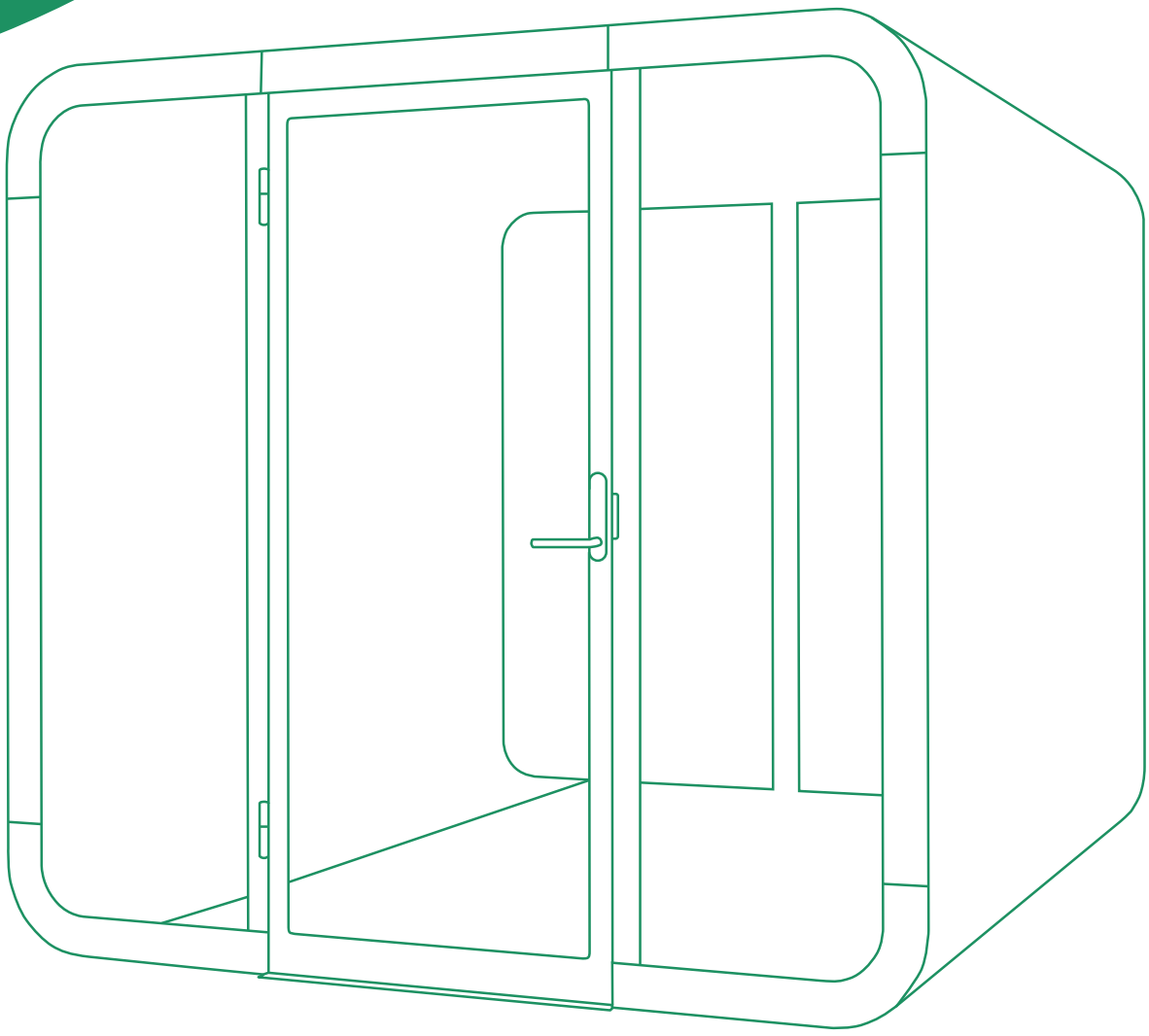
framery

SERIOUS ABOUT HAPPINESS



Framery 2Q (UL)

Complete Care Instructions

English
Version 1.0
Tampere, Finland 12.11.2021

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1 Important safety and product instructions

1.1 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**.

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 installation instructions contain the following information:

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

1.5 Intended use

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

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

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

1.5.1 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

1.5.2 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

1.6 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.

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

1.7.1 Installation, maintenance, and disassembly

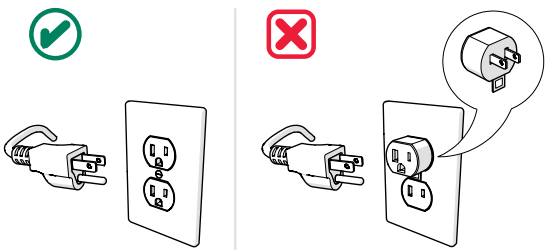
	WARNING! **To reduce the risk of burns, fire, electric shock, or injury to persons, obey the following:**
	Use cut resistant safety gloves during the installation, maintenance, or disassembly of the product.
	Use steel toed safety boots during the installation, maintenance, or disassembly of the product.
	Use safety glasses during the installation, maintenance, or disassembly of the product.
	Read and understand the instructions and plan your work beforehand.
	Obey all local rules and regulations regarding workplace safety.
	Keep the work site tidy and free from debris throughout the installation, maintenance, or disassembly process.
	Do not climb on top of the product or place any load on the roof of the product.

	Do not push the the finished product to move it without engaging the optional casters. 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.

1.7.2 Electrical safety

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

The maximum load for the electrical system is 6.6 A.

	DANGER! **To reduce the risk 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.

1.7.3 Fire safety

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

	WARNING! **To reduce the risk of burns, fire, electric shock, or injury to persons, obey the following:**
	If safely possible to perform, disconnect the power cord from the power outlet if there is a fire inside the product. 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.

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.

1.7.4 Use

Maximum loads for the 2Q table options:

- Huddle table: 131lbs (60 kg)
- Standard table: 335 lbs (152 kg)
- Lounge side table 33 lbs (15 kg)
- Lounge piaggio table: 78 lbs (35 kg)

Maximum loads for Framery 2Q seats:·

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

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

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

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

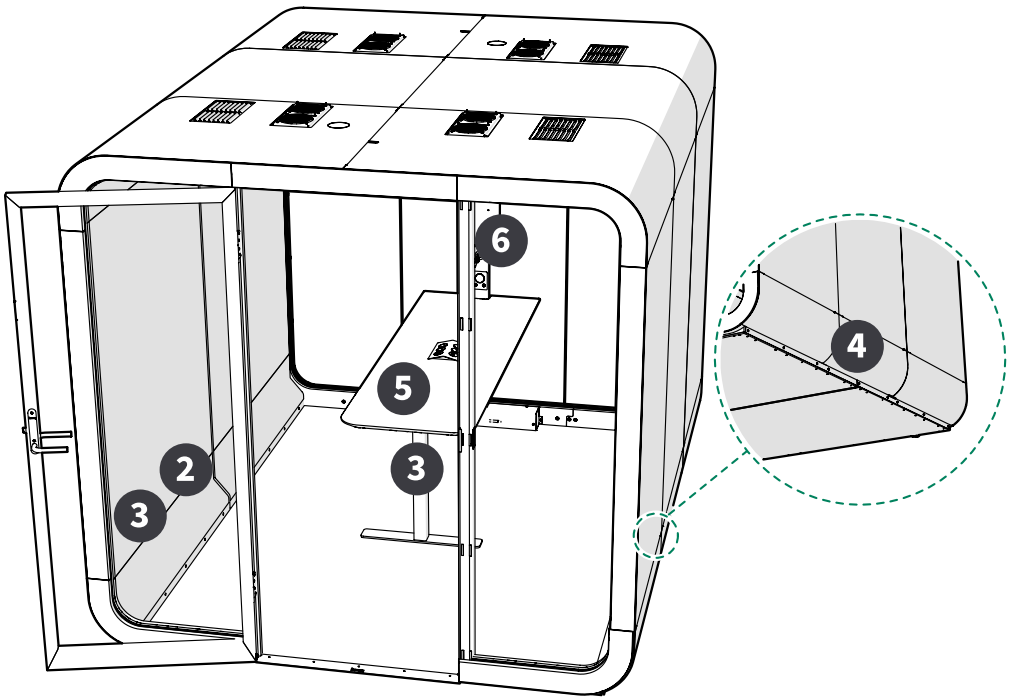
Note: UL962 compliance is only guaranteed with Framery supplied furniture.

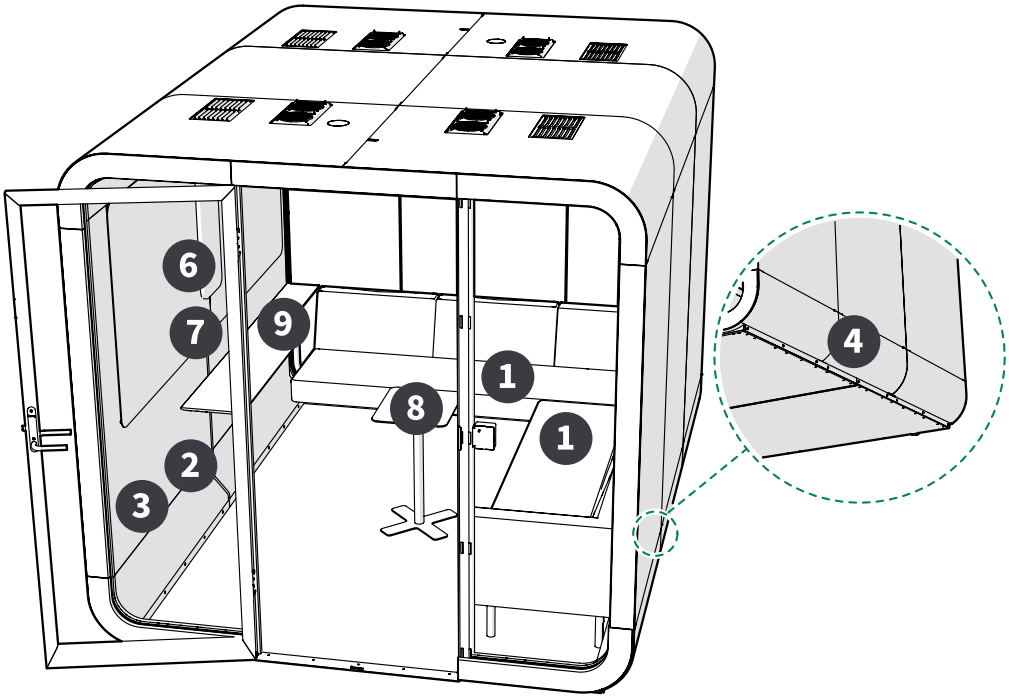
	WARNING! **To reduce the risk of burns, fire, electric shock, or injury to persons, obey the following:**

	Read and understand the user instructions before using the product.
	Note: The following statement applies to use in Japan. This equipment is not suitable for use in locations where children are likely to be present.
	Note: The following statements apply to use in all other countries. Close supervision is necessary when this furnishing is used by, or near children, invalids, or disabled persons. Keep children away from extended foot support (or other similar parts).
	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.

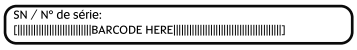
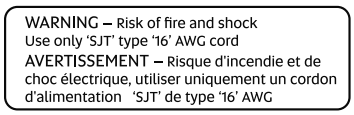
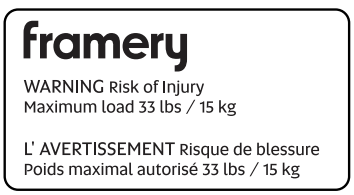
	Do not lean against the product.
	Do not smoke inside the product.
	Do not obstruct the view through the front and back glasses by posting signs, decorations, or by installing blinds or draperies that would prevent occupants from seeing the visible alarm appliances located in the structure where the pod is installed.

1.8 Location of Product Markings (2Q UL Standard & Lounge)





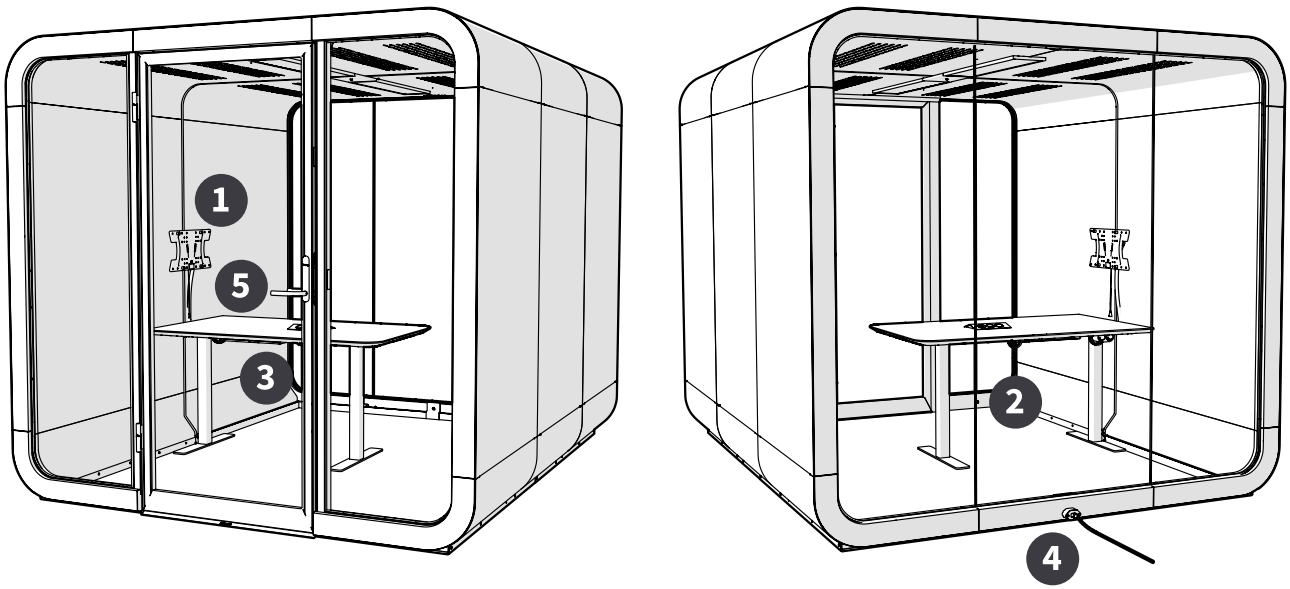
Position	Label	Label text
1.	This furnishing has not been evaluated for flammability or cigarette ignition resistance L'inflammabilité ou la résistance à l'allumage d'une cigarette n'a pas été évaluée pour cette garniture	Framery This furnishing has not been evaluated for flammability or cigarette ignition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

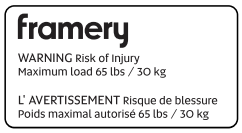
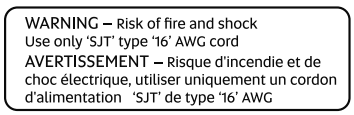
Position	Label	Label text
2.		Framery PRODUCT NO. / N° DE PRODUIT Product / Produit FRAMERY 2Q FRAMERY 2Q LOUNGE Input / Entrée 100-240 VAC (1O A) 50-60 HZ Manufacturer / Fabricant: Framery Oy WEB: www.frameryacoustics.com Email: info@frameryacoustics.com Made in Finland/ Fabriqué en Finlande Attention! Always connect the product correctly to a grounded socket to avoid danger for fire or electrical shocks. Product evaluated class A (ASTM E84 / UL 723) Attention! Branchez toujours le produit dans une prise reliée à la terre pour éviter tout risque d'incendie ou de choc électrique. Produit de classe A (ASTM E84 / UL 723)
3.		SN / N° de série: MANUFACTURE DATE / DATE DE FABRICATION: [month] - [year]
4.		Framery WARNING - Risk of fire and shock Use only 'SJT' type '16' AWG cord AVERTISSEMENT - Risque d'incendie et de choc électrique, utiliser uniquement un cordon d'alimentation 'SJT' de type '16' AWG
5.		Framery WARNING Risk of injury Maximum table load 335 lbs / 152 kg L'AVERTISSEMENT Risque de blessure Poids maximal autorisé 335 lbs / 152 kg
6.		Framery WARNING Risk of injury Maximum load 33 lbs / 15 kg L'AVERTISSEMENT Risque de blessure Poids maximal autorisé 33 lbs / 15 kg

Position	Label	Label text
7.	framery WARNING Risk of Injury Maximum load 65 lbs / 30 kg L' AVERTISSEMENT Risque de blessure Poids maximal autorisé 65 lbs / 30 kg	Framery WARNING Risk of injury Maximum load 65 lbs / 30 kg L'AVERTISSEMENT Risque de blessure Poids maximal autorisé 65 lbs / 30 kg
8.	framery WARNING Risk of Injury Maximum table load 78 lbs / 35 kg L' AVERTISSEMENT Risque de blessure Poids maximal autorisé 78 lbs / 35 kg	Framery WARNING Risk of injury Maximum table load 78 lbs / 35 kg L'AVERTISSEMENT Risque de blessure Poids maximal autorisé 78 lbs / 35 kg
9.	framery WARNING Risk of Injury Maximum table load 17.2 lbs / 7.8 kg L' AVERTISSEMENT Risque de blessure Poids maximal autorisé 17.2 lbs / 7.8 kg	Framery WARNING Risk of injury Maximum table load 17.2 lbs / 7.8 kg L'AVERTISSEMENT Risque de blessure Poids maximal autorisé 17.2 lbs / 7.8 kg

SAVE THESE INSTRUCTIONS

1.9 Location of product markings (2Q UL Huddle)



Position	Label	Label text
1.		Framery WARNING Risk of injury Maximun load 65 lb/30 kg L'A VERTISSEMENT Risque de blessure Poids maximal autorisé 65 lb/30 kg
2.		Framery MANUFACTURED / FABRICATION: [month] - [year] Product / Produit FRAMERY 2Q HUDDLE Input / Entrée 100-240 VAC (1O A) 50-60 HZ Manufacturer / Fabricant: Framery Oy WEB: www.frameryacoustics.com Email: info@frameryacoustics.com Made in Finland/ Fabriqué en Finlande Attention! Always connect the product correctly to a grounded socket to avoid danger for fire or electrical shocks. Product evaluated class A (ASTM E84 / UL 723) Attention! Branchez toujours le produit dans une prise reliée à la terre pour éviter tout risque d'incendie ou de choc électrique. Produit de classe A (ASTM E84 / UL 723)
3.		SN / N° de série:
4.		WARNING - Risk of fire and shock Use only 'SJT' type '16' AWG cord AVERTISSEMENT - Risque d'incendie et de choc électrique, utiliser uniquement un cordon d'alimentation 'SJT' de type '16' AWG

Position	Label	Label text
5.		Framery WARNING Risk of injury Maximum table load 131lbs /60 kg L'AVERTISSEMENT Risque de blessure Poids maximal autorisé 131lbs /60 kg

2 Tools and accessories

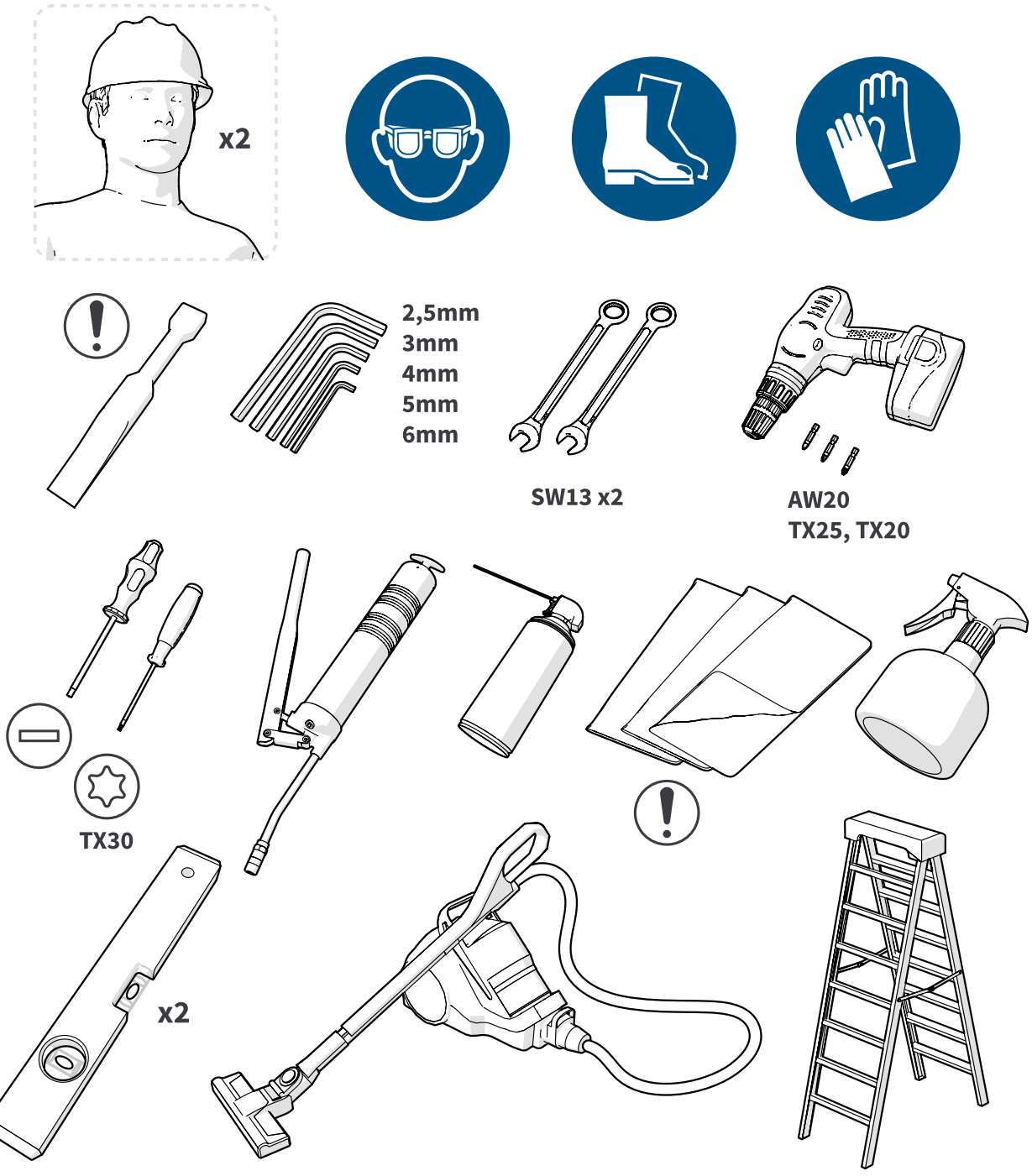


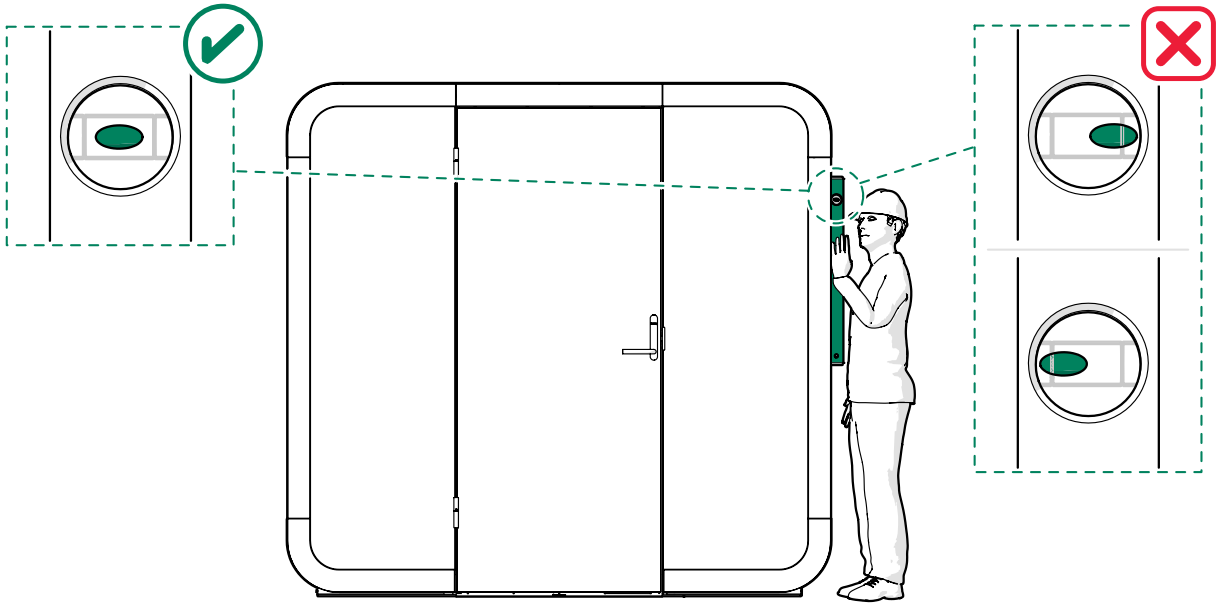
Figure 1: Tools and accessories needed for maintenance

Note: Use a plastic chisel to remove the body covers.

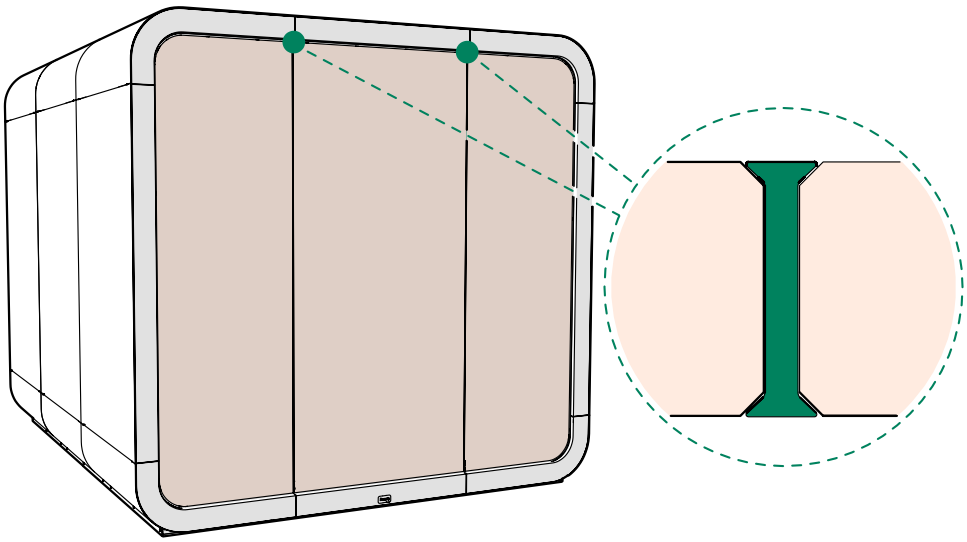
Note: Use a lint-free cloth to clean the pod.

3 Check the overall condition of the pod

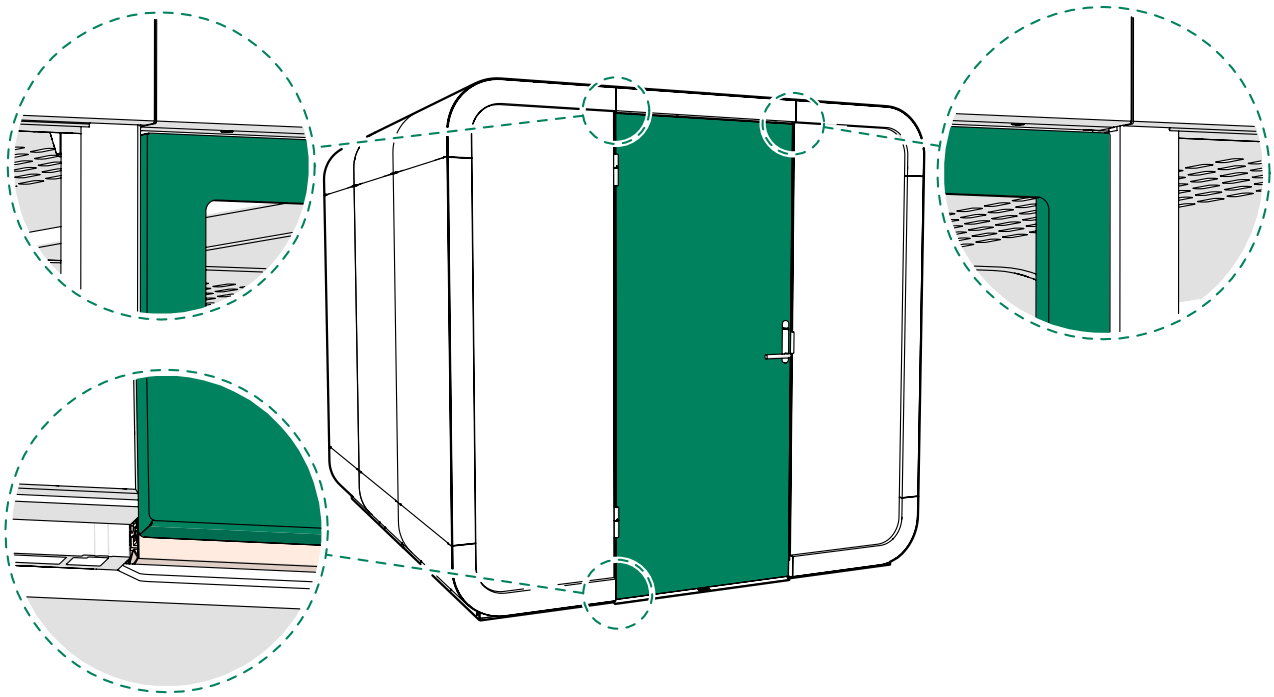
1. Check the pod for wear and tear.
2. Check the pod for visual defects.
3. Check the straightness of the pod.



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



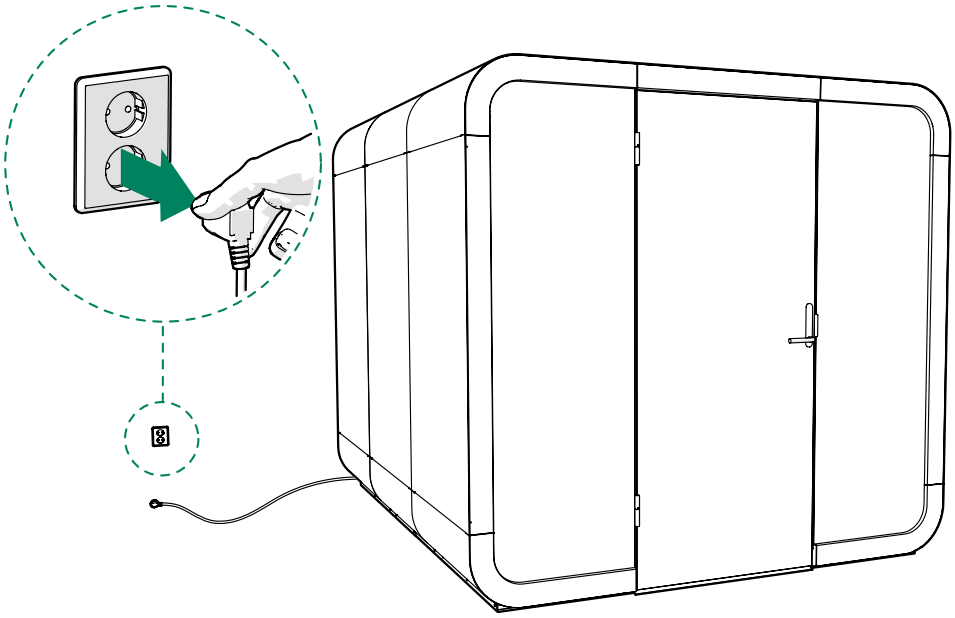
5. Check sound insulation.



6. Check the functionality of electrical components.

4 Disconnect the power cord

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

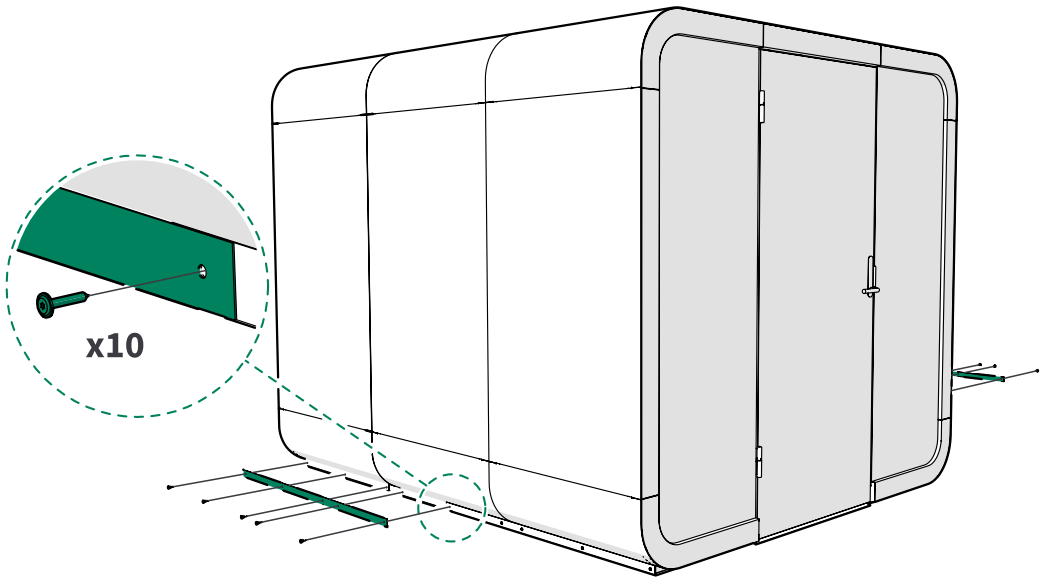


5 Disassemble the necessary parts

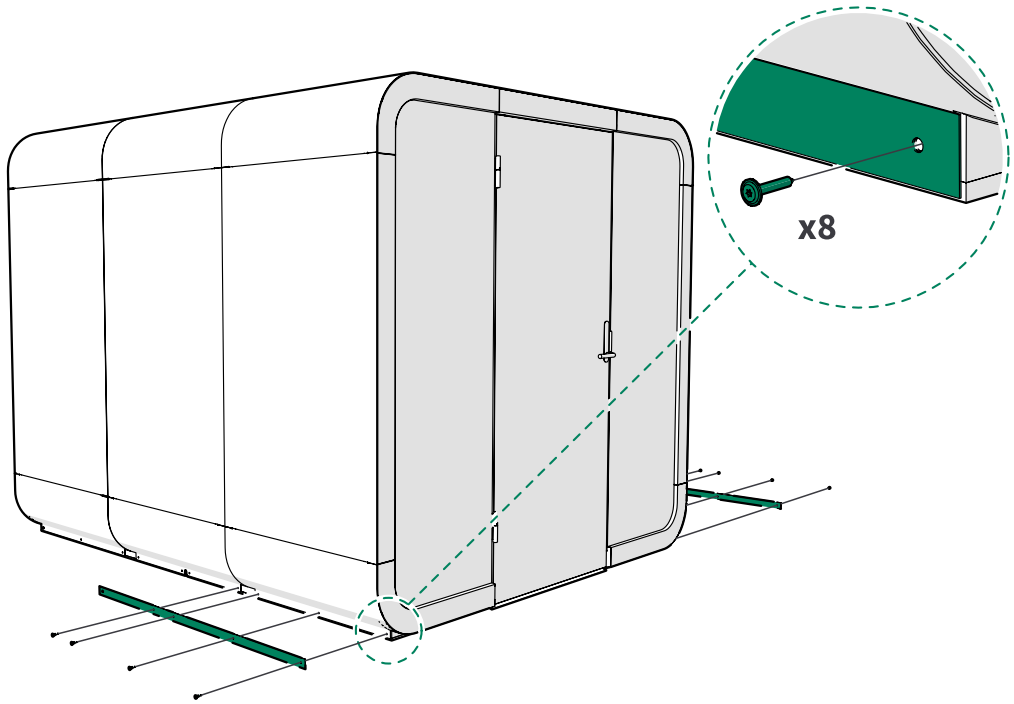
5.1 Remove the body covers and cover panels

5.1.1 Remove the bottom cover plates

1. Remove the cover plates from the back of the pod (1 pcs on each side).

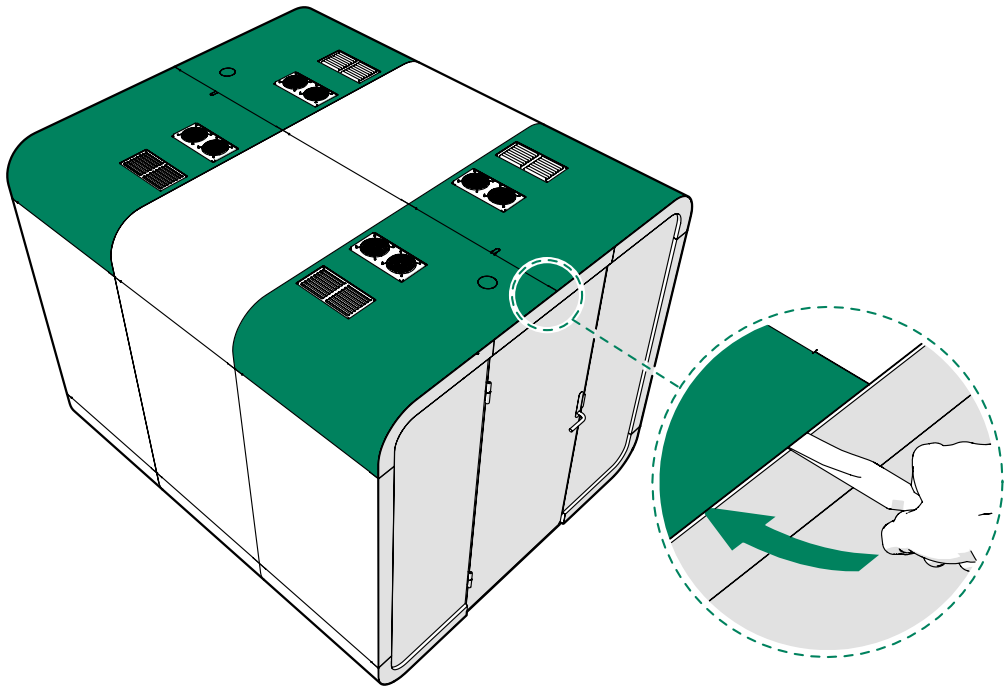


2. Remove the cover plates from the front of the pod (1 pcs on each side).

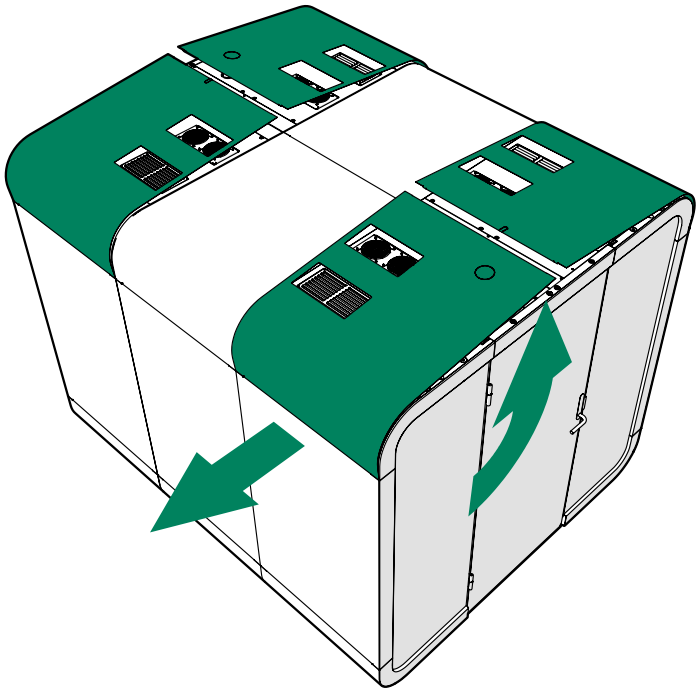


5.1.2 Remove the roof body covers

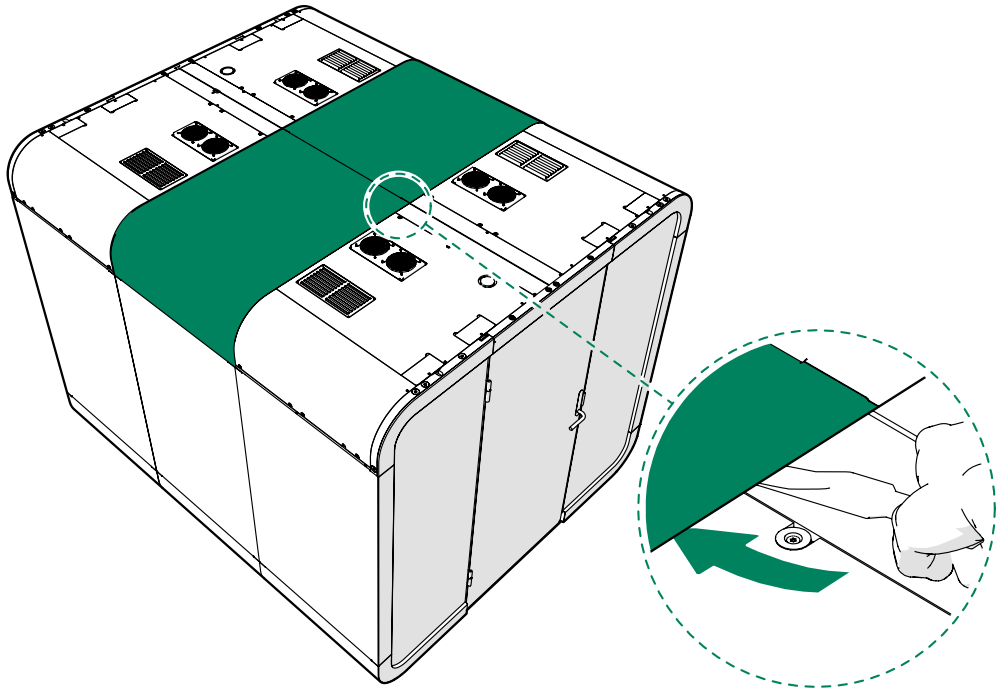
1. Detach the roof body covers from the magnets in the corners of the roof (4 pcs) .



