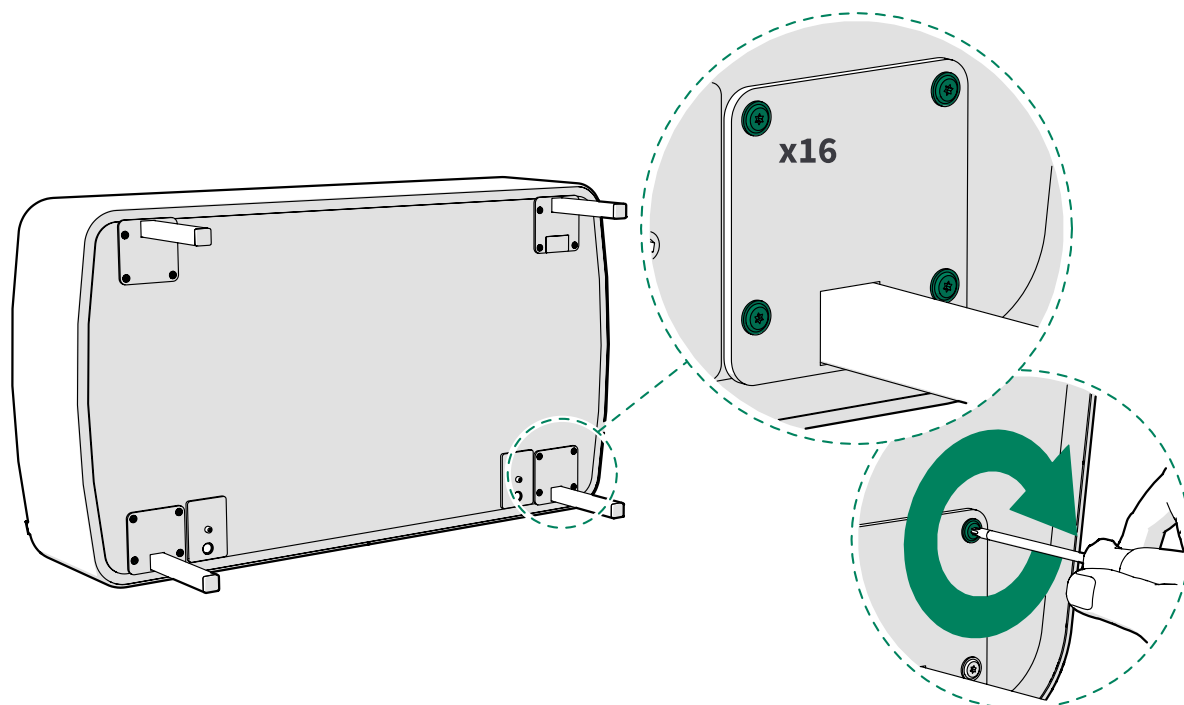
3. Tighten the table base plate screws: M6x20 countersunk screws and 5x50 screws.



4. Tighten the screws on the table installation bracket. (Framery Q Working with PAL).

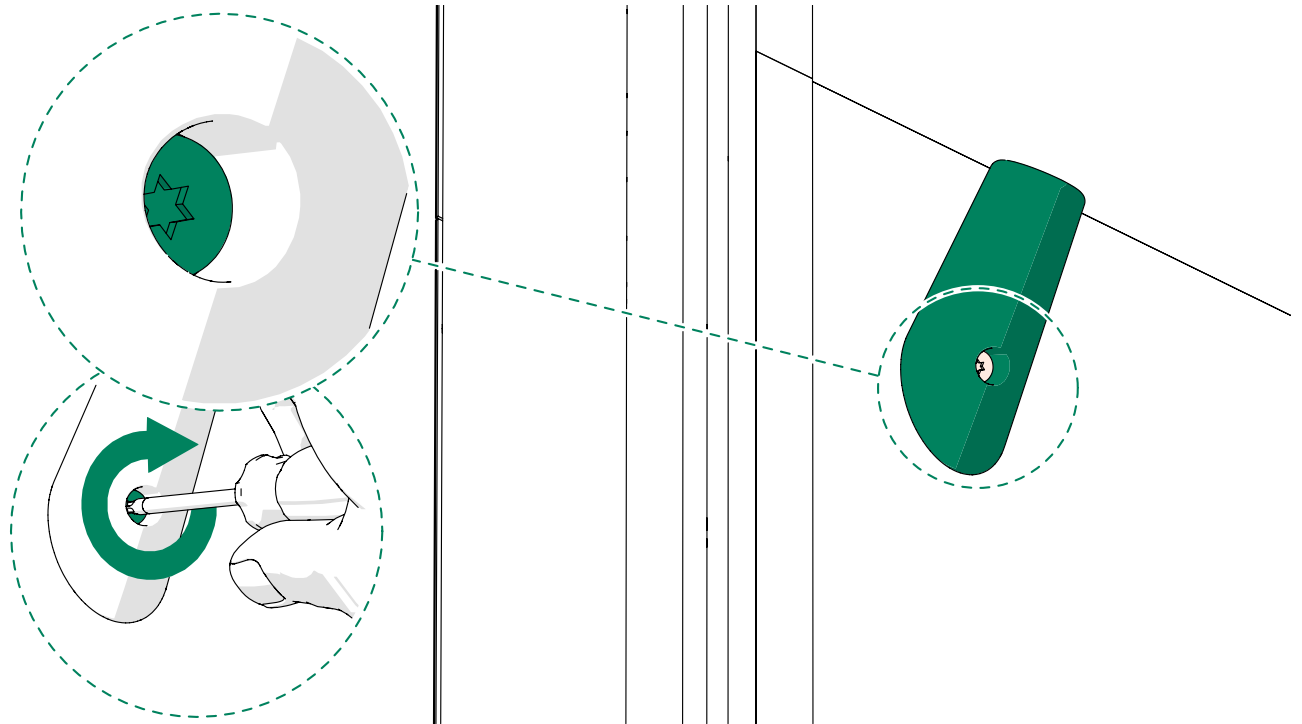


5. Tighten the wronic 4.25x25 screws in the sofa legs (Framery Q Meeting Maggie).



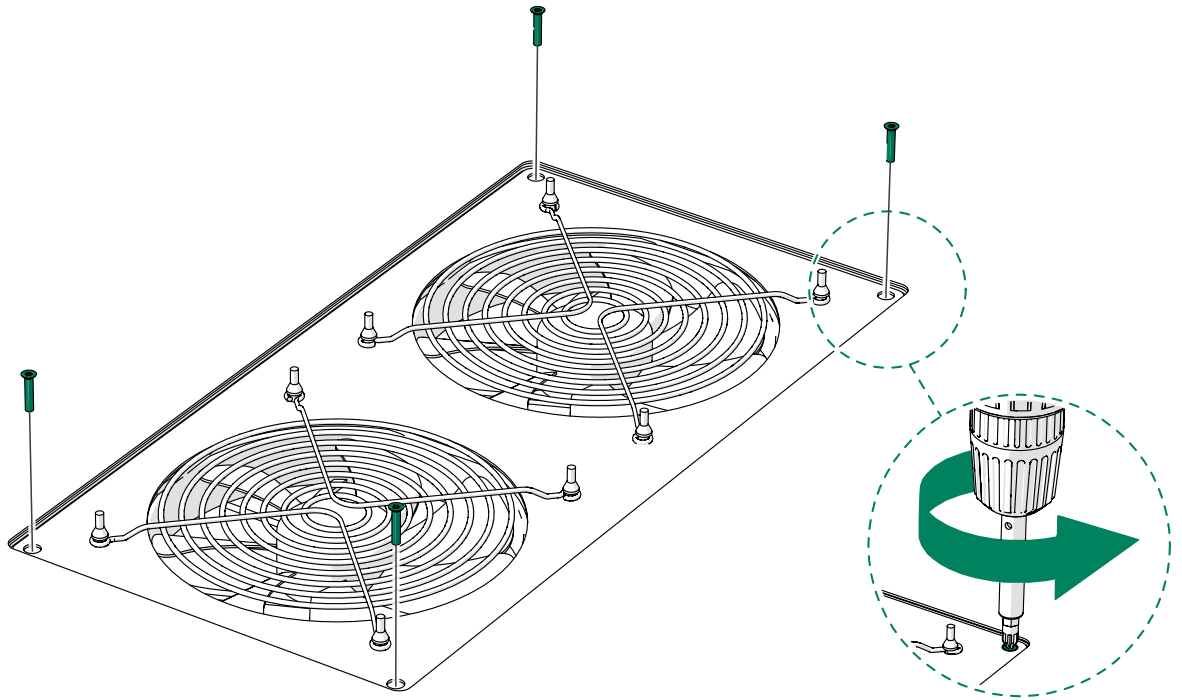
6. Tighten the black 5x50 coat hook screws.

- ① **Tip:** If the coat hook does not feel secure, remove it, move it slightly towards the glass wall and install it again.