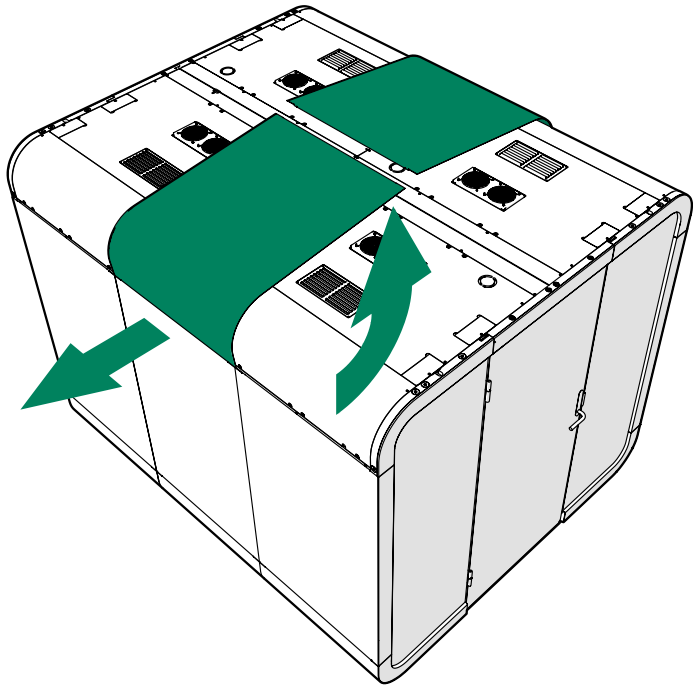
2. Remove the roof body covers in the corners of the roof.



3. Detach the roof body covers from the magnets the at center of the roof (2 pcs).



4. Remove the roof body covers the center of the roof.

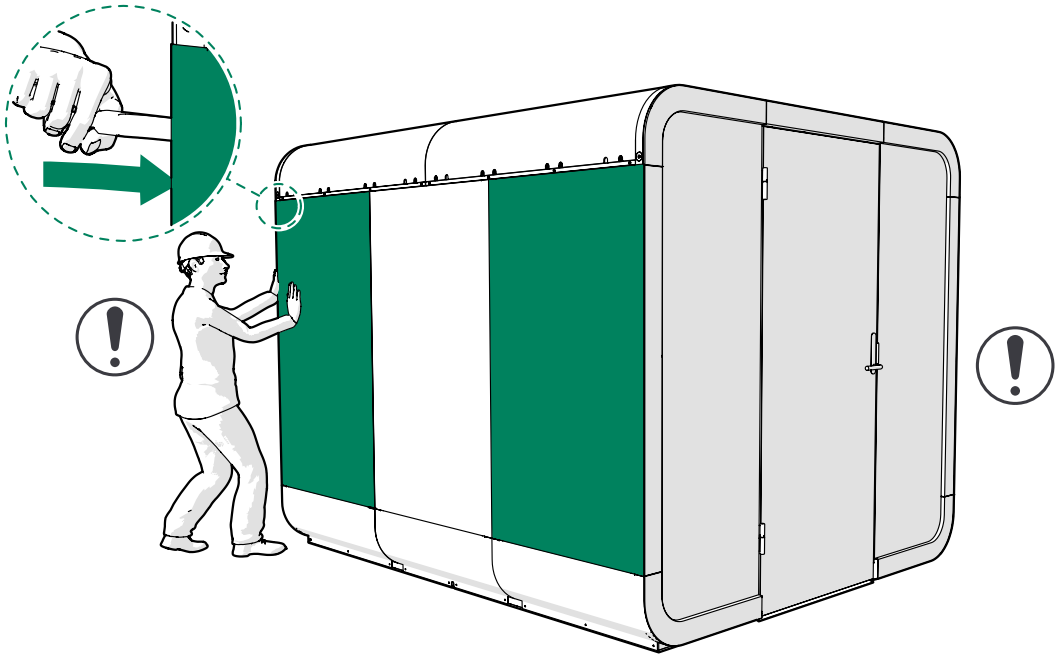


5.1.3 Remove the wall body covers

1. Detach the wall body covers from the magnets on the sides of the wall (2 pcs on each side).

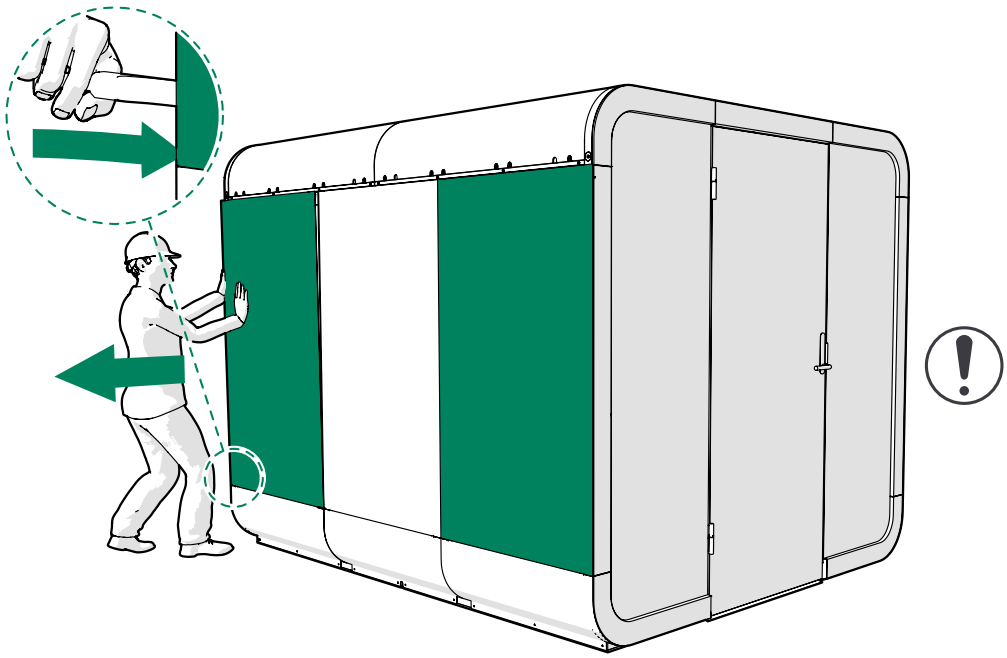
Note: Support the body cover so that it will not fall on the ground.

Note: Detach the wall body covers from both sides of the pod.



2. Remove the wall body covers on the sides of the wall.

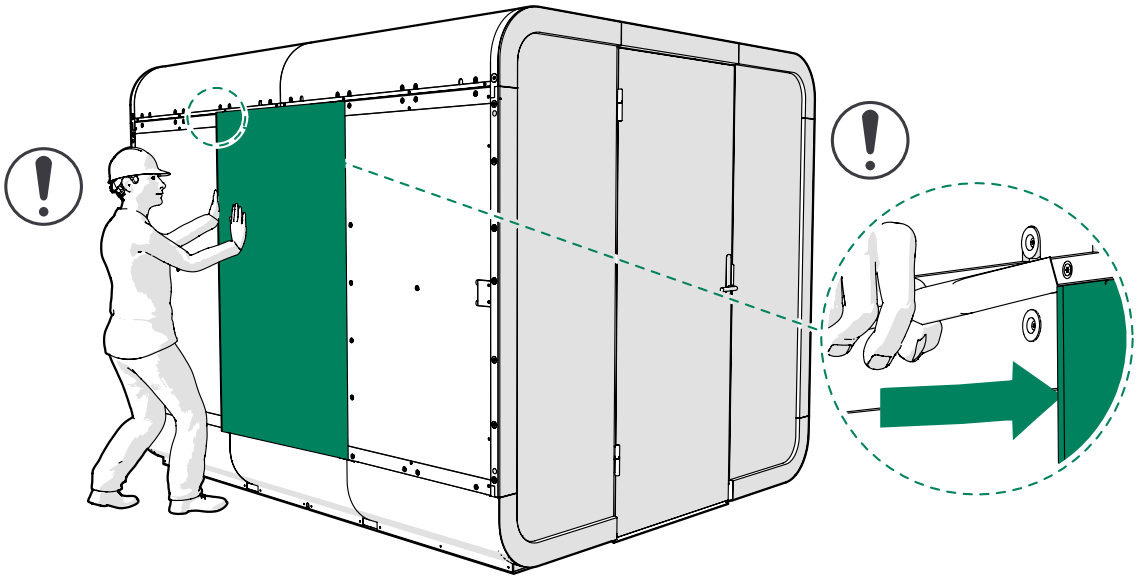
Note: Remove the wall body covers from both sides of the pod.



3. Detach the wall body covers from the magnets in the middle of the wall (1 pcs on each side).

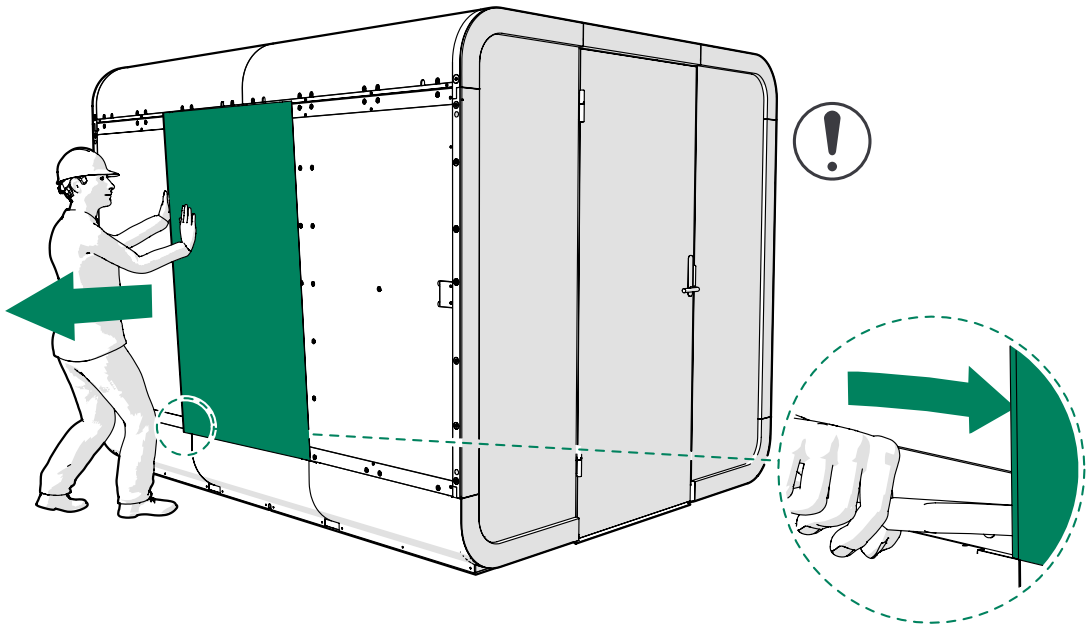
Note: Support the body cover so that it will not fall on the ground.

Note: Detach the wall body covers from both sides of the pod.



4. Remove the wall body covers in the middle of the wall.

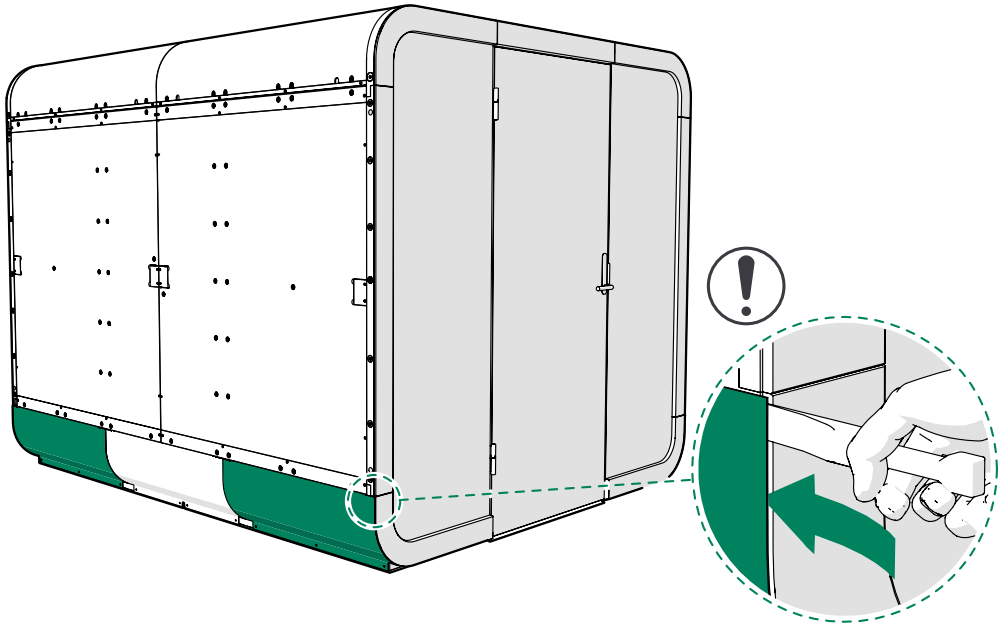
Note: Remove the wall body covers from both sides of the pod.



5.1.4 Remove the bottom body covers

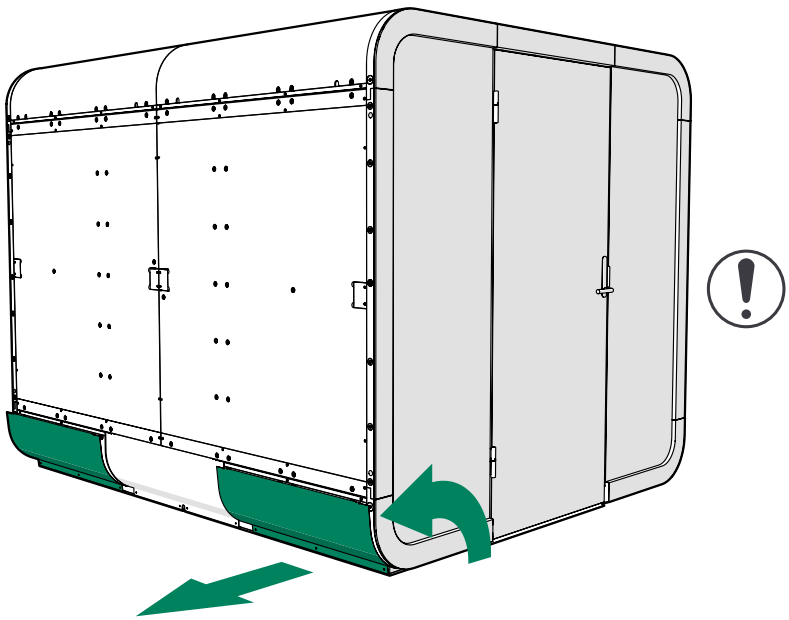
1. Detach the bottom body covers (3 pcs on each side) from the magnets on the sides of the floor.

   Note: Detach the bottom body covers from both sides of the pod.



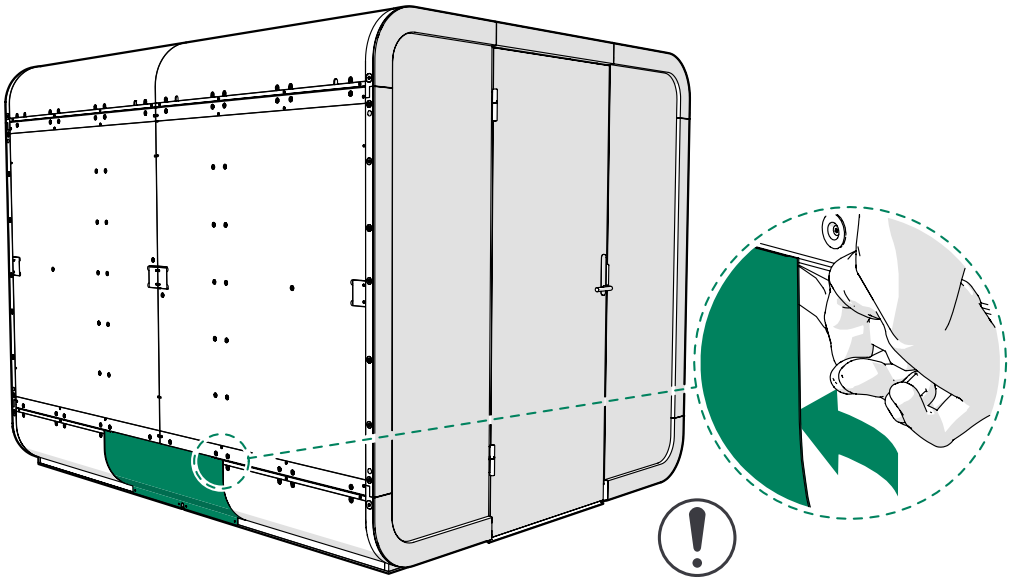
2. Remove the bottom floor body covers on the sides of the floor.

   Note: Remove the bottom body covers from both sides of the pod.



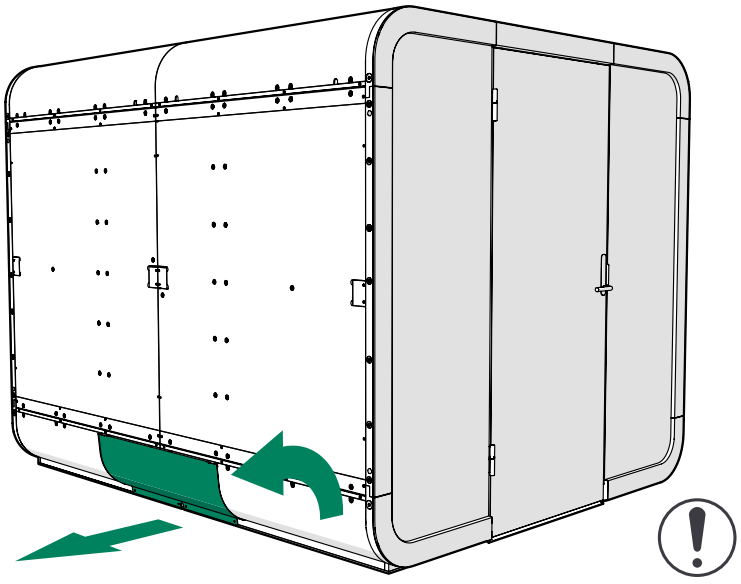
3. Detach the bottom body covers from the magnets in the middle of the floor.

Note: Detach the bottom body covers from both sides of the pod.



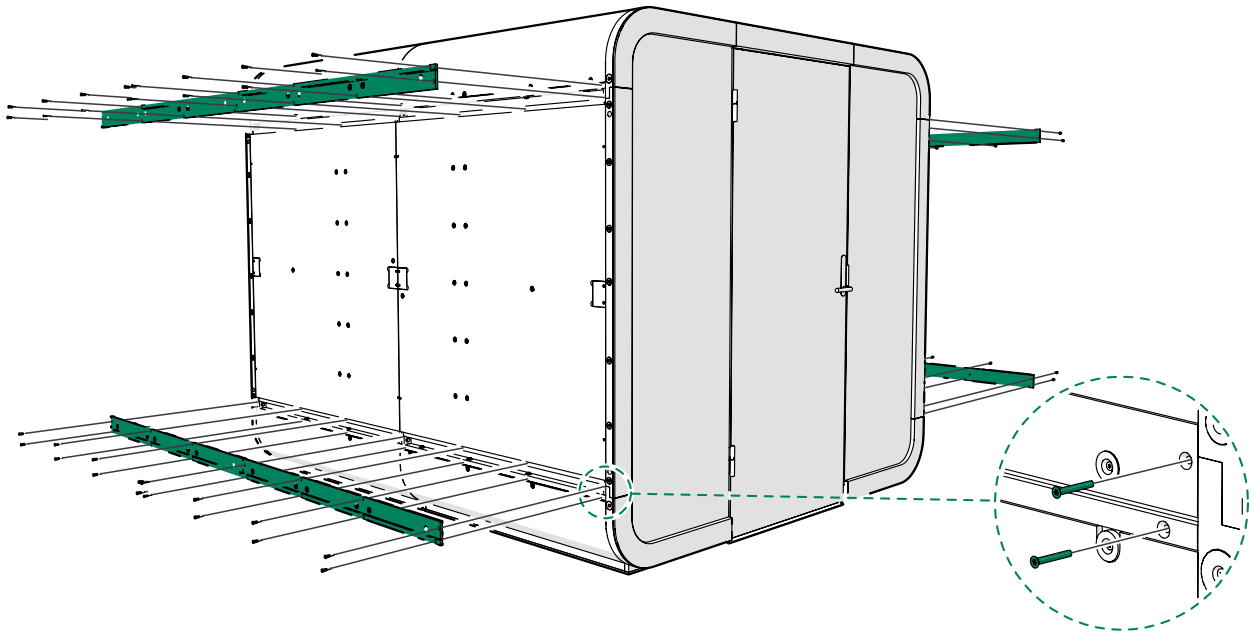
4. Remove the bottom body covers in the middle of the floor.

Note: Remove the bottom body covers from both sides of the pod.

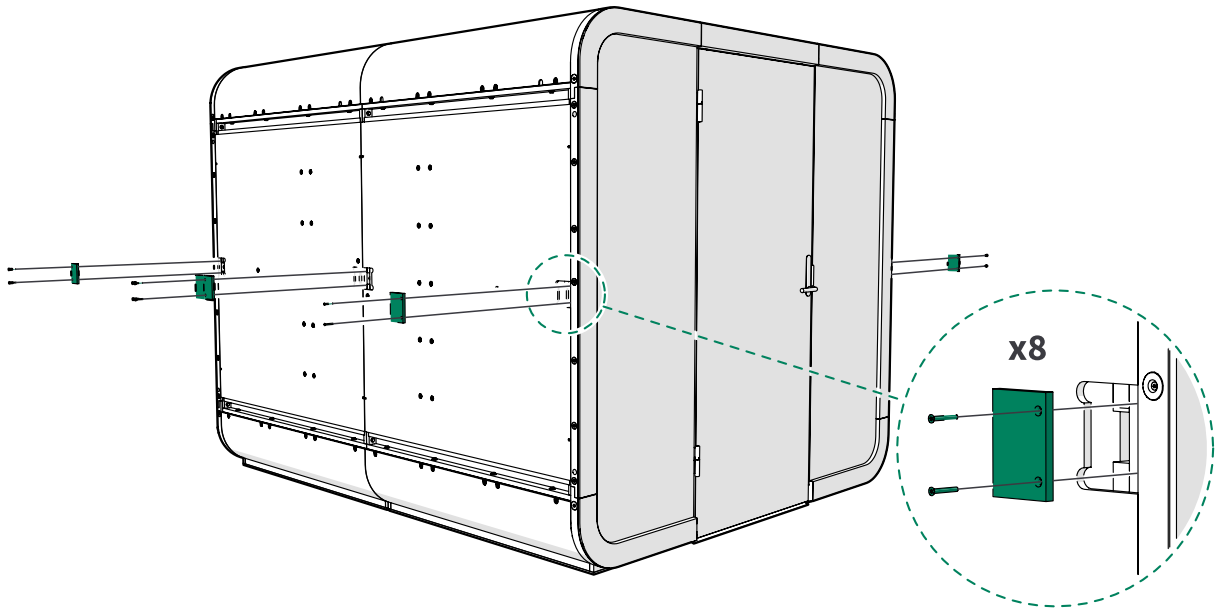


5.1.5 Remove the wall cover panels

1. Remove the large wall cover panels (4 pcs on each side).

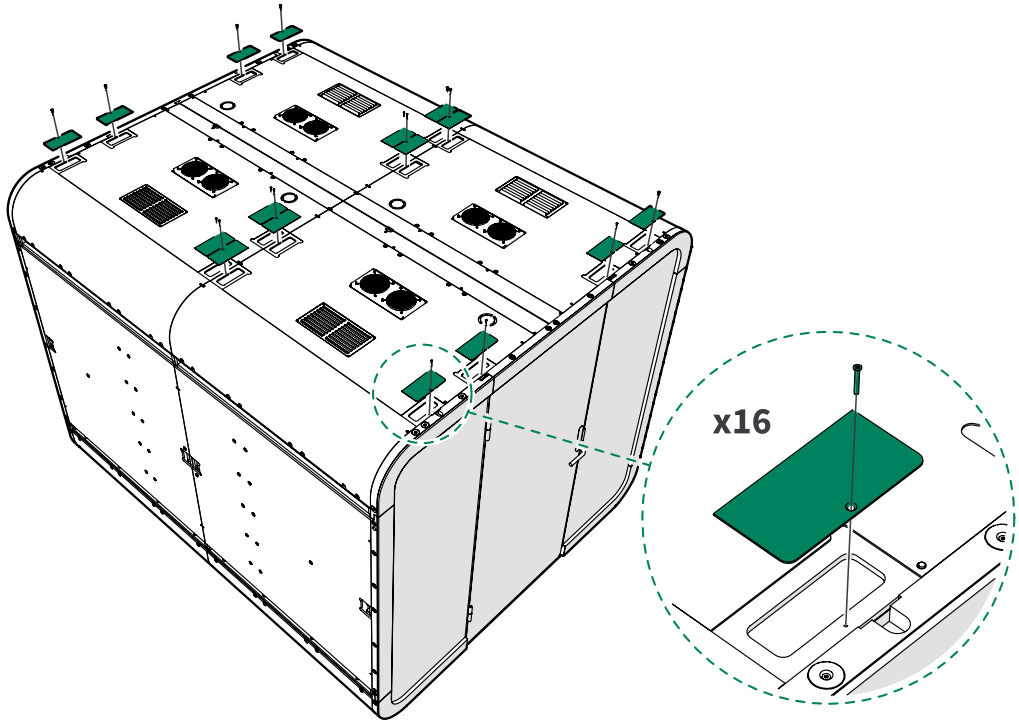


2. Remove the small wall cover panels (4 pcs on each side).

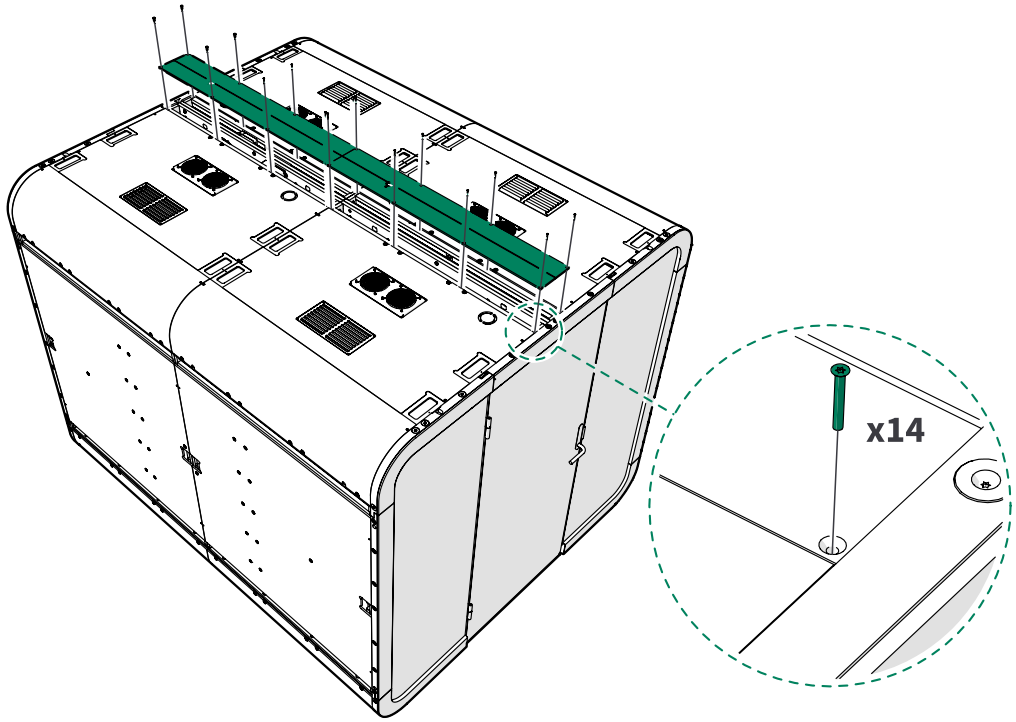


5.1.6 Remove the roof cover panels and plates

1. Remove the roof cover plates (16 pcs).

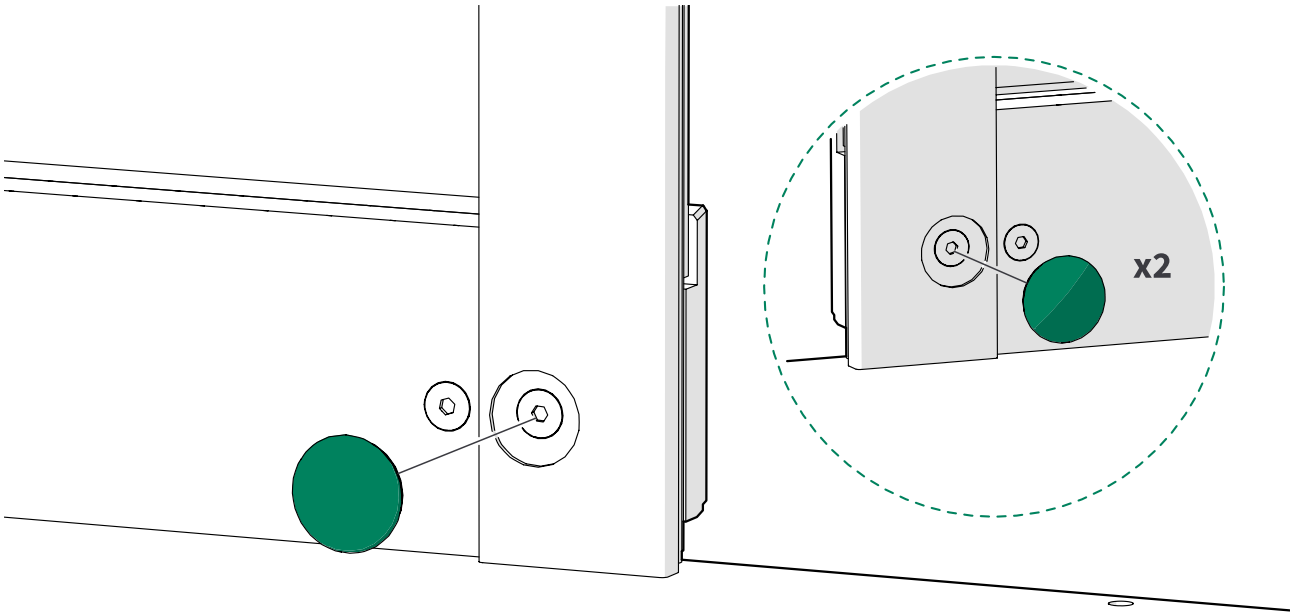


2. Remove the roof cover panels (6 pcs).



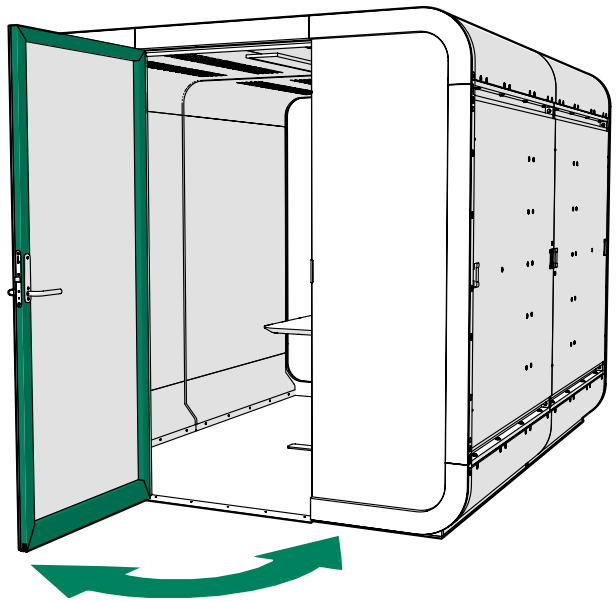
5.2 Remove the profile hole covers

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



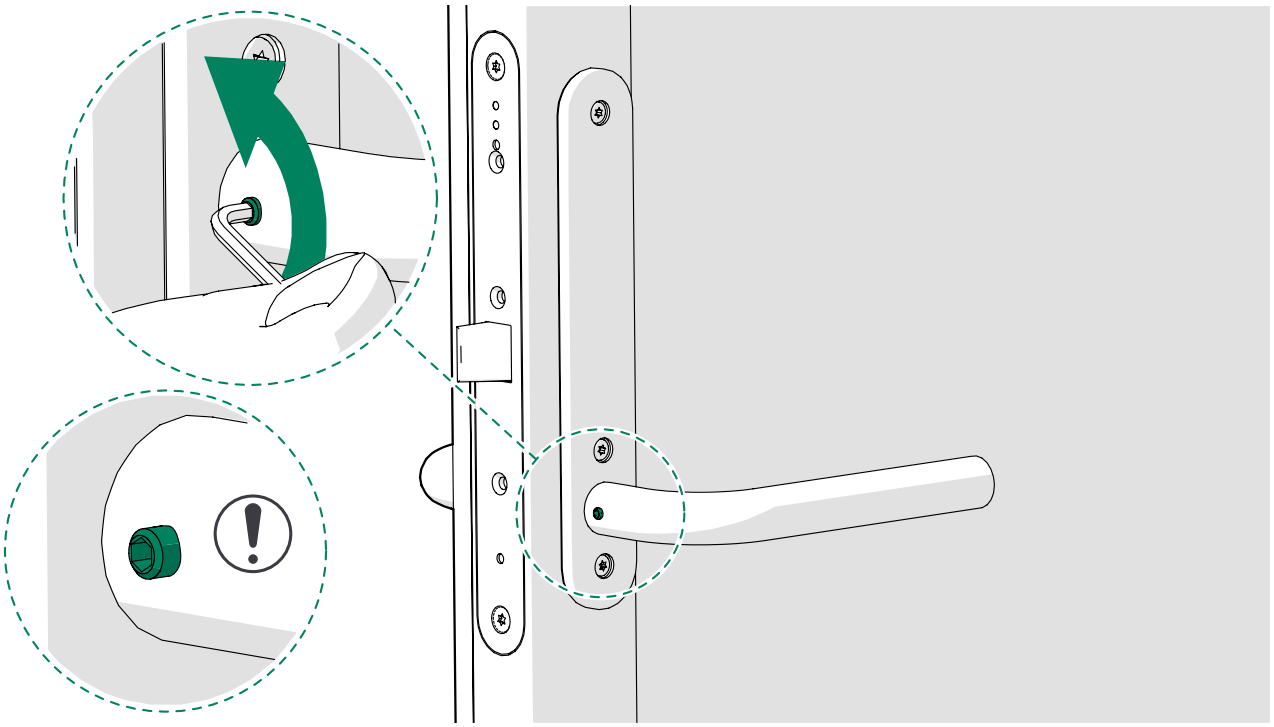
5.3 Remove the door handle

1. Open the door.

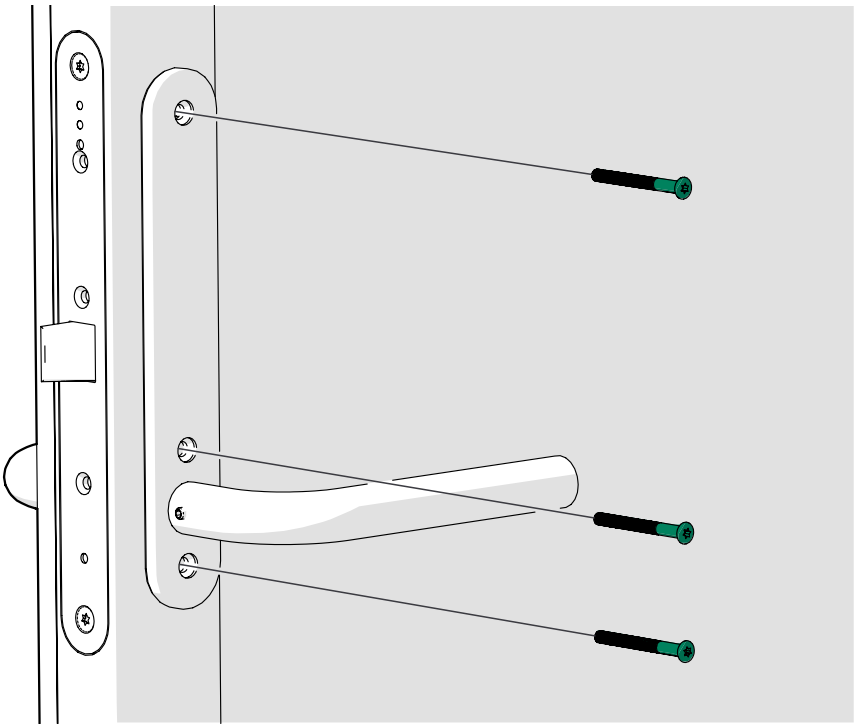


2. Loosen the set screw on the inside handle.

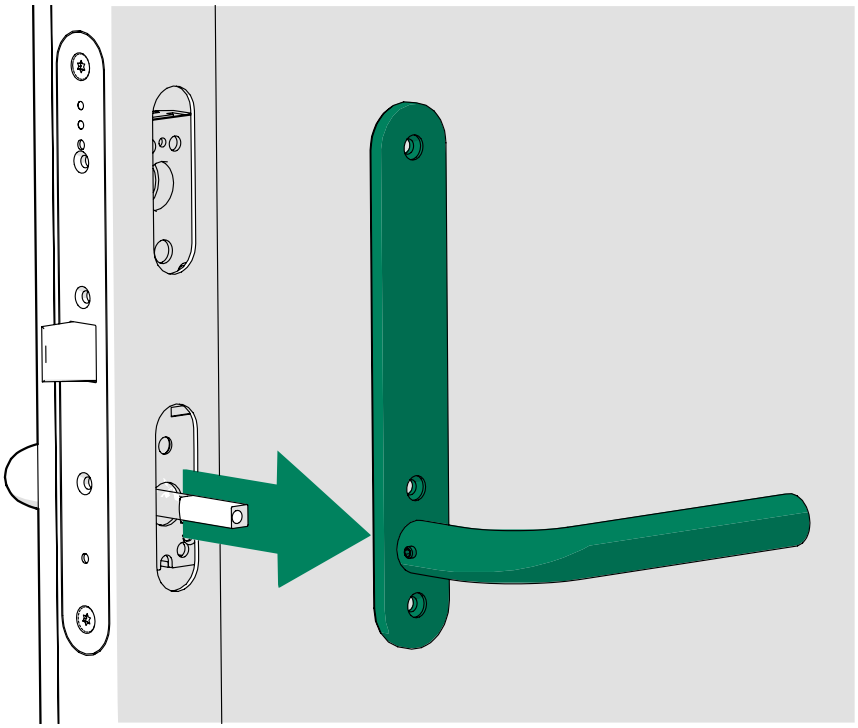
Note: Do not remove the set screw.



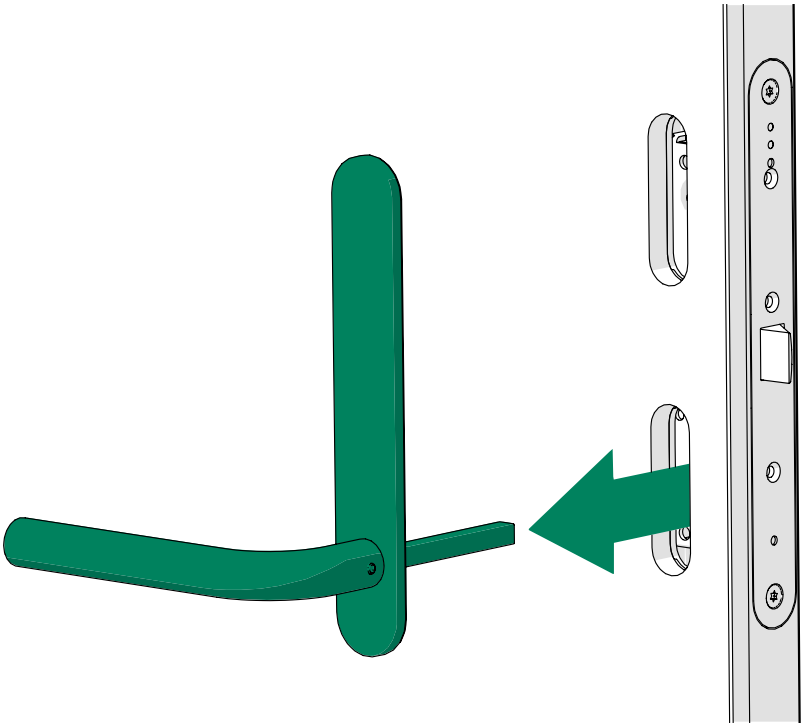
3. Remove the M5x46 screws (3 pcs) from the inside of the door.