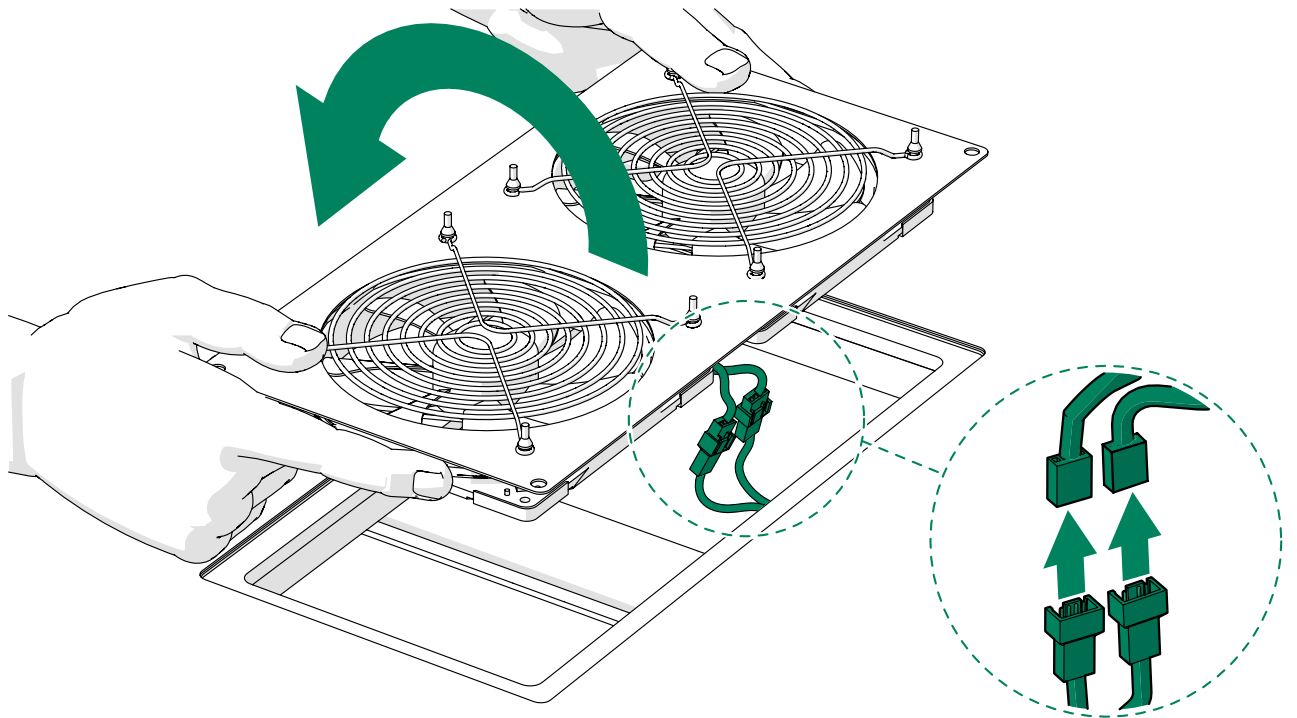


10 Clean the fans

1. Unscrew the 3.5x16 screws (4 pcs) holding the fan module in its place.

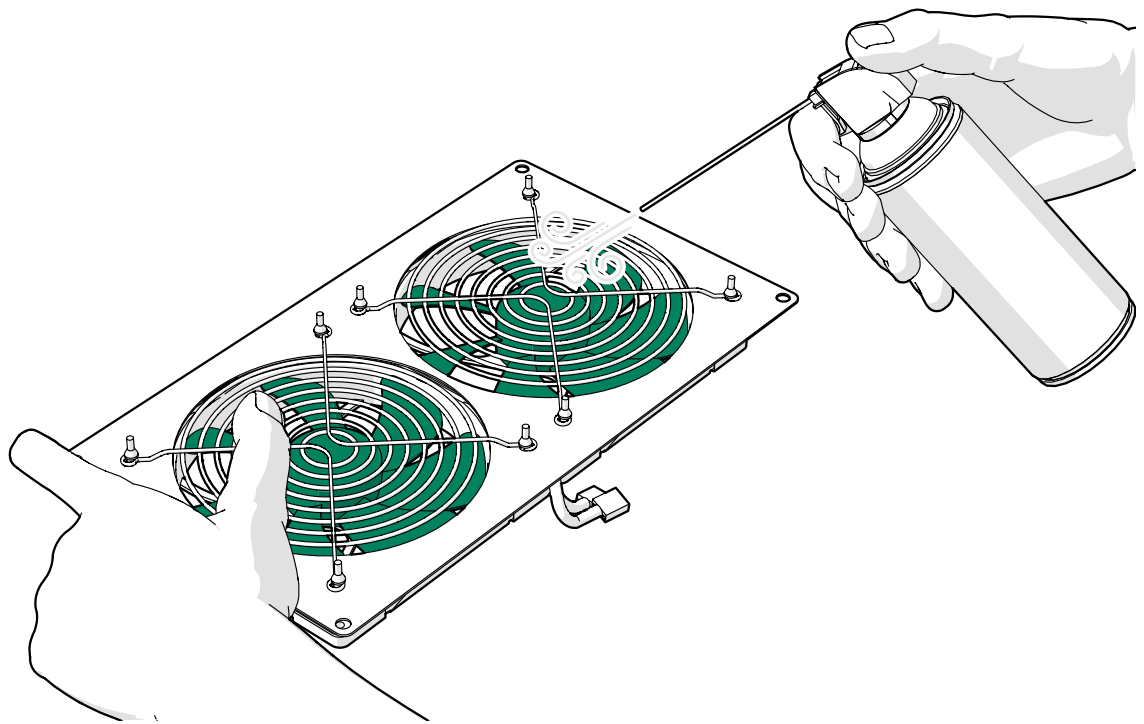


2. Lift the fan module out from the roof module and disconnect DC connectors.

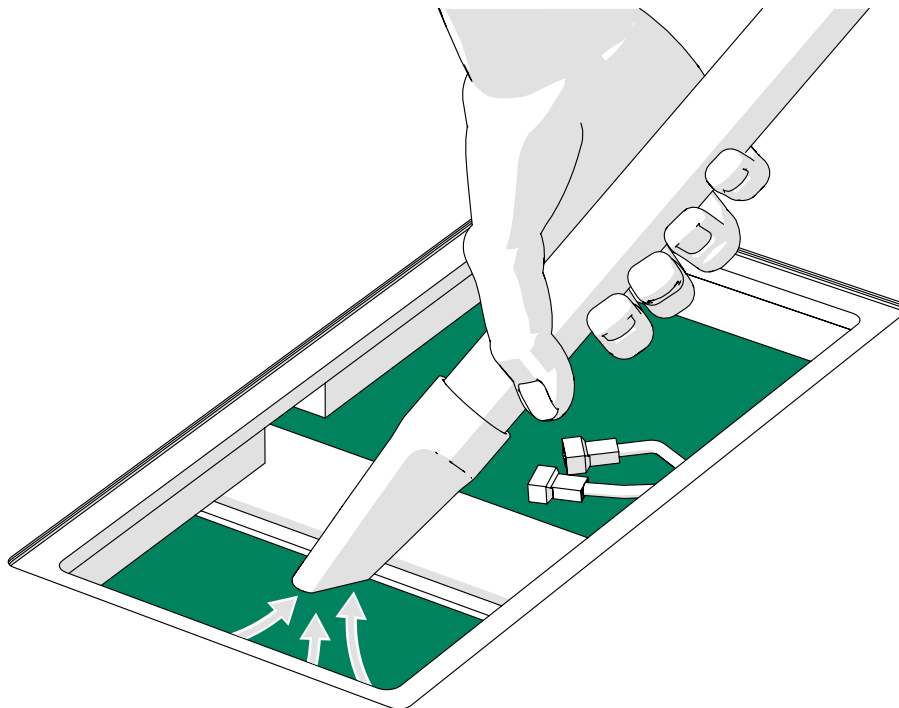


3. Clean the fans with an air duster.

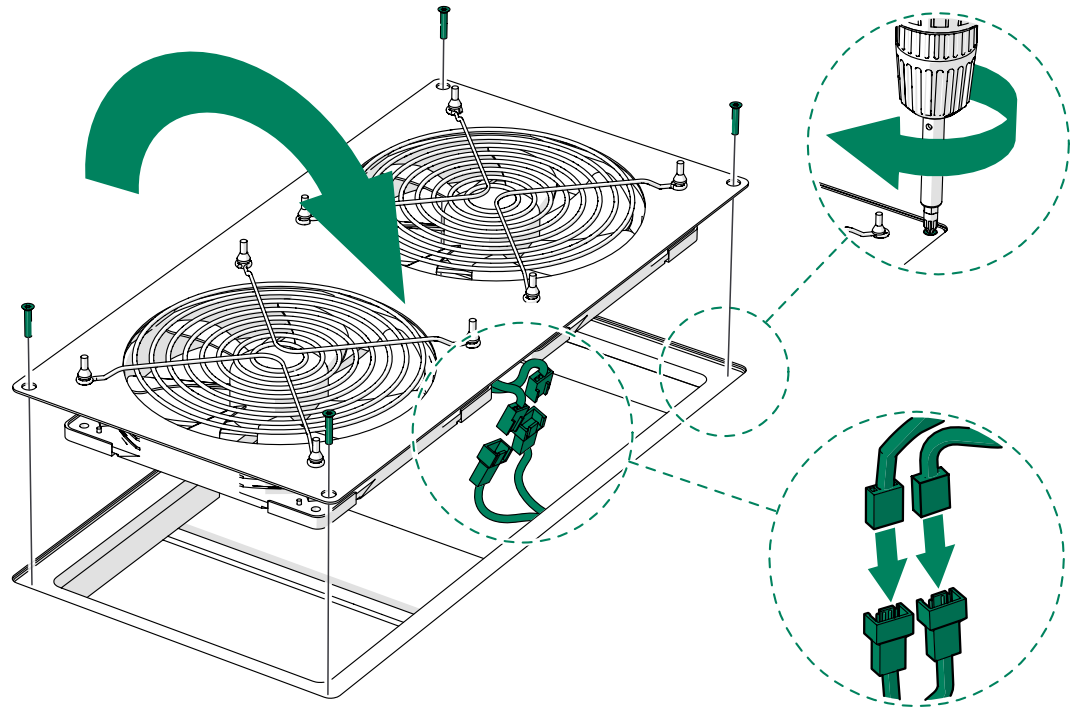
⚠ **Note:** Do not apply excessive pressure or suction to the fan blades.



4. Clean the parts under the fan module with a vacuum cleaner and a cloth.



5. Connect the DC connectors and install the fan module with 3.5x16 screws (4 pcs).

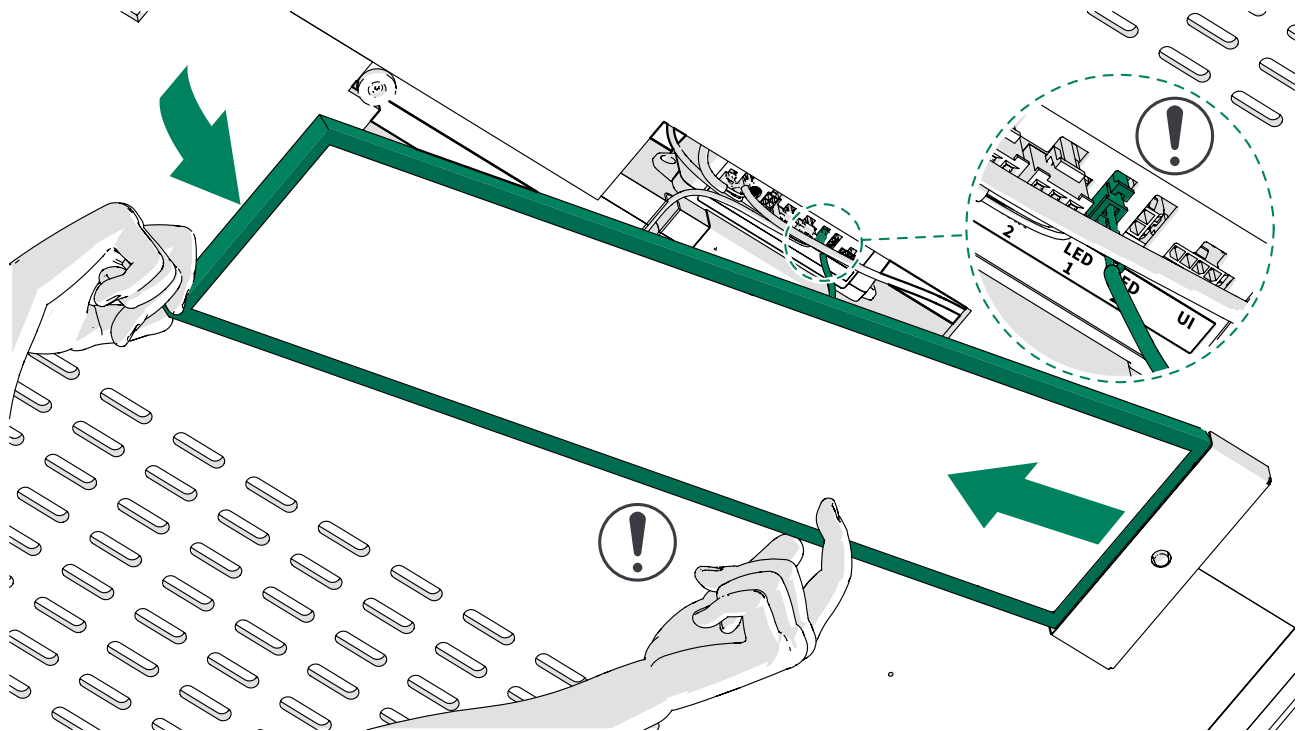


6. Repeat all the steps for the other fan module.

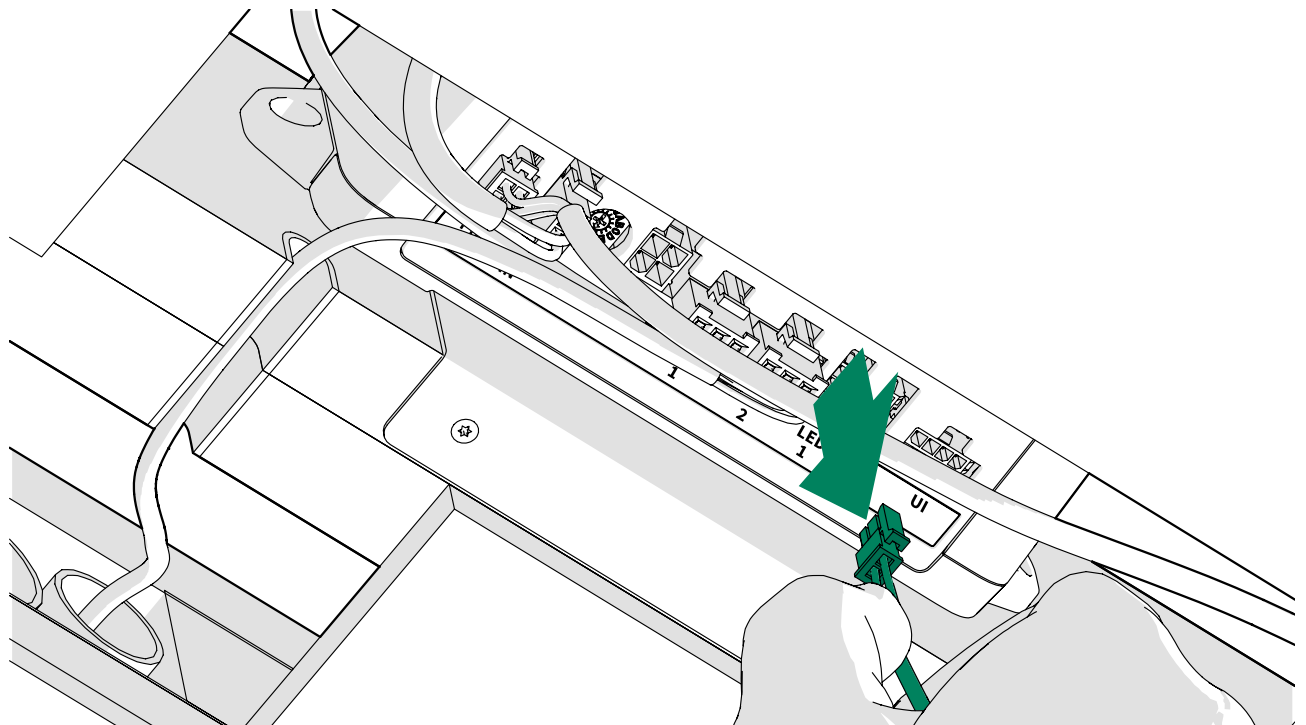
11 Check all the electrical connections

Check the condition of the cords and that all the connections are secure.

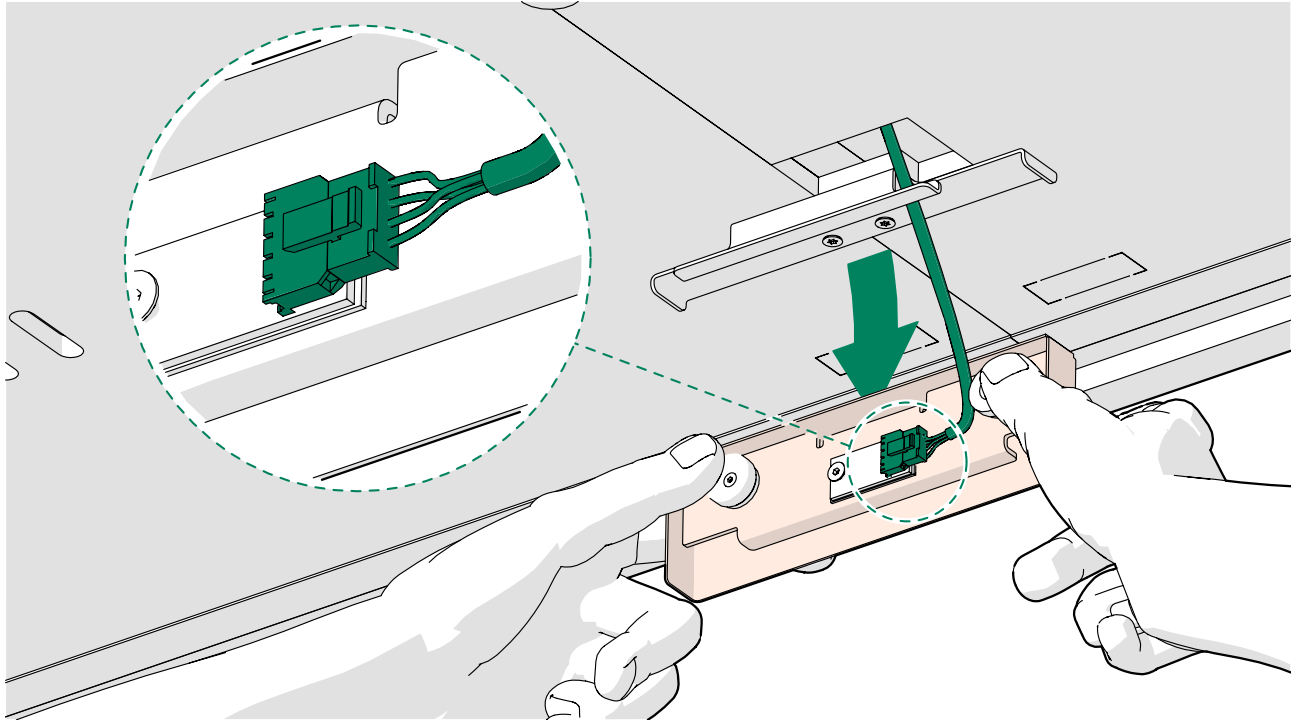
1. Detach the light from the ceiling.



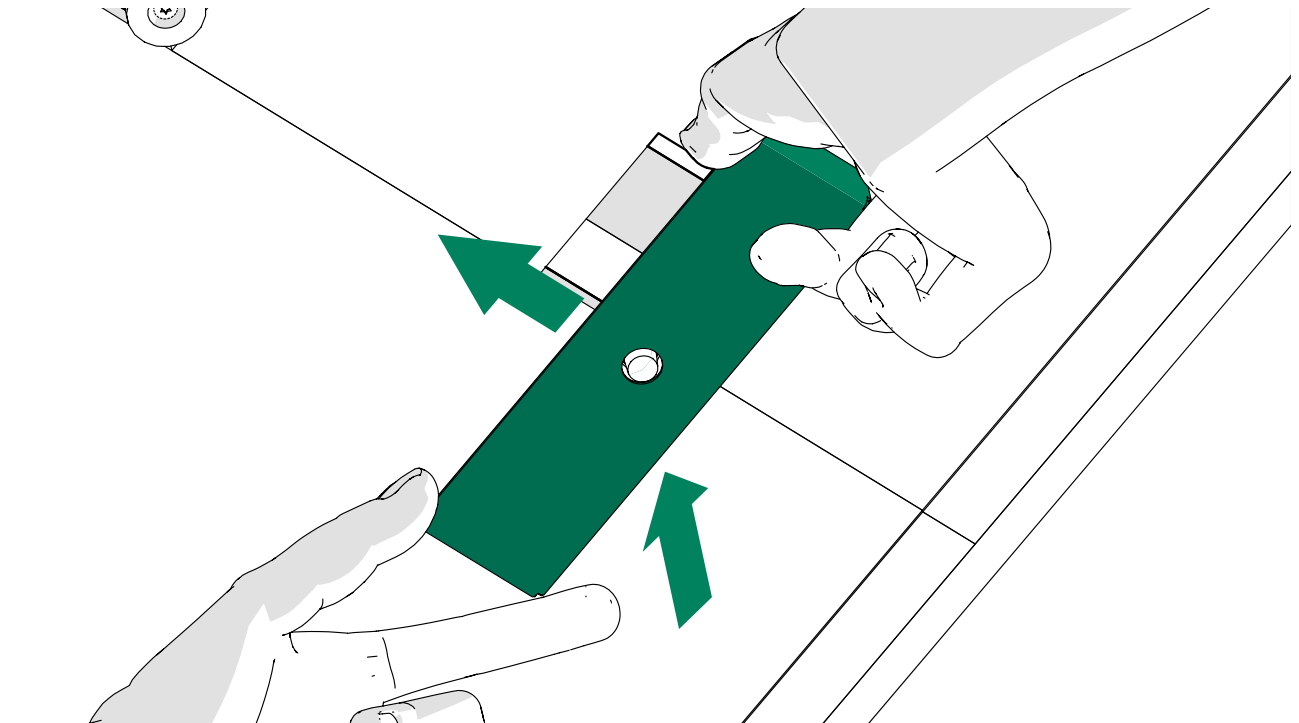
2. Disconnect the light cord from the control unit. Set the light aside.



3. Detach the motion detector from the ceiling and check that the motion detector cord is connected to the motion detector.

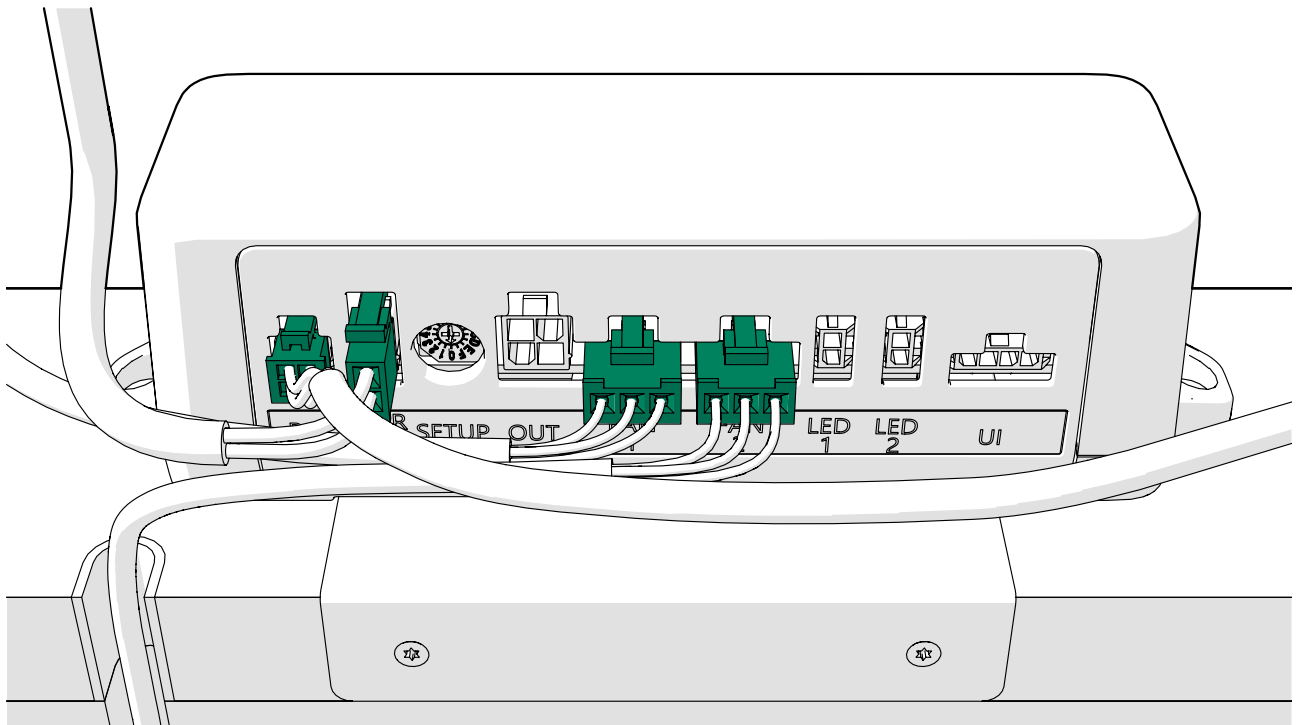


4. Reinstall the motion detector.

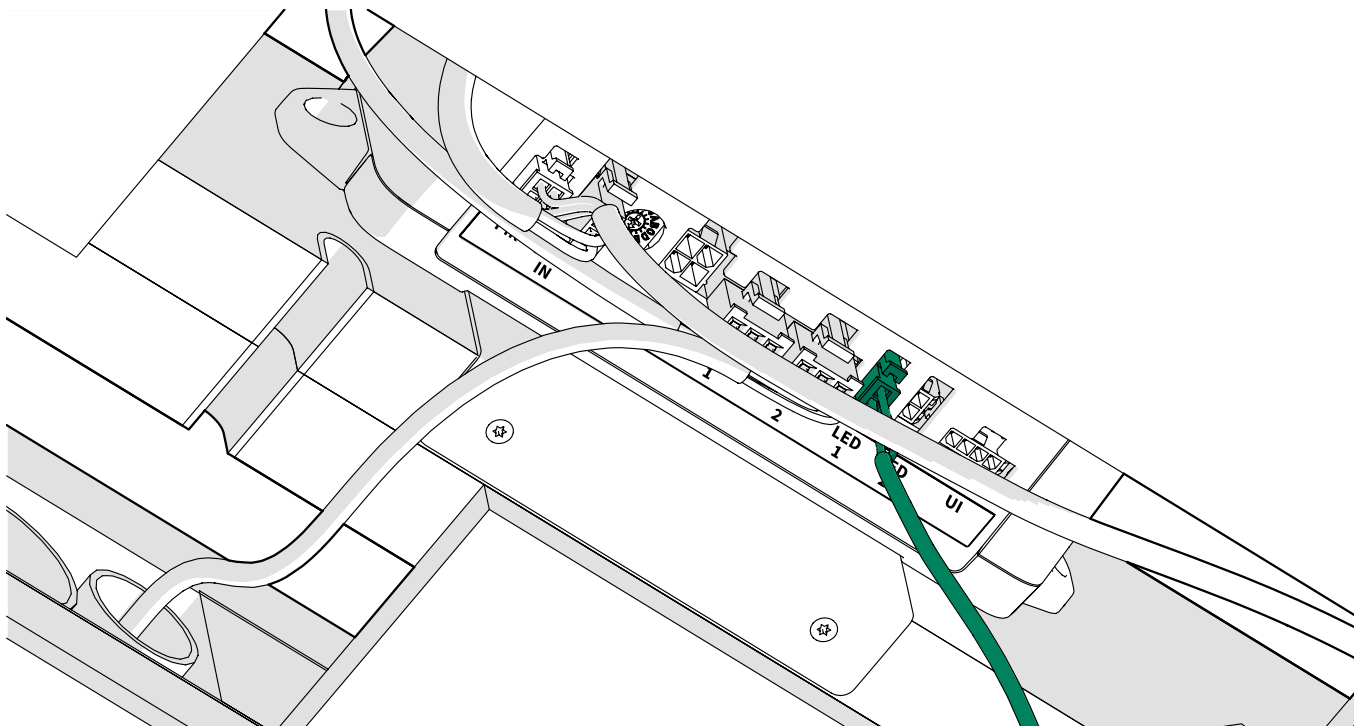


5. Check the connections to the control unit.

Make sure that the connections to the PIR, PWR IN, FAN1 and FAN2 connectors are connected.

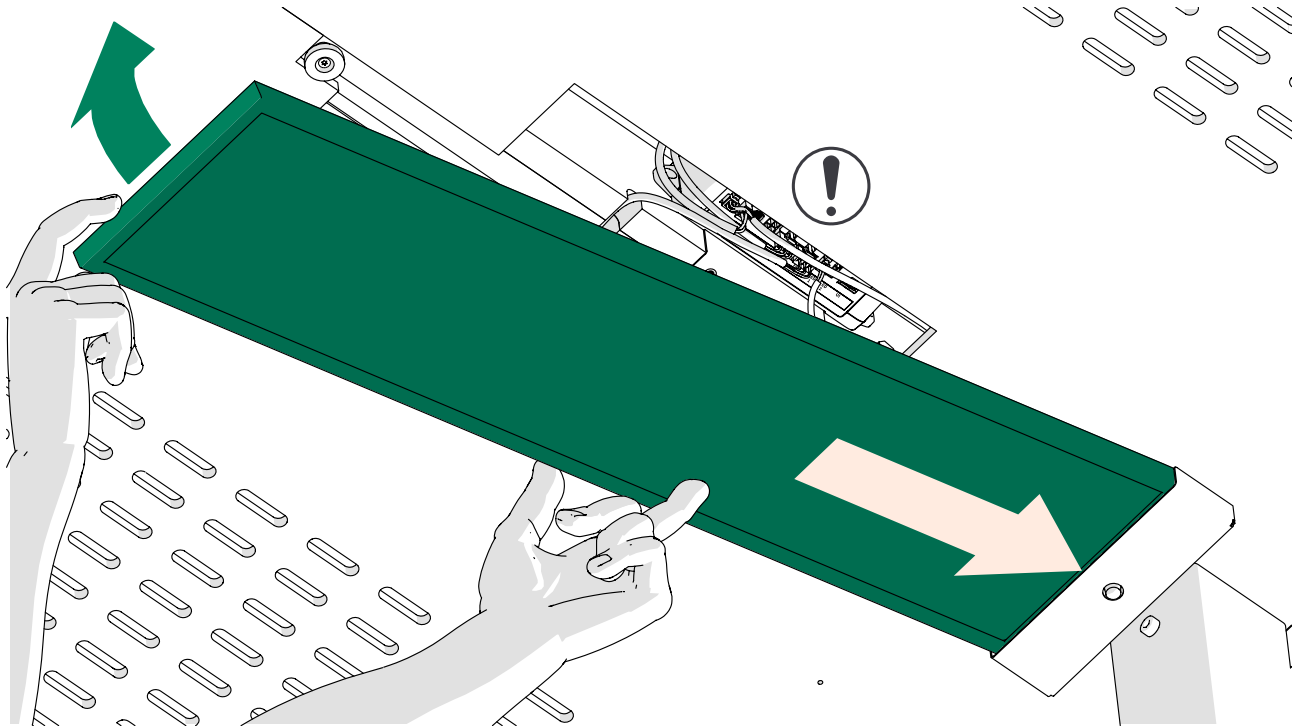


6. Connect the light cord to the LED 1 connector of the control unit.

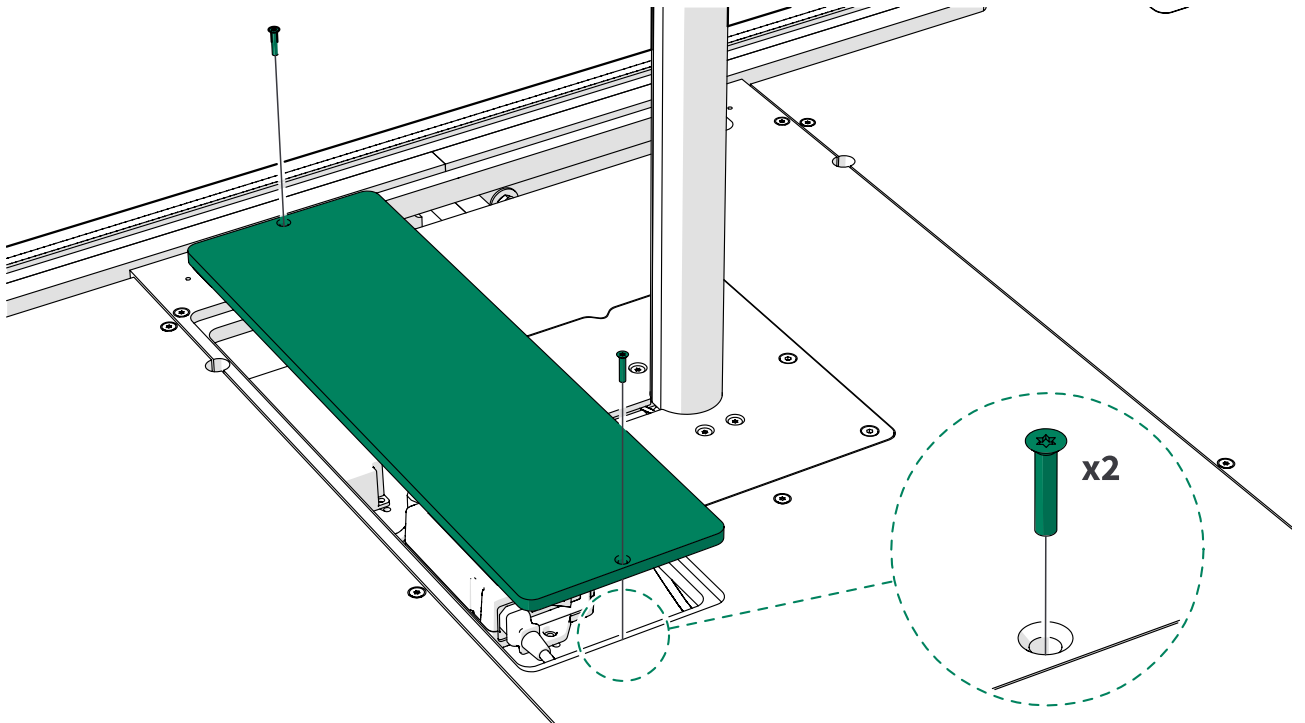


7. Reinstall the light.

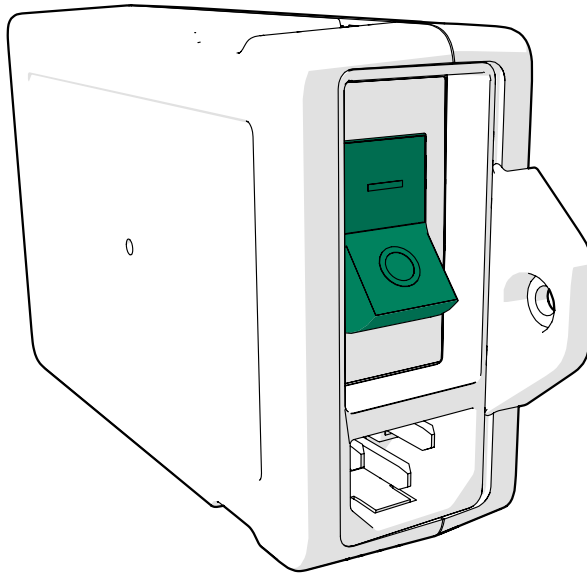
- ⚠ **Note:** Make sure that the cords are not damaged or pinched during the installation.



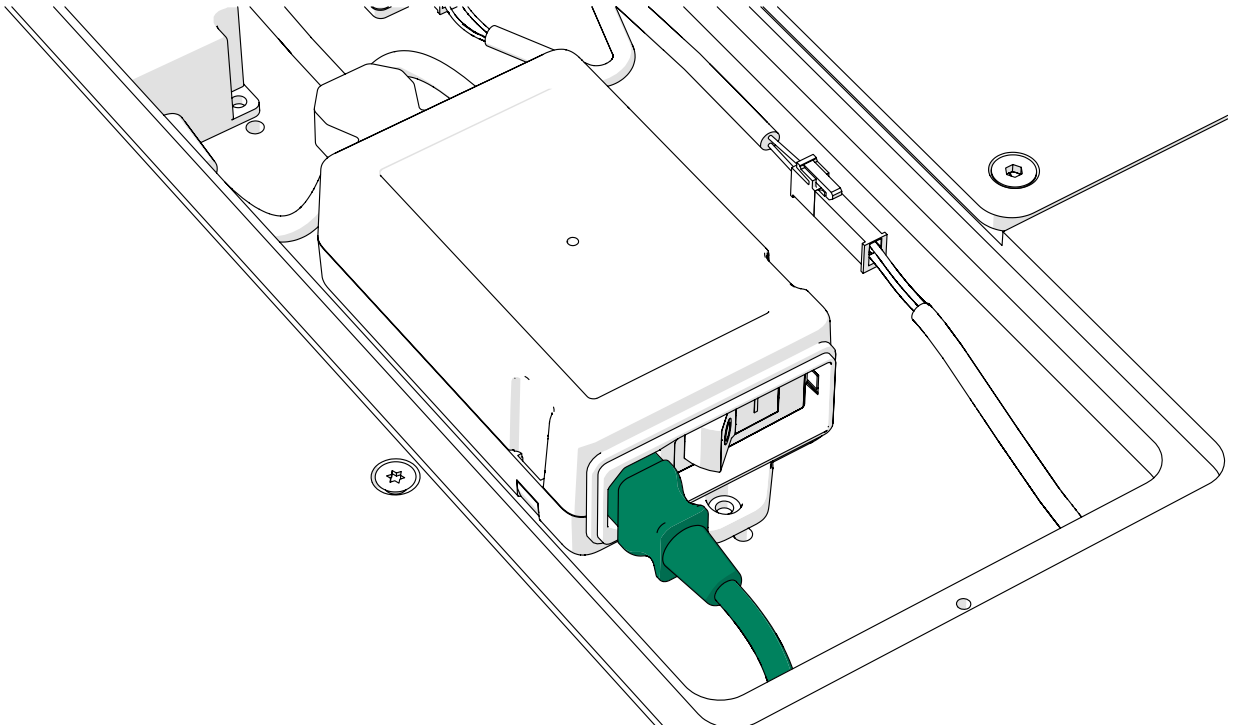
8. Unscrews the 4x30 screws and remove the small floor cover board.