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

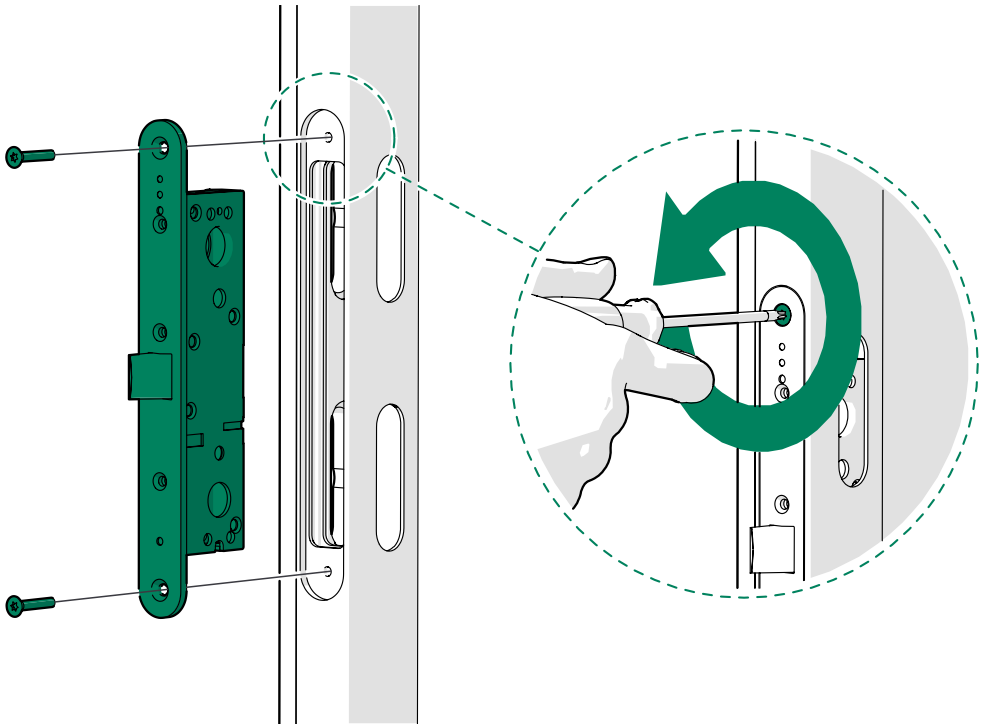


5. Remove the handle with the spindle and set it aside.



5.4 Remove the lock case

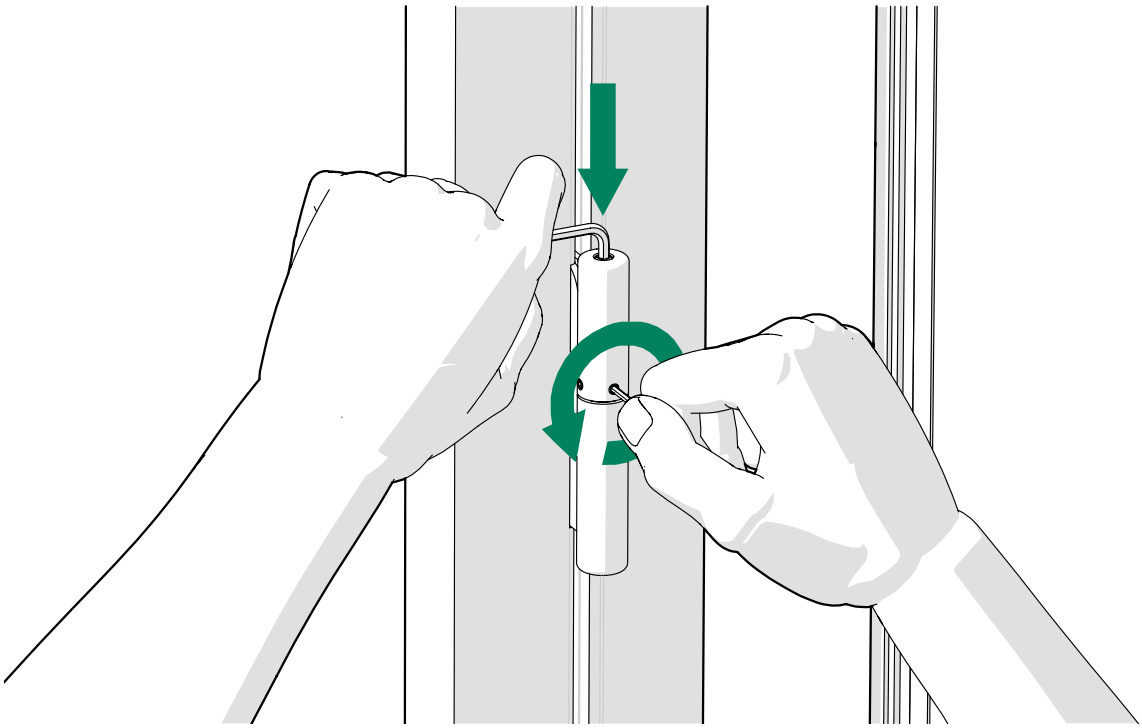
1. Unscrew the 5x25 screws (2 pcs) and remove the old lock case.



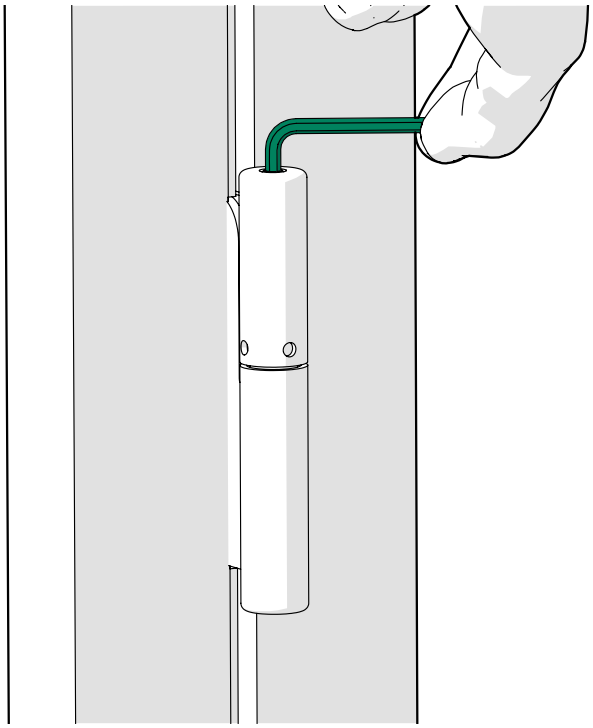
5.5 Remove the door

Note: Make sure to loosen the hinge springs before detaching the door.

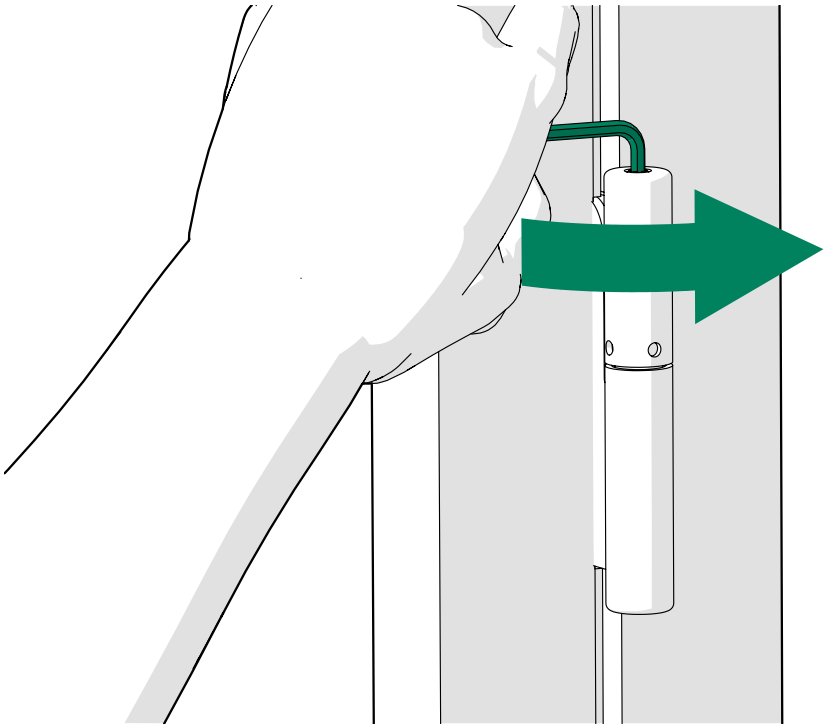
1. Remove the M5x6 screws from the hinges.
   Set the screw aside for later use.



2. Insert the 5 mm hex key into the top of the upper hinge.

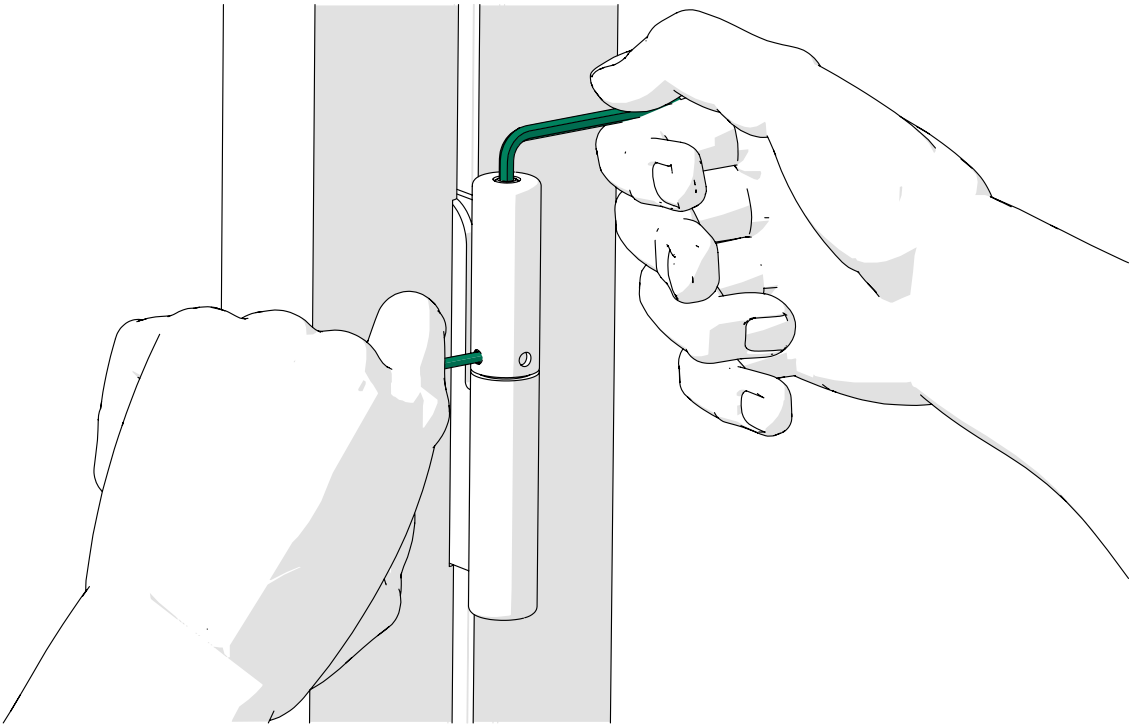


3. Loosen the spring anti-clockwise with a 5 mm hex key.



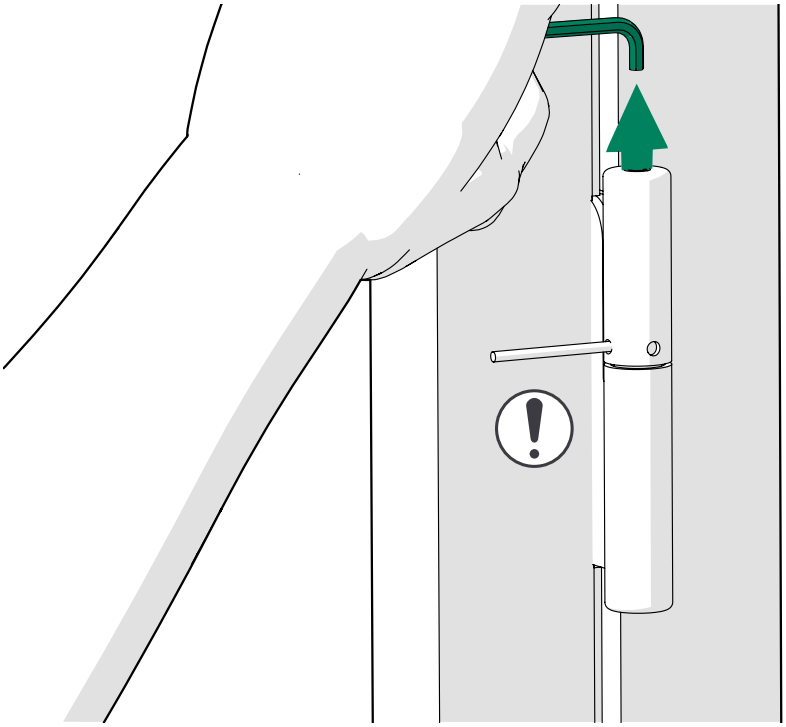
4. If you still feel resistance, hold the hex key against the resistance and insert the lock pin into the hole on the left-hand side of the hinge close to the door frame.

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

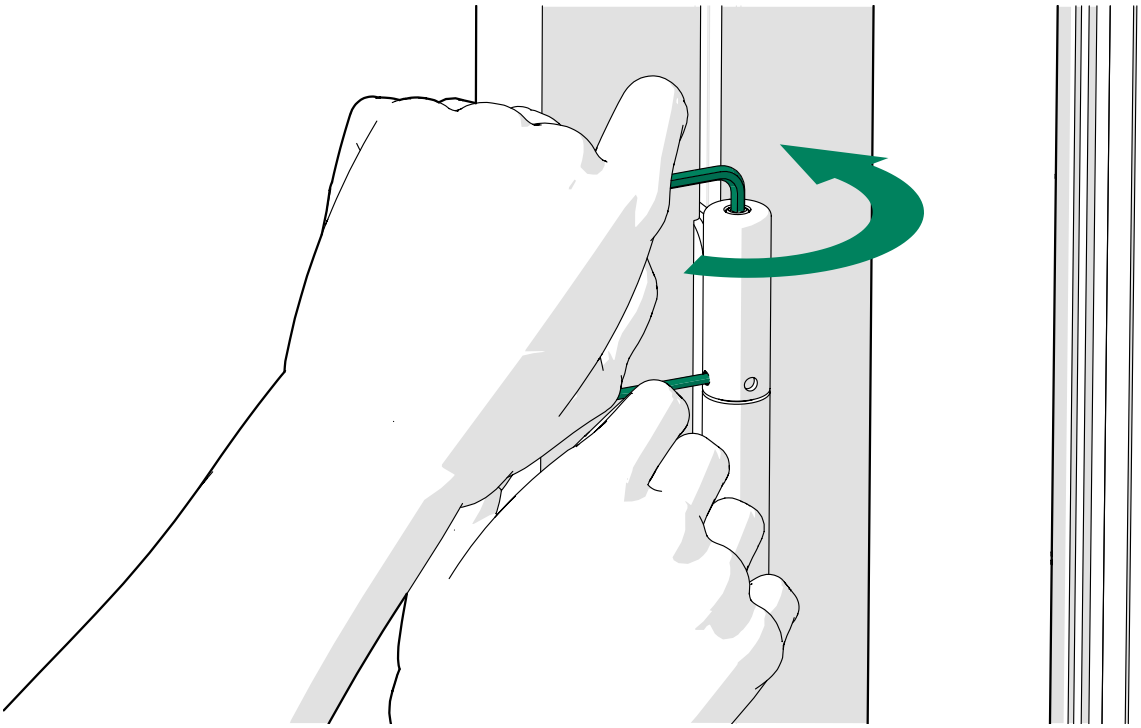


5. Remove the hex key.

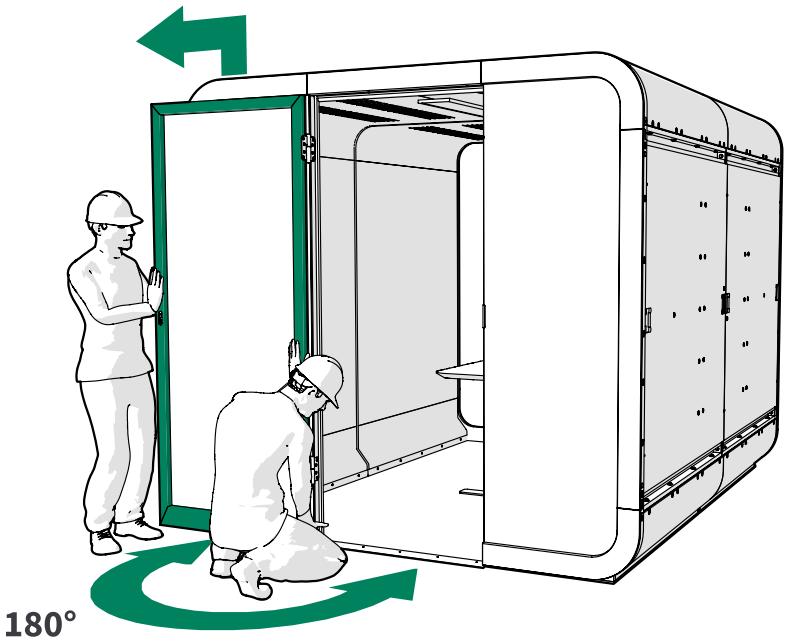
   Note: Do not remove the lock pin. It holds the spring in place so it does not unwind and break.



6. Reinsert the 5 mm hex key into the top of the hinge and turn it anti-clockwise.



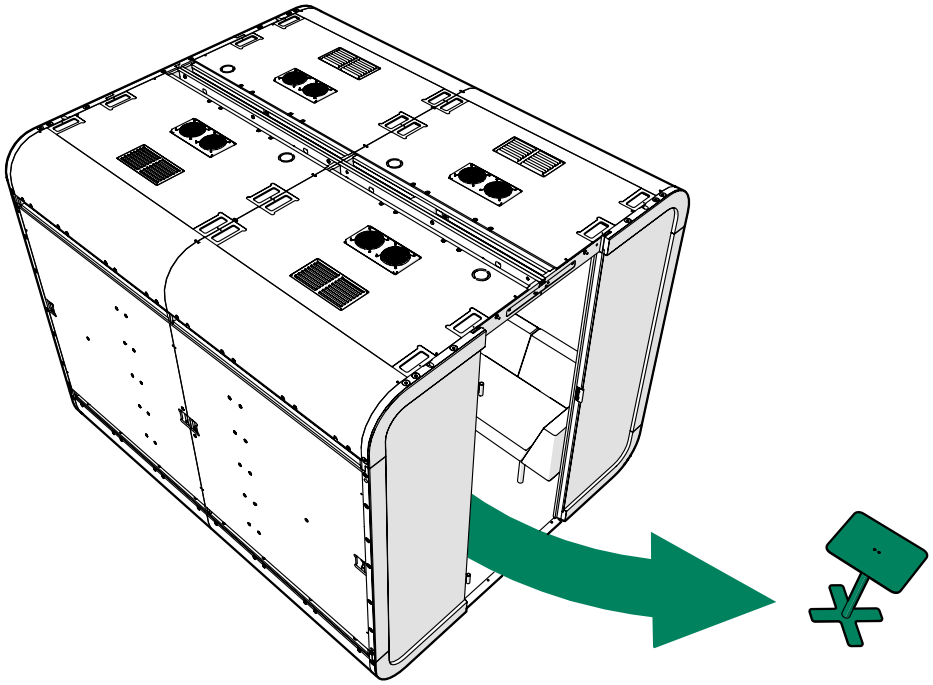
7. Repeat the steps 6. and 7. until the key does not bounce back.
8. The the steps 1.-8. for the lower hinge.
9. Open the door completely (180°) and lift it to detach it.



5.6 Remove loose furniture

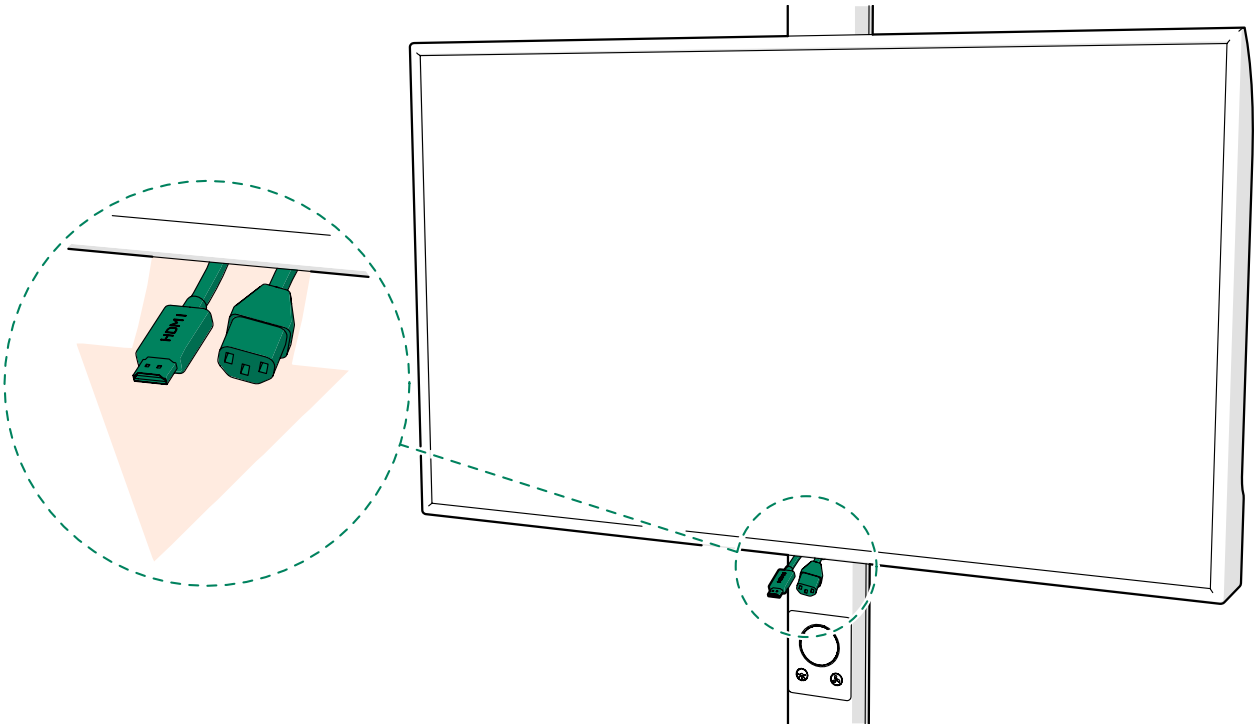
1. Lift the seats out the pod if any present.

2. Lift the piaggio table out of pod (2Q Lounge).

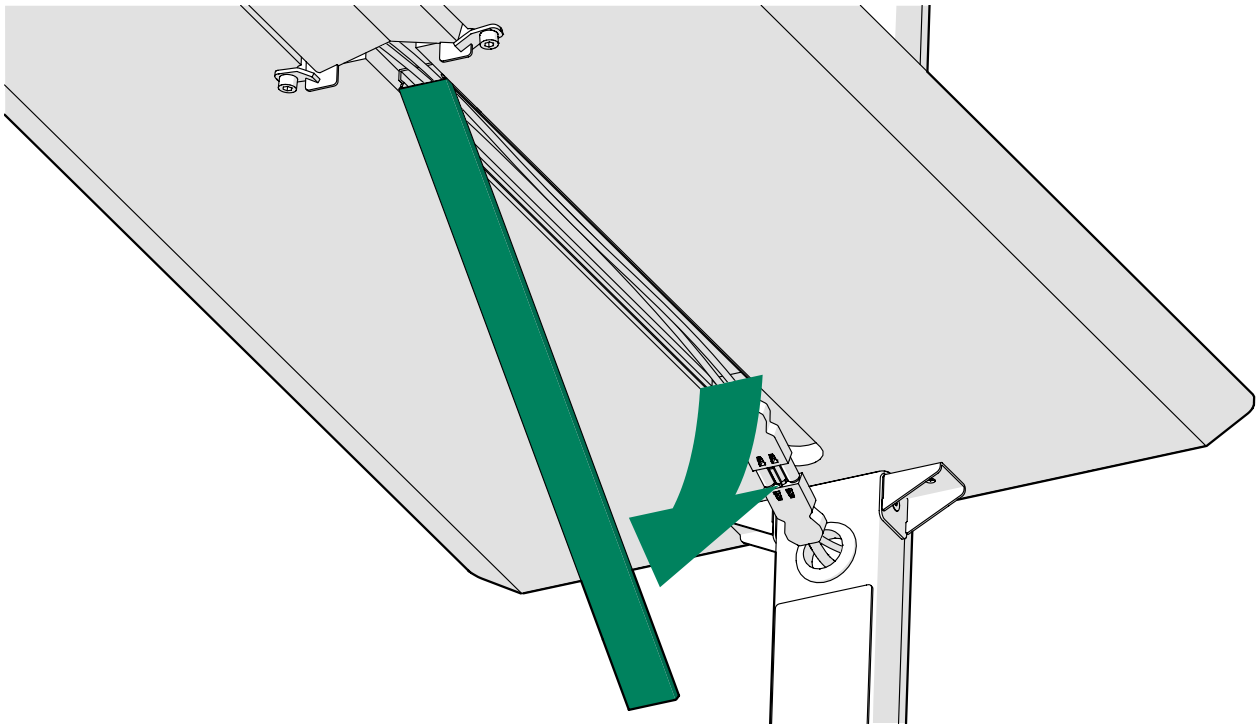


5.7 Remove the table (2Q Standard)

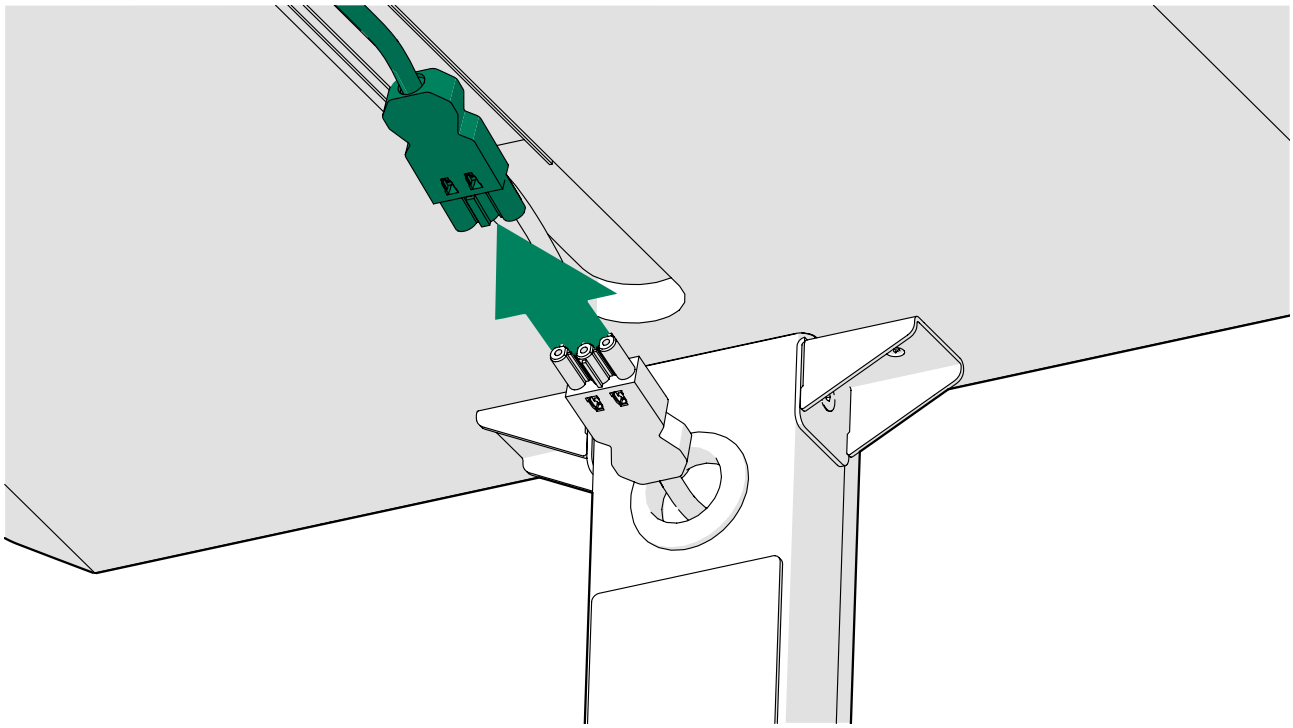
1. Disconnect the HDMI cord and the power cord from the display.



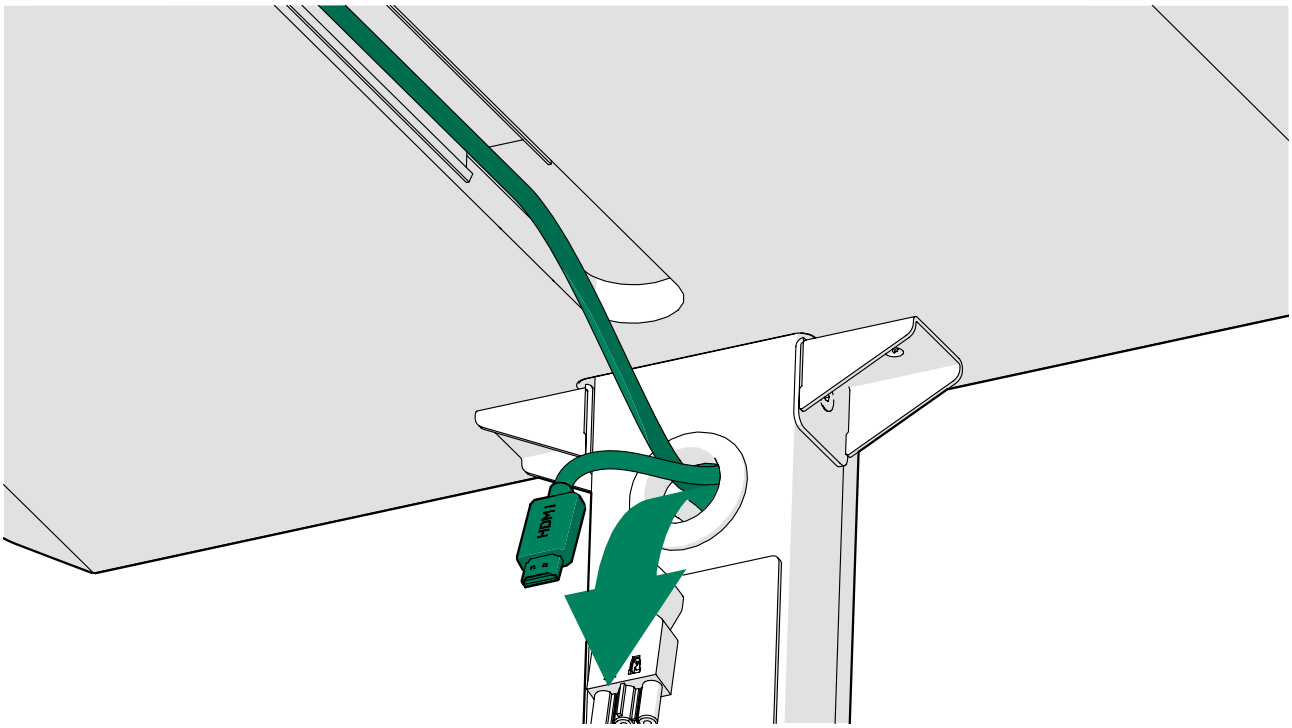
2. Remove the duct cover.



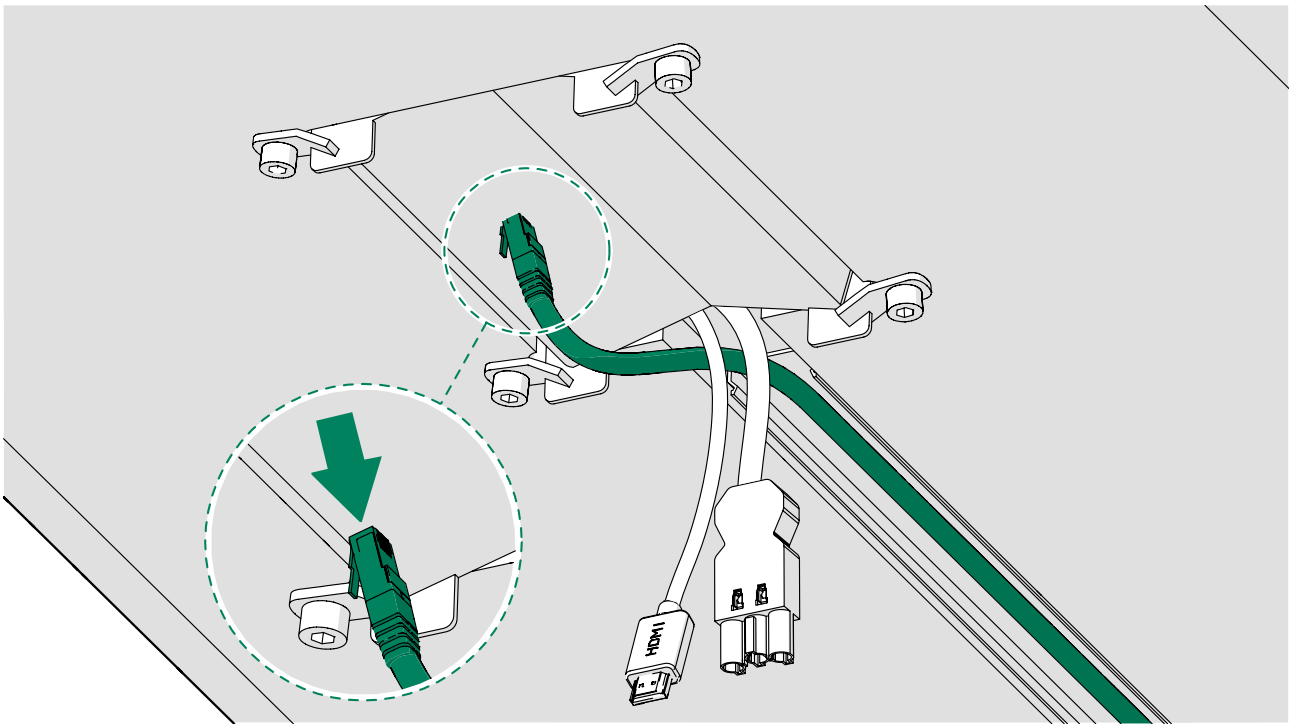
3. Disconnect power outlet cord from the GST extension cord.



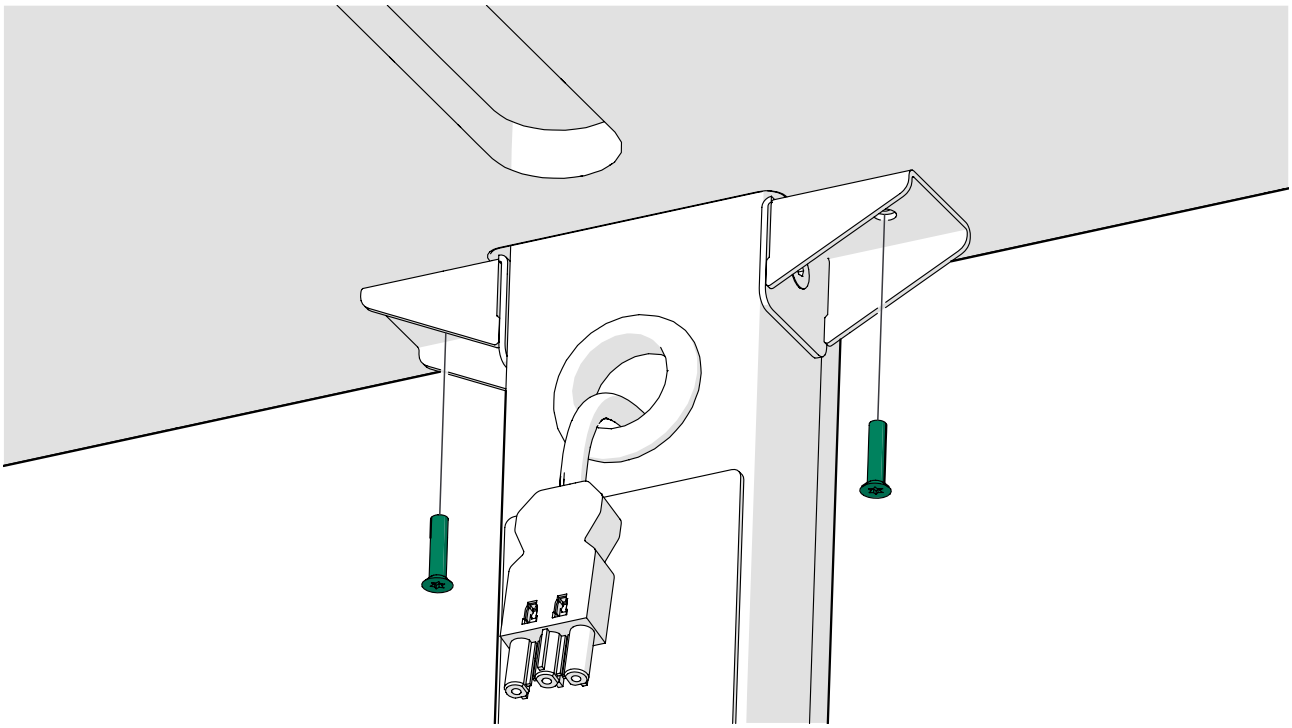
4. Pull the HDMI cord out of the power column.



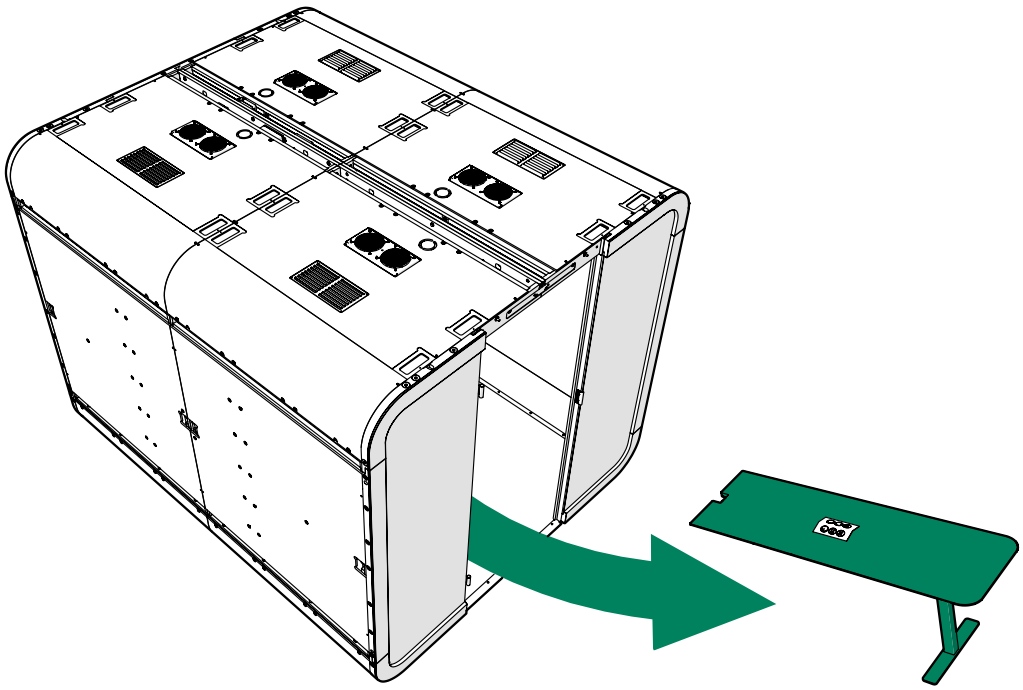
5. Disconnect the optional LAN cord from the power socket.



6. Remove the screws from the angle irons in the power column.



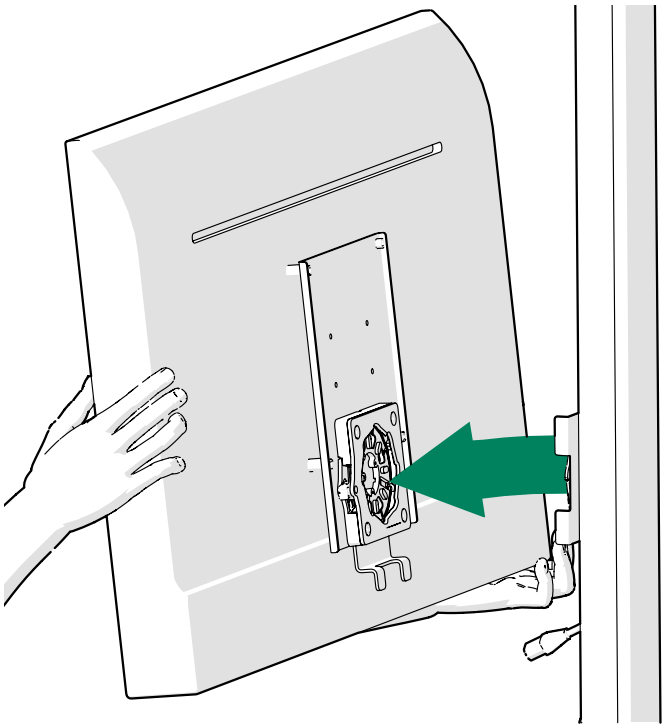
7. Lift the table out of the pod.