9. Check that the ON/OFF switch of the power unit is in the "I" position.



10. Check that the power cord is connected to the power unit.



11. Check the connections in the floor.

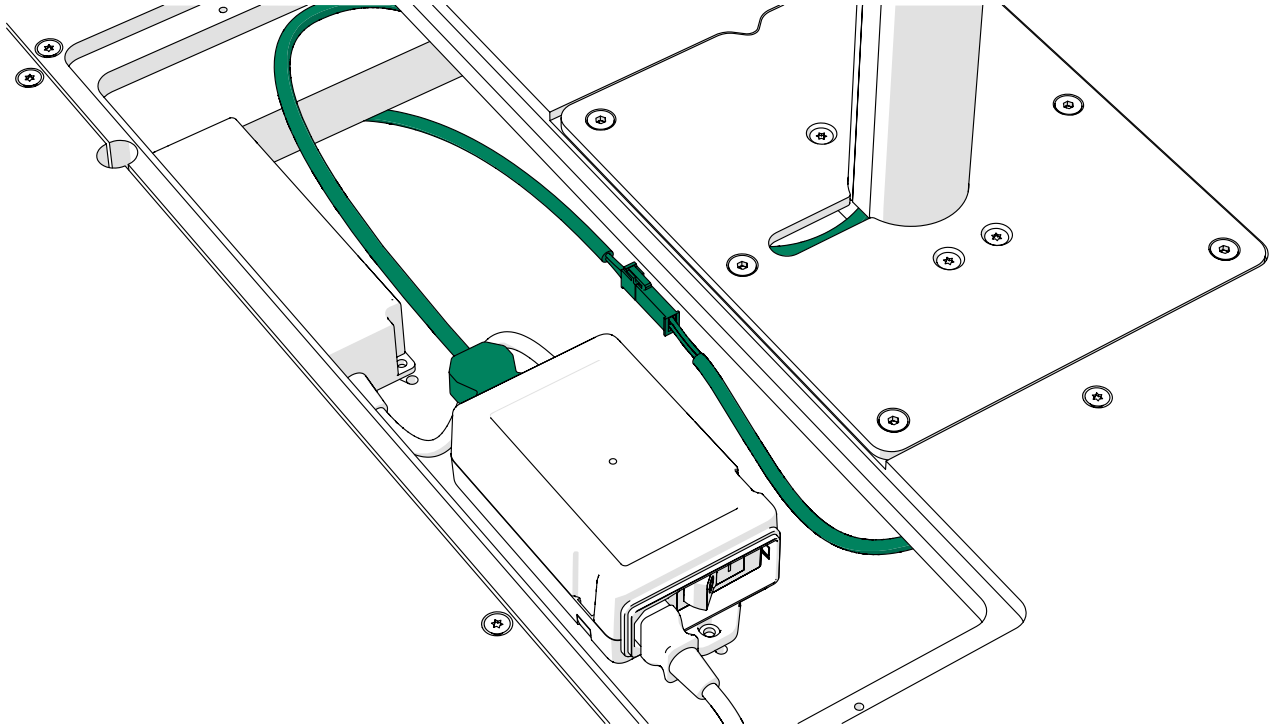


Figure 8: Framery Q Meeting Maggie & Working with PAL

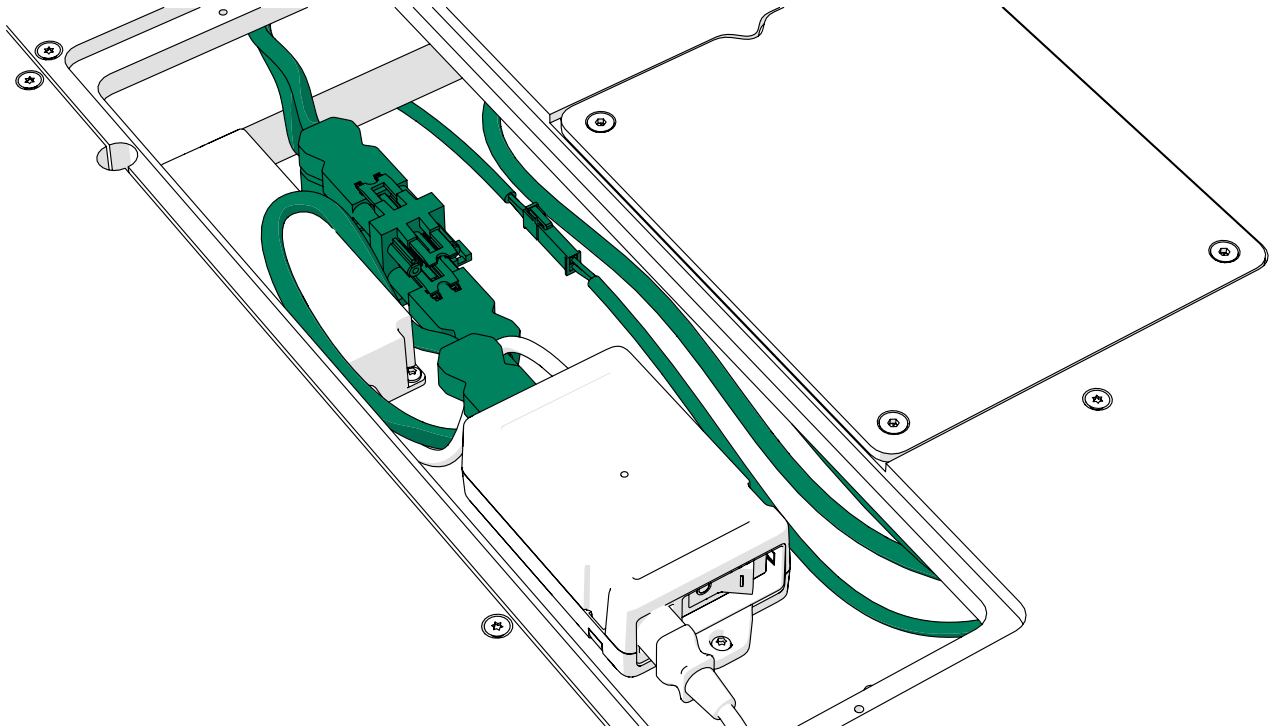
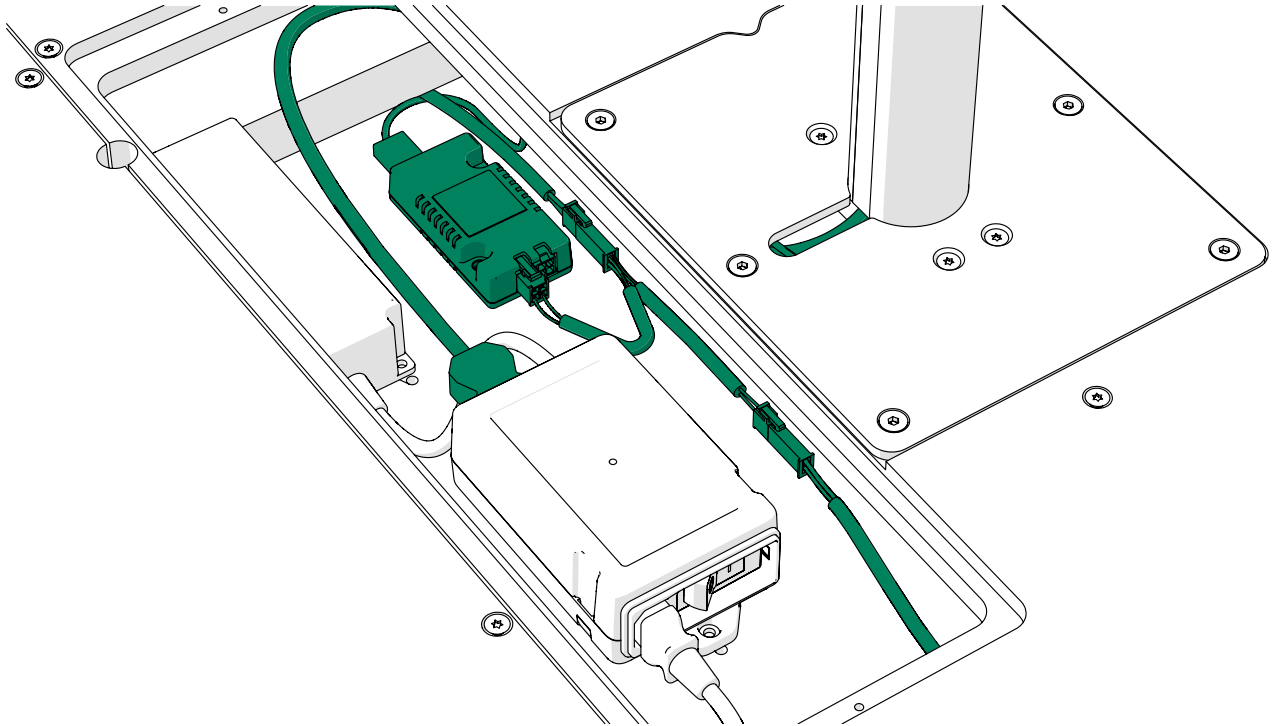
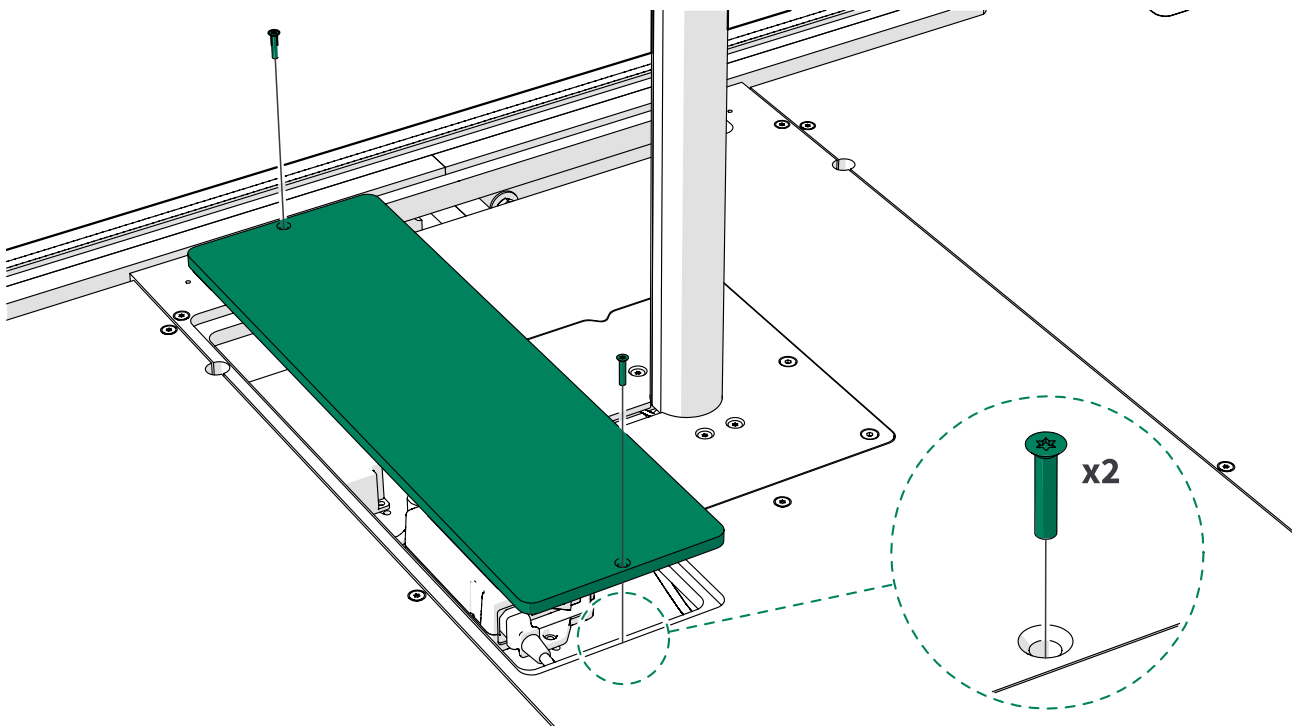


Figure 9: Framery Q Flow

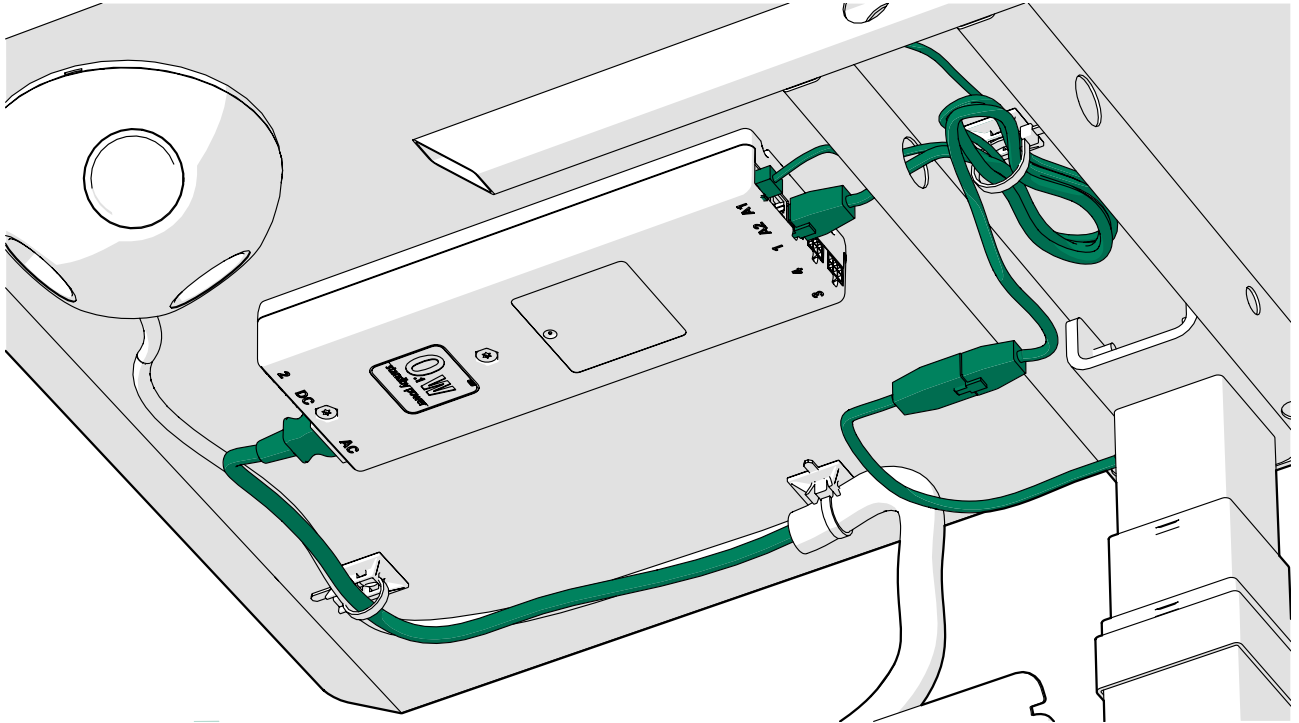
12. Check the connections in the floor including the optional wireless charger (Framery Q Meeting Maggie and Working with PAL).



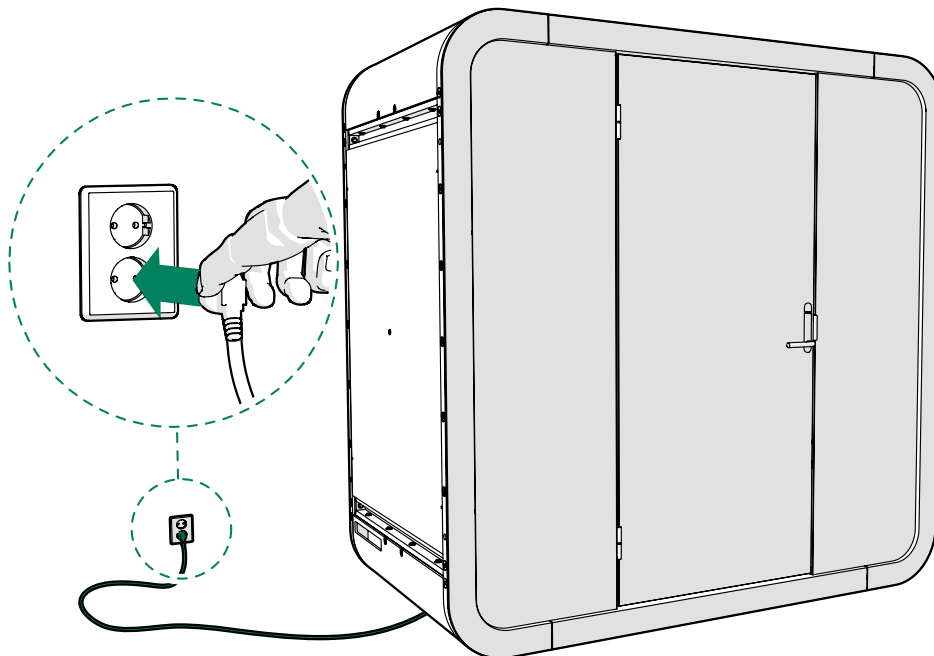
13. Reinstall the small floor cover board.



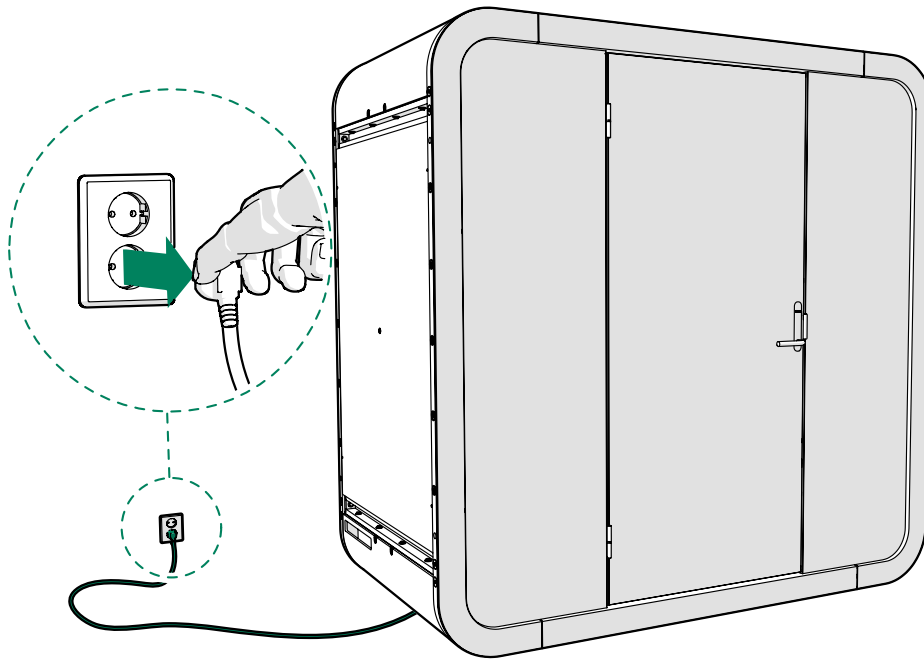
- 14.** Check the connections under the table (Framery Q Flow).