5.8 Remove the optional display (2Q Standard)

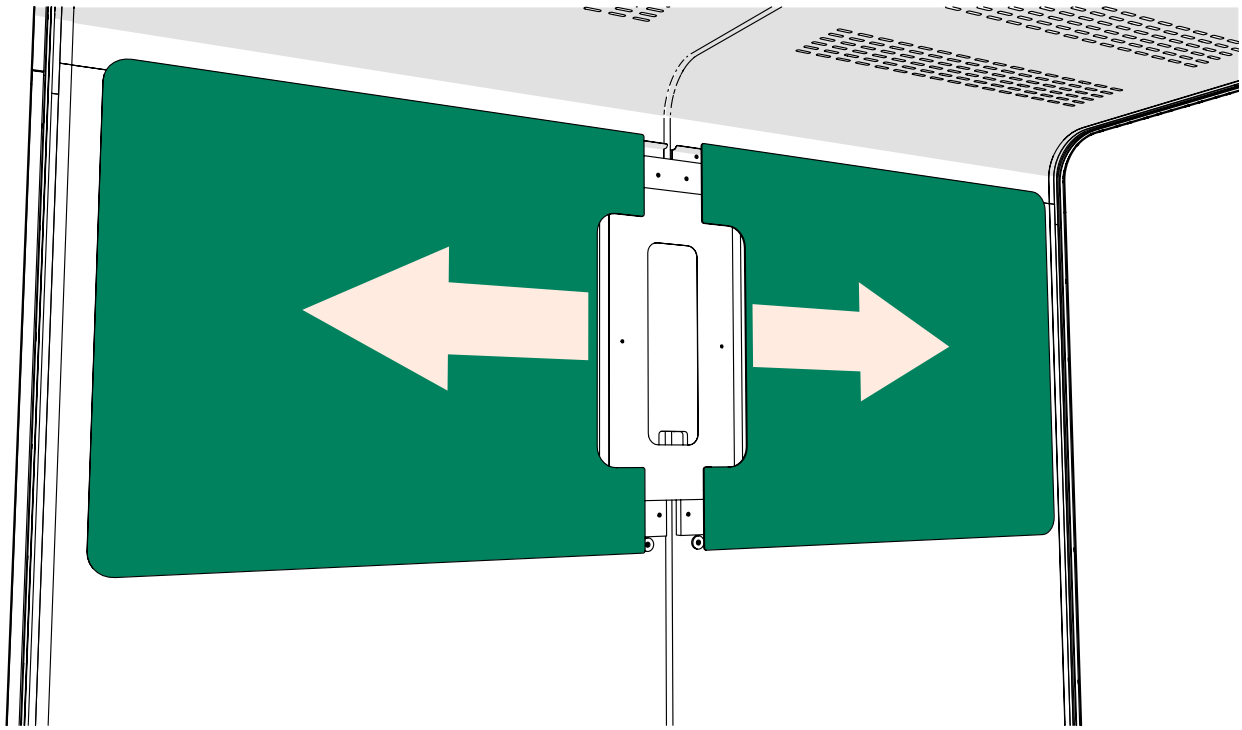
1. Snap the mounting mechanism to the up position to release the display from the display bracket.

2. Lift the display out of the display bracket and set aside.

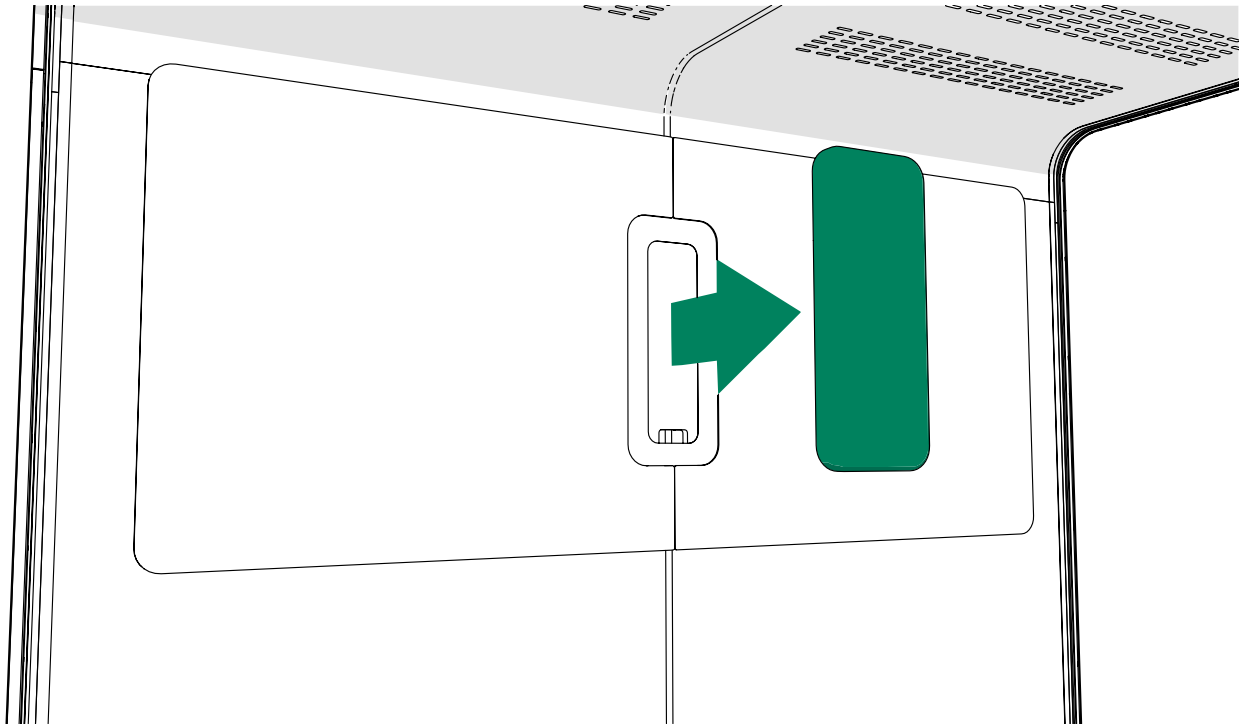


5.9 Disassemble the optional whiteboard

1. Push the whiteboards apart.

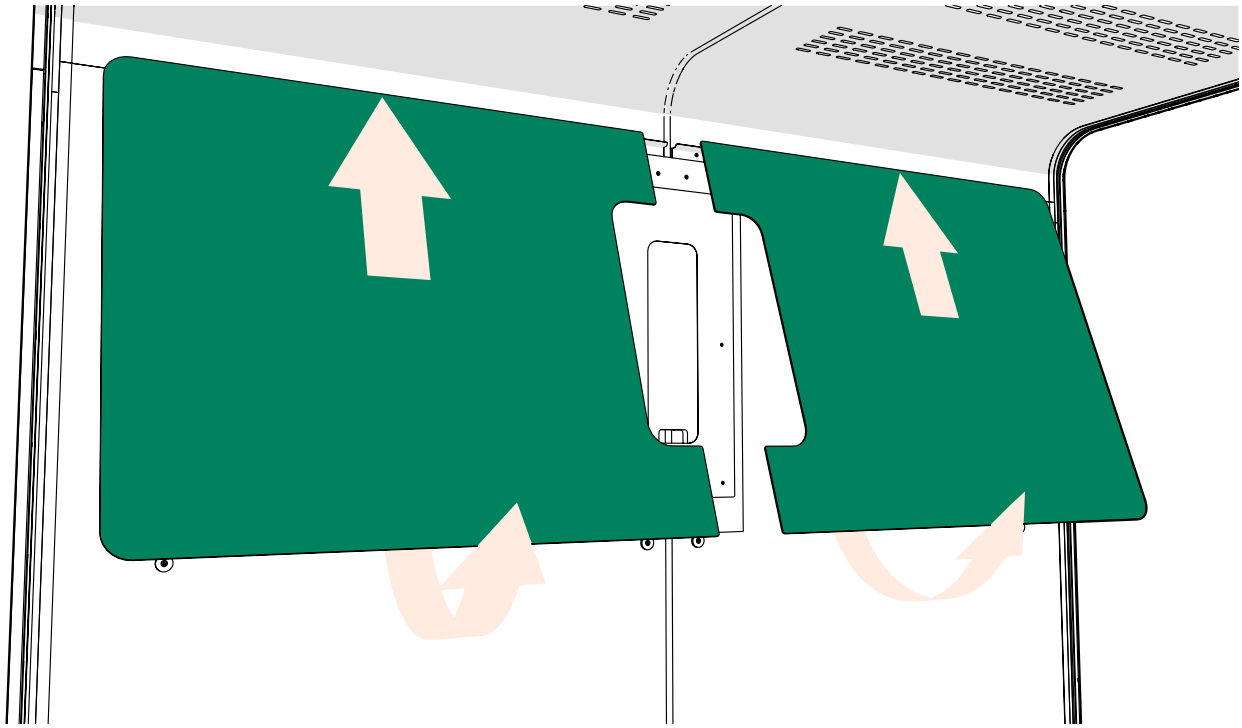


2. Remove the cork board.



3. Lift the whiteboards off the brackets.

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

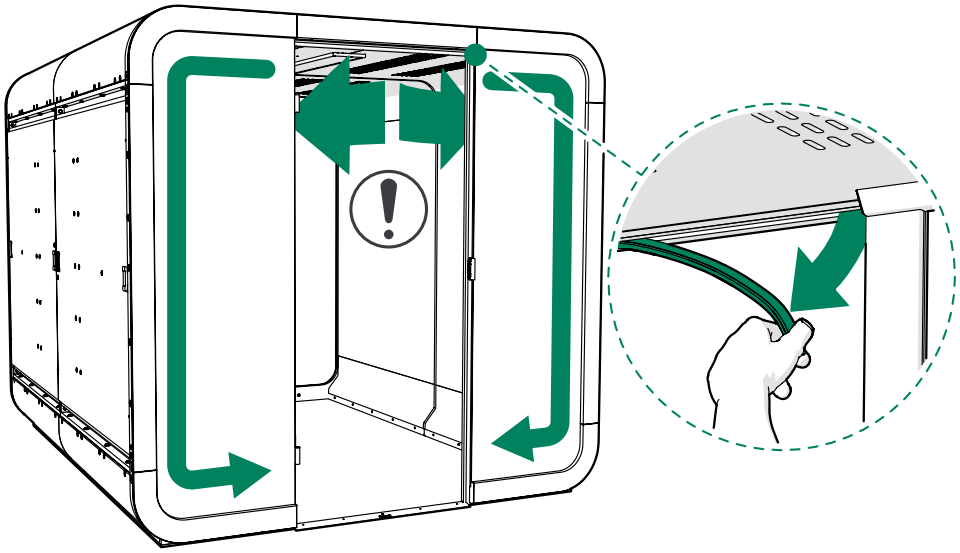


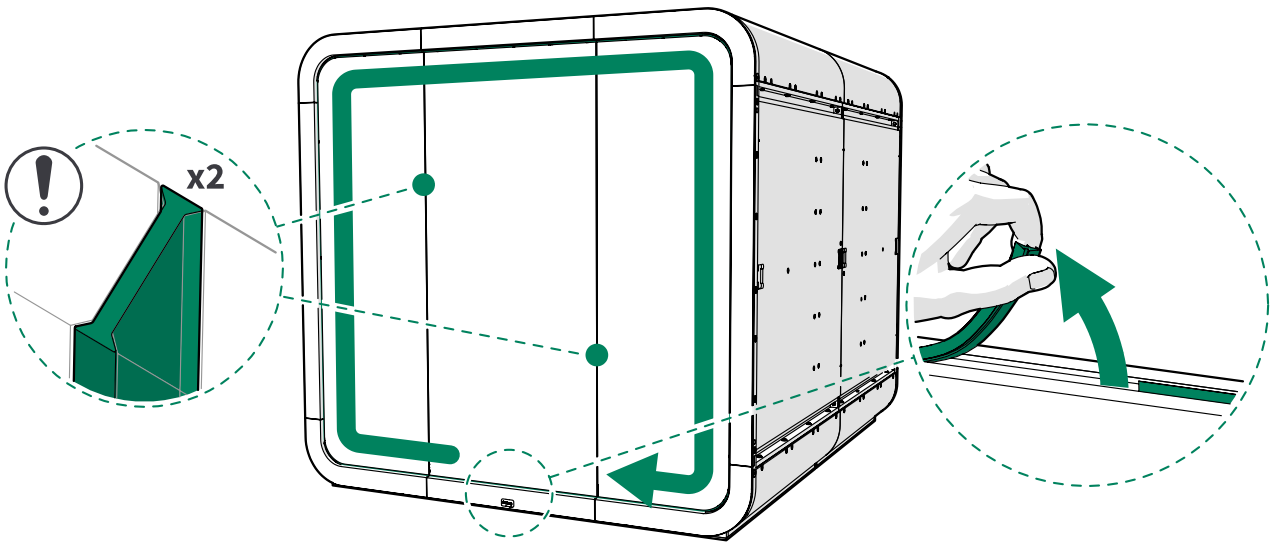
6 Straighten the pod

1. Remove the seals between the front side glasses and frames and the seal between the back glasses and frames.

   Note: The seals for the side frames are inside the pod.

   Note: Do not remove the seal strips between the back glasses.

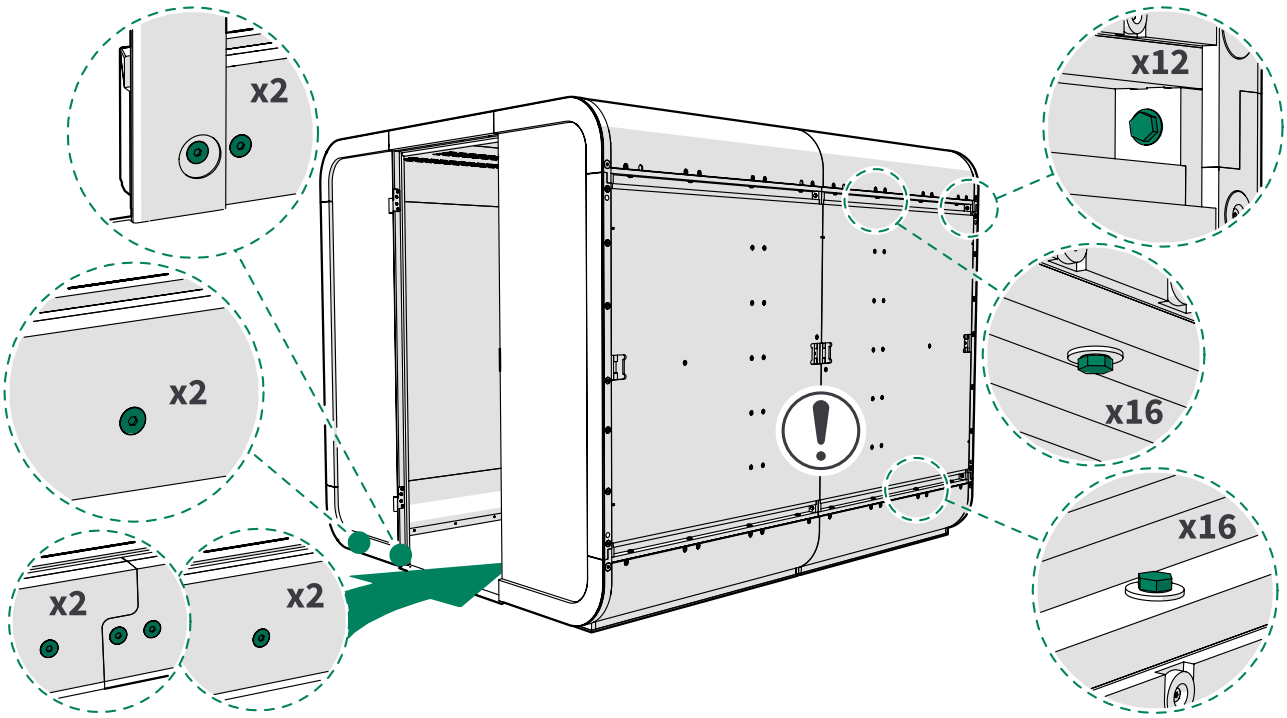


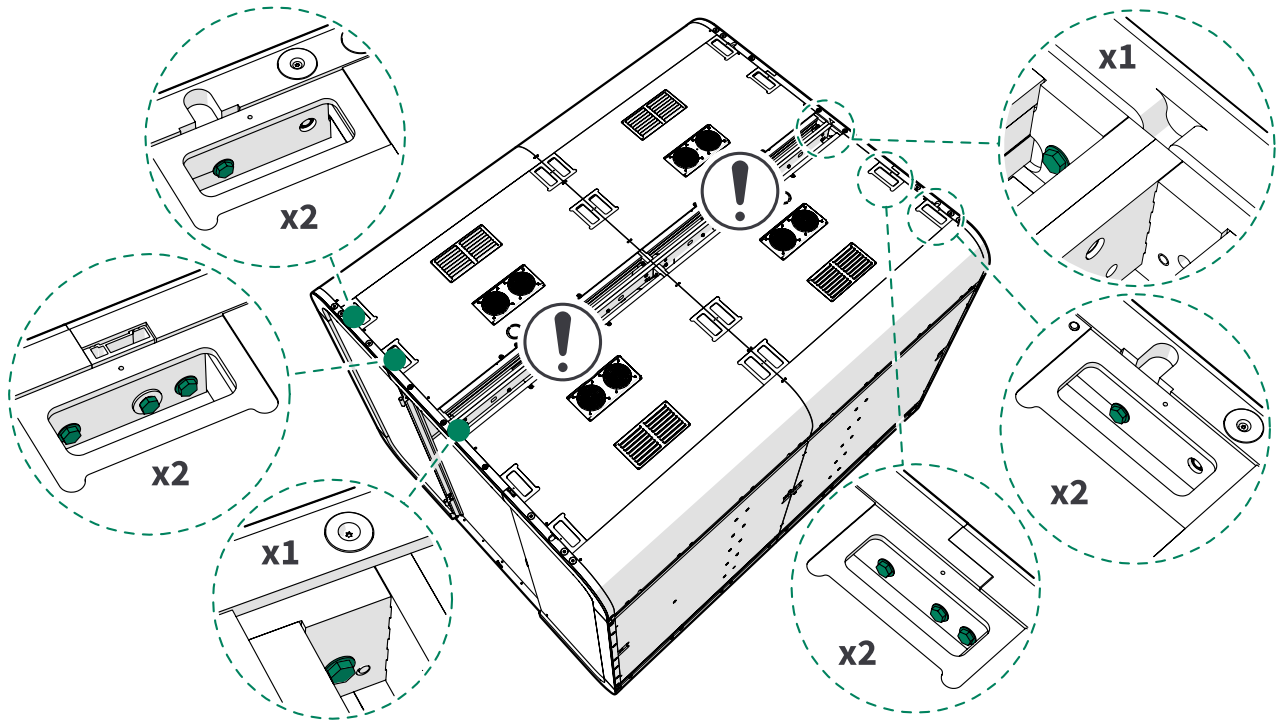


2. Loosen all the frame and body bolts slightly.

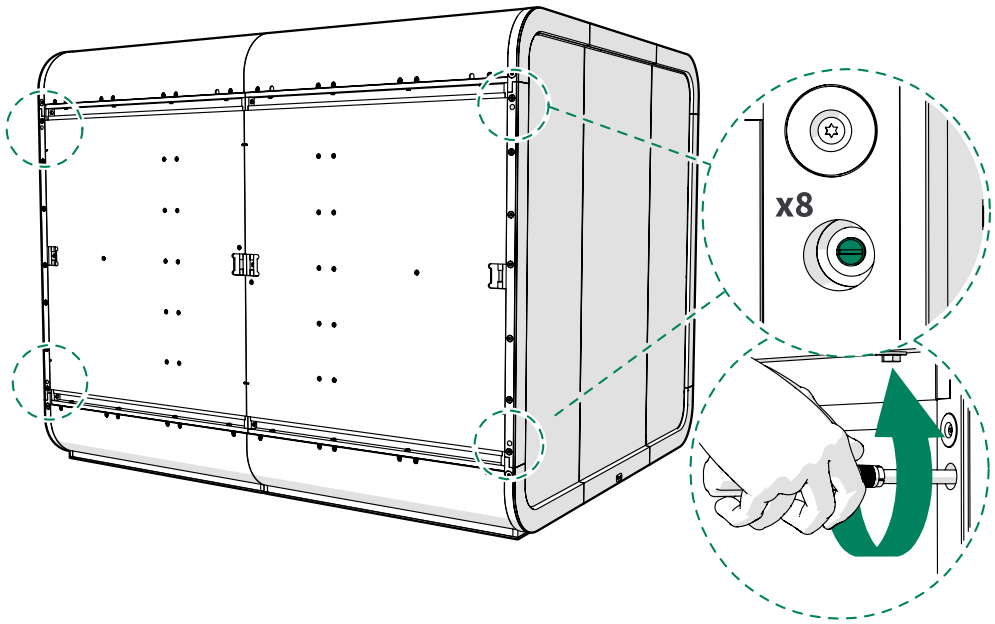
Note: Do not loosen the bolts that connect the front and back of the pod.

- Inside the pod at the front and back frames near the floor
- At the junction of the floor and wall
- At the junction of the wall and roof
- On the roof at the front and back frames
- Side glass frame bolts



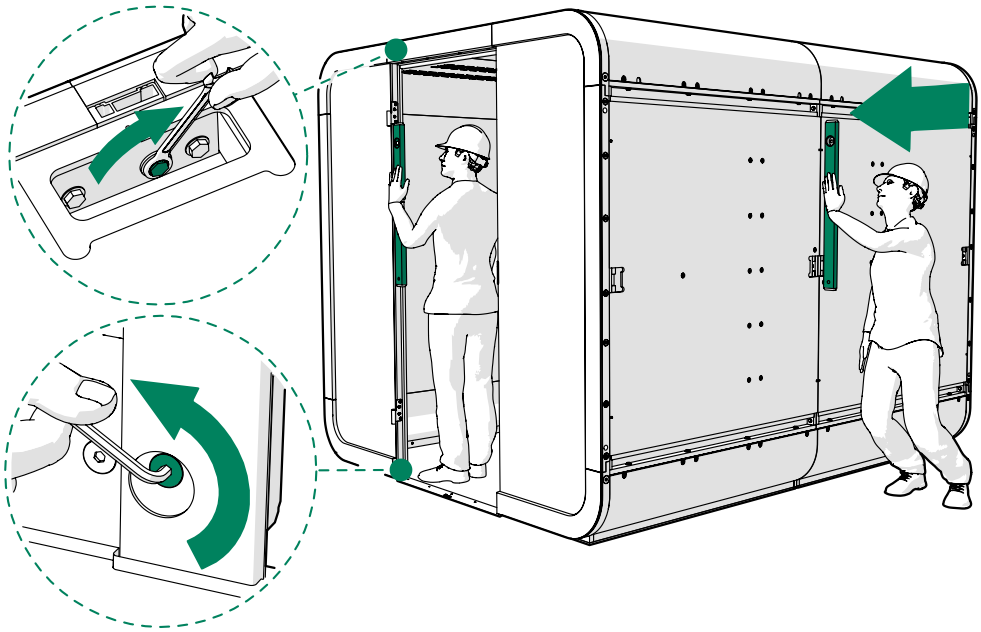


3. Loosen the nylon screws at the back and front of the pod.



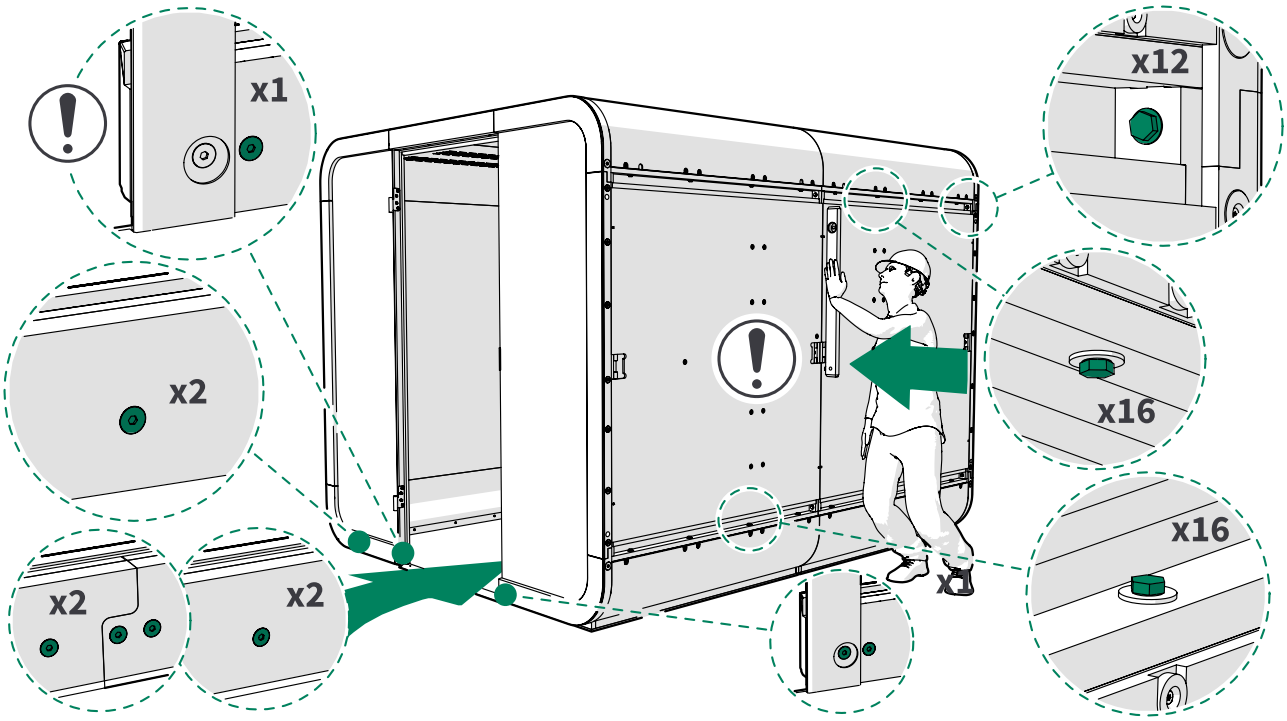
4. Check the straightness of the hinge-side frame and the pod walls with a spirit level slightly below the roof and wall module junction in each corner.

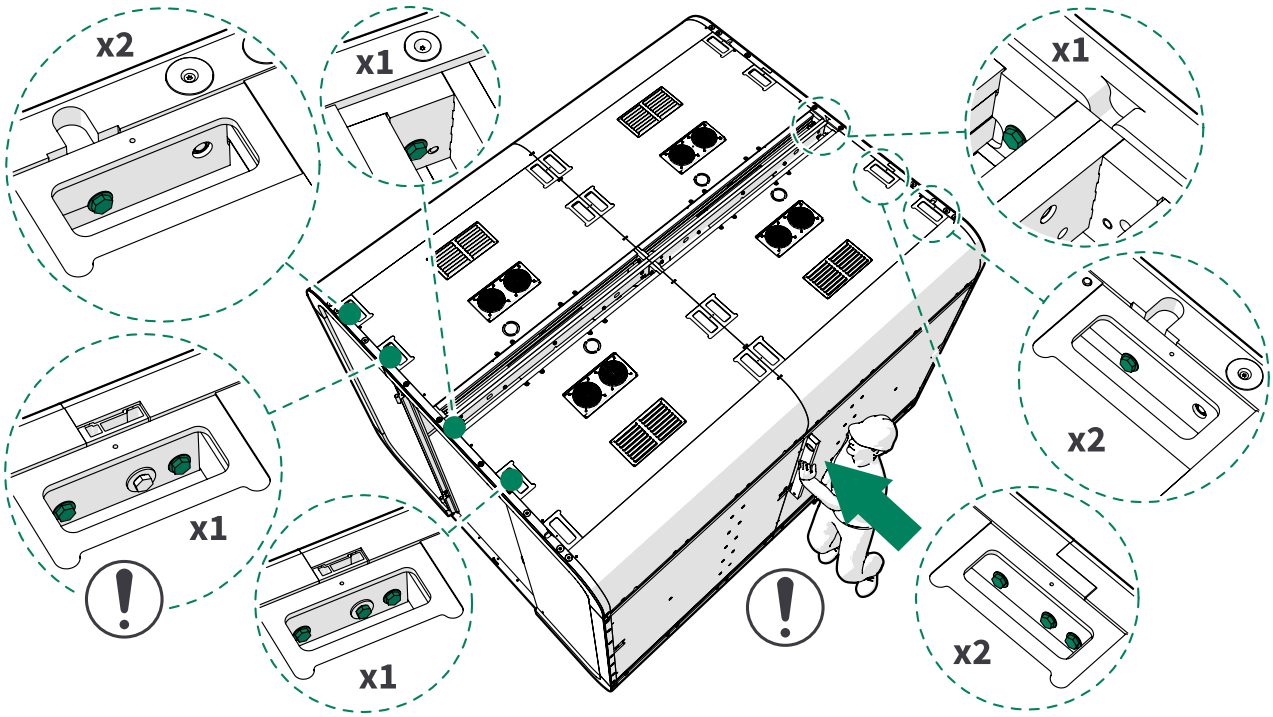
Push the pod walls from the middle as needed and, keeping the walls and the glass straight, tighten the bolts of the hinge-side frame.



5. Push the pod walls as needed and, keeping the walls and the glass straight, tighten all the frame and body screws and bolts (other than the hinge-side frame).

- Inside the pod at the front and back frames near the floor
- At the junction of the floor and wall
- At the junction of the wall and roof
- At the junction of the front and back of the pod in the ceiling
- On the roof at the front and back frames
- Side glass frame bolts

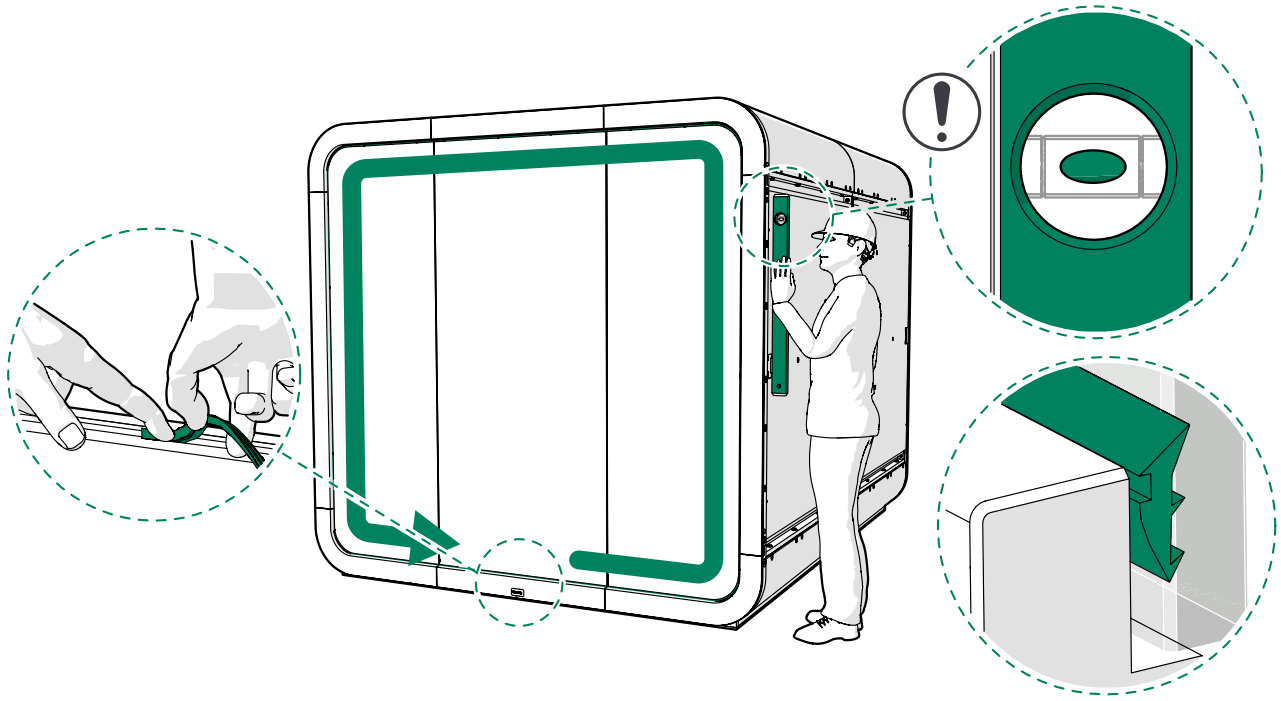


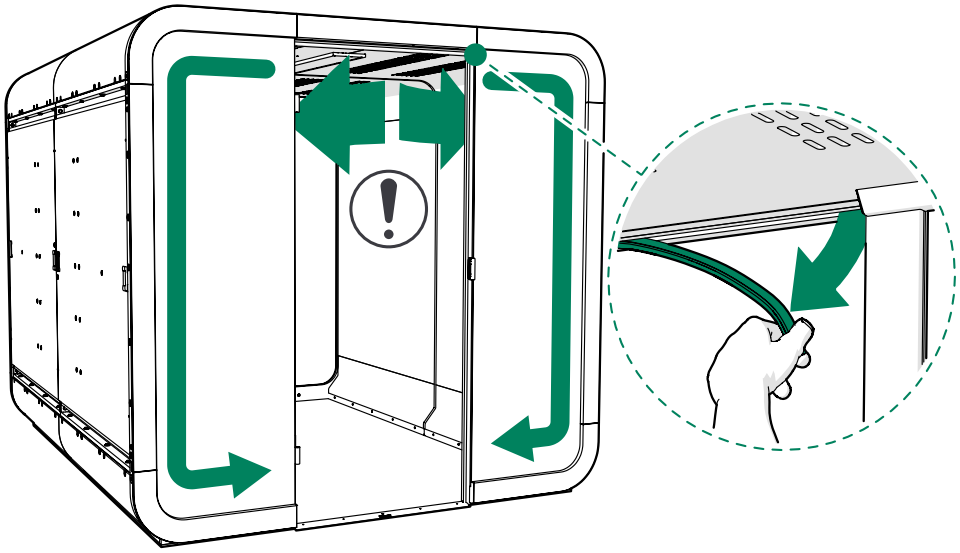


6. Reinstall the seals.

Note: When you install the seals, make sure that the pod is standing straight.

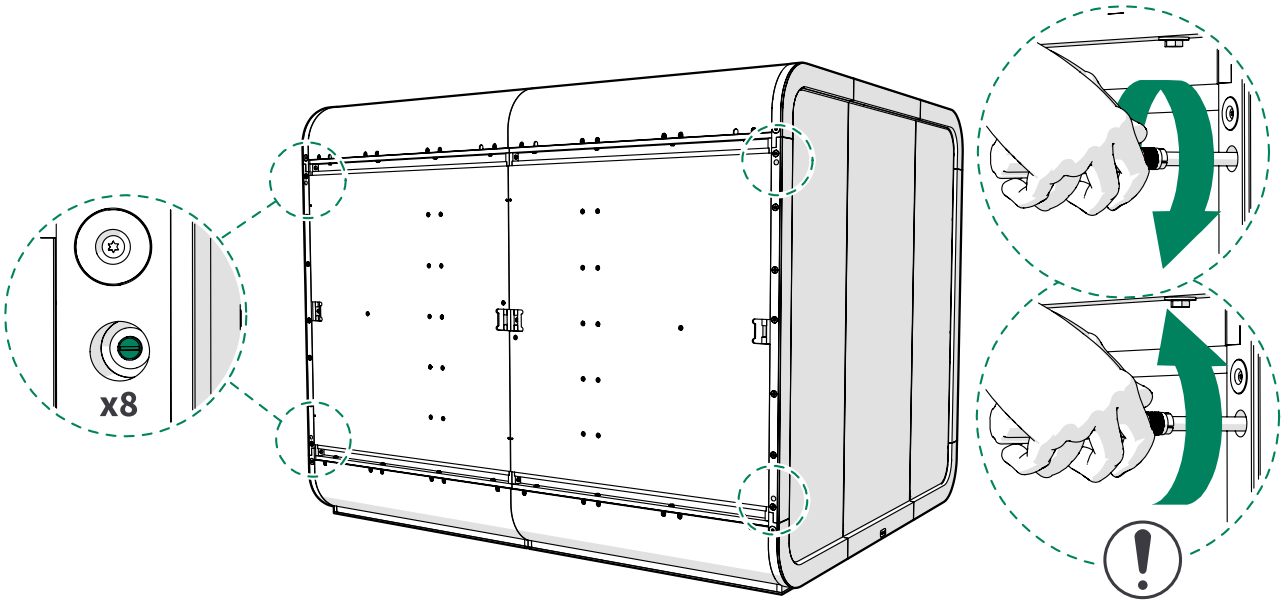
Note: Install the seals inside the pod at the front module and outside the pod at the back module.





7. Tighten the nylon screws on the sides of the back and front of the pod.

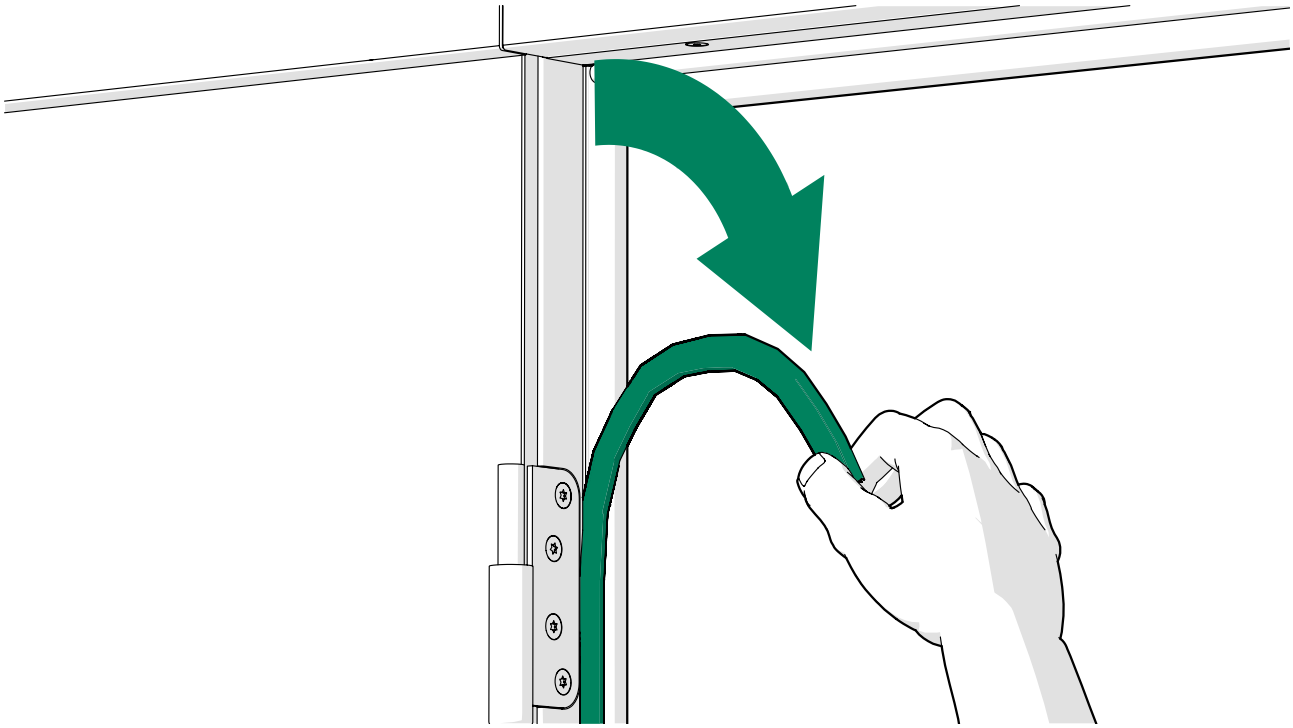
Note: The nylon screws are only for pushing the glasses together. Tighten the screws until you feel resistance, then loosen half a turn. Do not overtighten.



7 Service the door

7.1 Replace the door frame seals

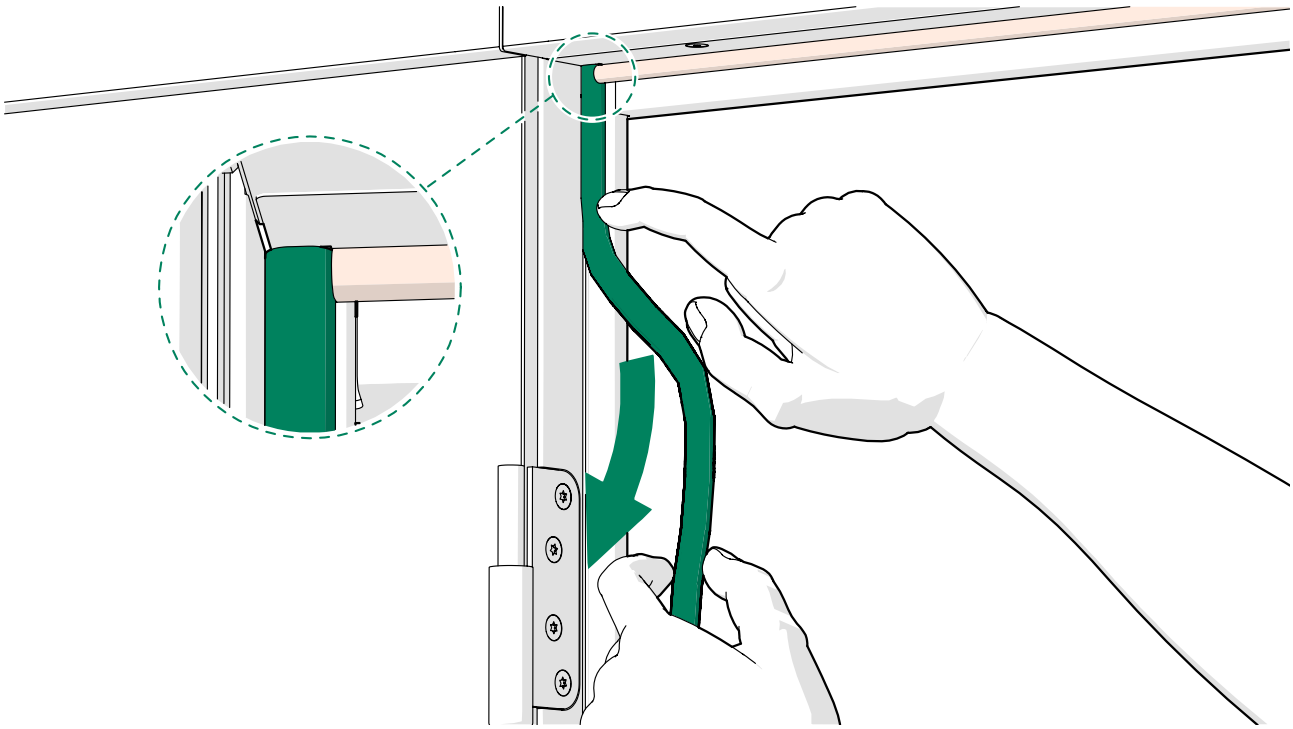
1. Remove the old seal.