- 15.** Connect the power cord of the pod to a power outlet and check that the fans and light function normally.



16. Disconnect the power cord.

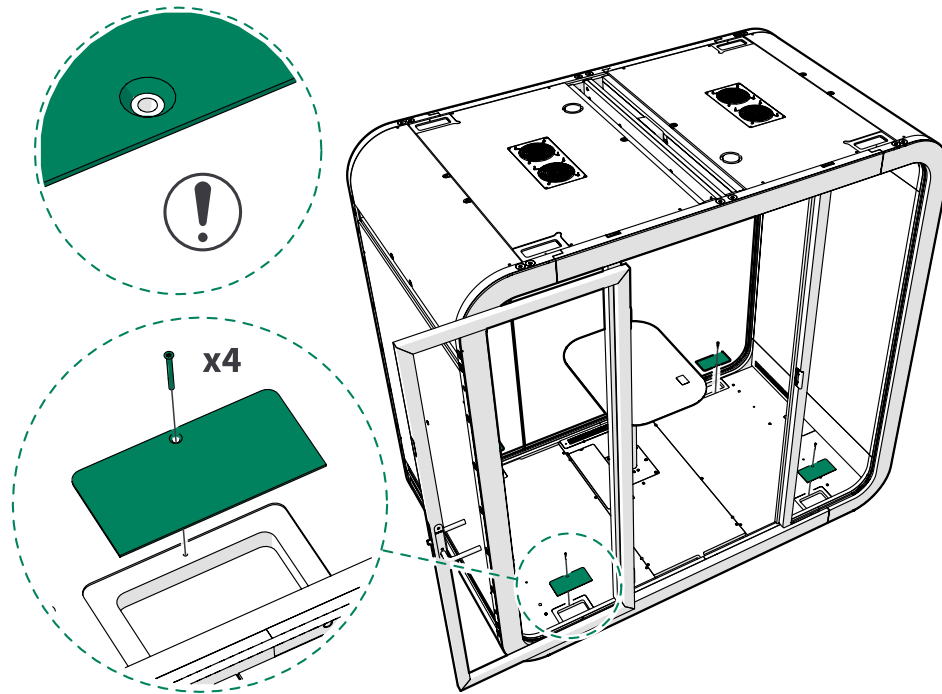


12 Reassemble

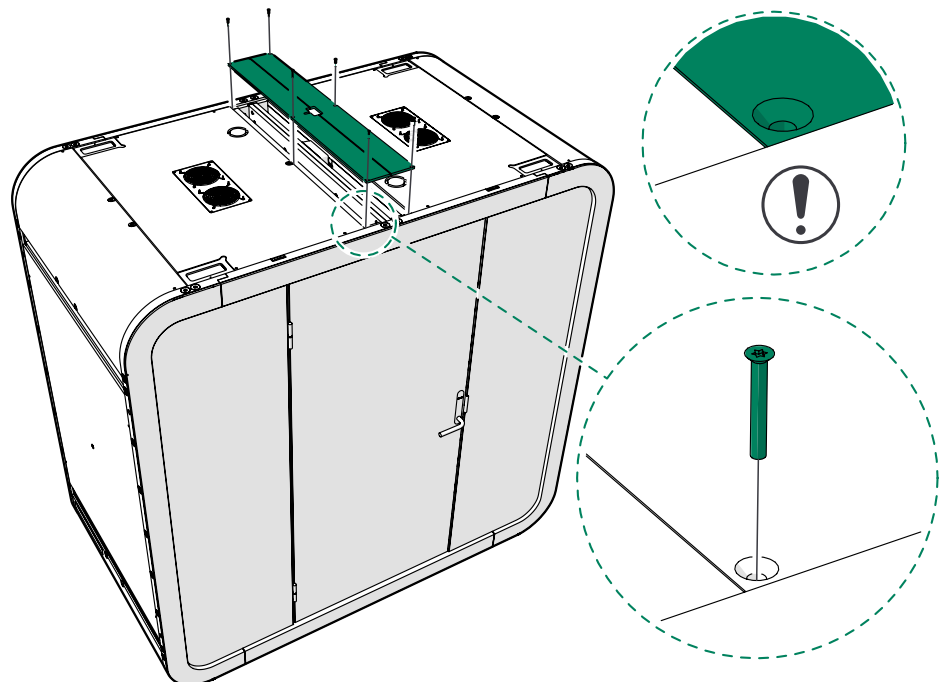
12.1 Install the cover panels and plates

1. Install the floor cover plates (4 pcs) with 4x30 screws (1 pcs each).

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

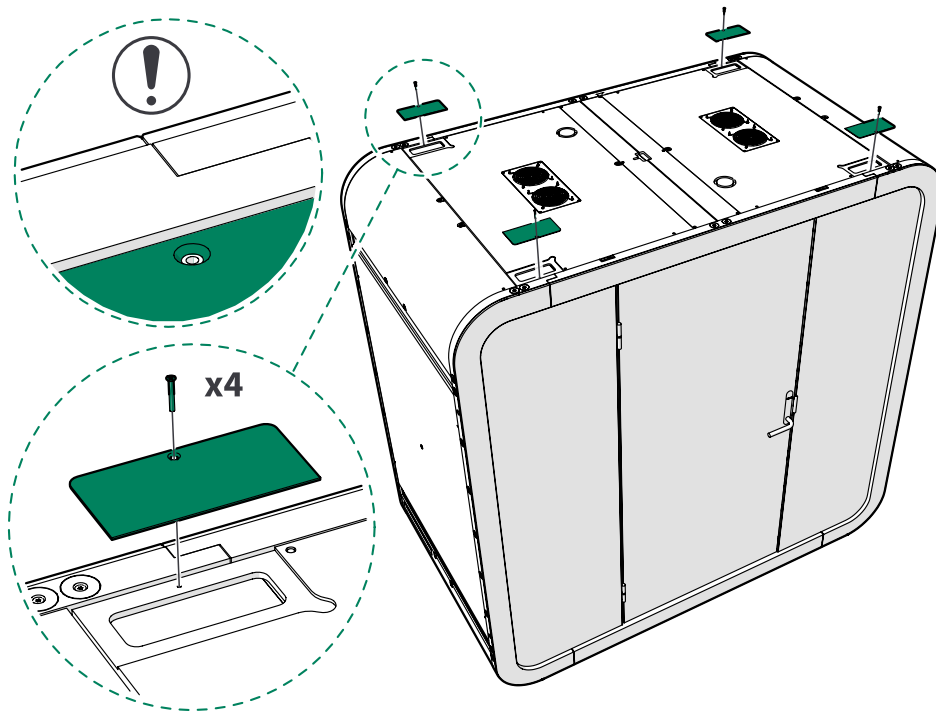


2. Install the roof cover panel with 4x30 screws (6 pcs).



3. Install the roof cover plates (4 pcs) with 4x30 screws (1 pcs each).

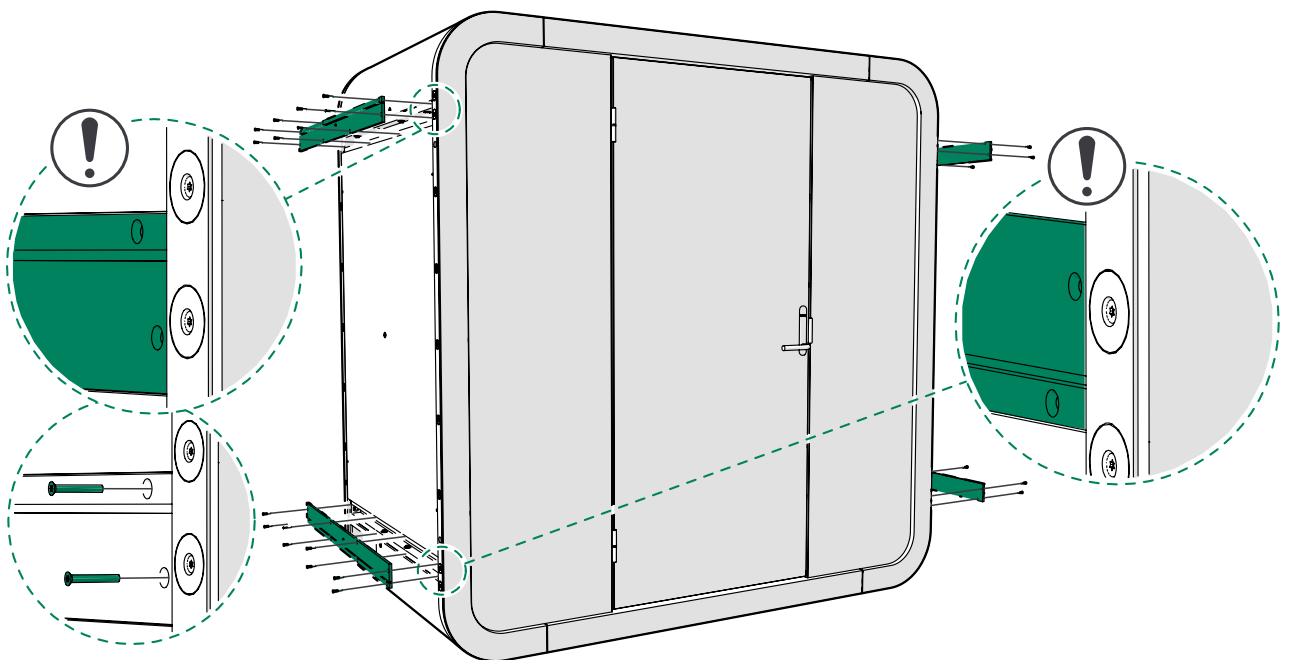
⚠ **Note:** Place the countersunk holes upwards. Use the existing screw holes.



4. 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.

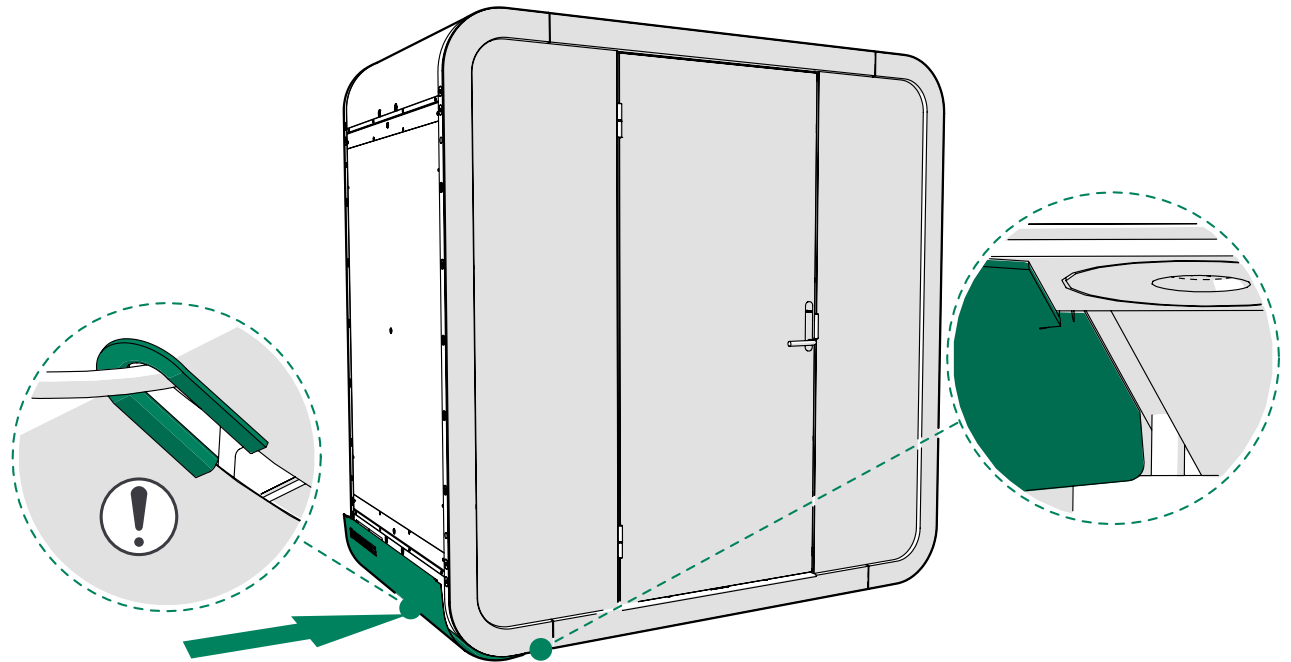
⚠ **Note:** If you install for the first time, you need two extra screws per panel, in addition to the ones removed at the beginning of the installation. Install the two additional screws to the two vacant countersunk holes in the cover panels.



12.2 Install the bottom body covers

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

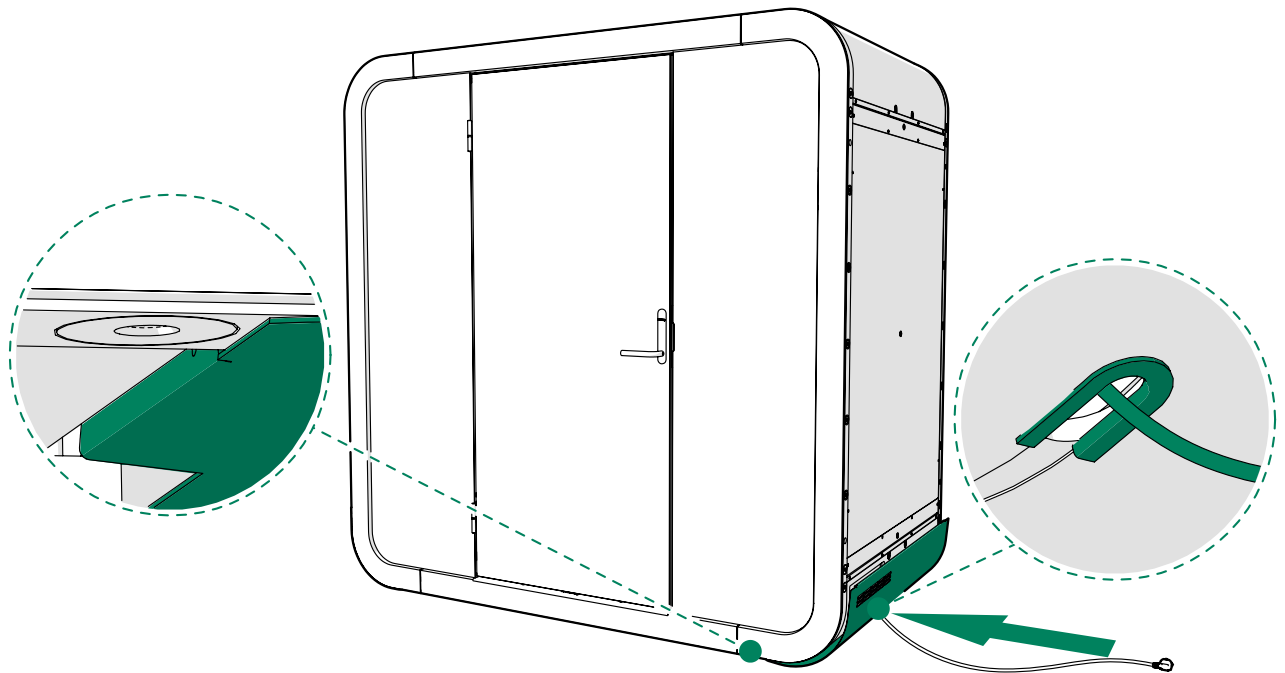
ⓘ **Note:** If you installed the power cord to the floor, make sure that you install the bottom body cover with the rubber lead-through on the side of the power cord.



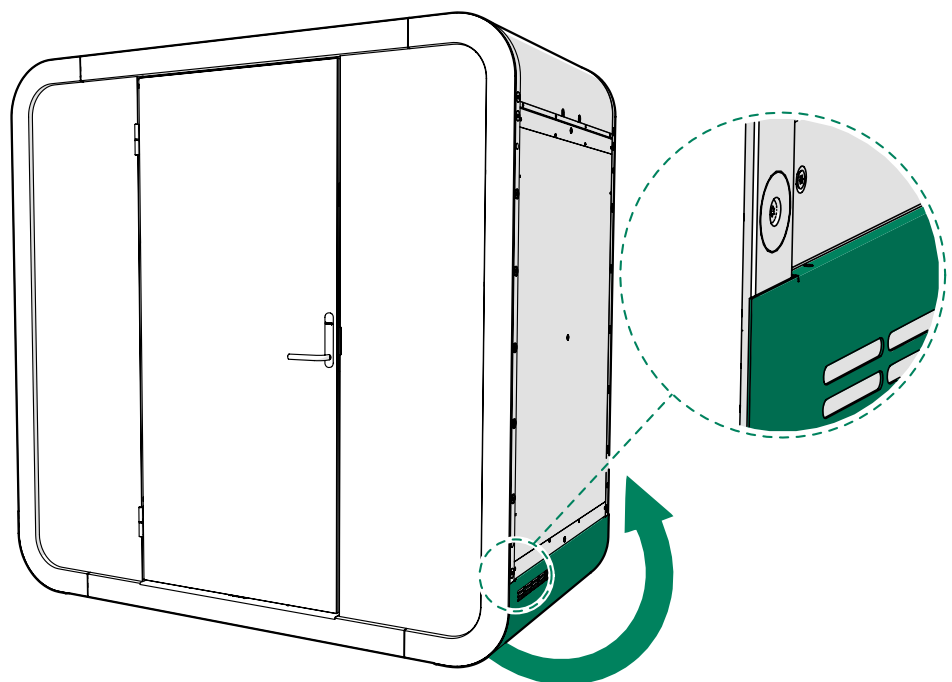
2. Guide the other edge of the left-hand bottom body cover into the groove at the lower part of the left-hand wall.

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

ⓘ **Note:** If you installed the power cord to the floor, make sure that you install the bottom body cover with the rubber lead-through on the side of the power cord.



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

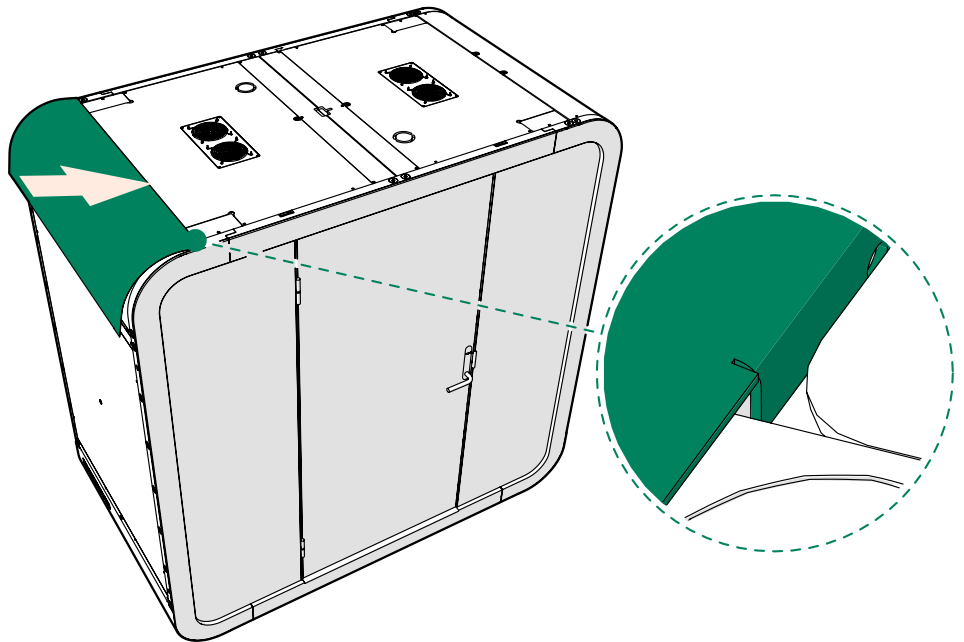


12.3 Install the roof body covers

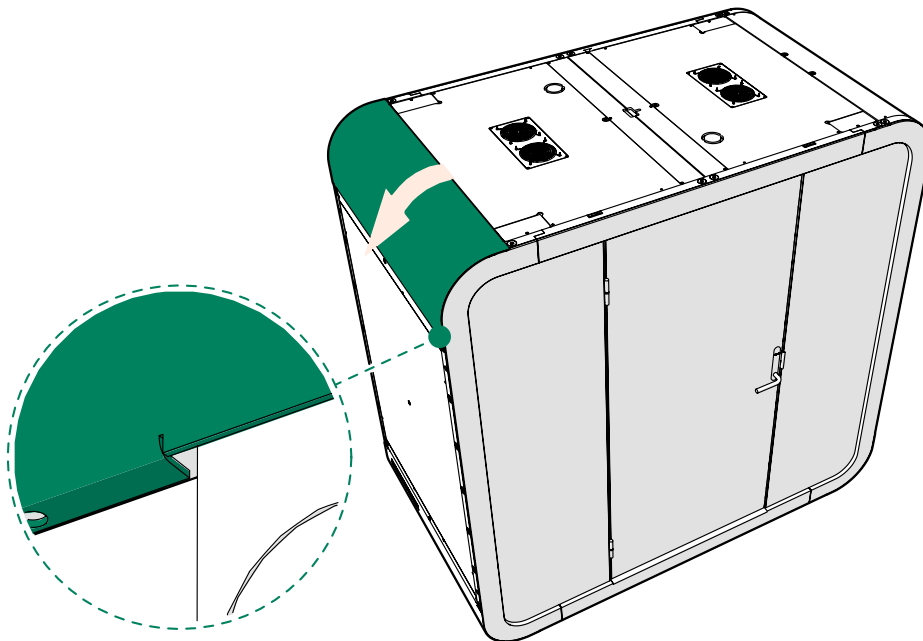
1. Guide the edge of one of the curved roof body covers into the groove at the edge of the roof.



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.

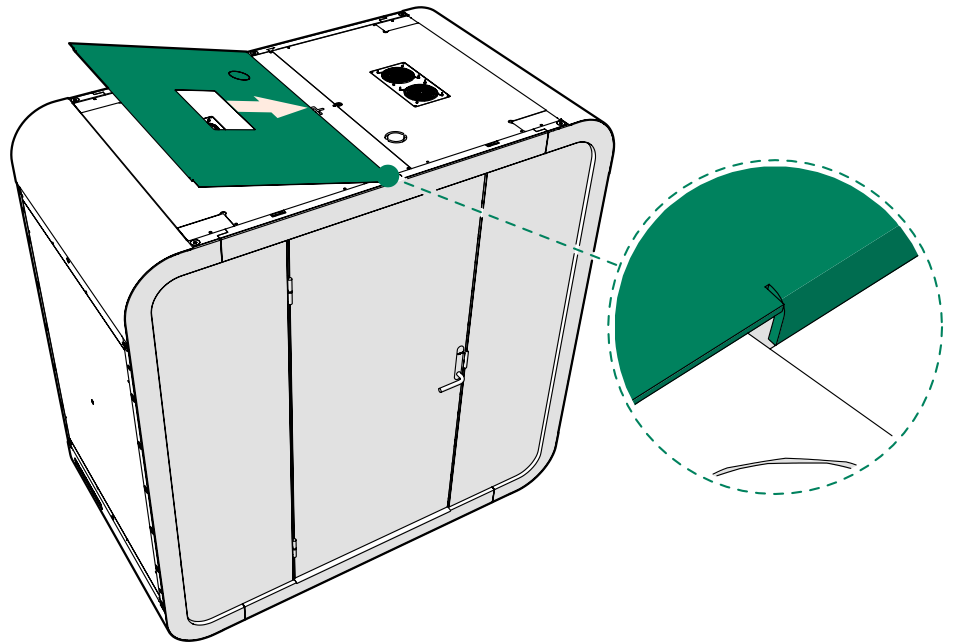
4. Guide the edge of the straight roof body cover of the left-hand side into the groove at the center of the roof.



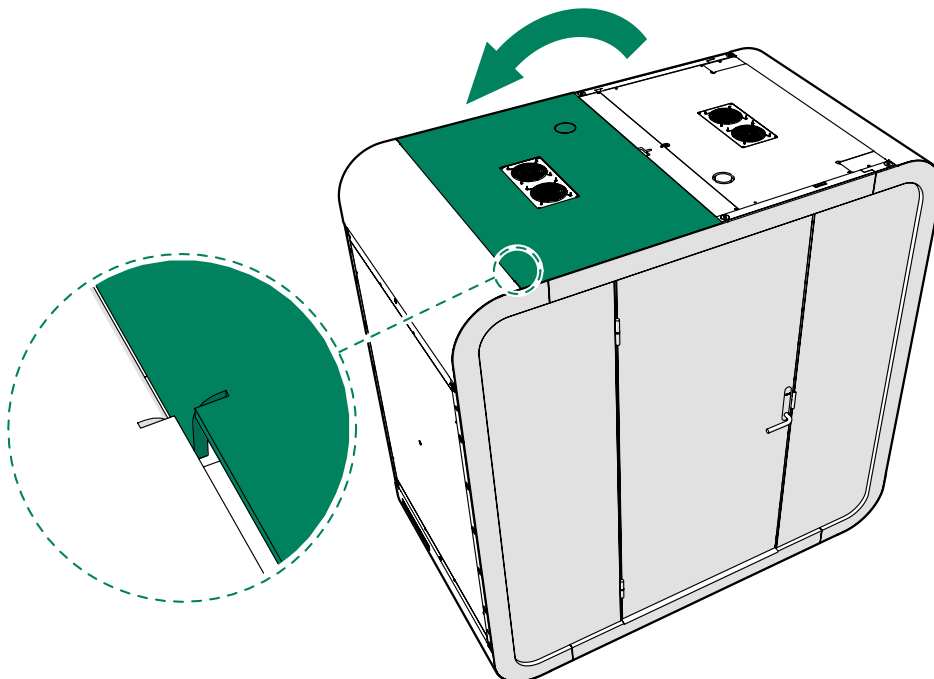
Note: If you have installed the power cord from the ceiling, guide the power cord out of the cut in the cover. Make sure that the cord is not damaged during the installation.



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.



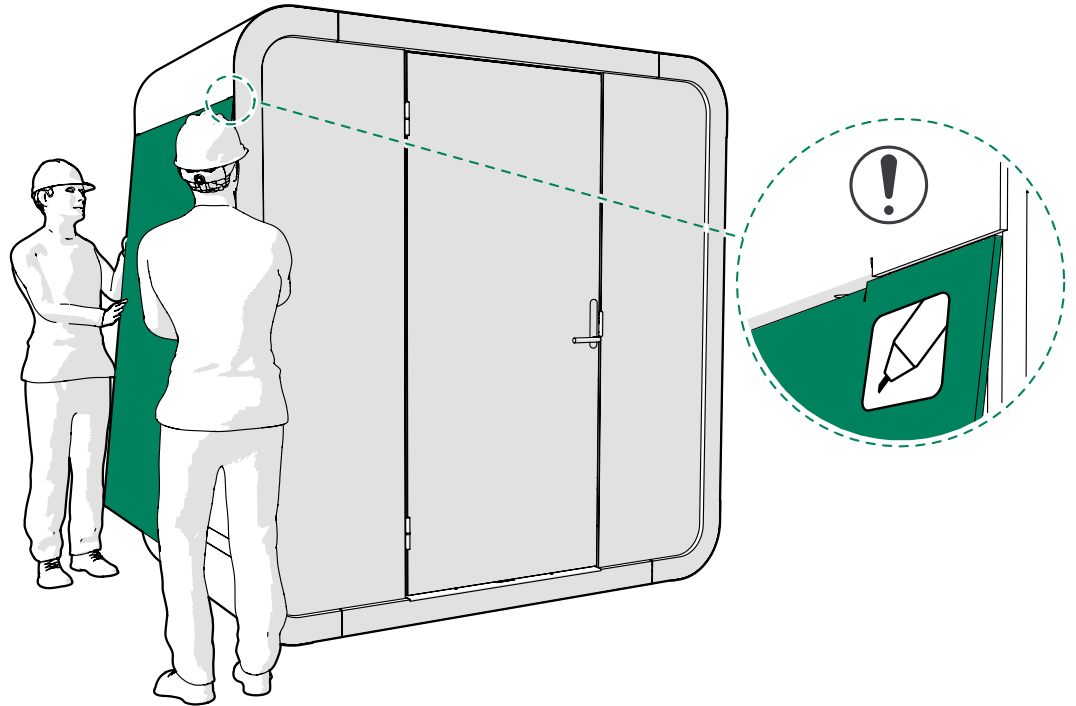
6. Repeat steps 4. and 5. to install the other straight body cover to the other side of the roof.

12.4 Install the wall body covers

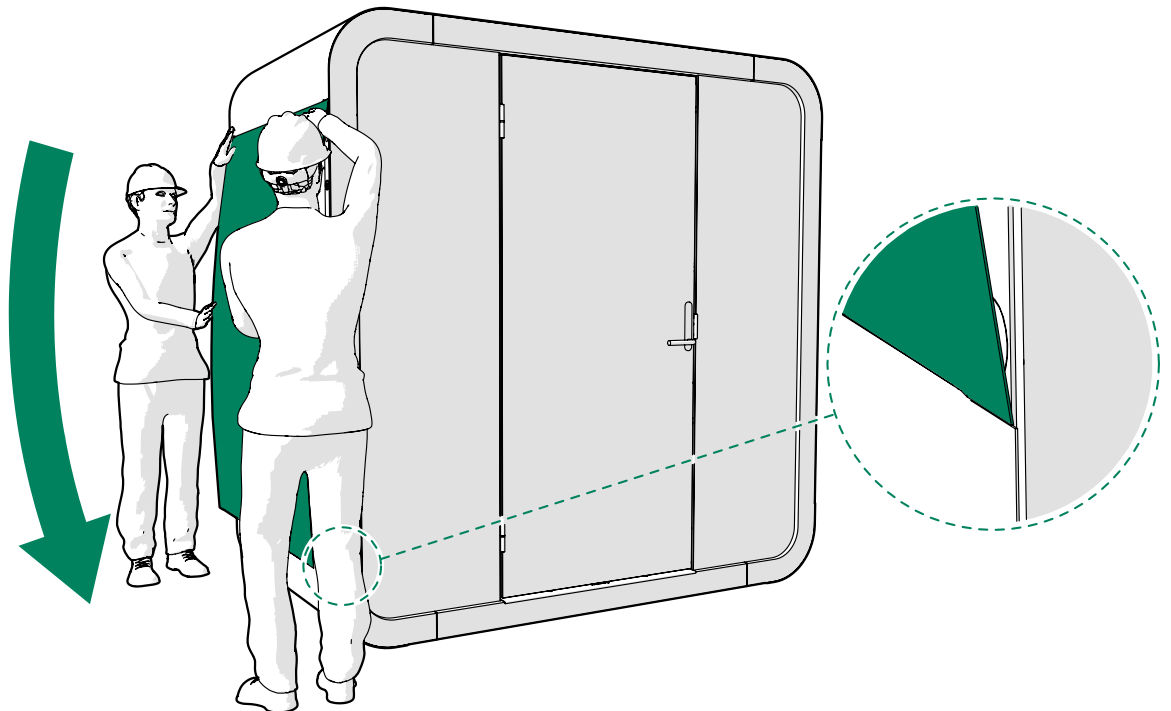
1. Guide the edge of one wall body cover into the groove at the top of the wall.



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.