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

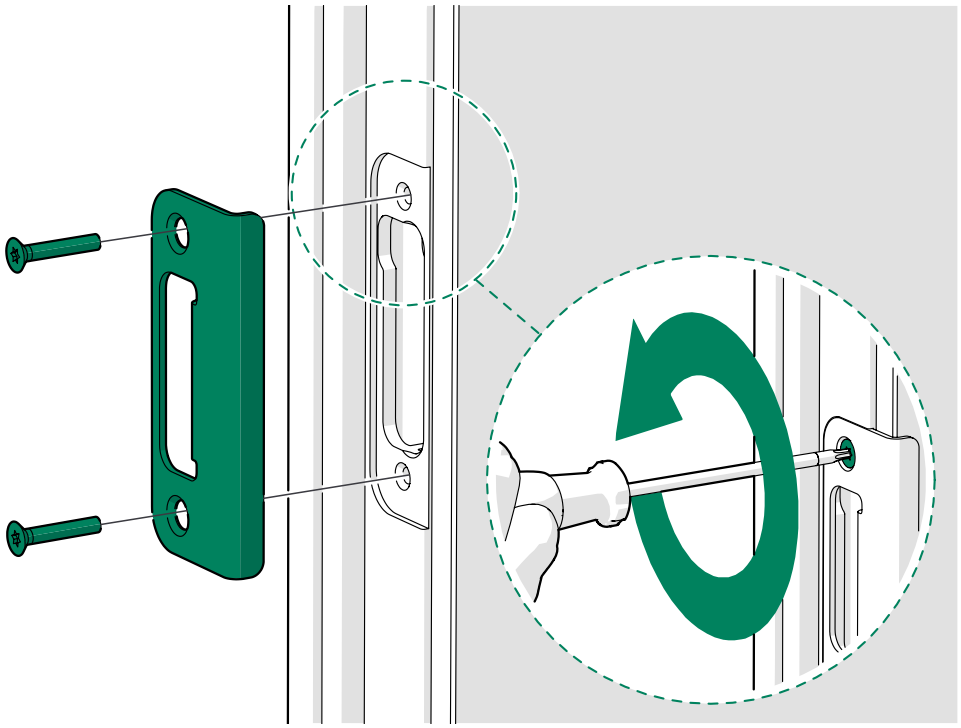
Note: Do not stretch the seal.

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

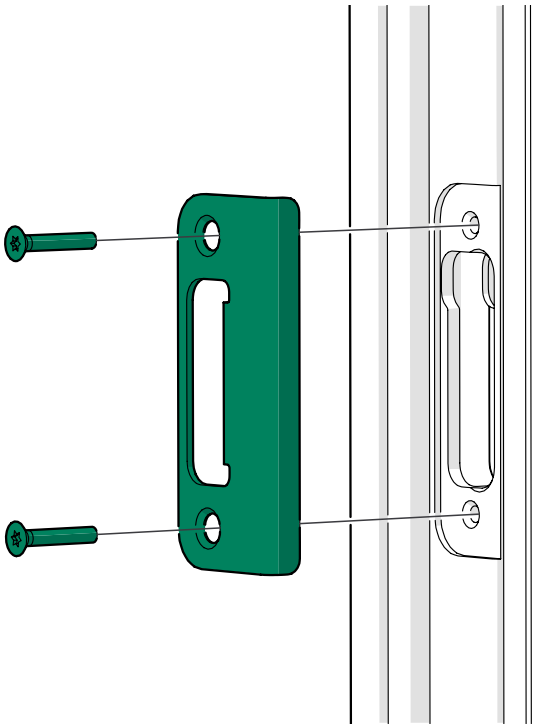


7.2 Replace the strike plate

1. Remove the old strike plate.

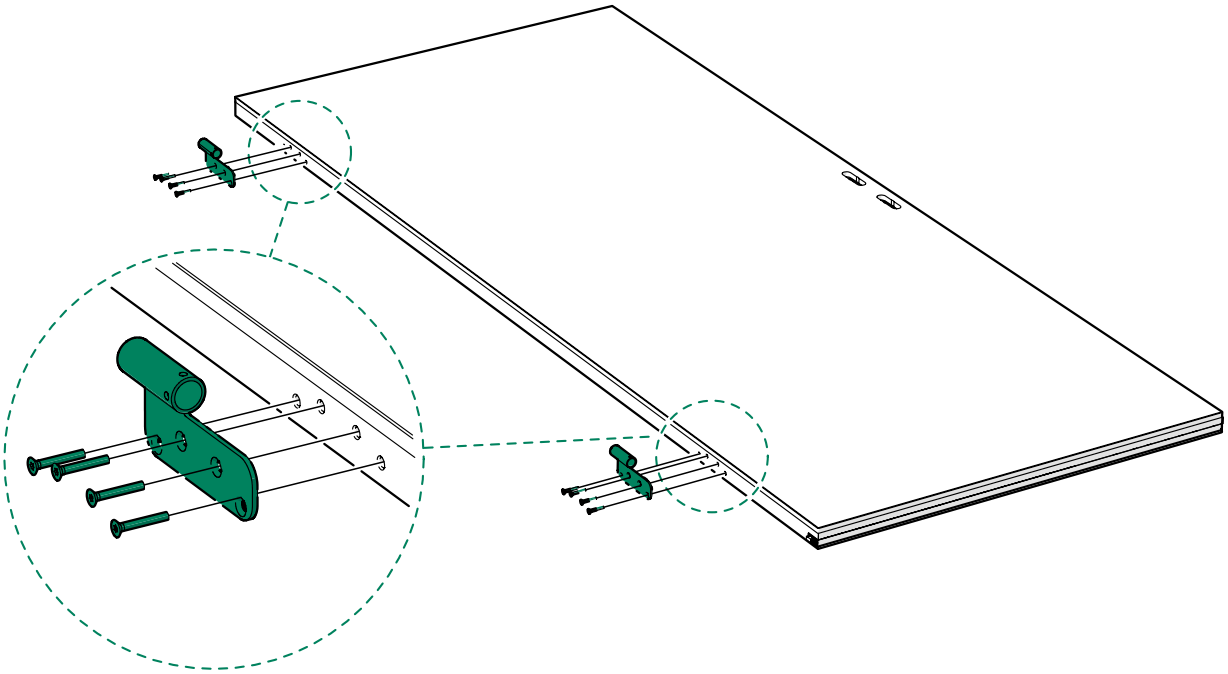


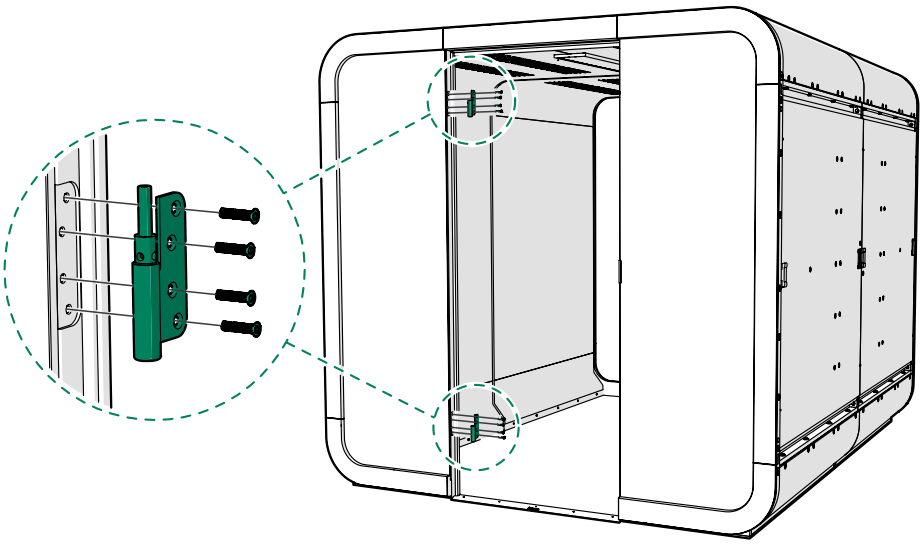
2. Install the new strike plate.



7.3 Replace the hinges

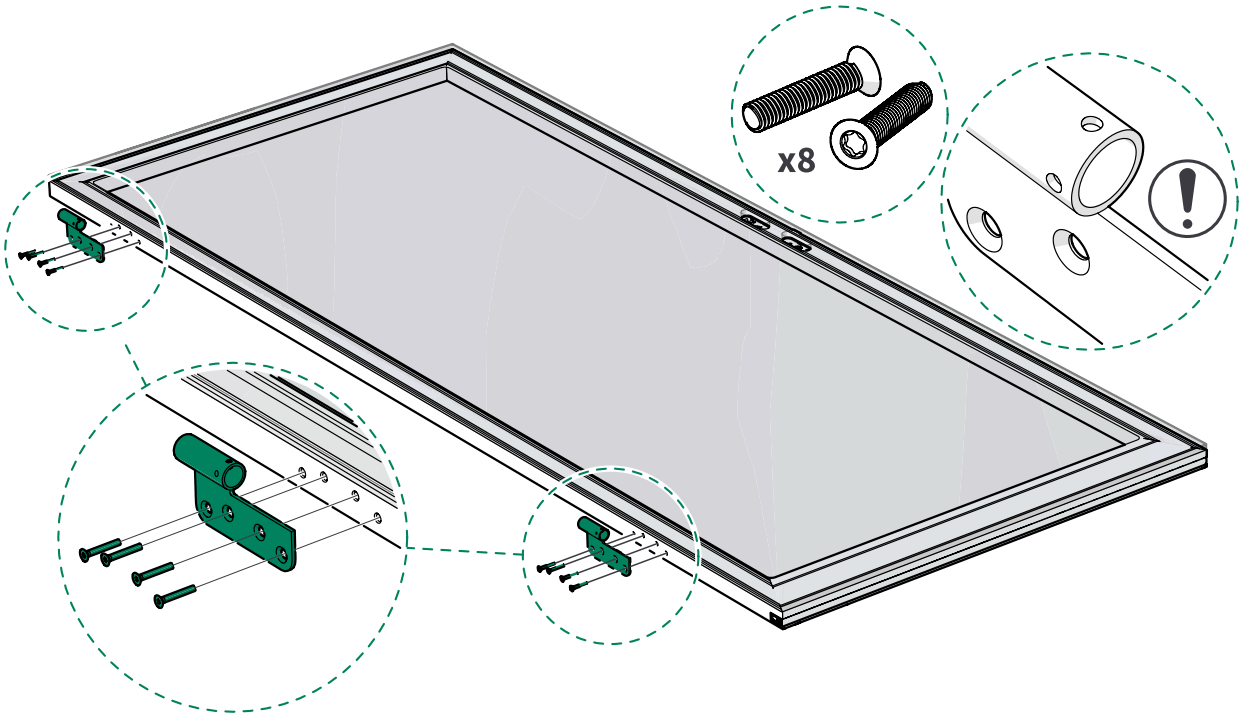
1. Unscrew the Taptite M6x30 screws (16 pcs) and remove the hinges.





2. 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.

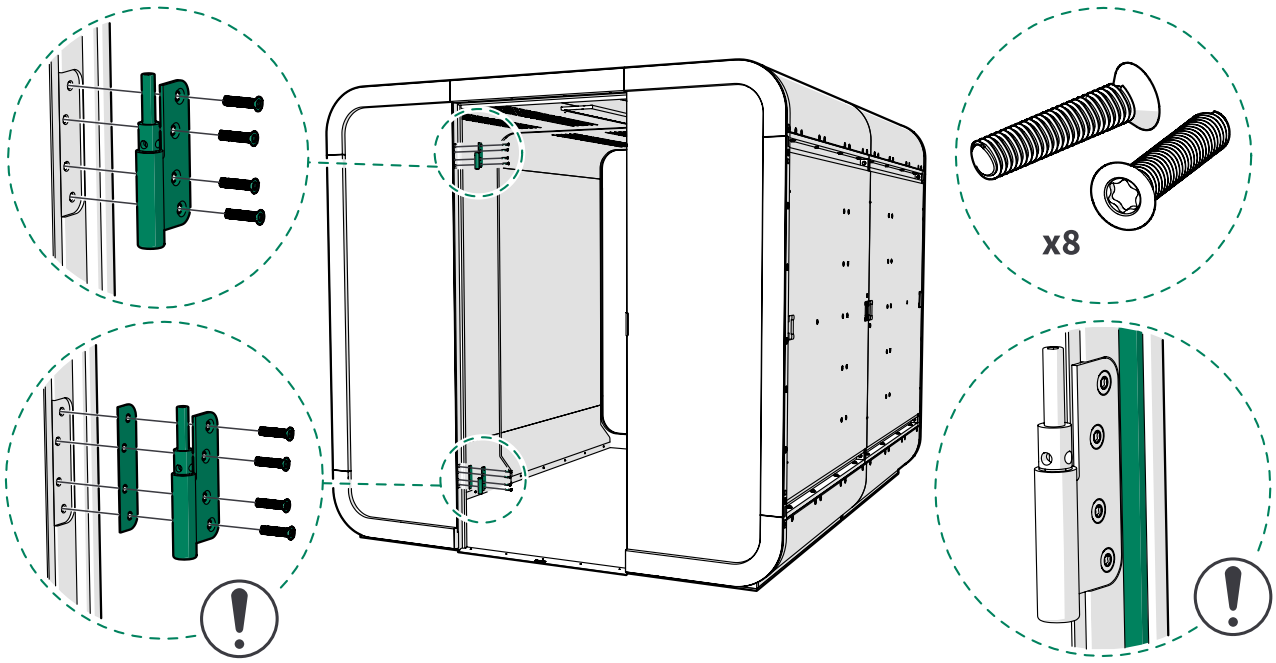
Note: The upper halves of the hinges have two small holes in the side.



3. 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.

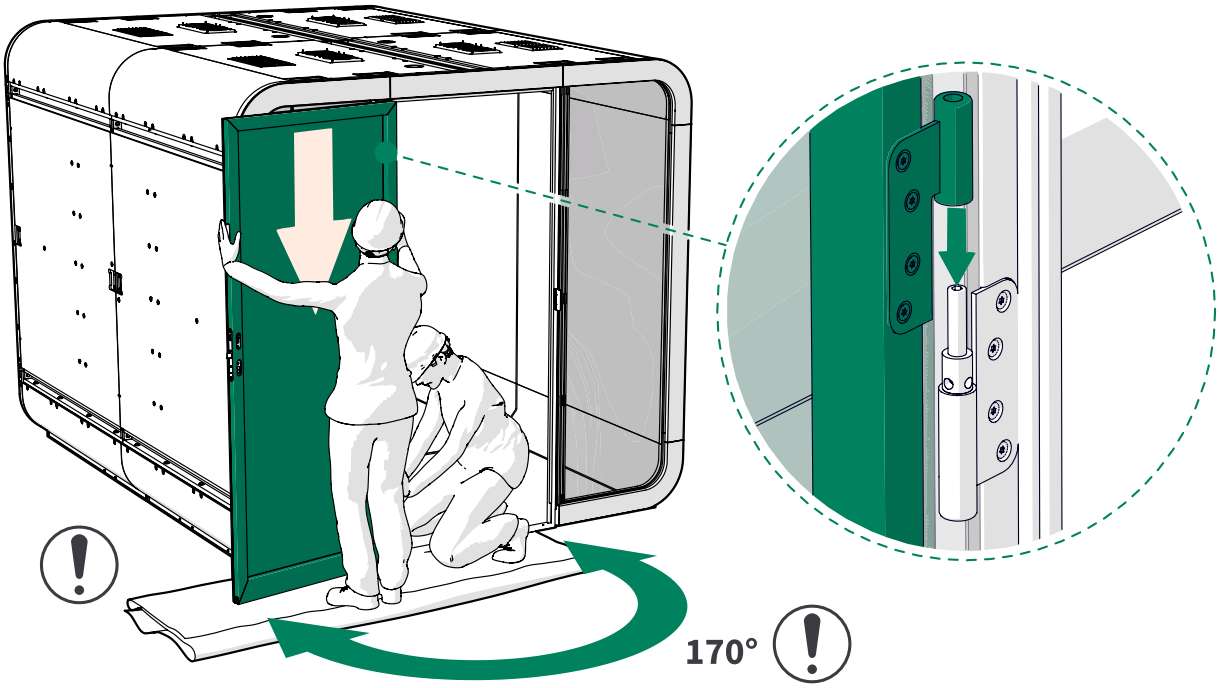


4. Lift the door into place and guide both hinges together.

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

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

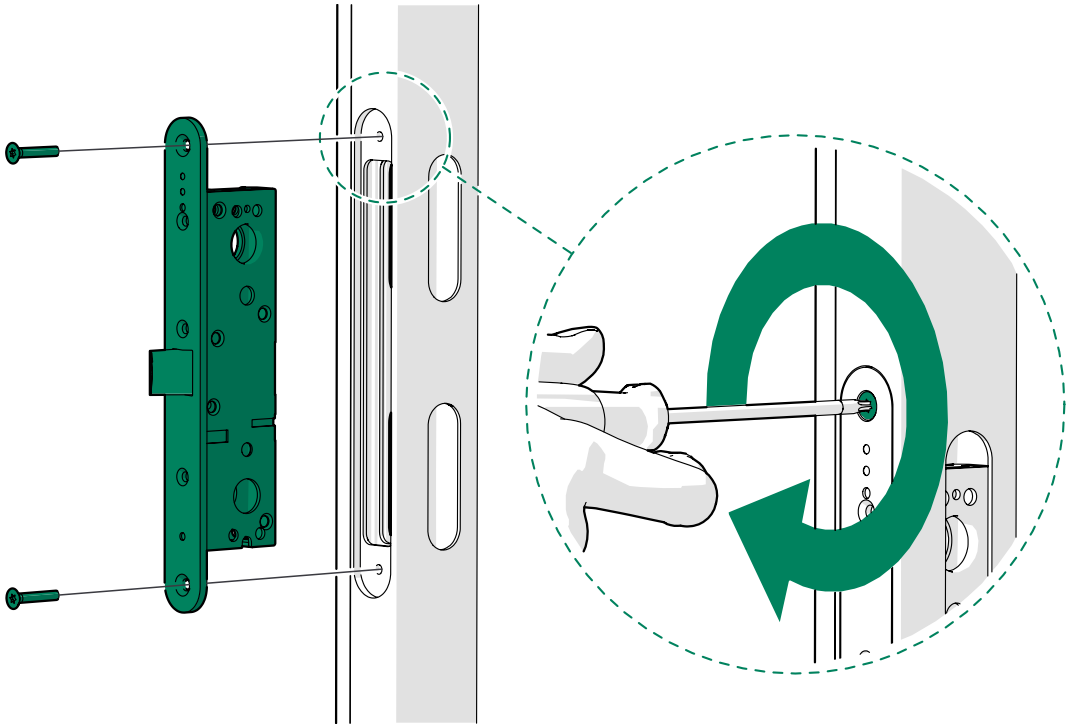
   Note: Use a separate piece of carpet in the installation. Set the separate piece of carpet on the ground to protect the door.



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

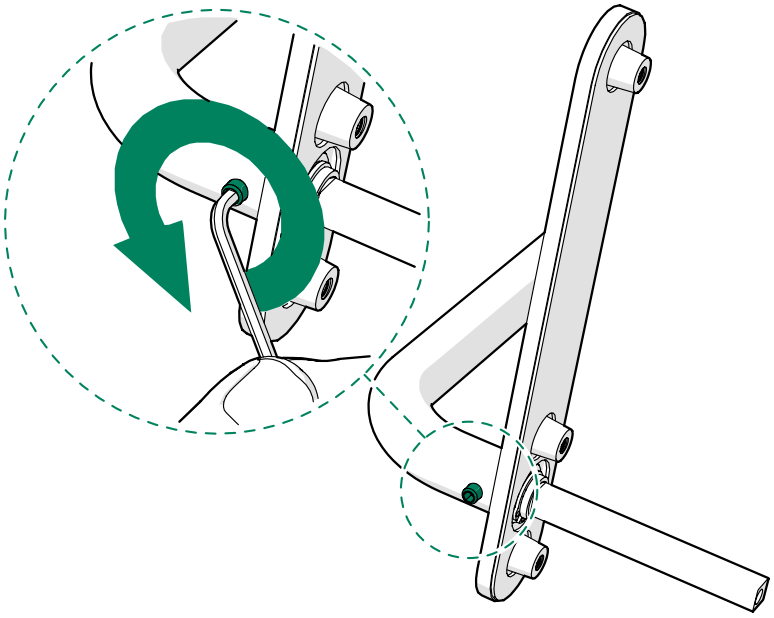
7.4 Install the new lock case

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



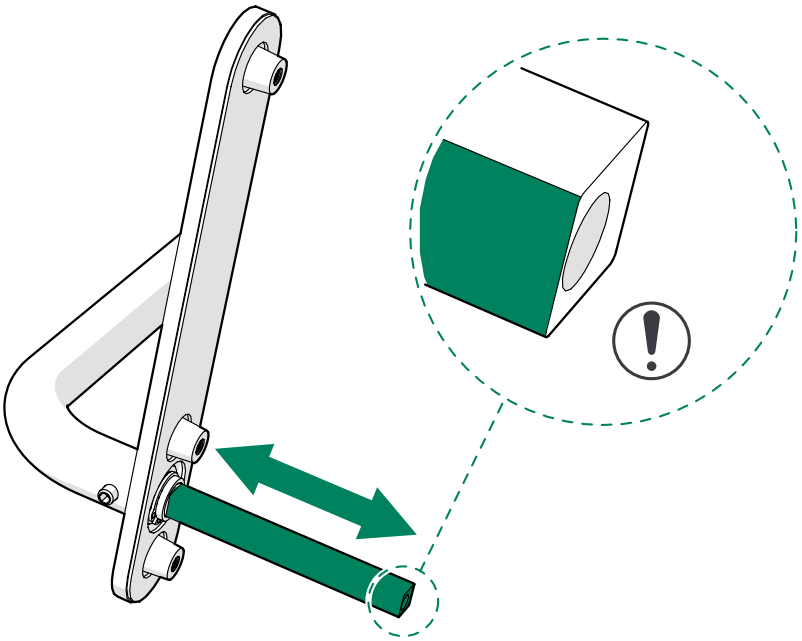
7.5 Reinstall the handle

1. Loosen the set screw on the outside handle.



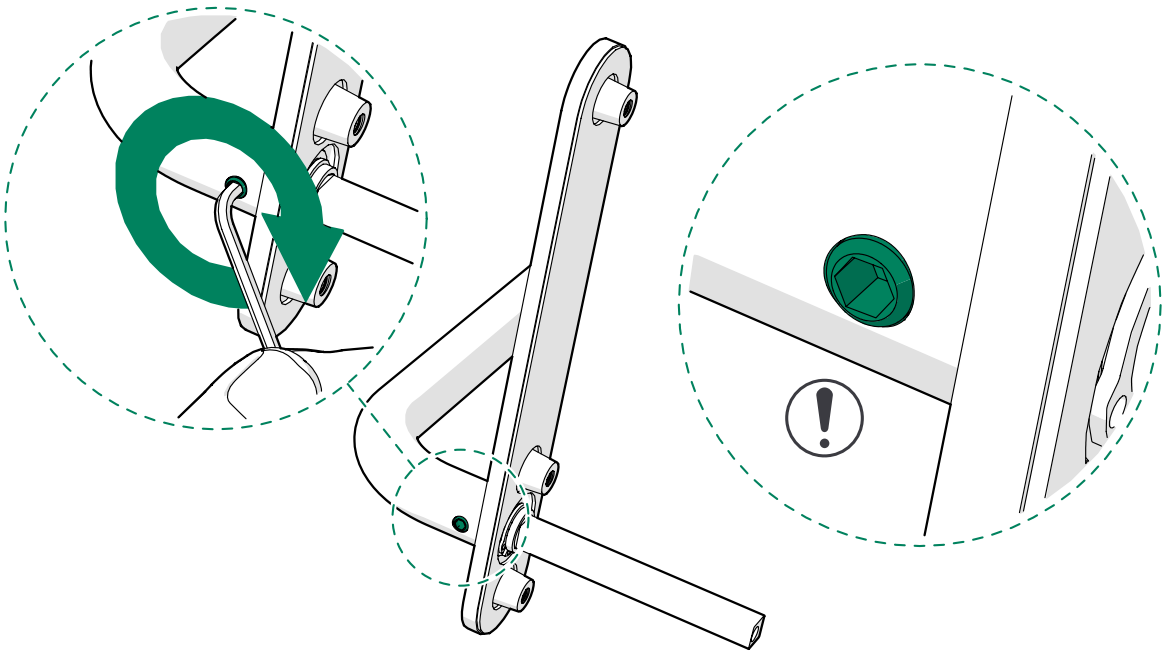
2. Adjust the spindle at least 5 mm to find a new spot for the set screw to pierce the spindle.

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

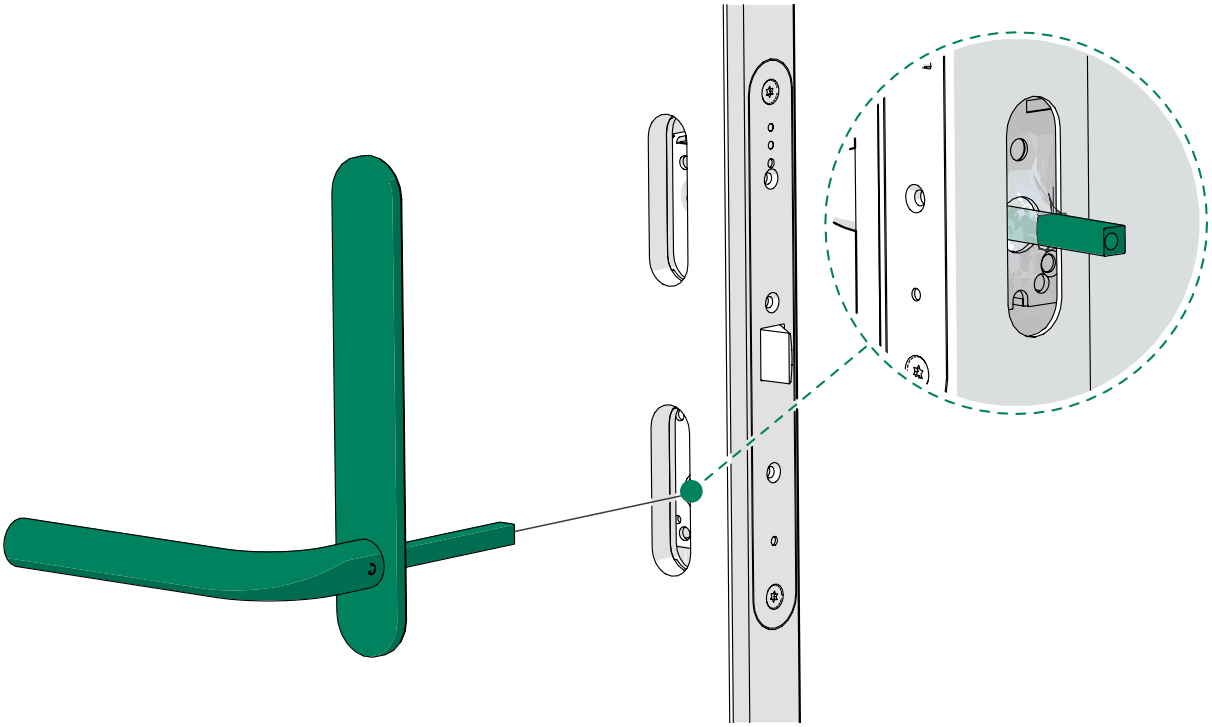


3. Tighten the set screw on the outside handle. The resistance increases steadily until the screw pierces the spindle.

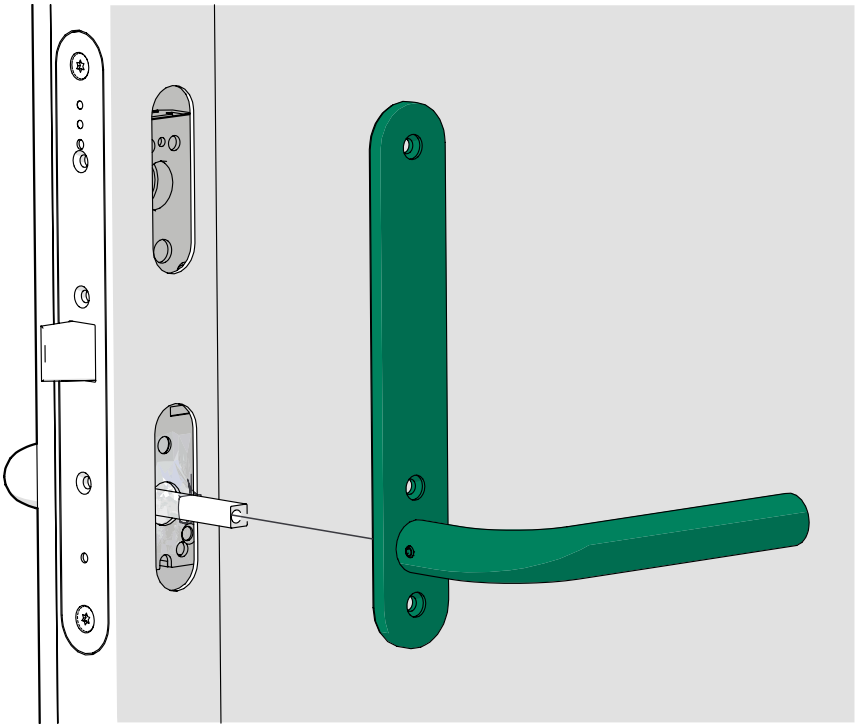
Note: In the final position, the head of the set screw is slightly above the handle surface.



4. 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.

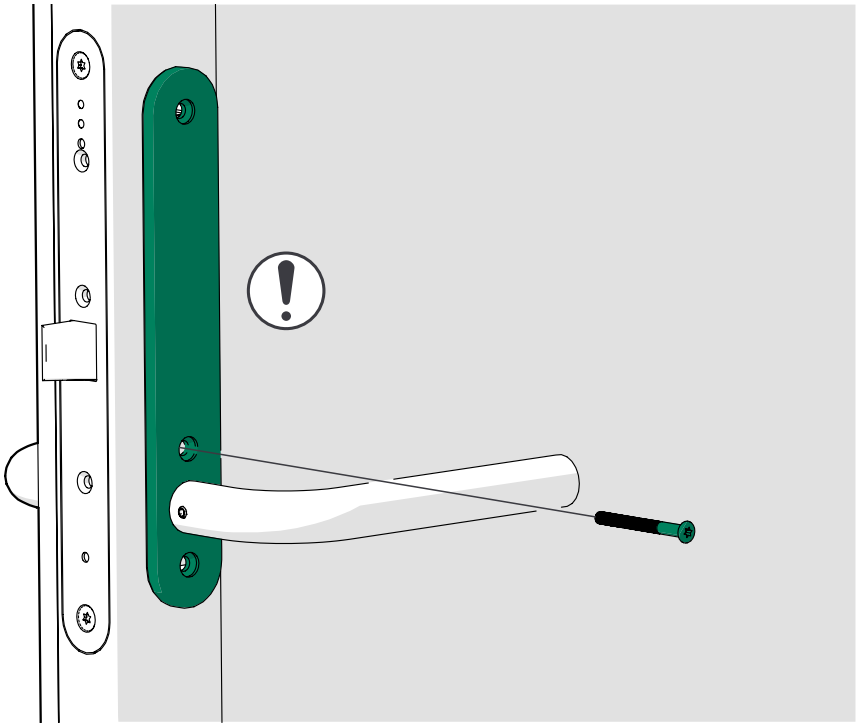


5. Push the second handle into place on the inside of the door.



6. Reinstall the screw at the center of the handle from the inside of the door.

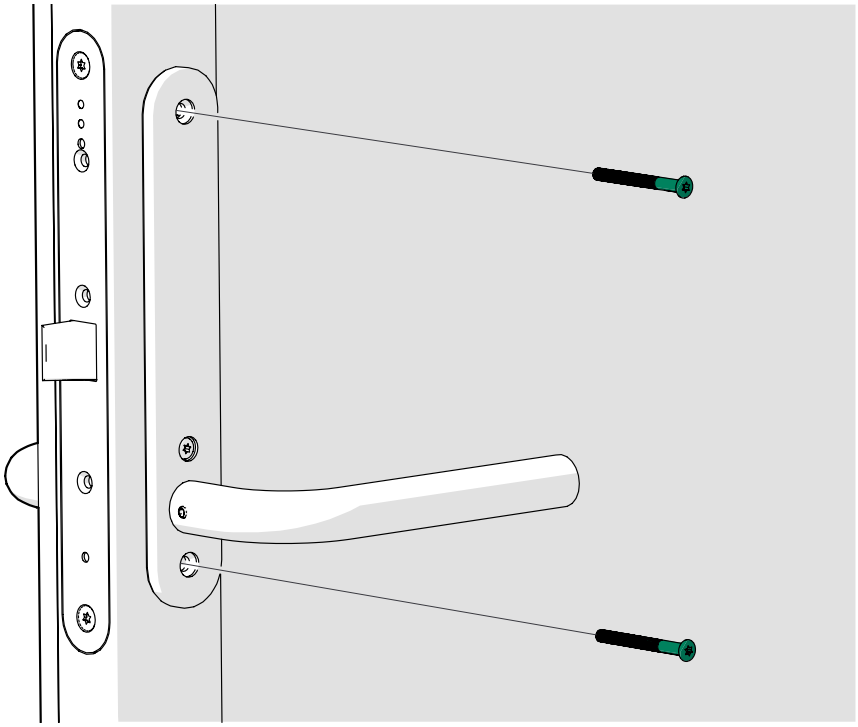
Note: Check that the cover plate is positioned straight.



7. Install the remaining screws in the vacant holes from the inside of the door.

Note: Check that the handle is positioned straight.

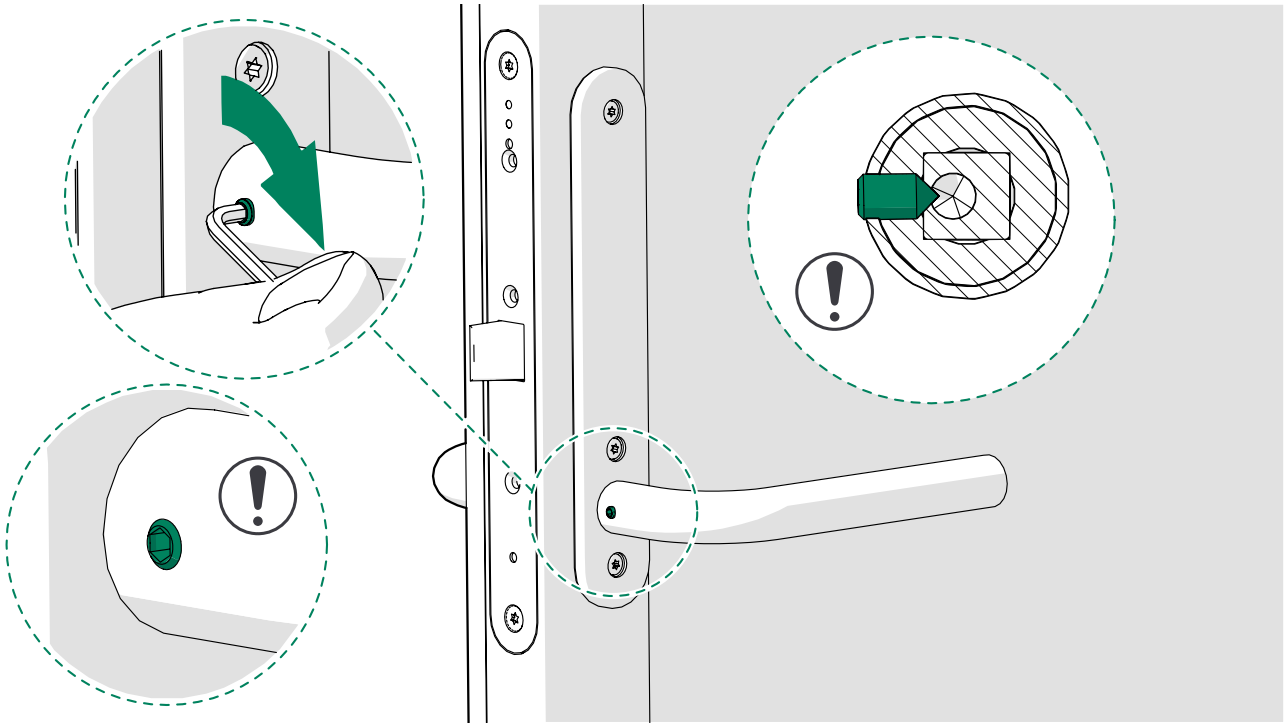
Note: Do not overtighten the screws. If you overtighten the screws, the lock latch gets stuck.



8. 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.

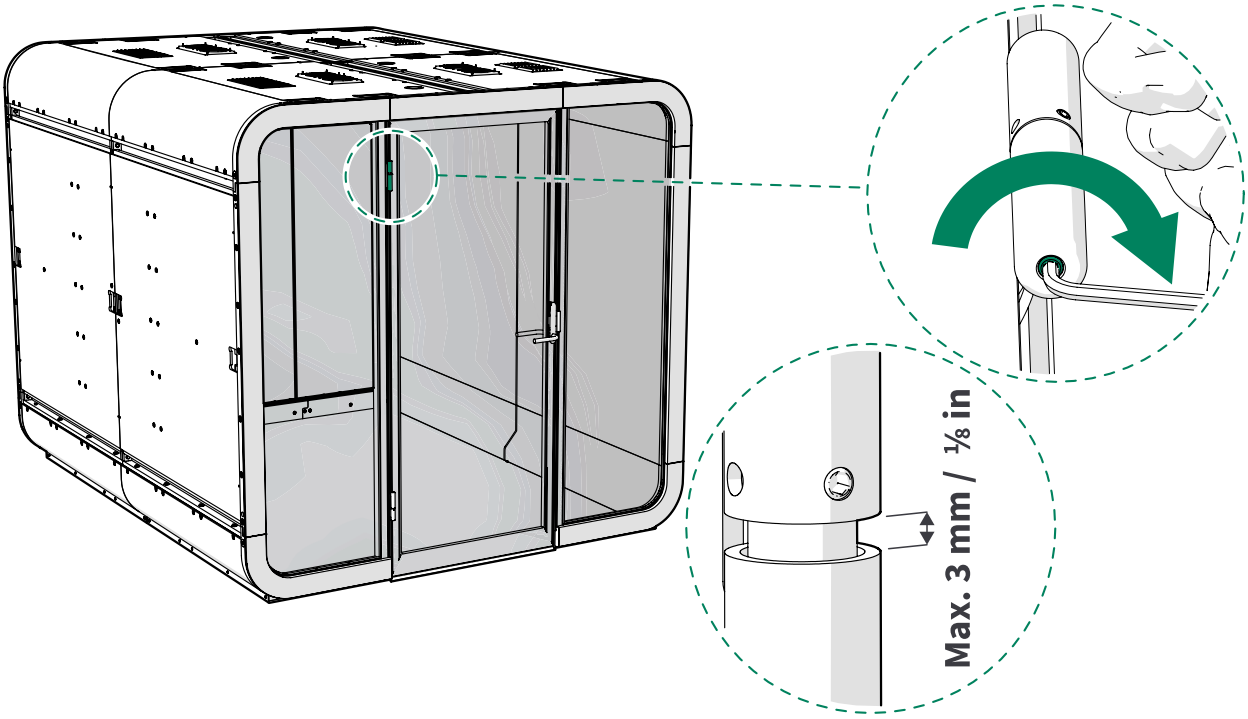
   Note: In the final position, the head of the set screw is slightly above the handle surface.