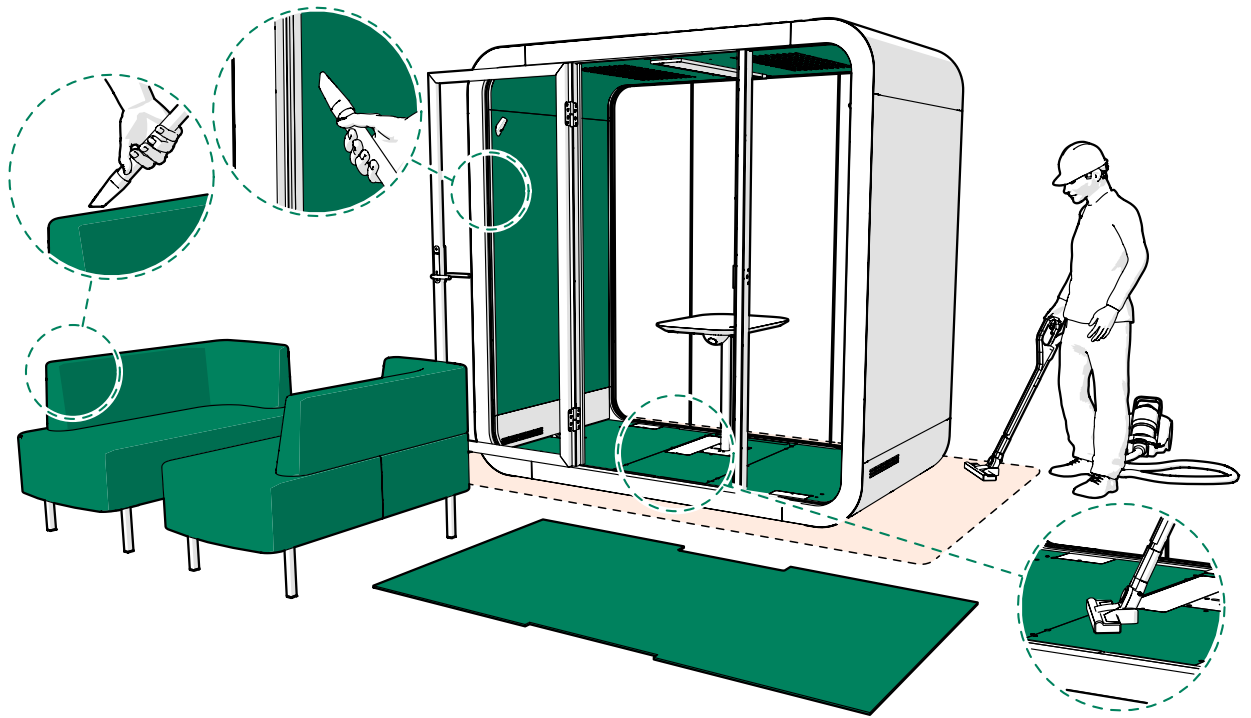
Note: Make sure that there are no gaps between the body covers and the frames.



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.

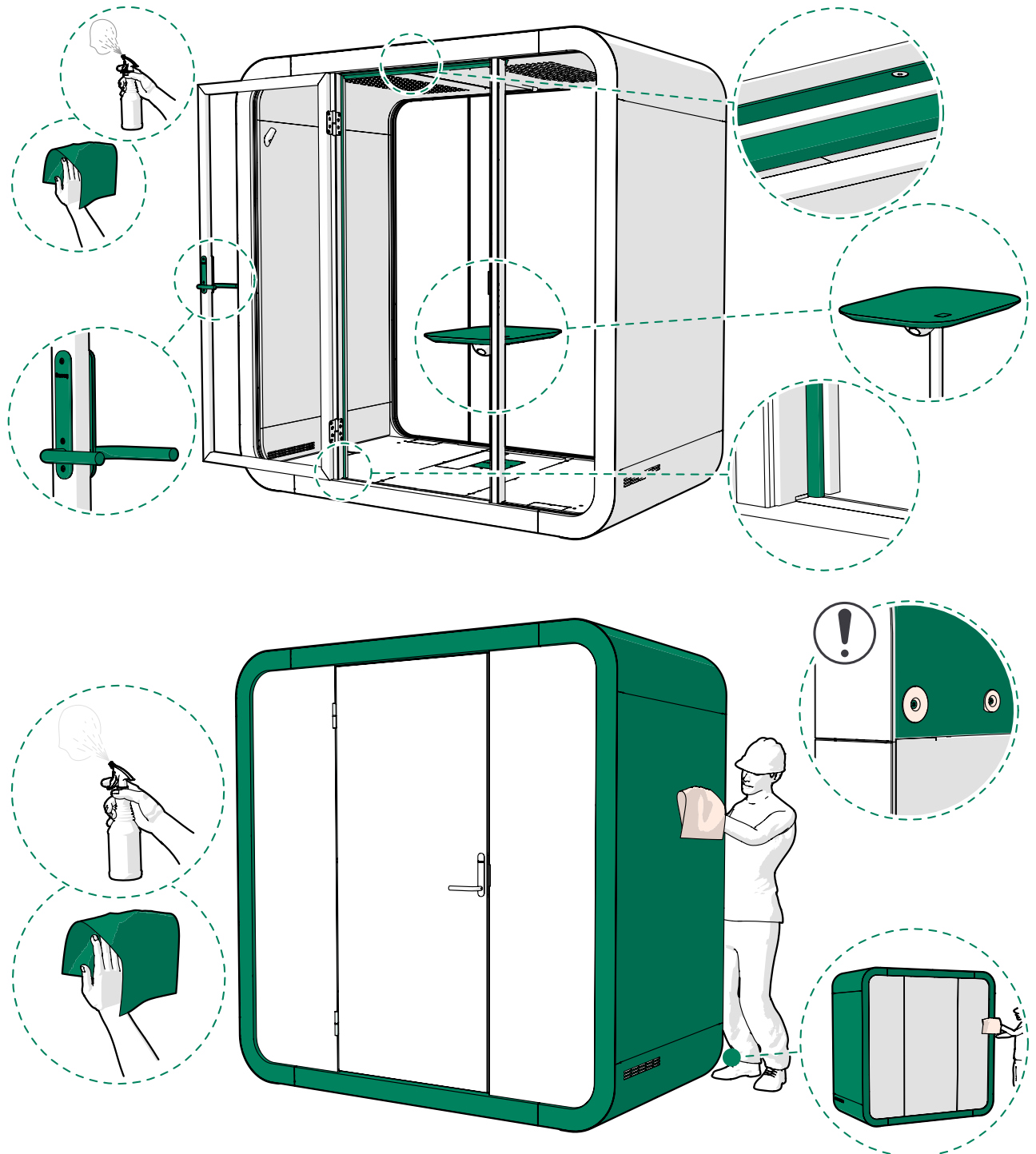
13 Clean the pod

1. Clean the carpet, seats, pod floor, interior panels, and pod surroundings with a vacuum cleaner.

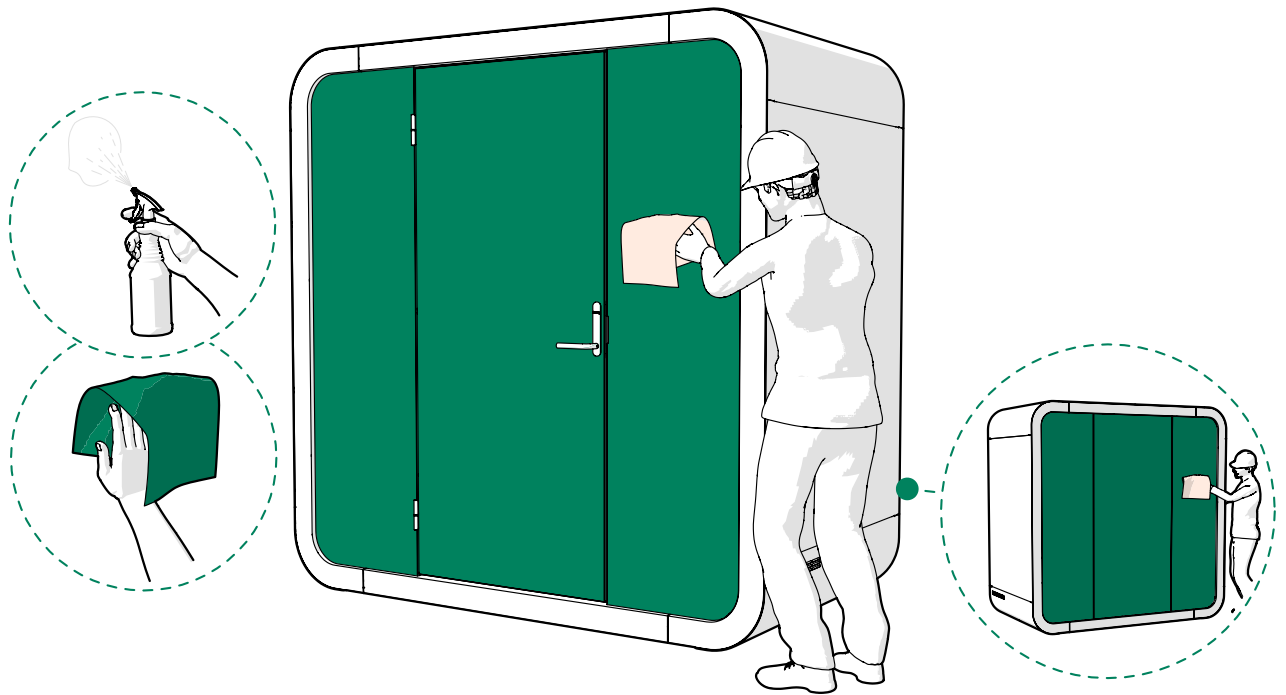


2. Clean the following surfaces with mild alcohol-based all purpose cleaner and a lint-free cloth.

- Table
- Door handle
- Threshold
- Door seal
- Frames
- Body covers



3. Clean the glasses with glass cleaner and a lint-free cloth.



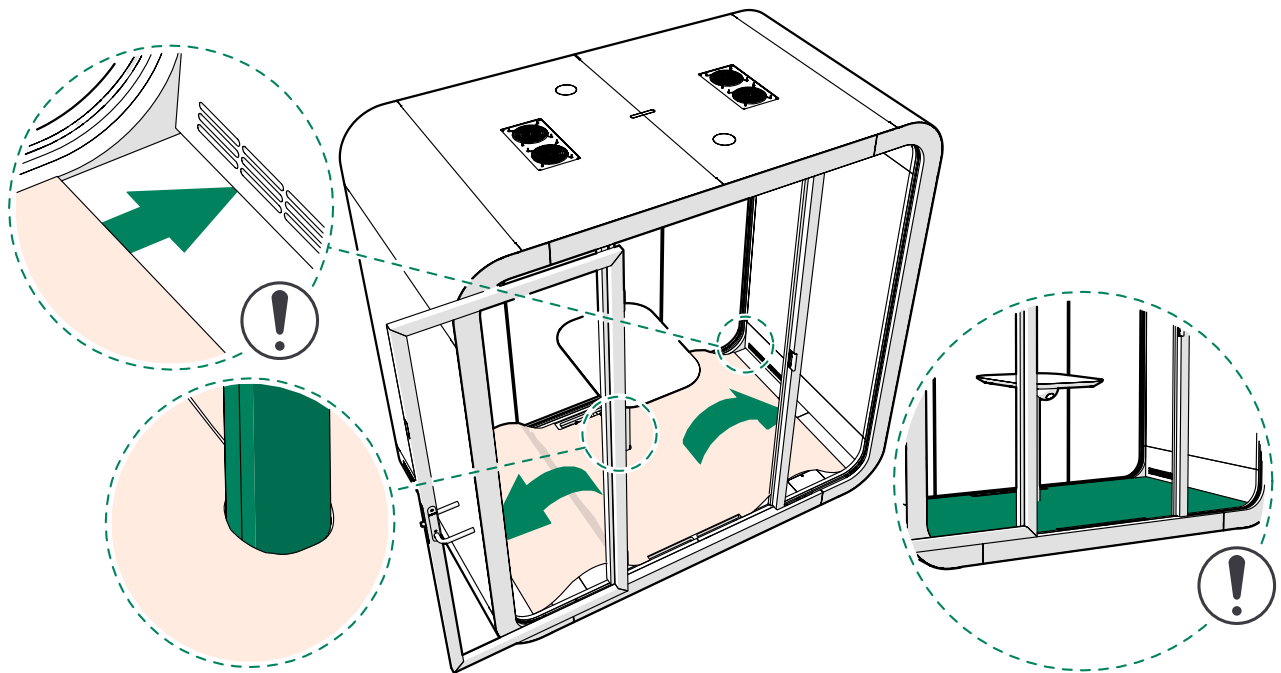
14 Reassemble the remaining parts

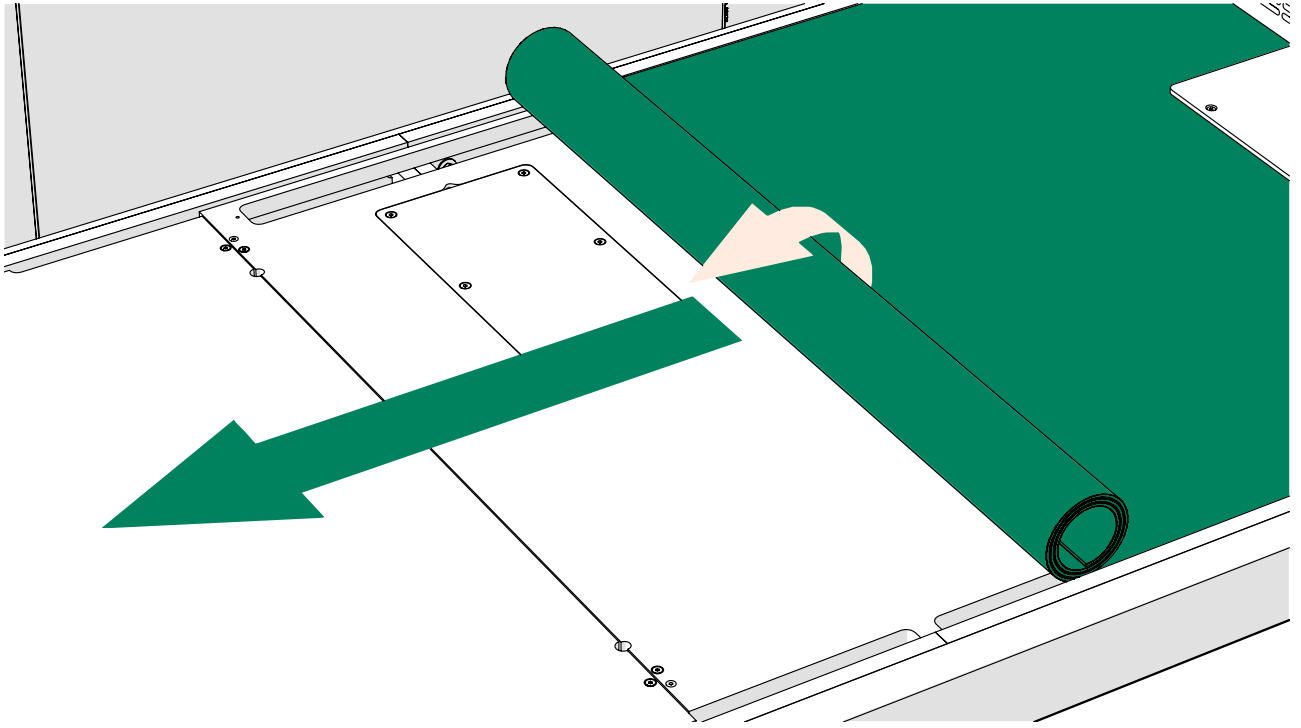
14.1 Install the carpet

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.

In Flow, roll the carpet back on the floor.

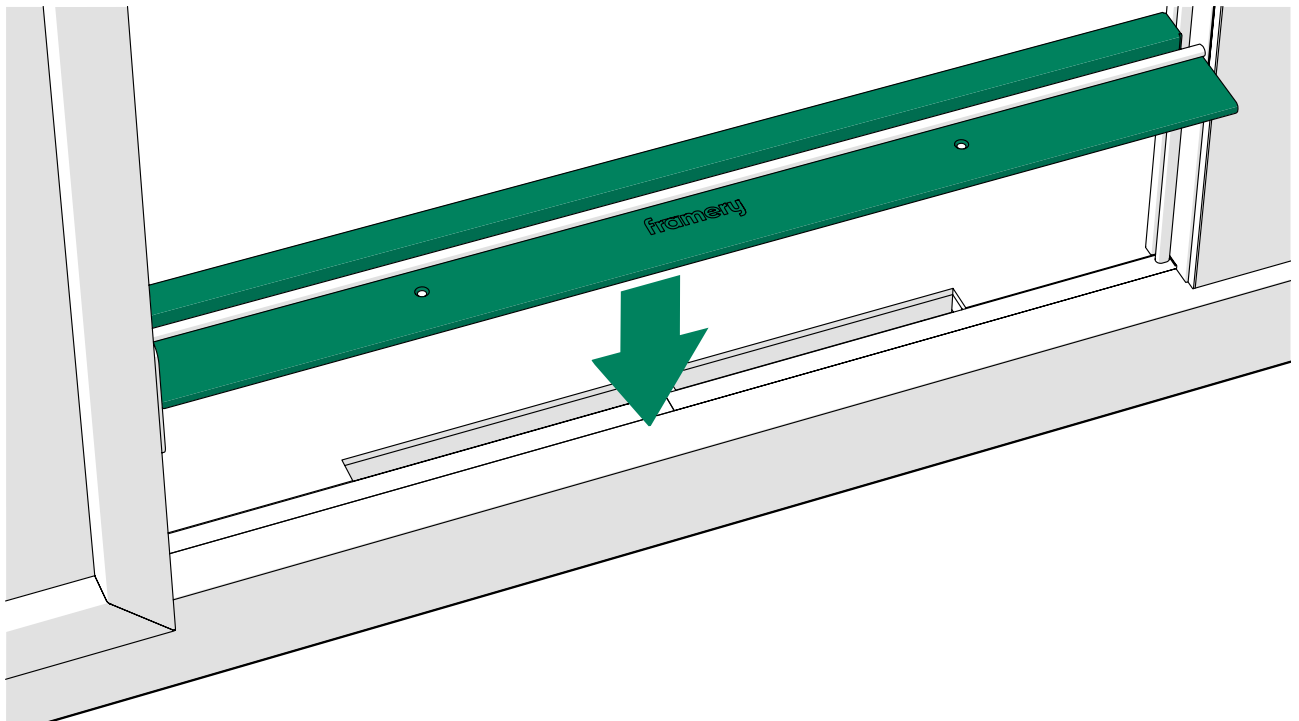
- ❗ **Note:** Make sure the ends of the carpet are hidden under the felts at the base of the walls.
- ❗ **Note:** Make sure that the carpet is firmly in place and that there are no bumps.