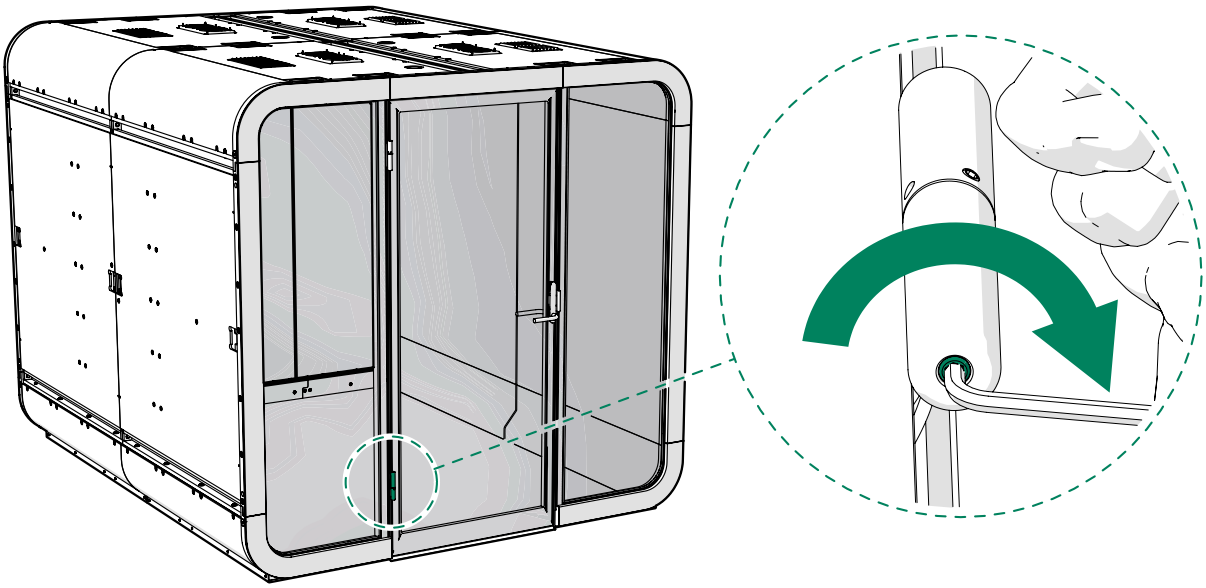
7.6 Adjust the door height

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

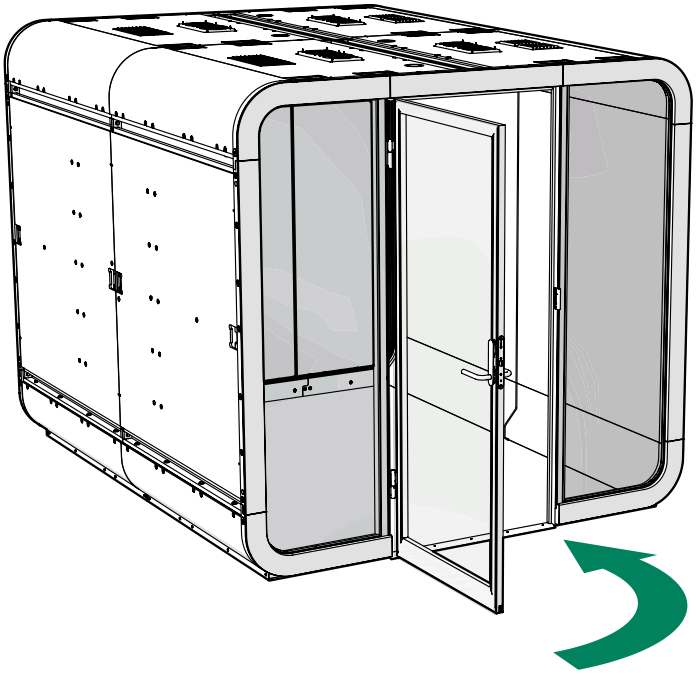
1. Turn the bottom screw of the upper hinge clockwise with a hex key.
Lift the door a maximum of 3 mm (1/8 in).



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



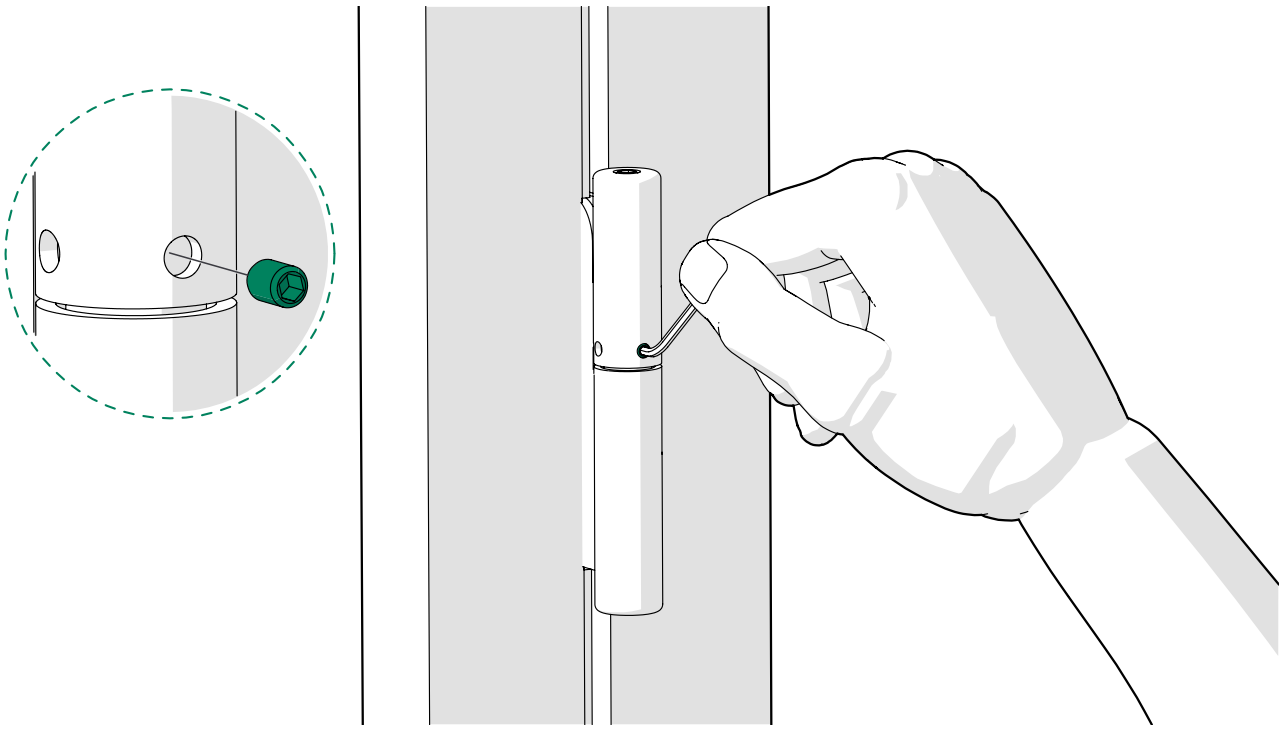
3. Make sure that the door closes correctly and smoothly.



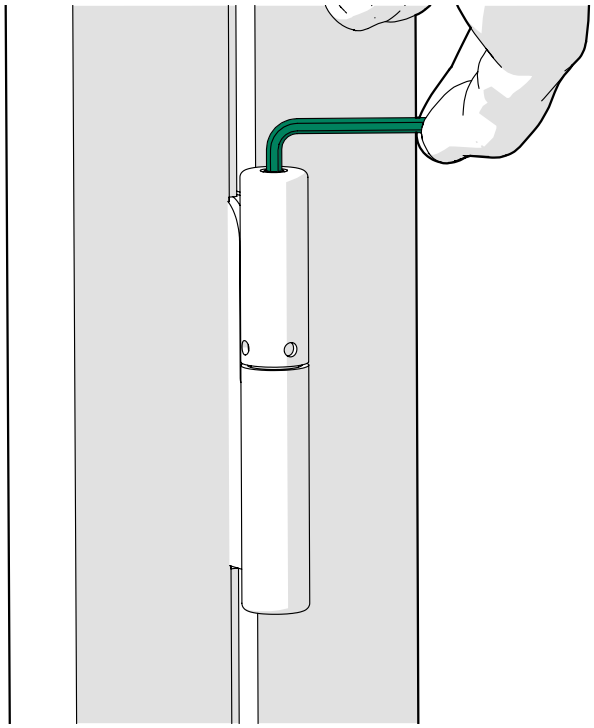
7.7 Adjust the closing speed of the door

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

1. Remove the M5x6 screw from the upper hinge.

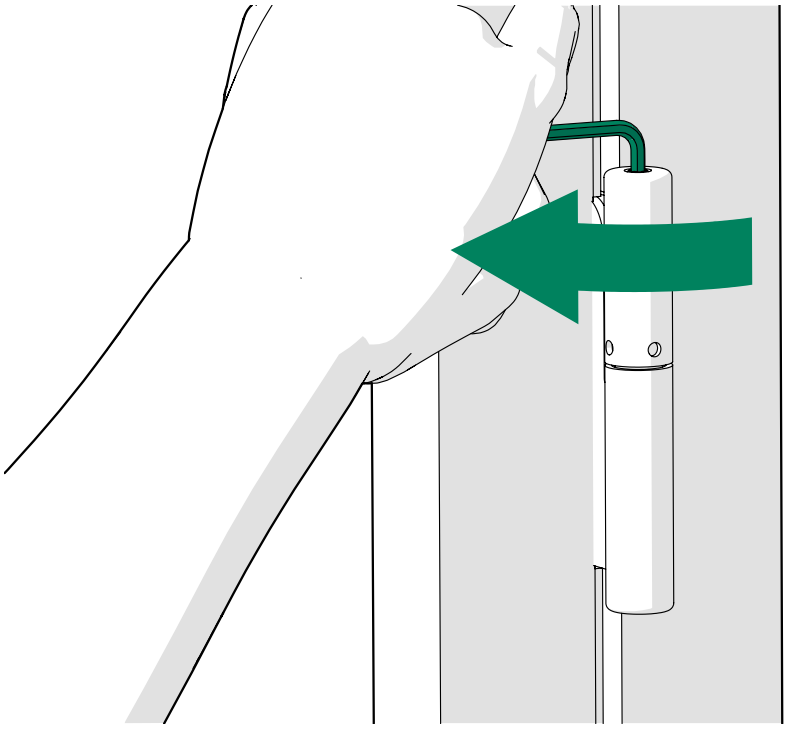


2. Insert the 5 mm hex key into the top of the hinge.



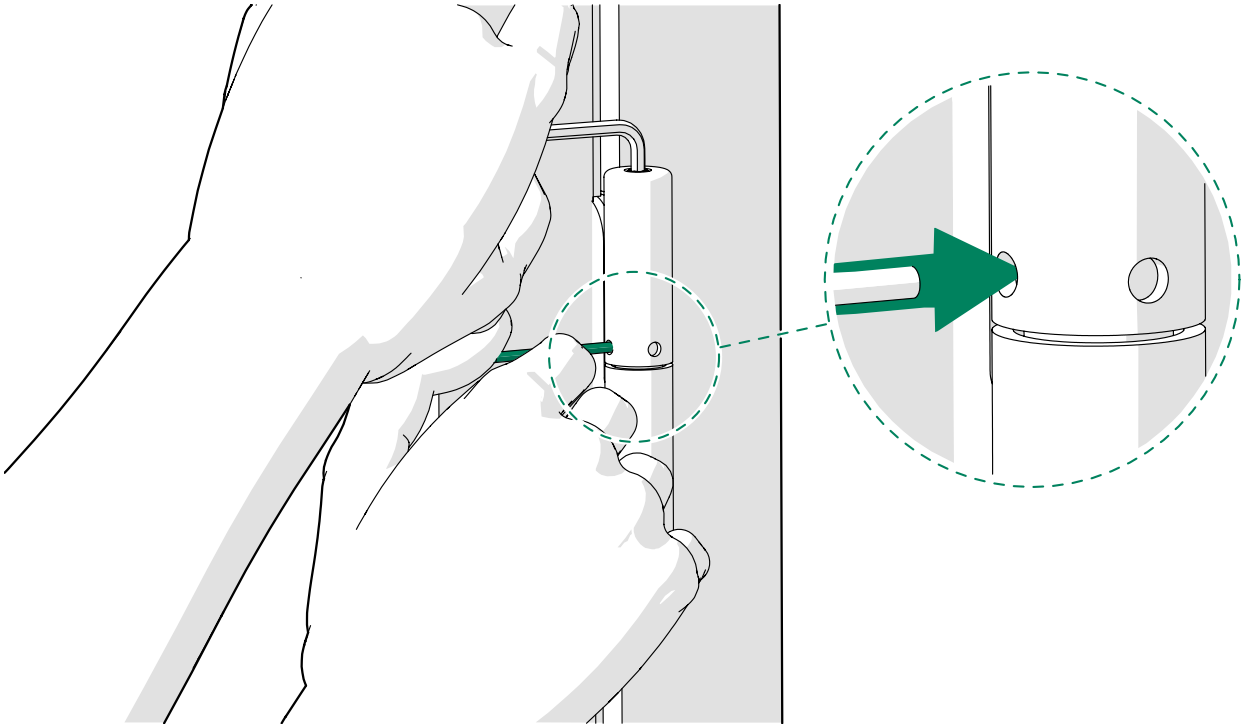
3. Tighten the spring clockwise with a 5 mm hex key to the point where you feel resistance.

The key bounds back when it encounters resistance.



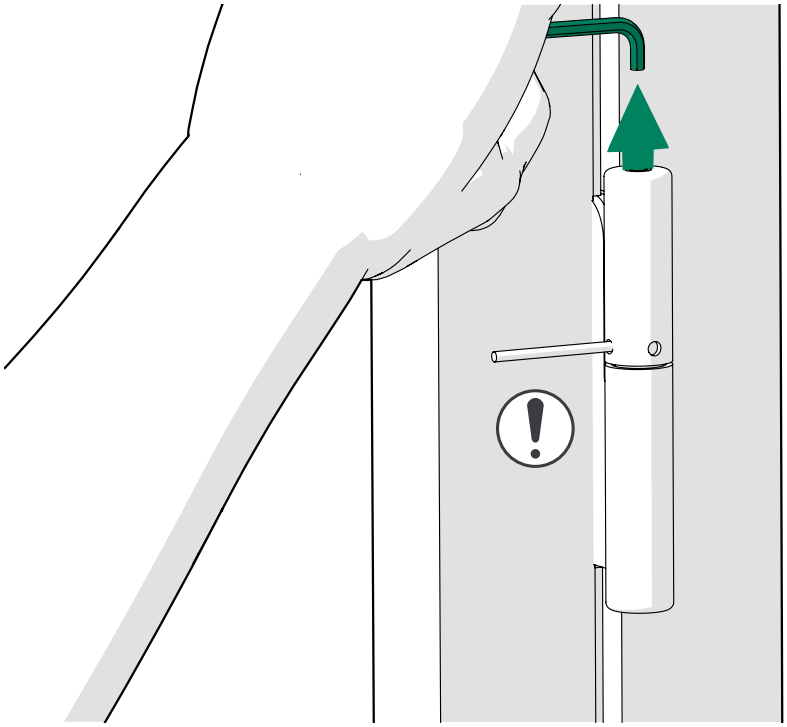
4. Hold the hex key against the resistance and insert the lock pin into the hole on the left-hand side of the hinge close to the door frame.

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

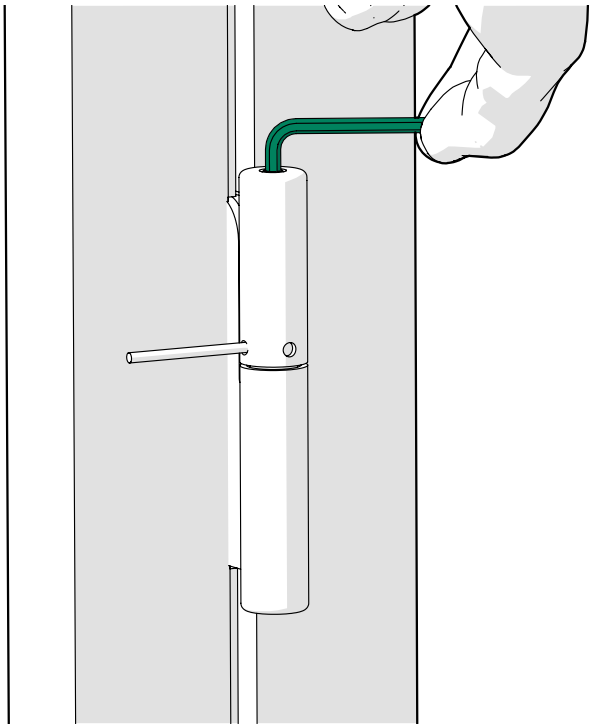


5. Remove the hex key.

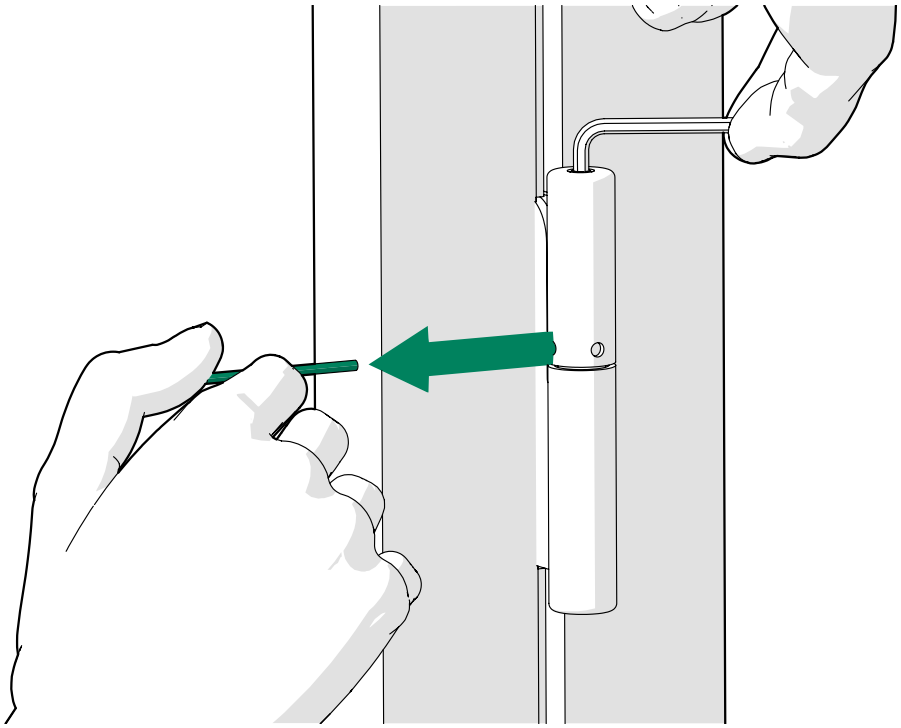
Note: Do not remove the lock pin. It holds the spring in place so it does not unwind and break.



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

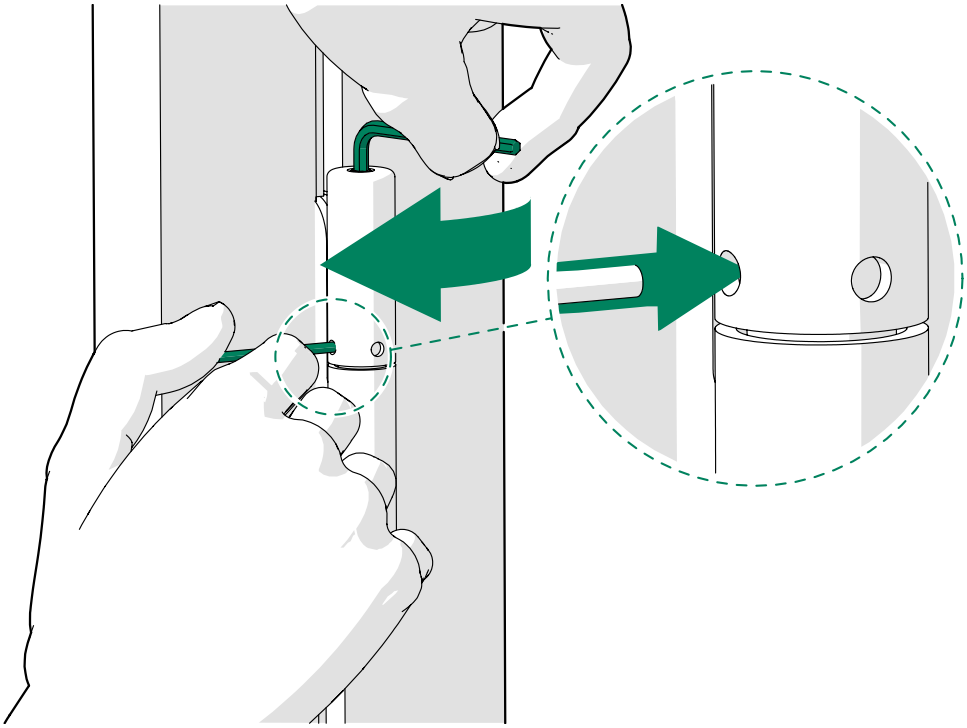


7. Hold the hex key in place and remove the lock pin.



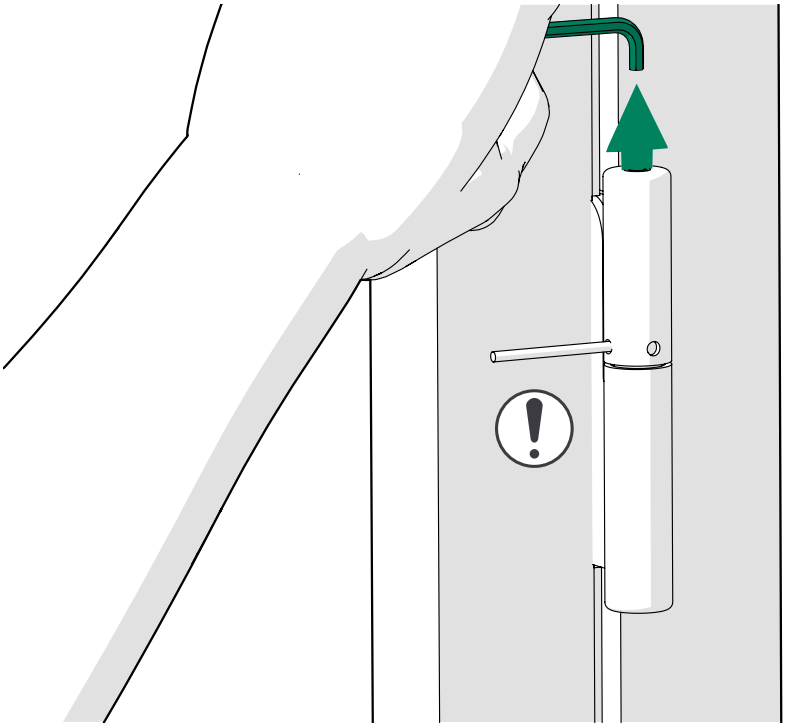
8. Turn the hex key a ¼ turn and insert the lock pin into the hole on the left-hand side of the hinge close to the door frame.

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



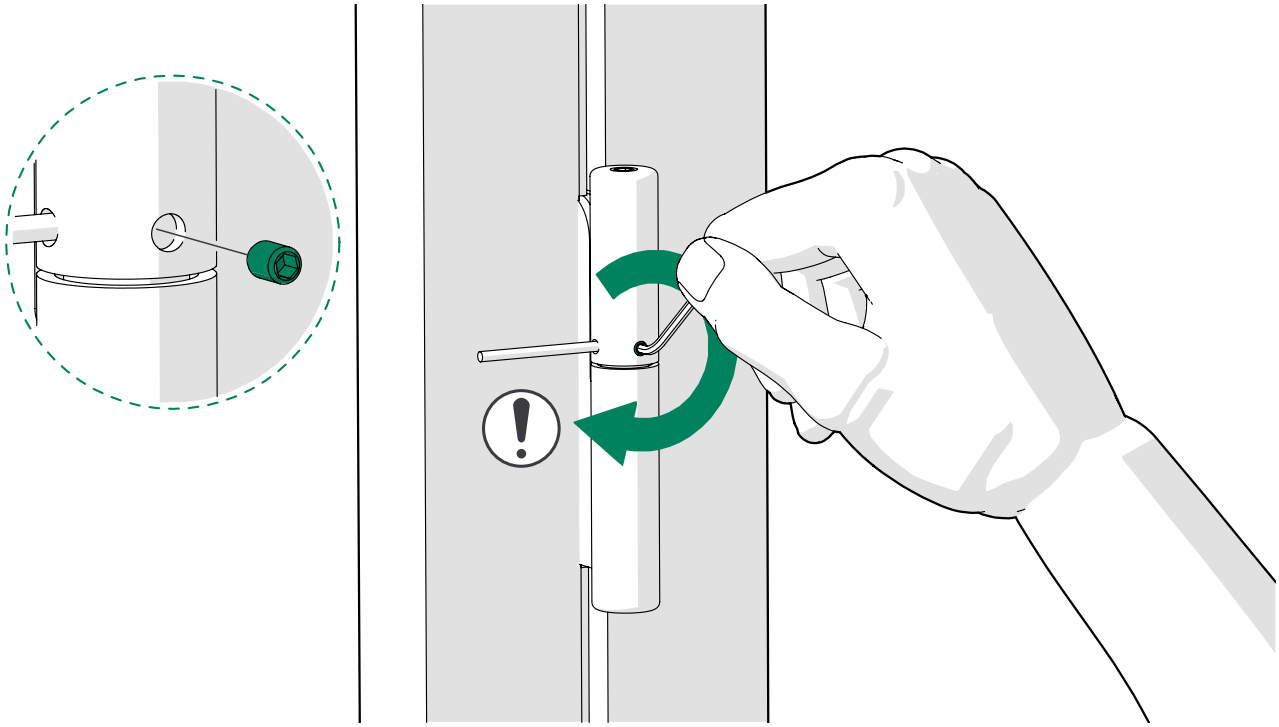
9. Remove the hex key.

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

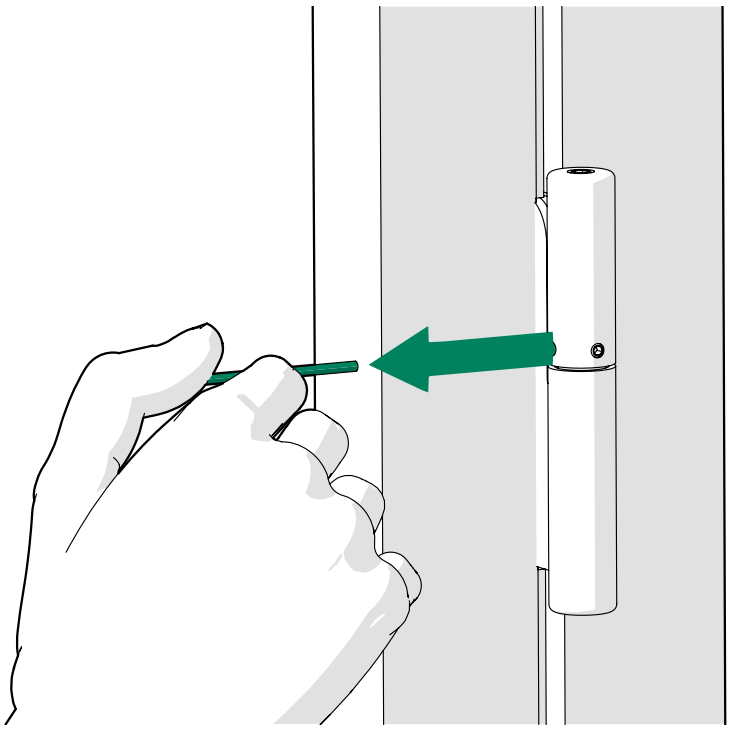


10. Install the M5x6 screw.

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



11. Remove the lock pin.



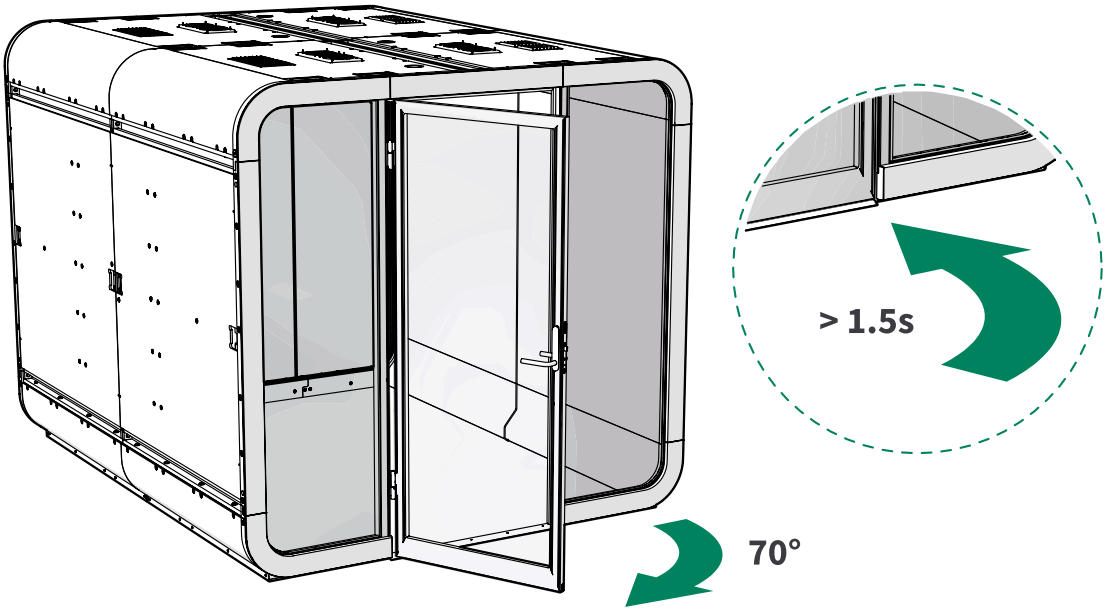
12. Adjust the lower hinge to the same setting as the upper hinge.

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

13. Test the door and repeat if needed.

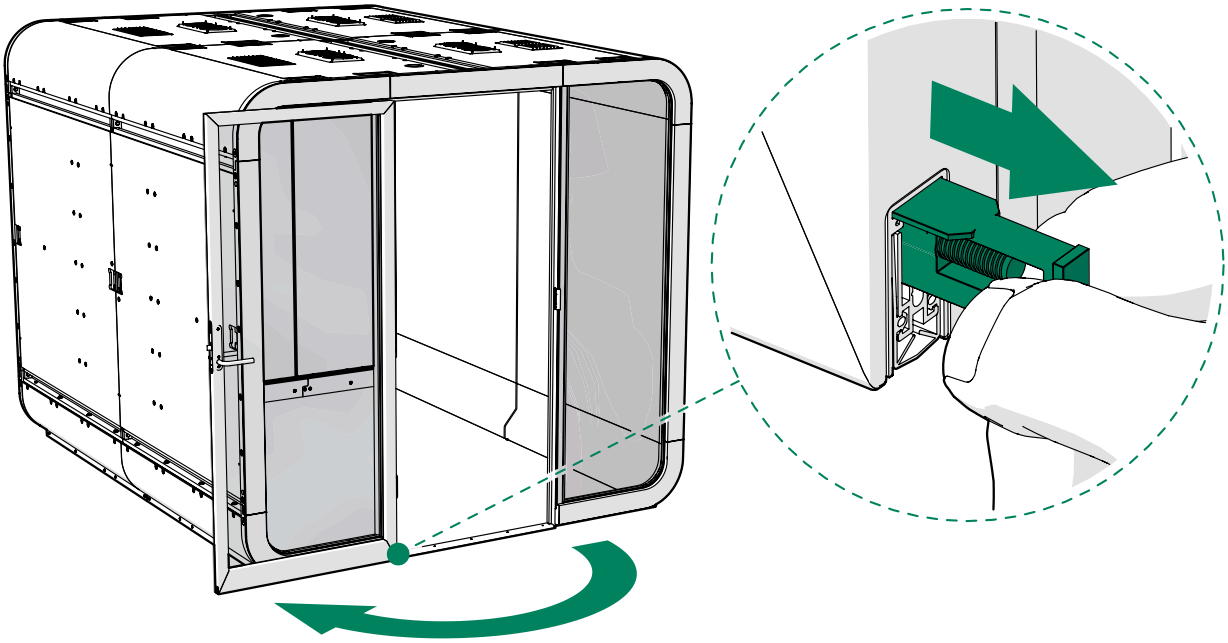
Note: You can tighten the springs a maximum of 6 x ¼ turns from the point of resistance.

Note: The closing of the door must take at least 1.5 seconds from a 70° angle.



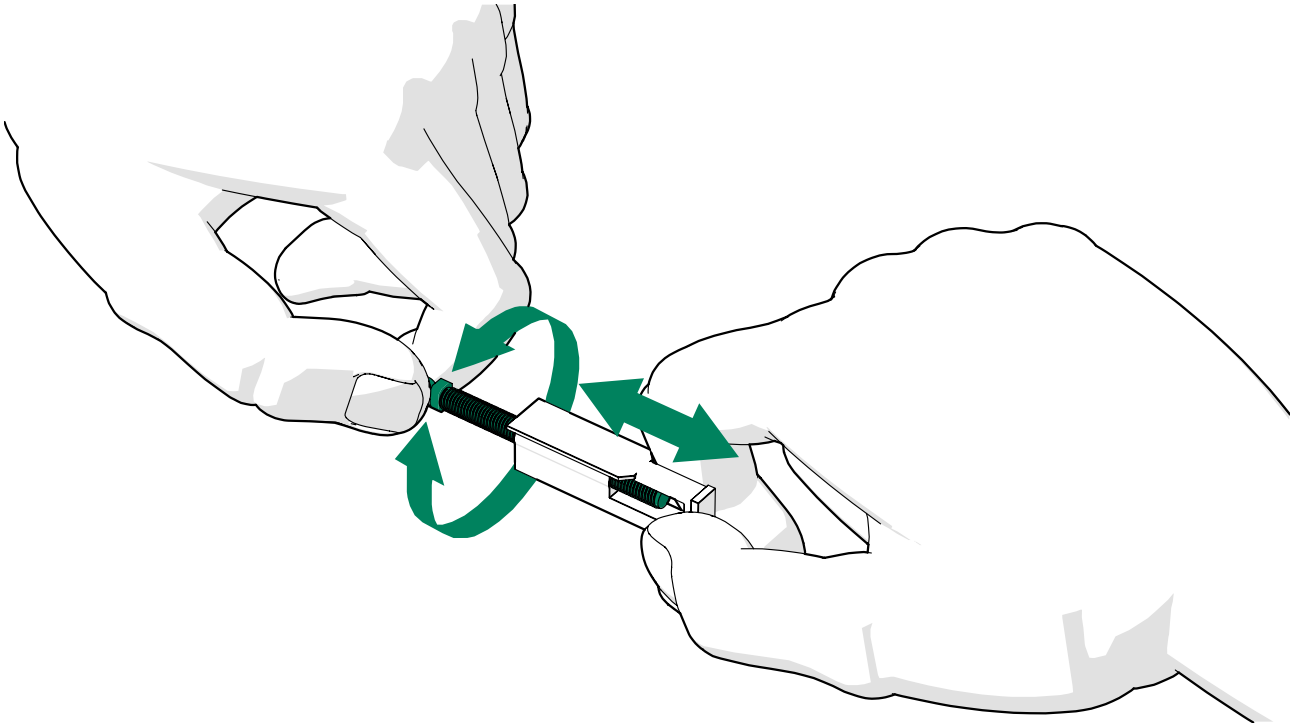
7.8 Adjust the automatic door seal

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

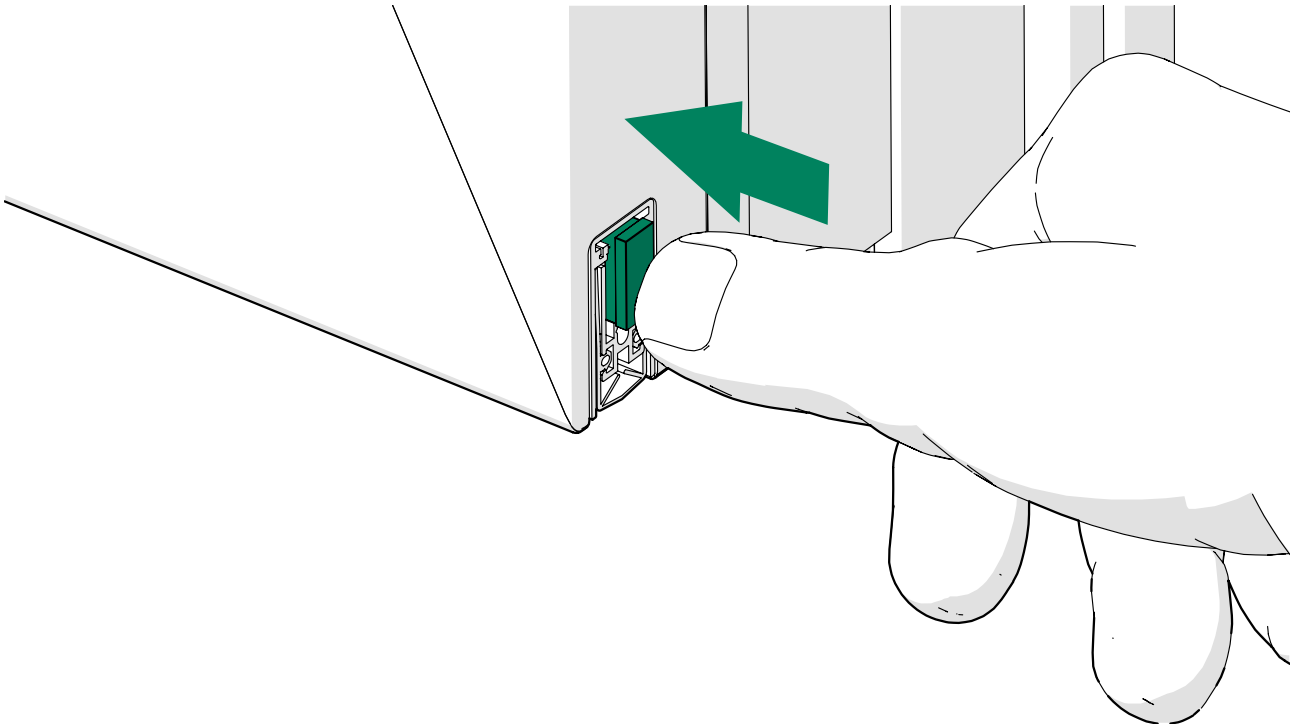


2. Adjust the screw on the stick.

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



3. Push the stick back into place with a snap.

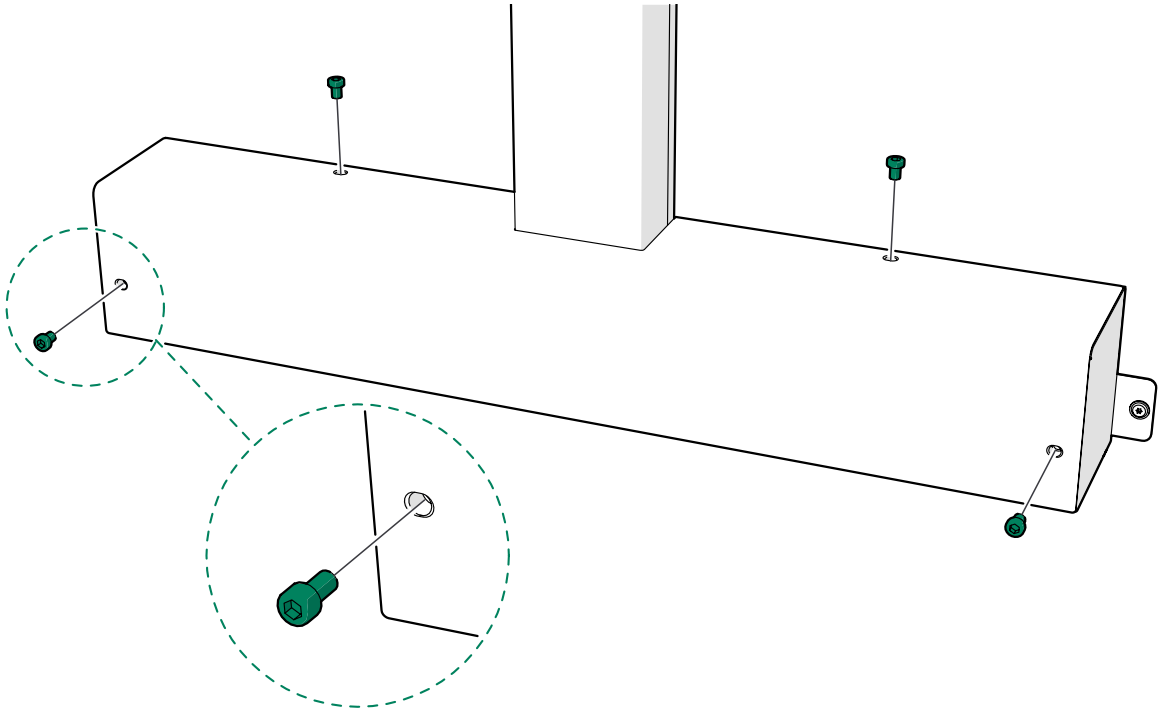


4. Check with a flashlight that there is no gap under the door.

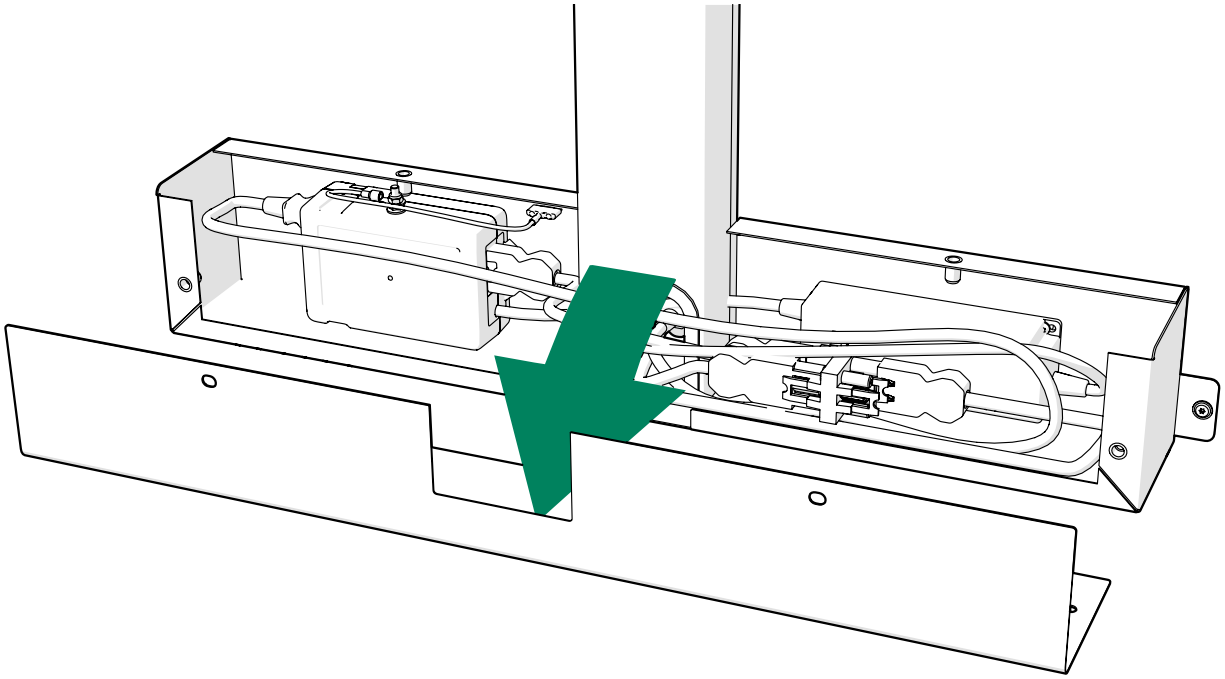
If the light shines through from under the door, readjust the door seal.

8 Service the power column (2Q Standard)

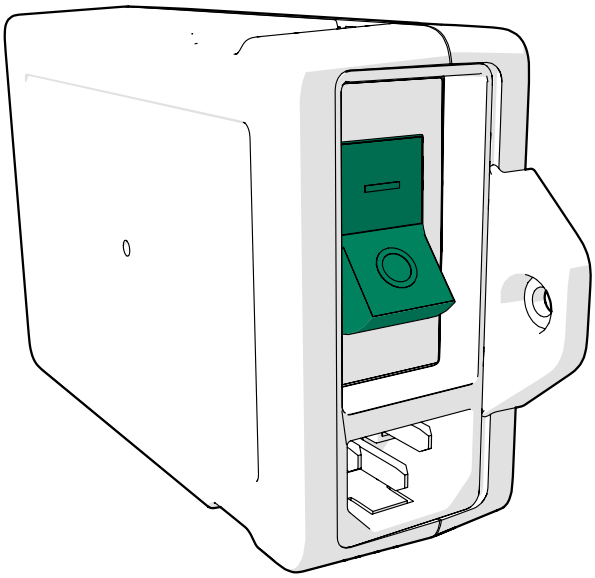
1. Remove the screws from the lid of the metal box.



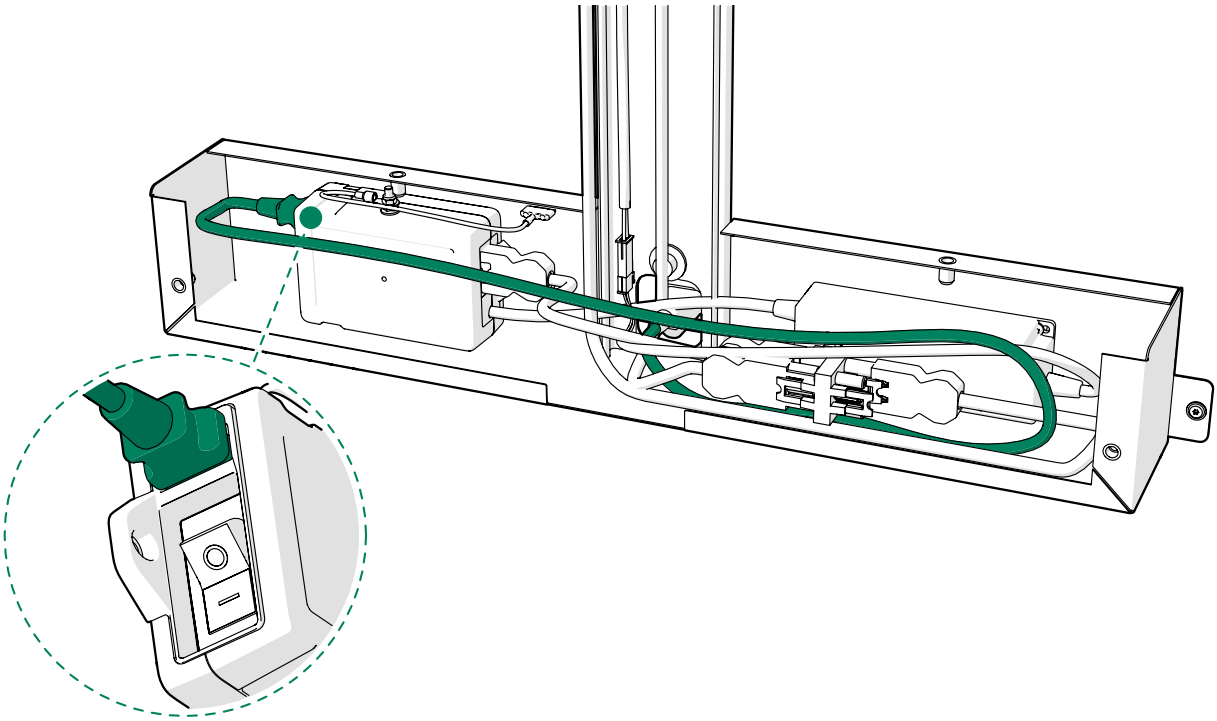
2. Remove the lid and set aside.



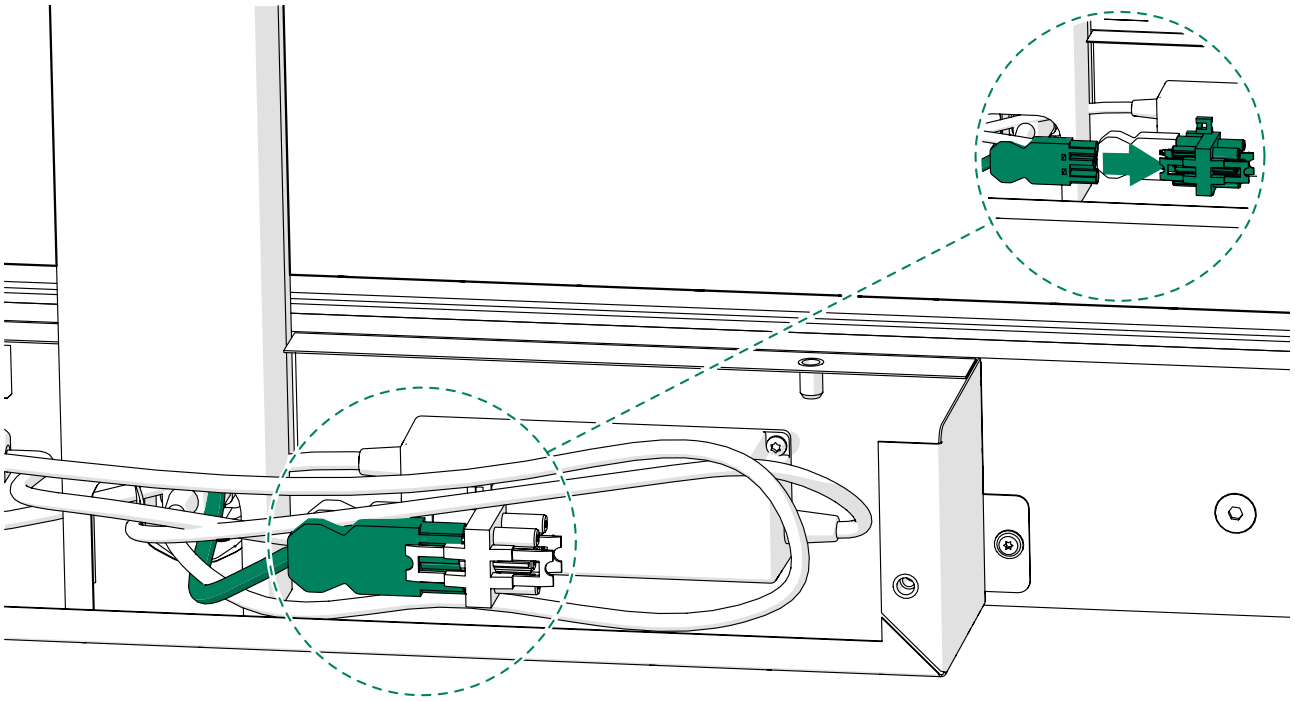
3. Check that the ON/OFF switch of the power unit is in the "I" position.



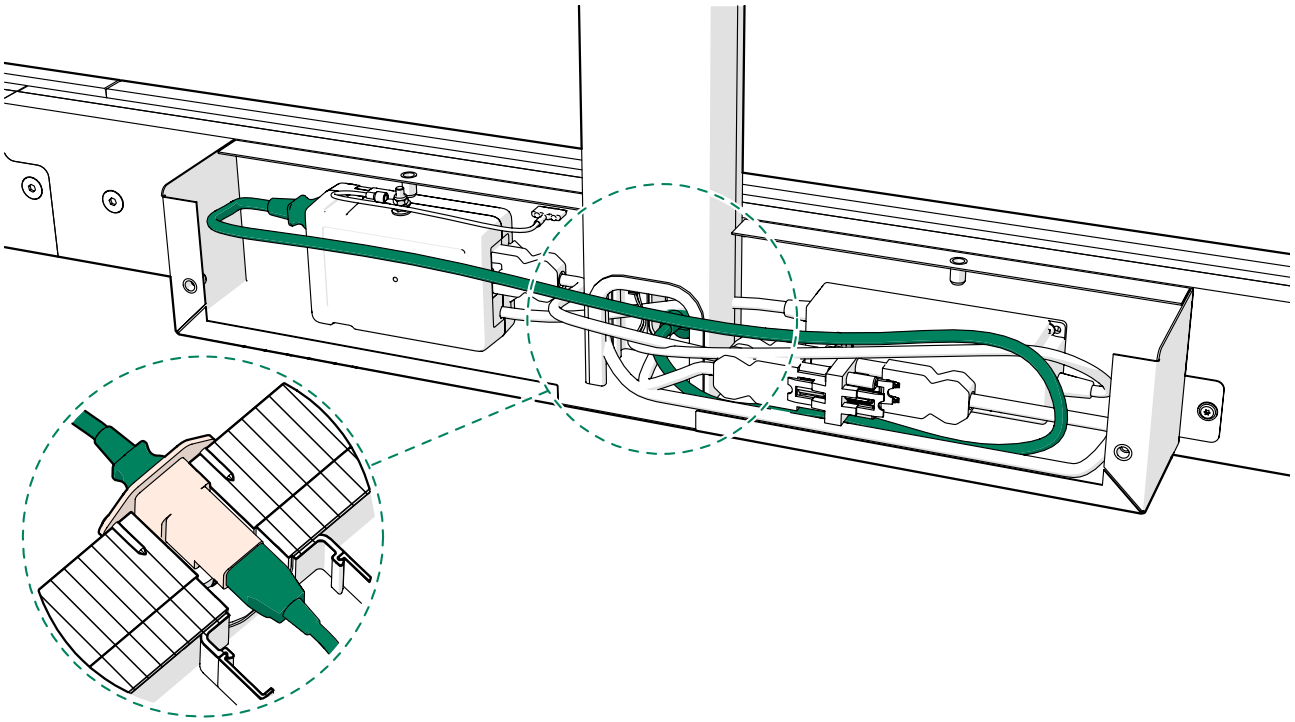
4. Check that the power cord is connected to the power unit.



5. Check the the cord from the power outlet / GST extension cord is connected to the AC splitter.

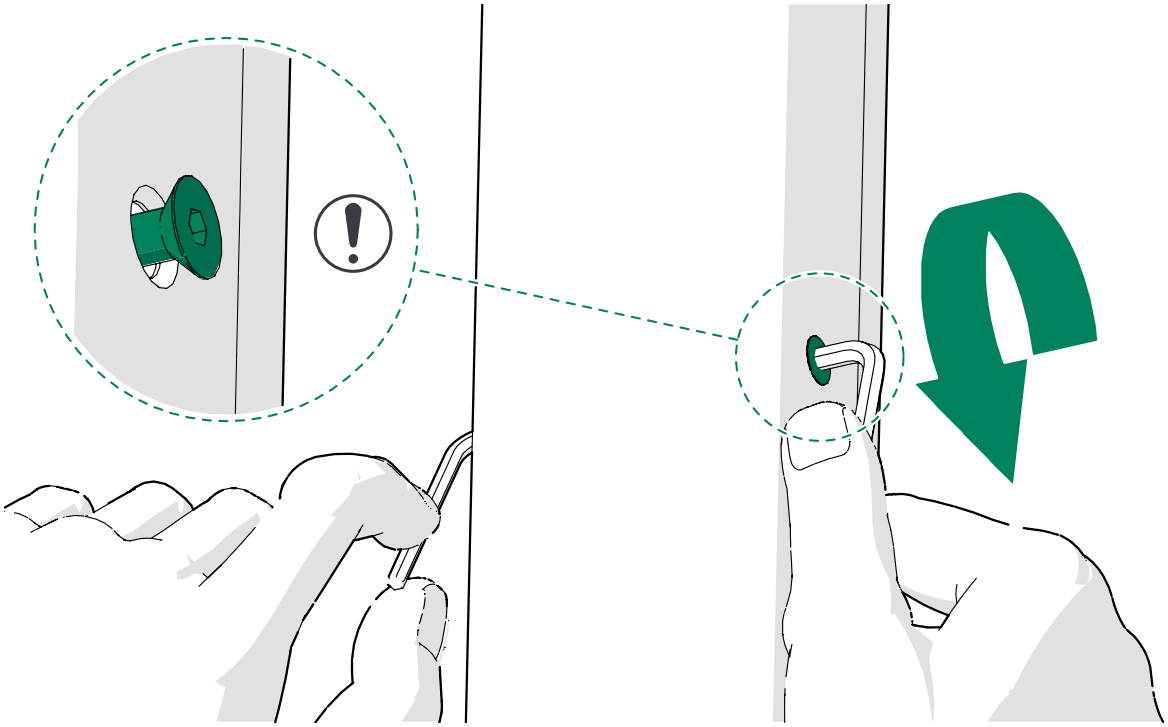


6. Check that the main power cord is connected to the internal power socket.



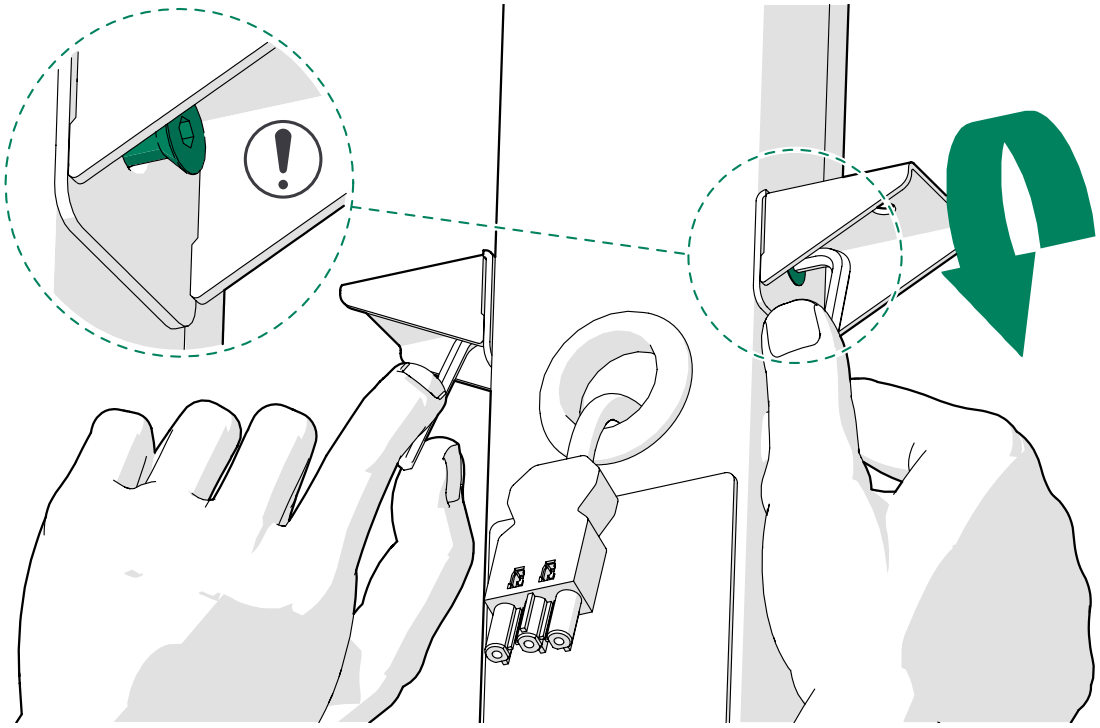
7. Loosen the screws higher on the sides of the front profile.

Note: Do not remove the screws. The spacer stud holds the screws in place.

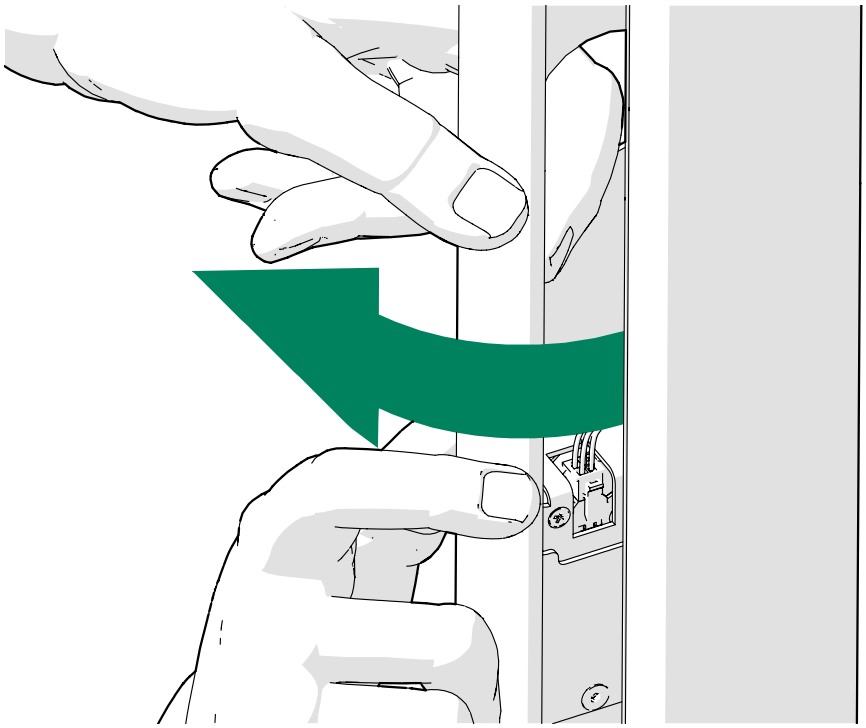


8. If you have installed the optional table, loosen the screws also lower on the sides of the front profile.

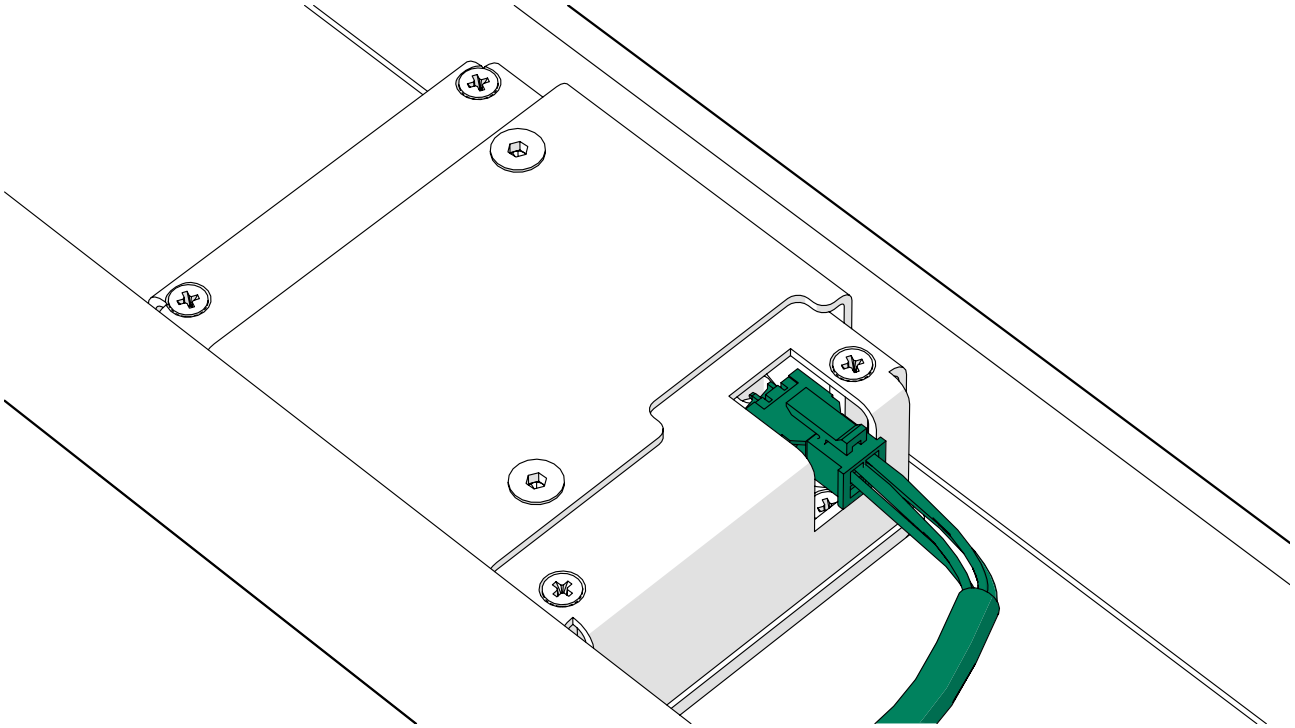
Note: Do not remove the screws. The spacer stud holds the screws in place.



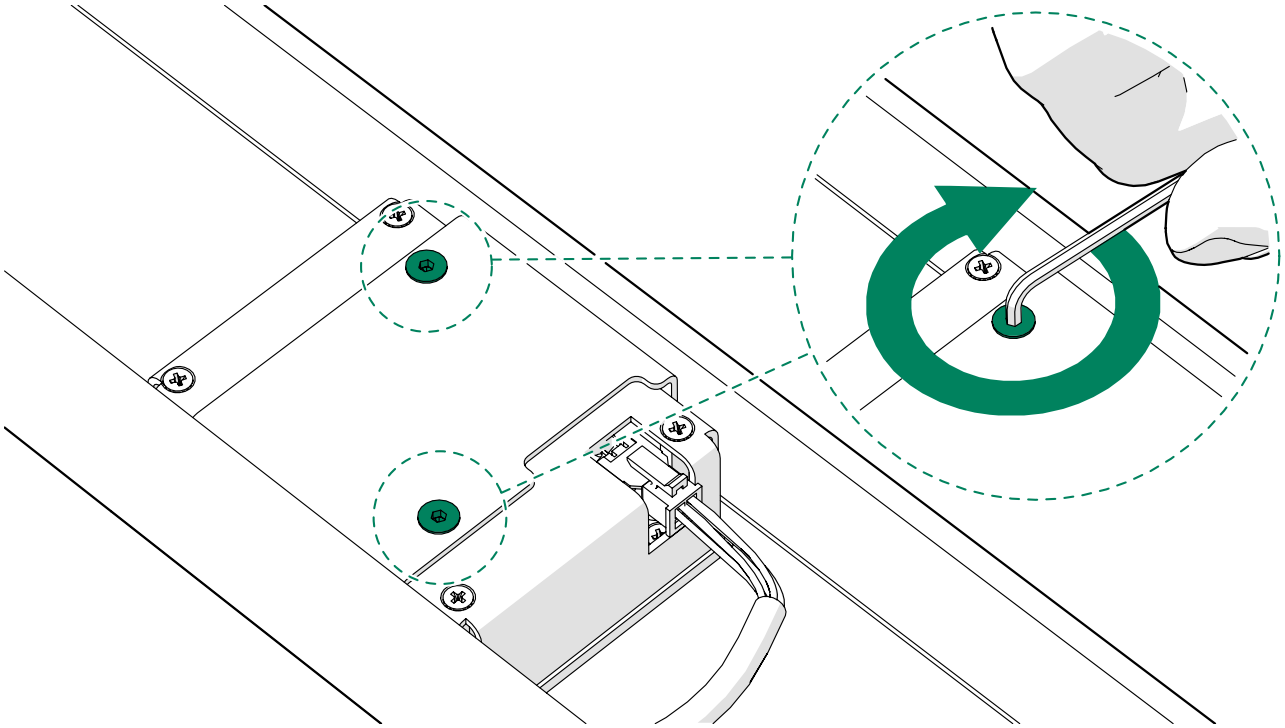
9. Open the front profile of the power column.



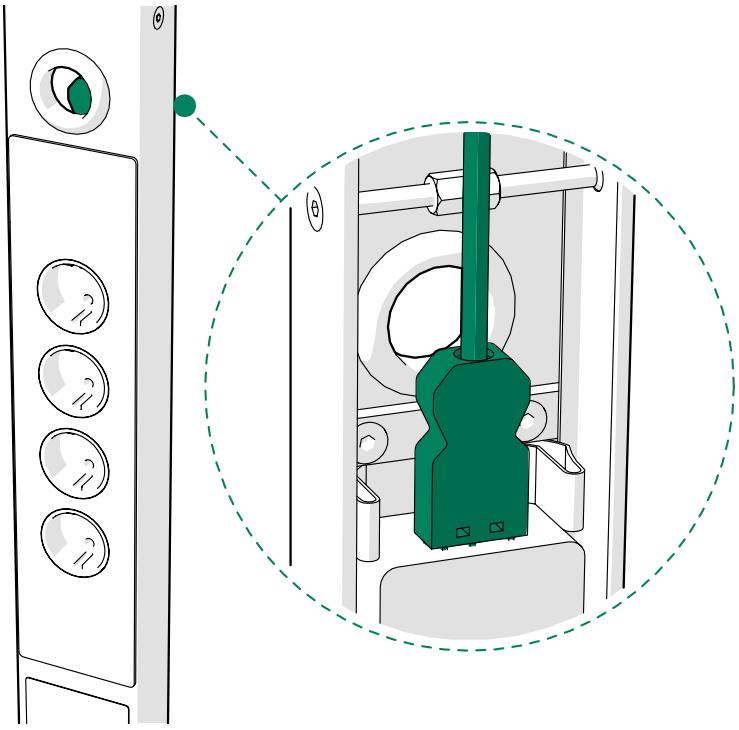
10. Check that the control panel cord is connected to the control panel.



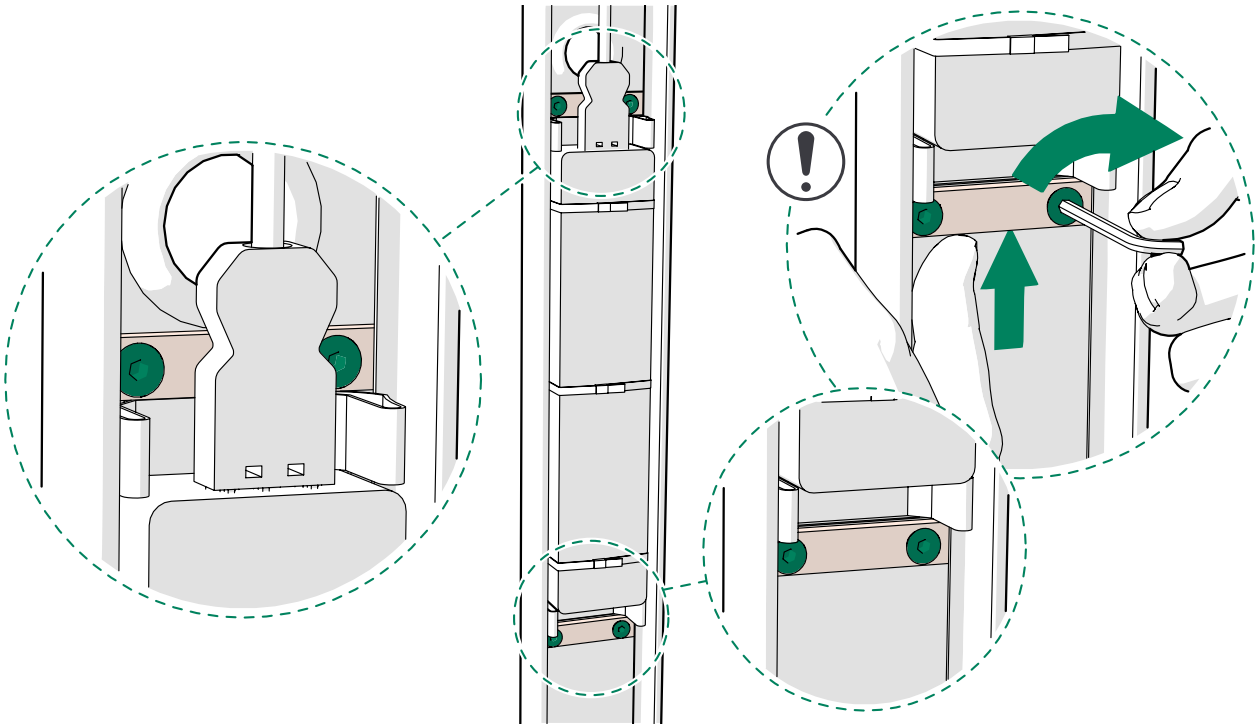
11. Tighten screws on the control panel.



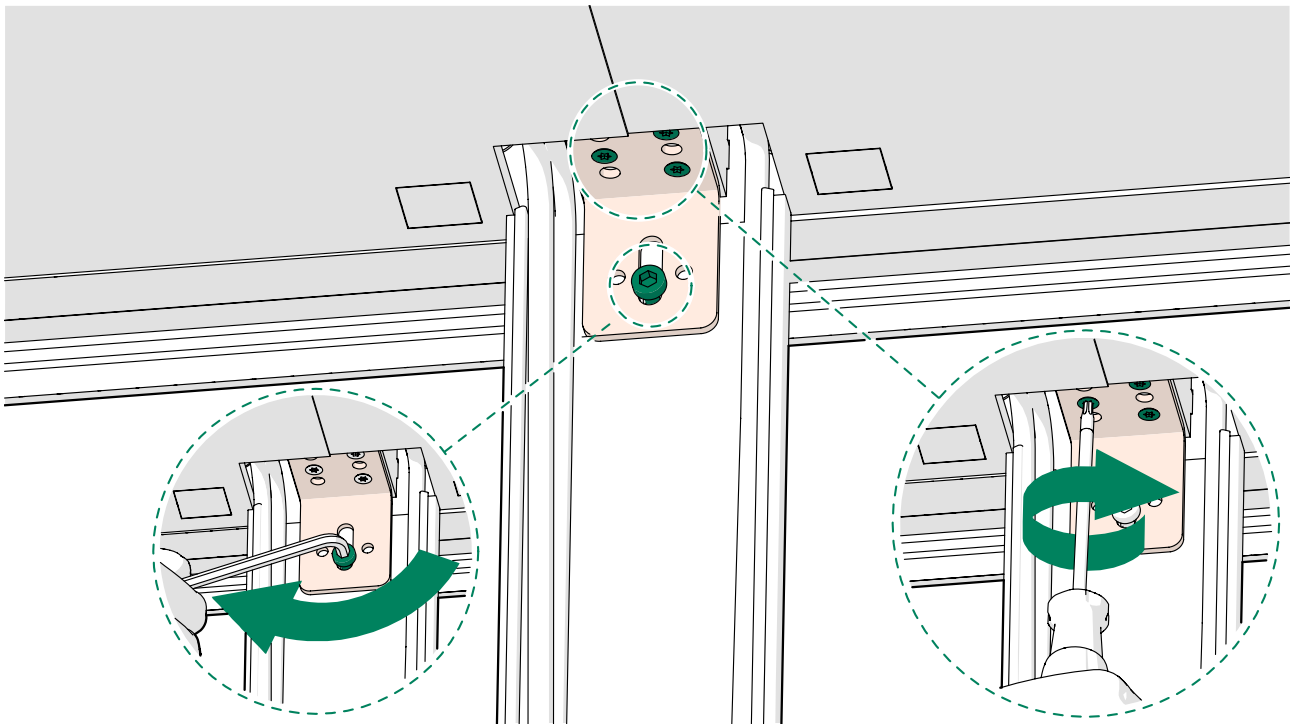
12. Check the electrical connections to the power socket in the front profile.



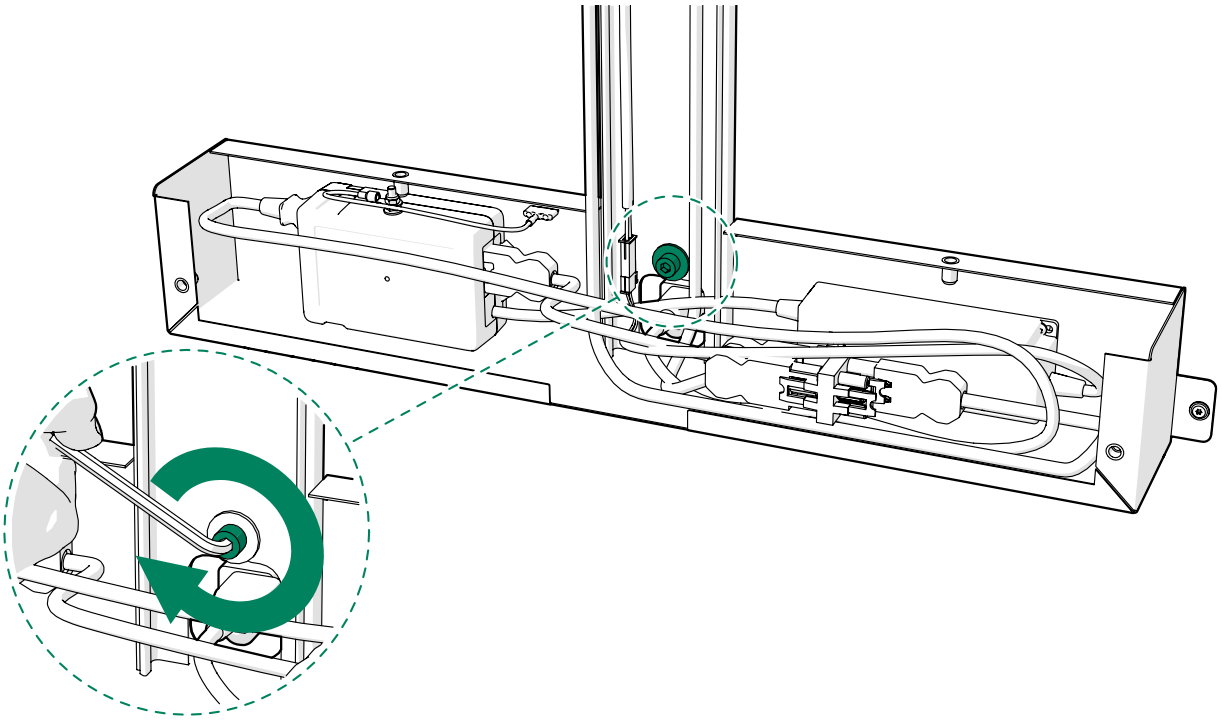
13. Tighten the screws on the the power socket.



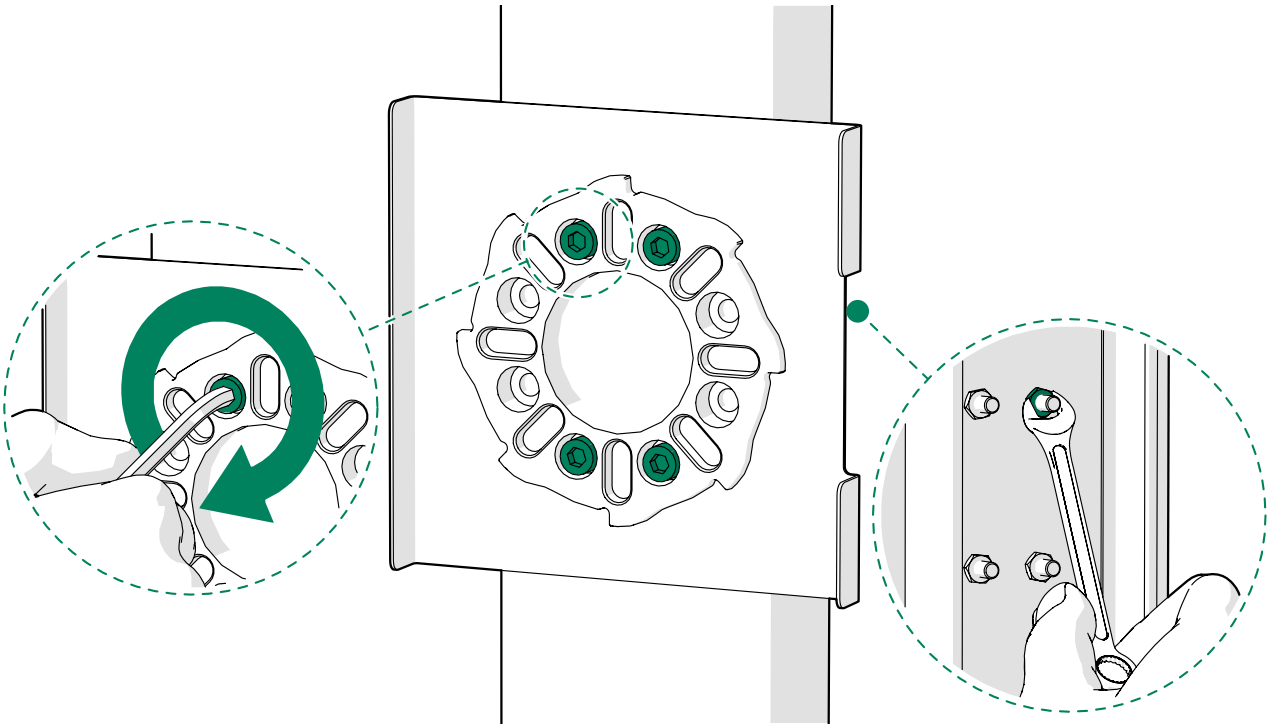
14. Tighten the the bolt and the screws on the angle iron of the back profile.