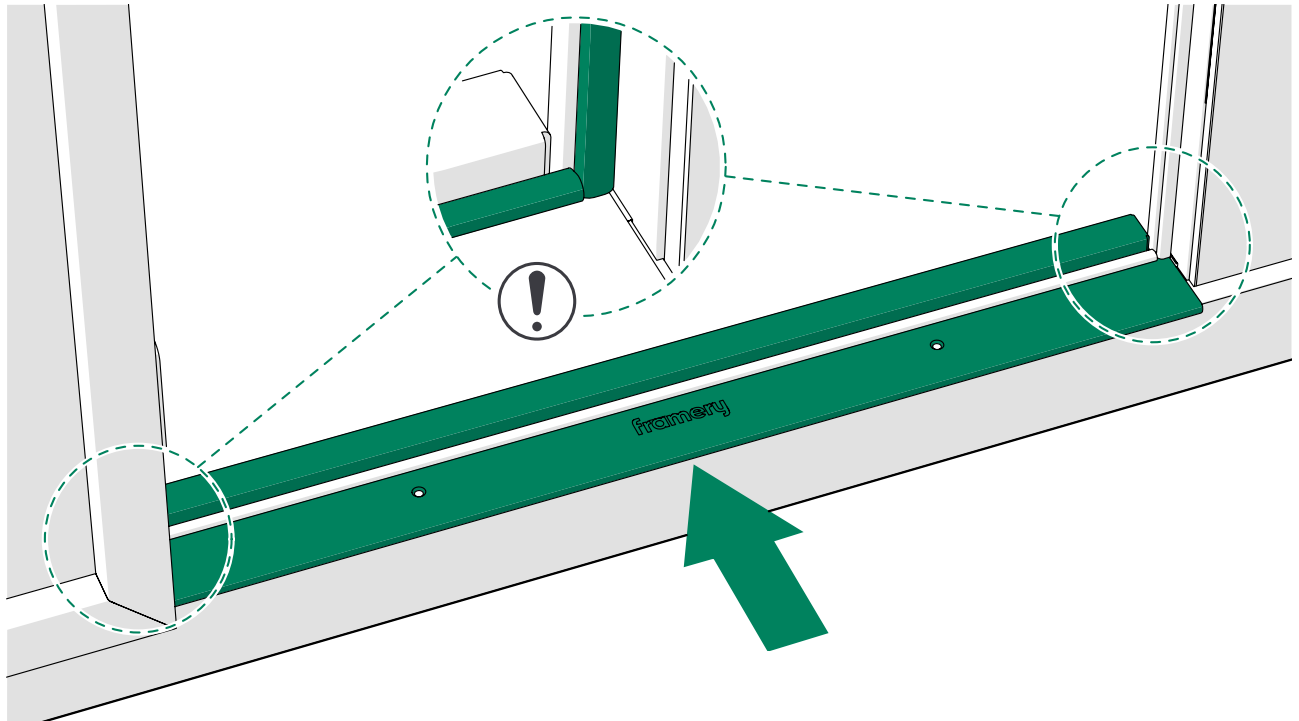
14.2 Install the floor threshold

1. Set the threshold down at the doorway.



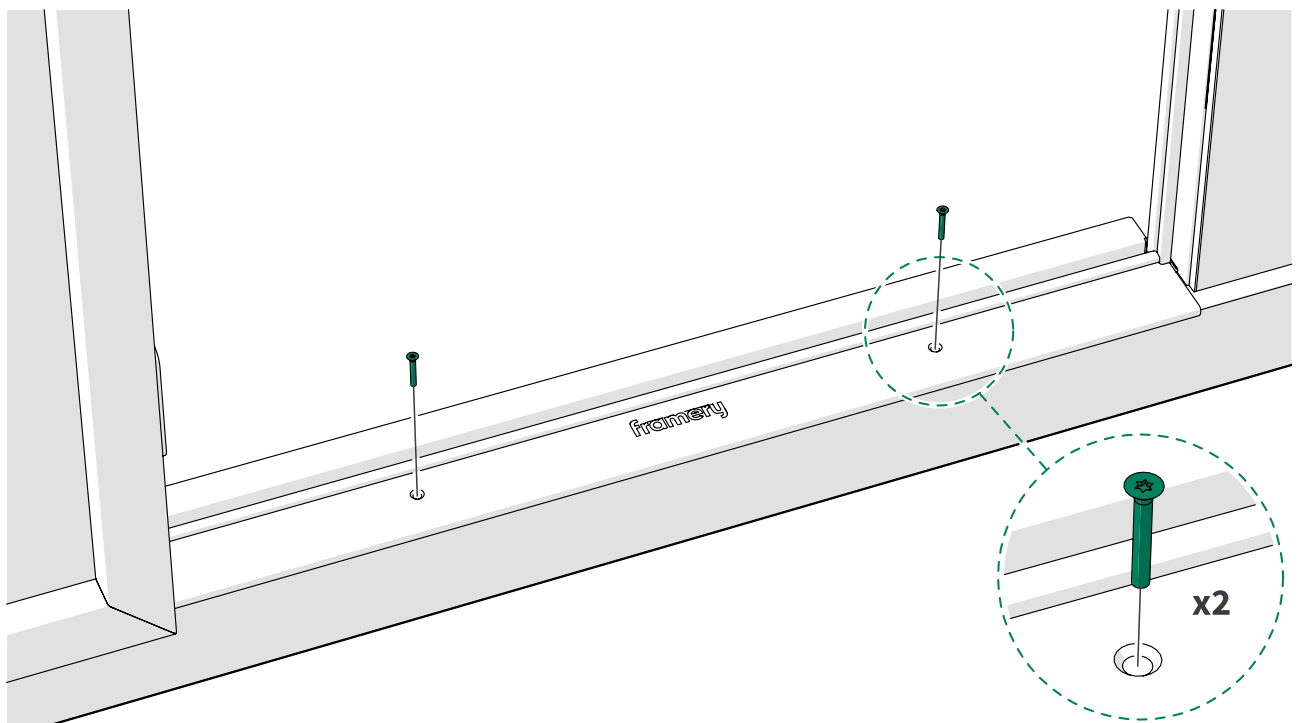
2. Slide the threshold against the door frame.

- ⚠ **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).

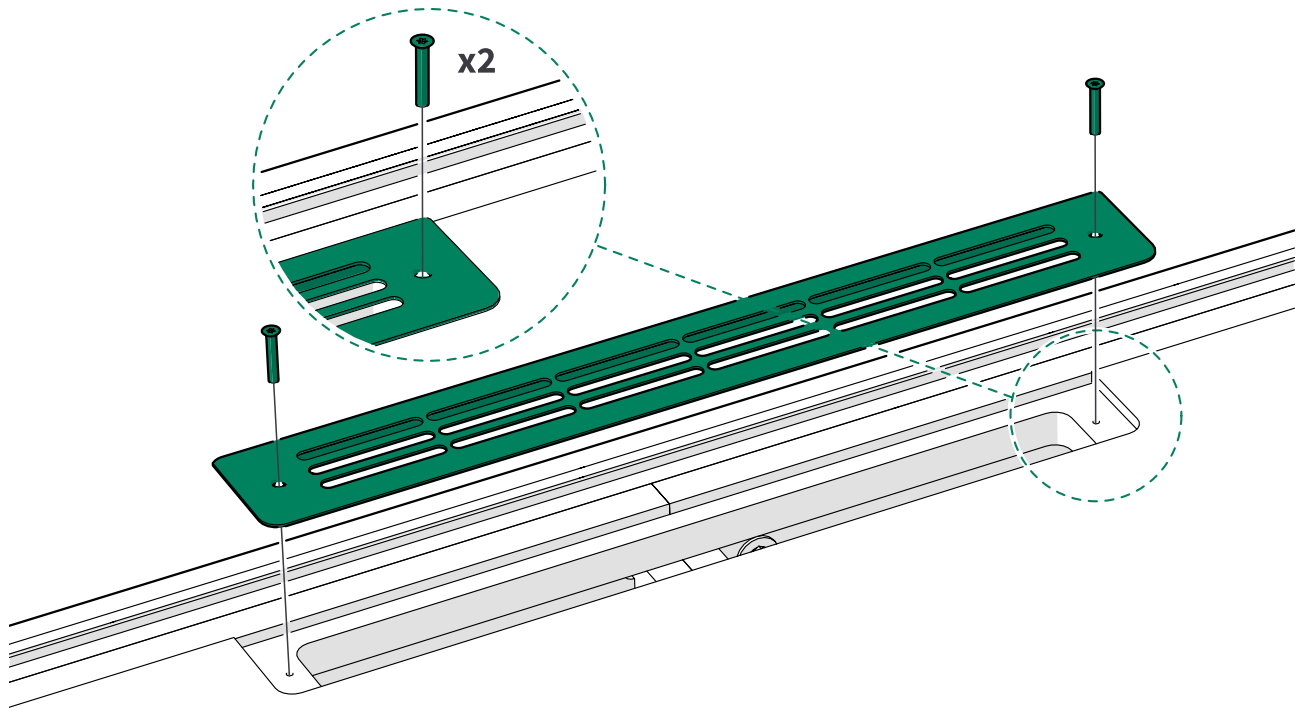
- ⚠ **Note:** Make sure to install the screws to the middle of the screw holes.



14.3 Install the floor grid

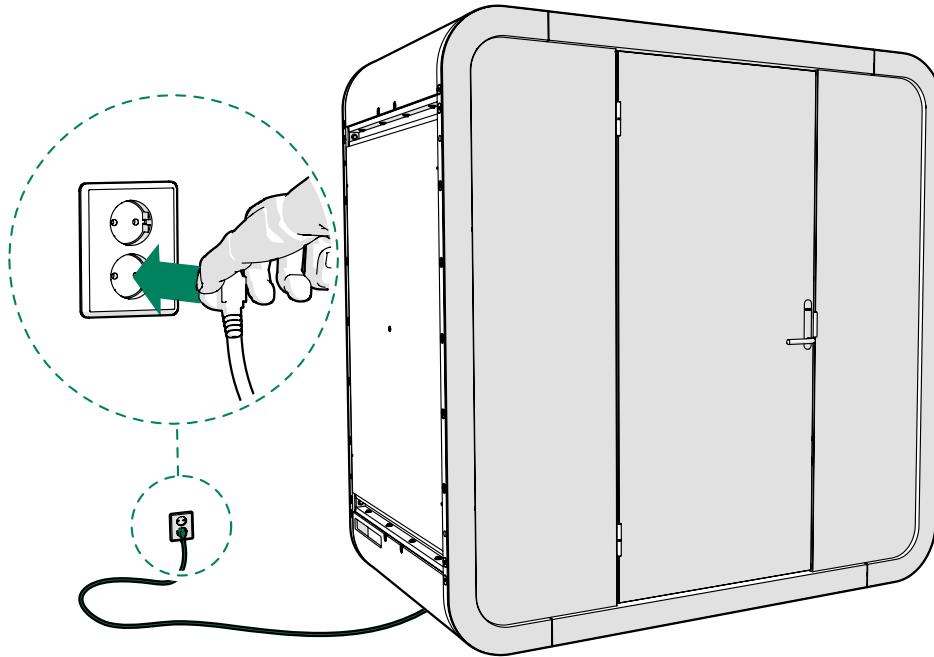
Install the floor grid with black 5x30 screws (1 pcs each).

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

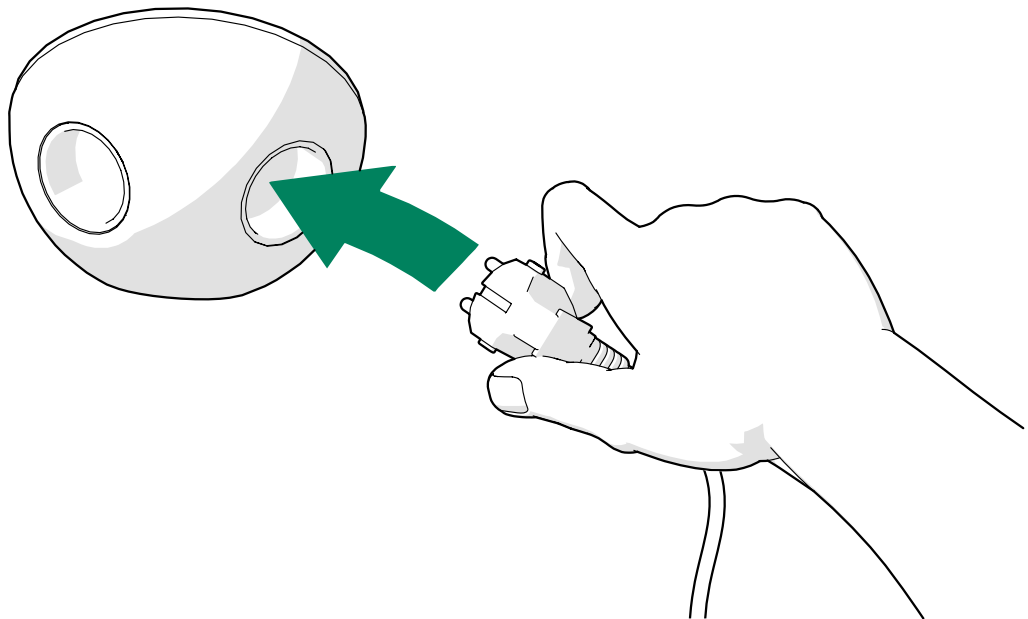


15 Check the functionality of electrical components

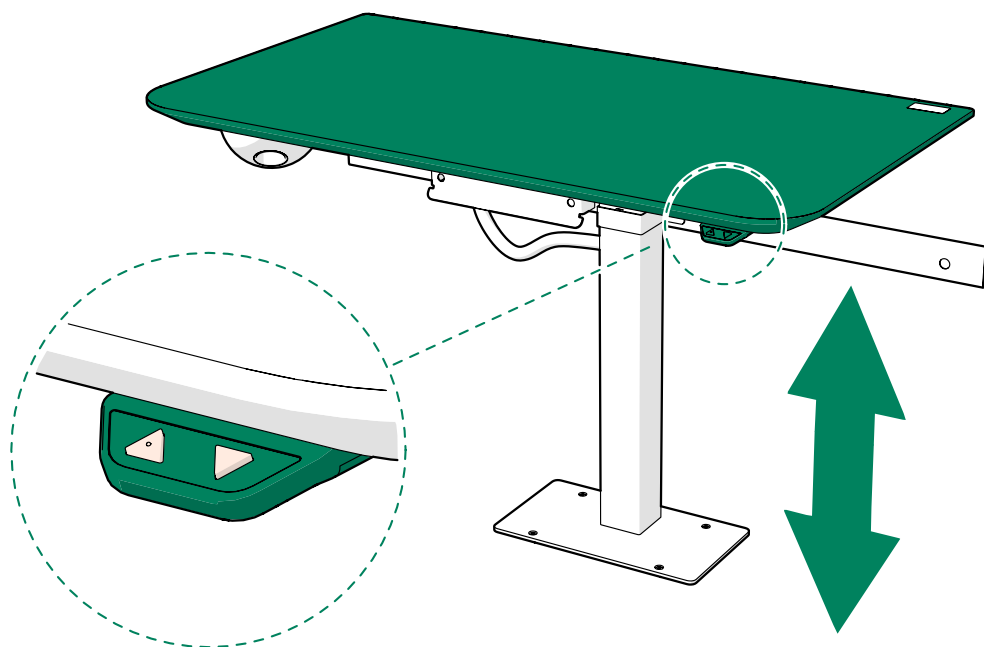
1. Connect the power cord.



2. Check that the light and fans turn on when you enter the pod.
3. Check that the power outlet in the table works.



4. If the pod is equipped with electric height-adjustable table (Q Flow), check that table moves up and down when pressing the buttons on the table hand set.



5. Step out of the pod. Check that the light switches off after approximately eight minutes of no activity.

framery

Framery Q
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