15. Tighten the bolt at the lower end of the of the back profile.

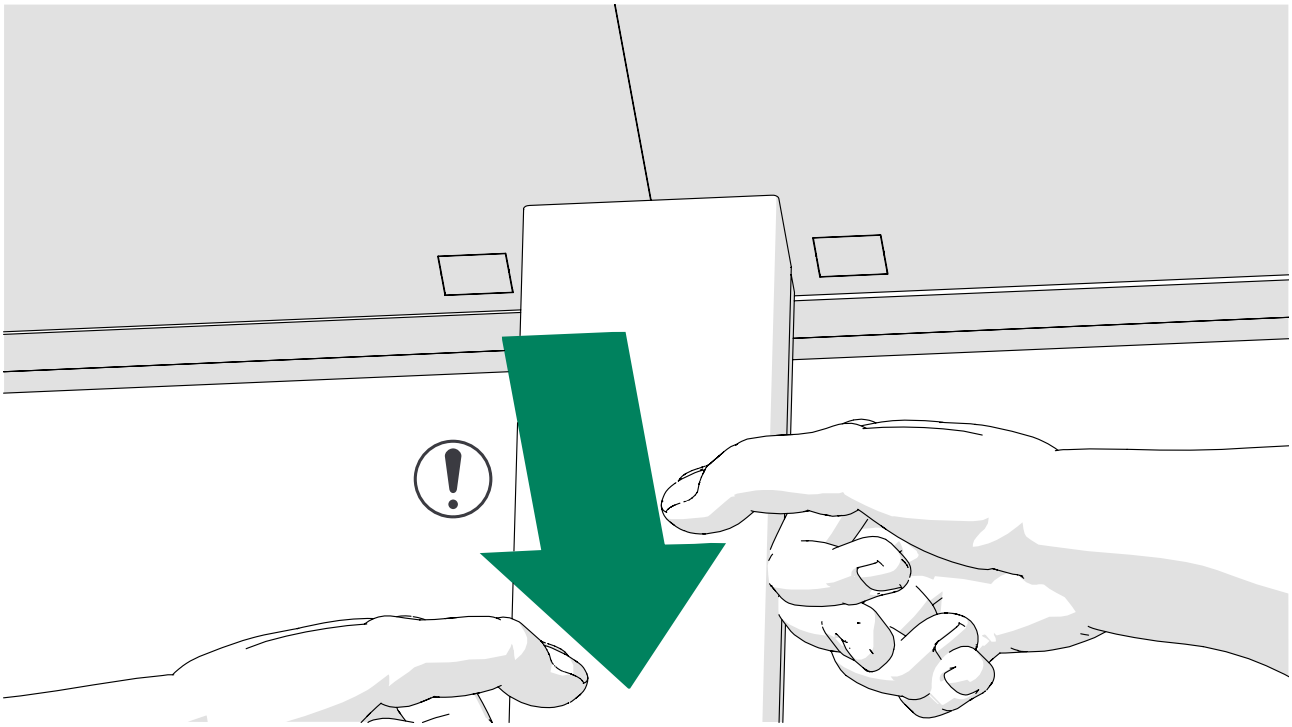


16. Tighten the screws on the optional display bracket.

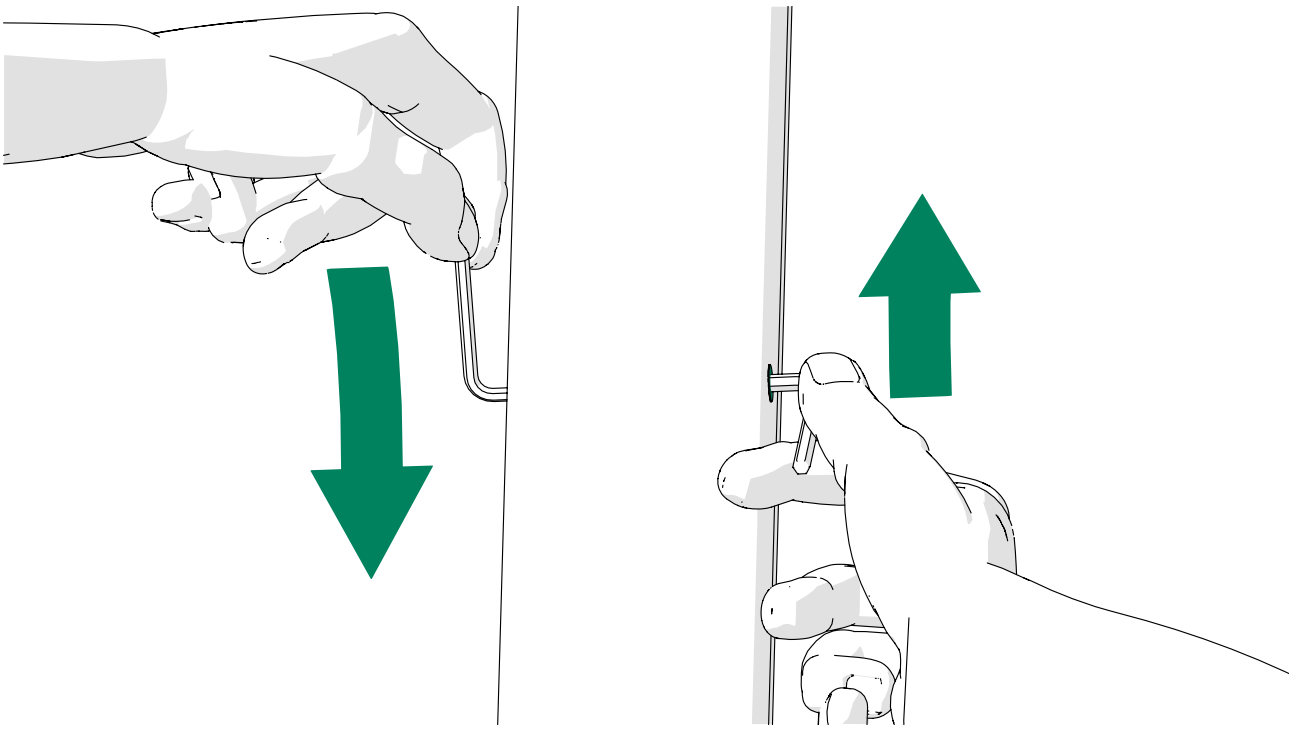


17. Press the front profile of the power column into place.

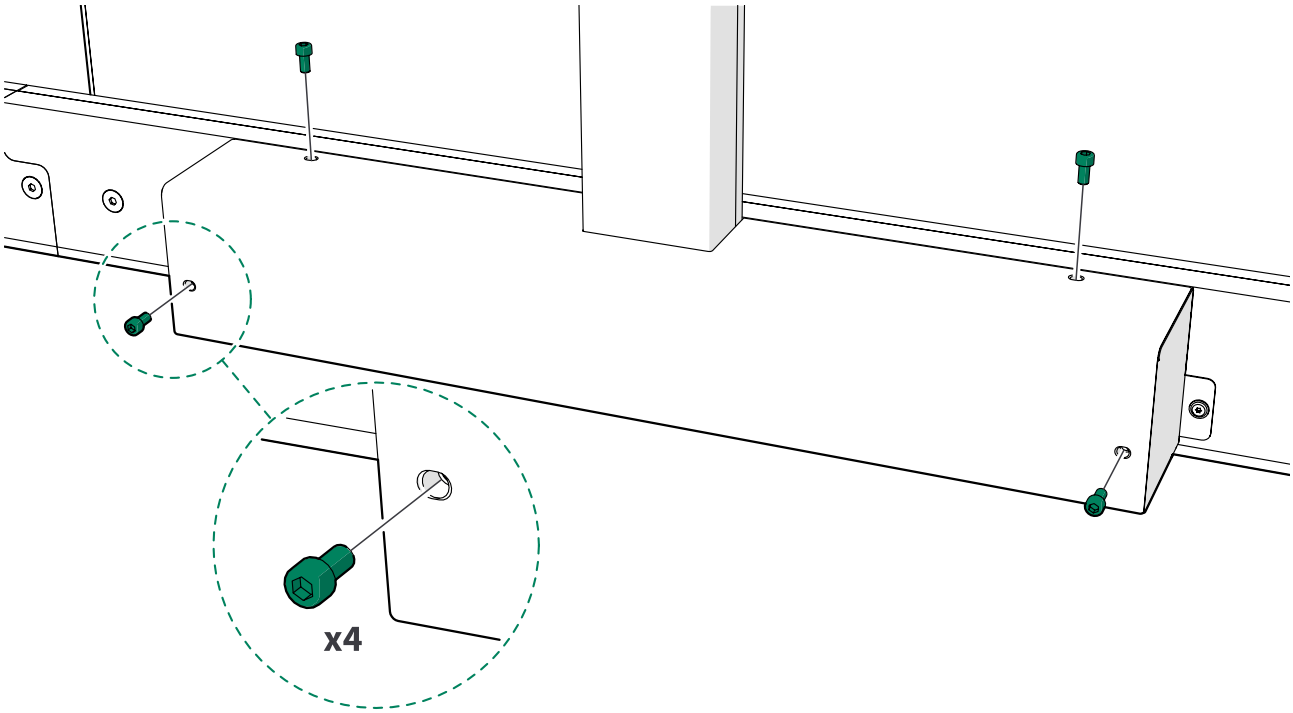
Note: Make sure that the cords are not pinched or damaged.



18. Tighten the spacers stud and screws.



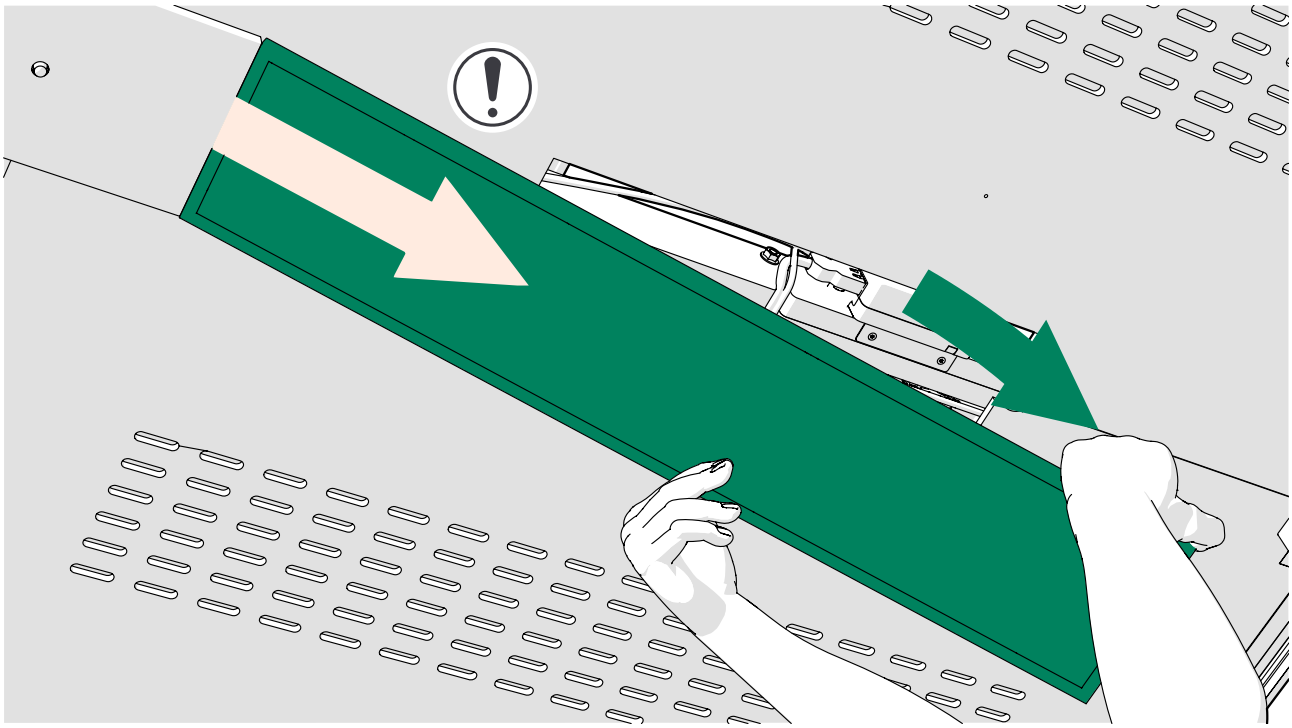
19. Reinstall the lid to the metal box.



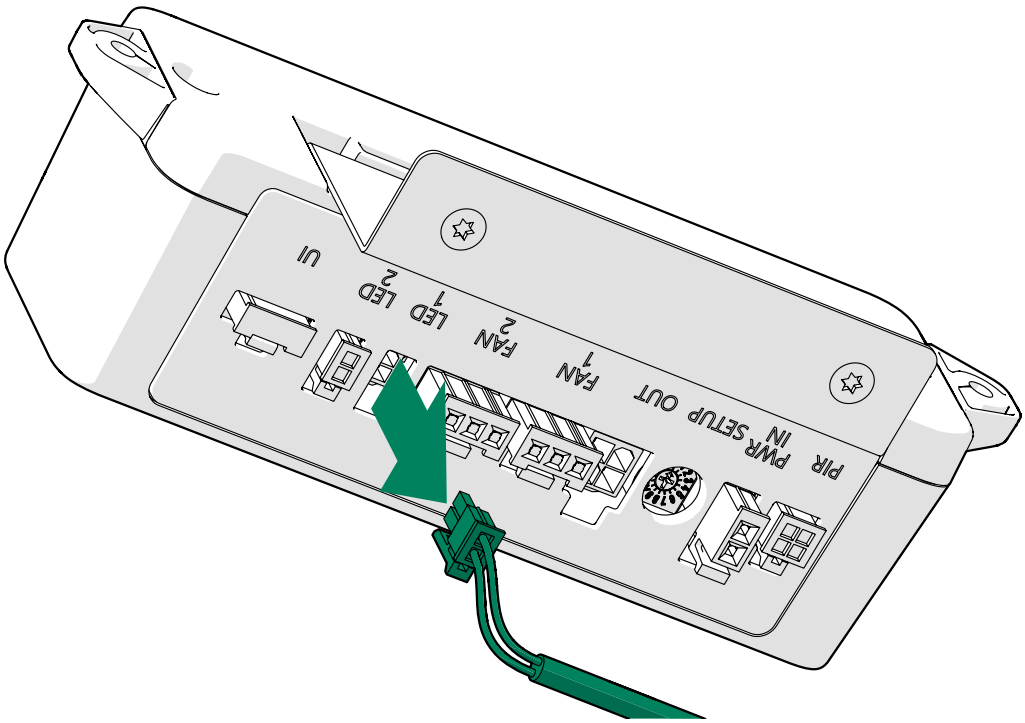
9 Check the electrical connections in the ceiling (2Q Standard)

1. Detach the light from the back ceiling.

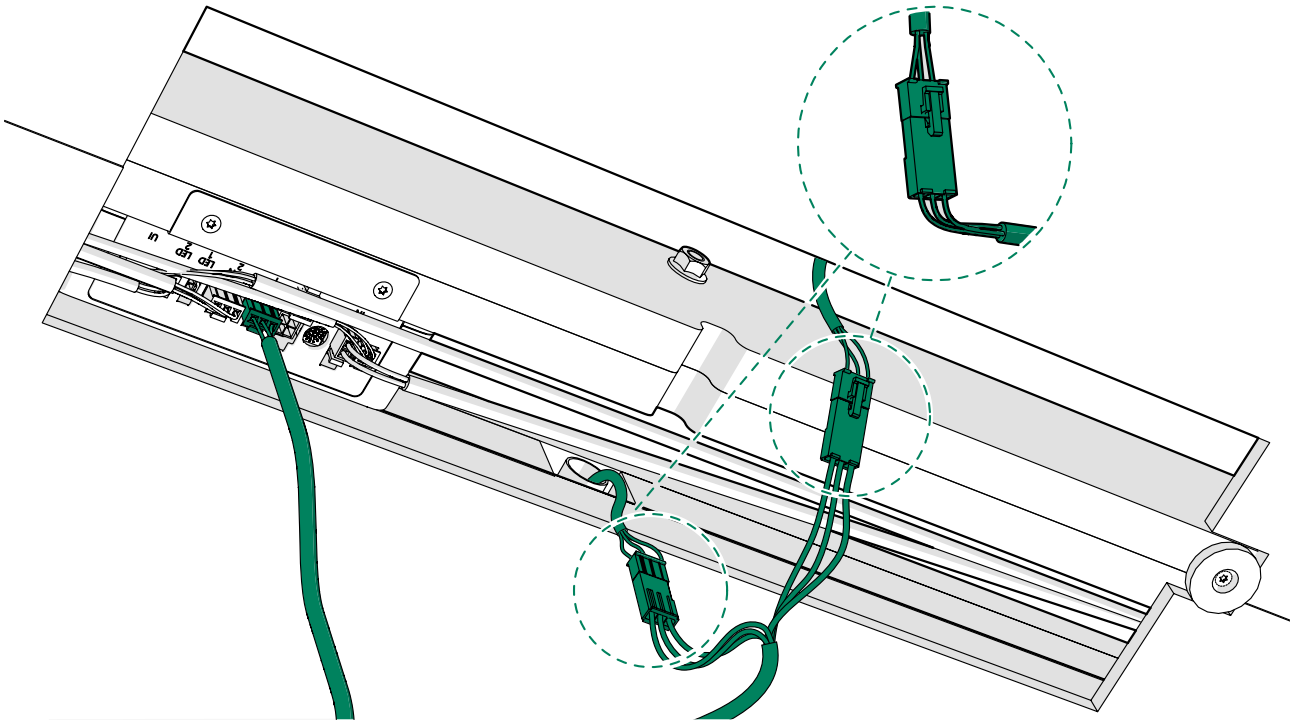
   Note: Support the light, do not let it hang by its cord.



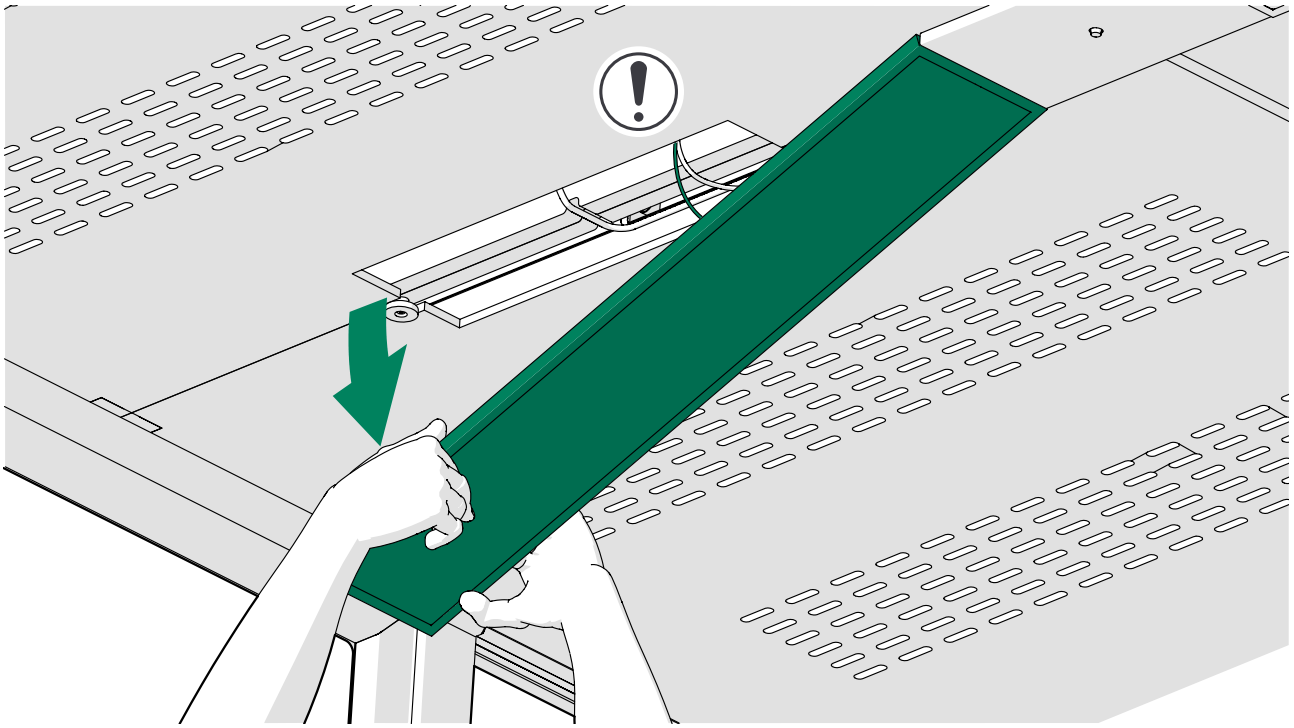
2. Disconnect the light cord from the control unit.
   Set the light aside.



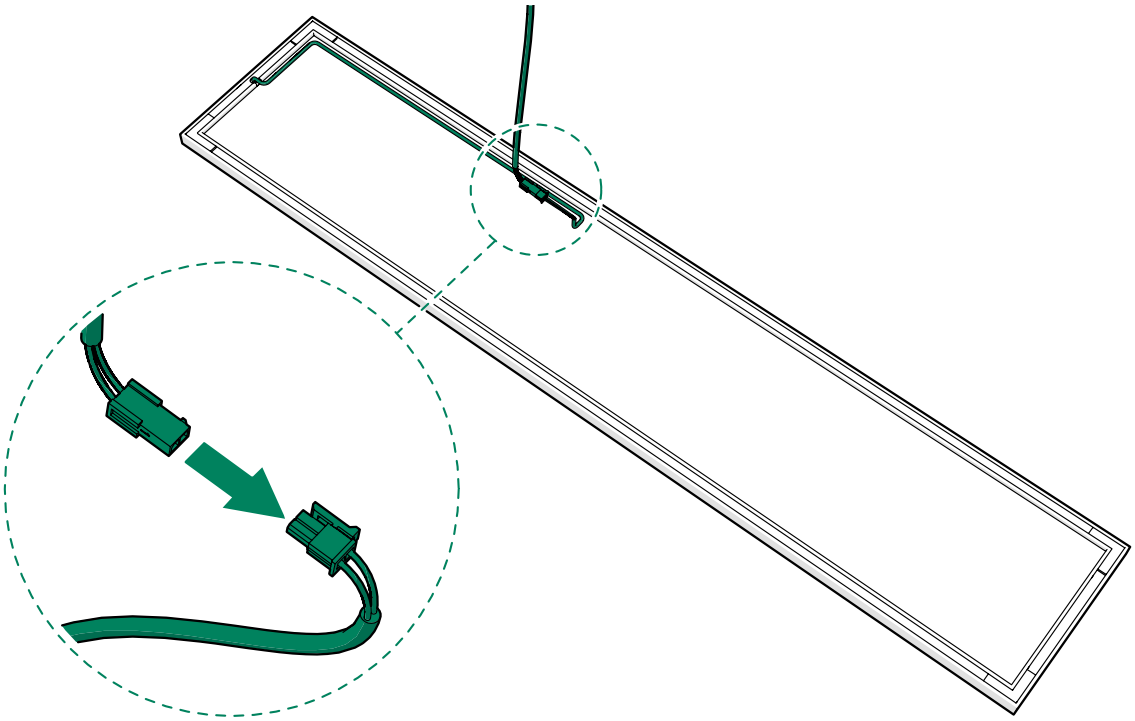
3. Check that the short fan extension cord is connected to the fan DC cords.



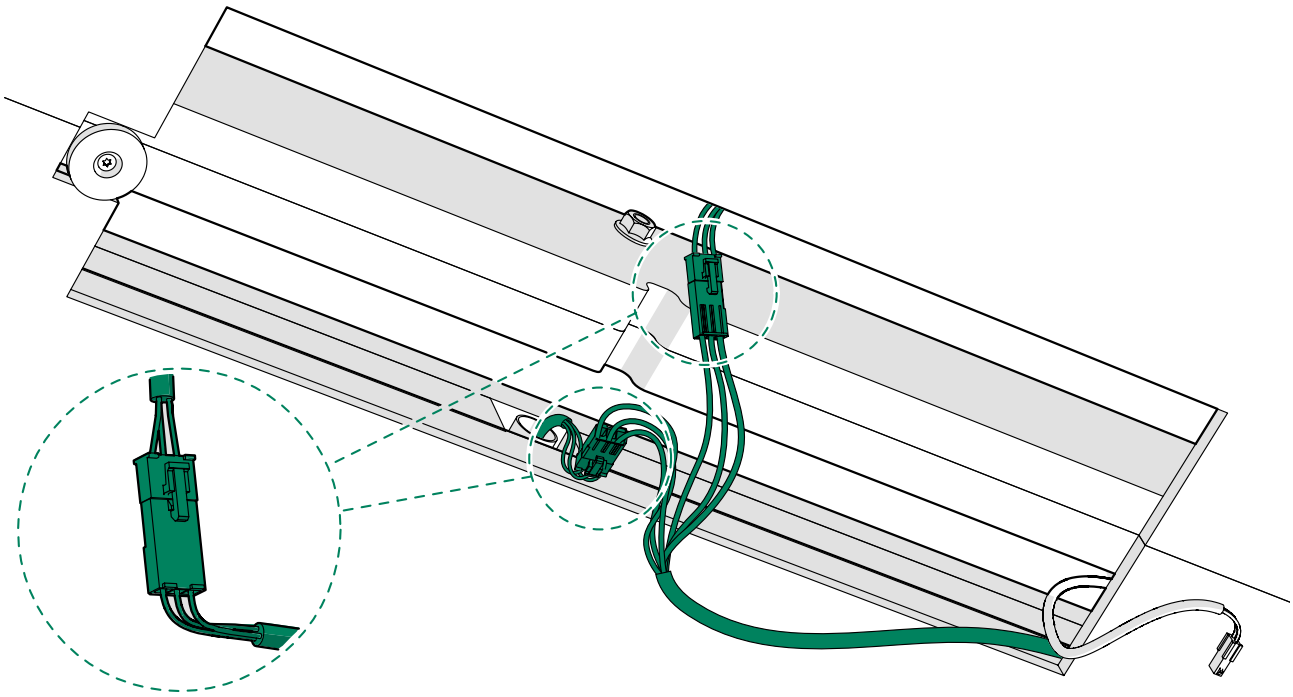
4. Detach the light from the front ceiling.



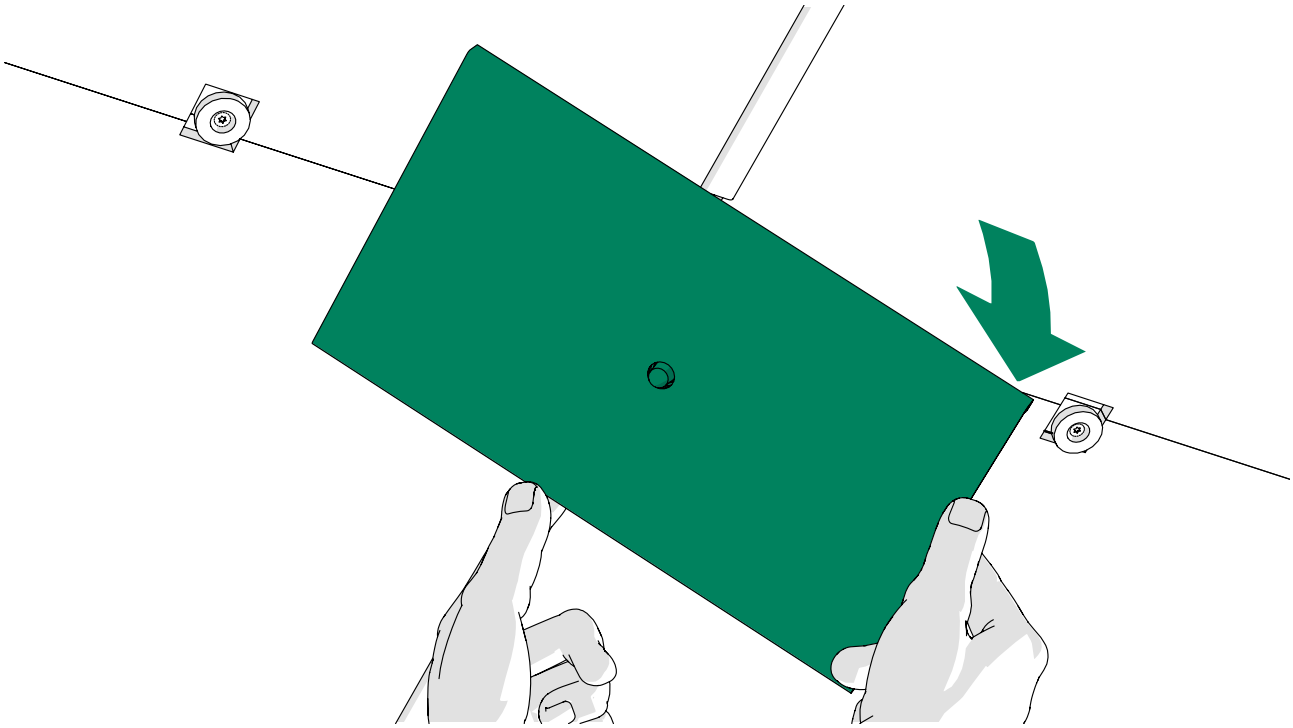
5. Detach the light cord from the light extension cord connector.



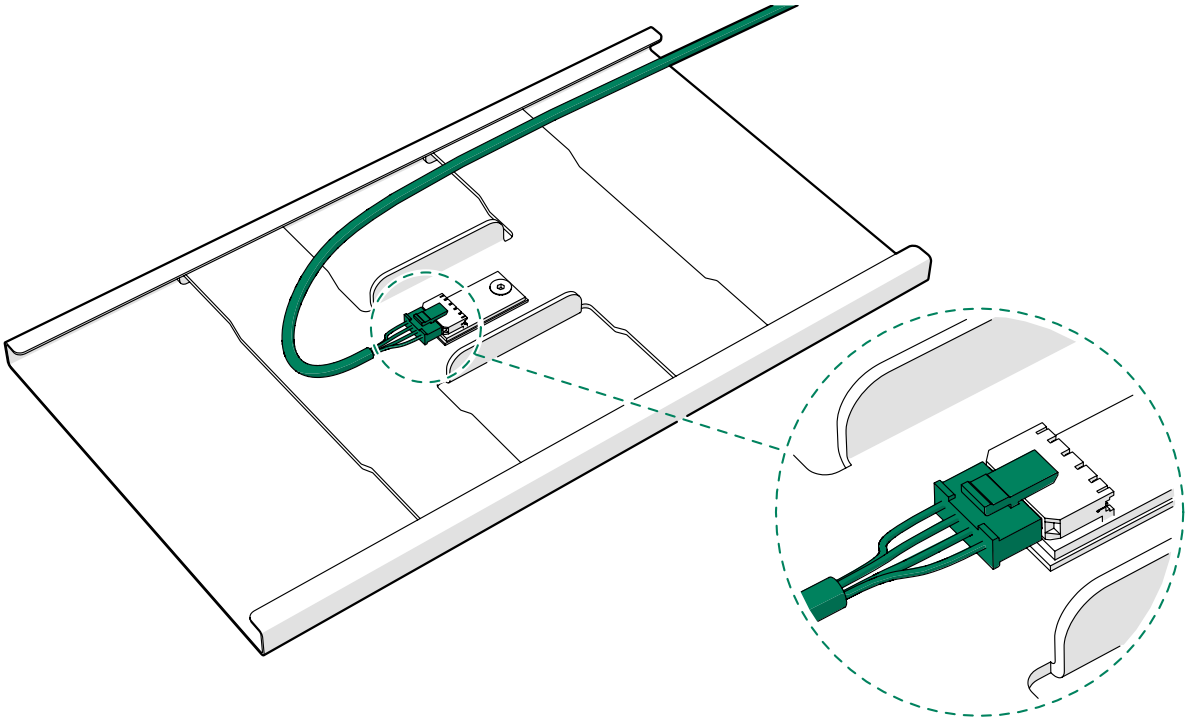
6. Check that the long fan extension cord is connected to the fan DC cords.



7. Detach the motion detector from the ceiling.



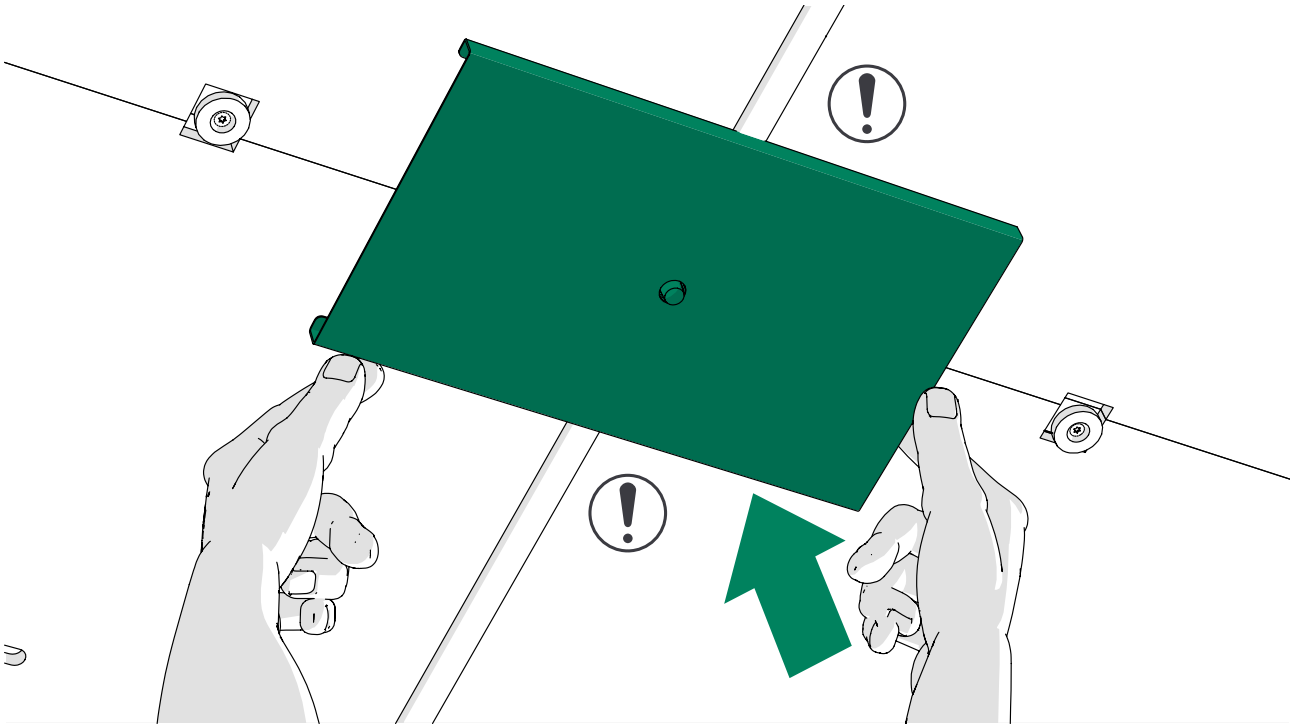
8. Check that the motion detector cord is connected to the motion detector.



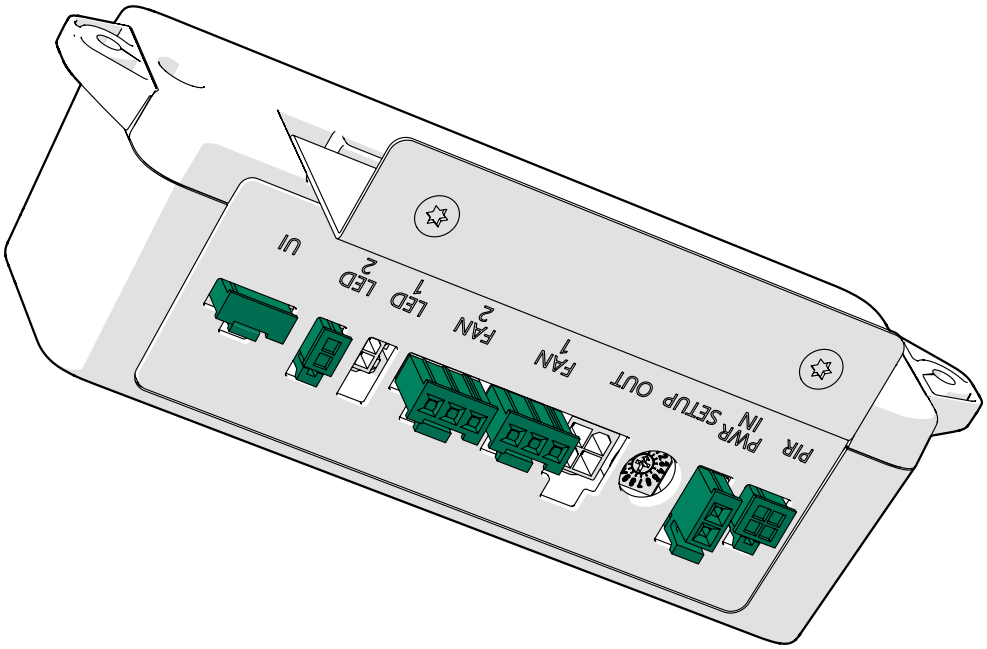
9. Reinstall the motion detector.

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

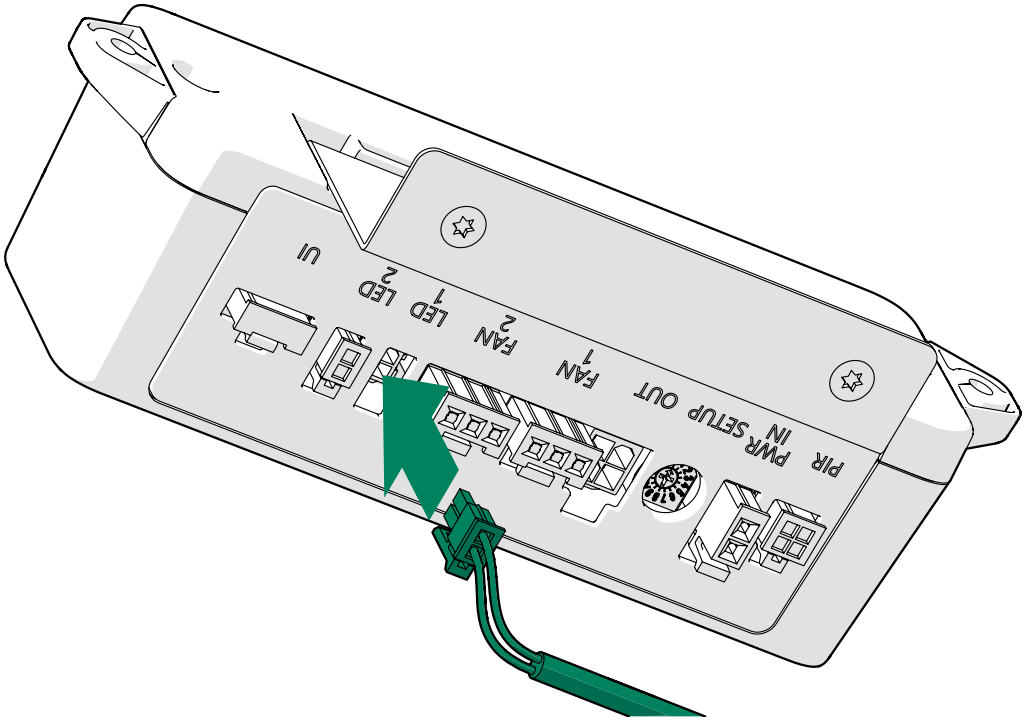
Note: Install the seal and the edge of the motion detector in a butt joint.



10. Check the connections to the control unit.

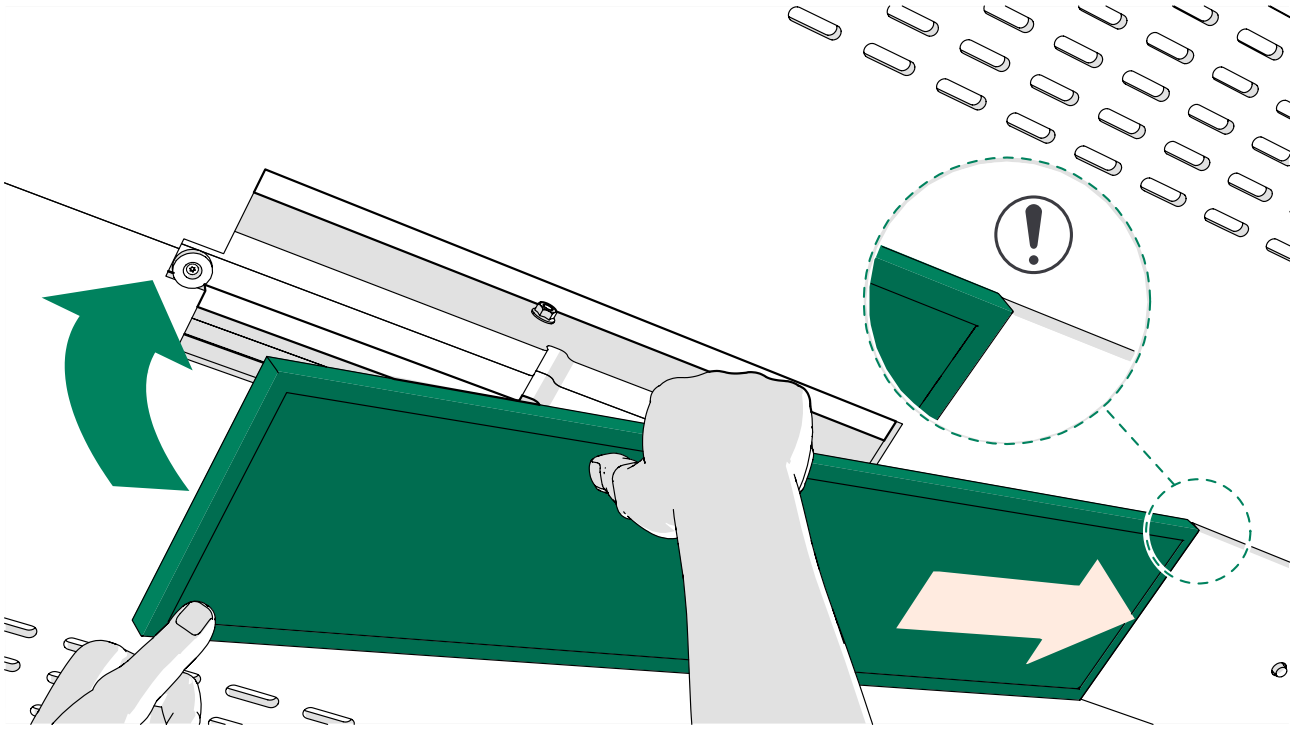


11. Connect the light cord to the LED 1 connector of the control unit.



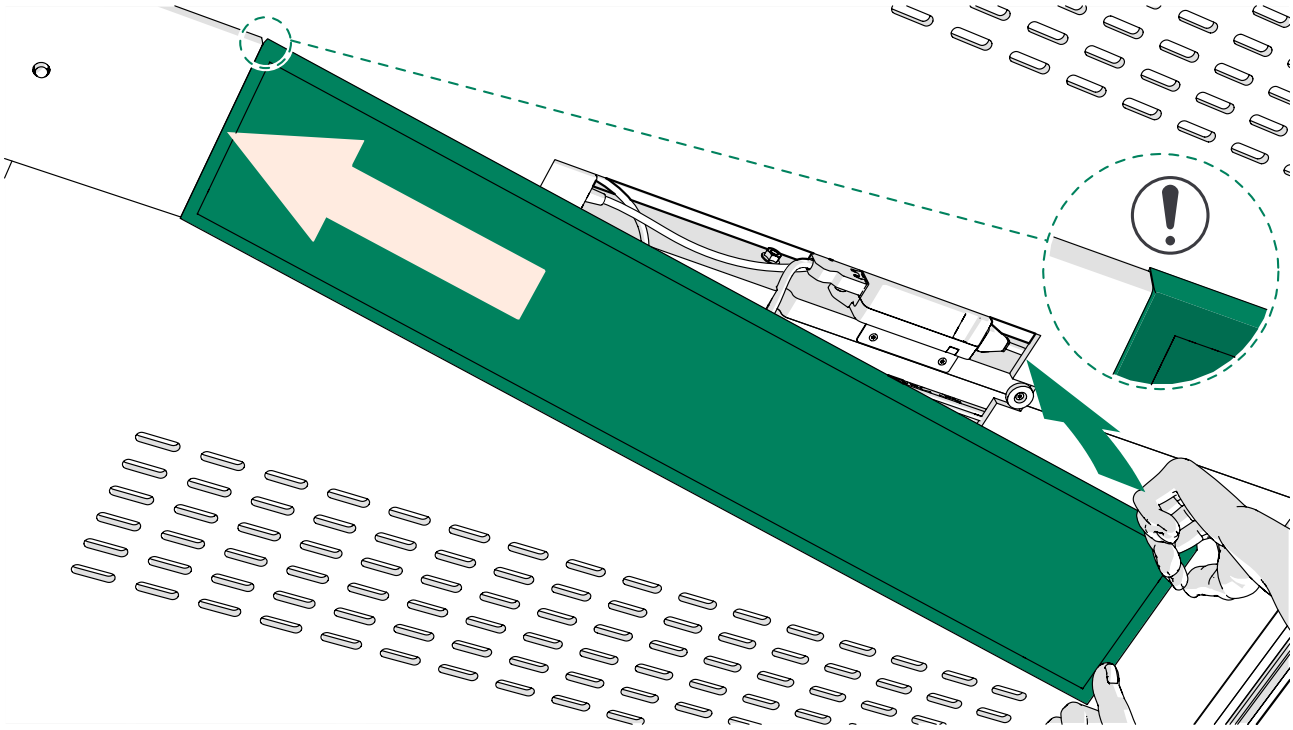
12. Reinstall the the light onto the front ceiling, edge to edge with the motion detector. The light attaches to the ceiling with magnets.

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



13. Reinstall the light onto the back ceiling, edge to edge with the motion detector. The light attaches to the ceiling with magnets.

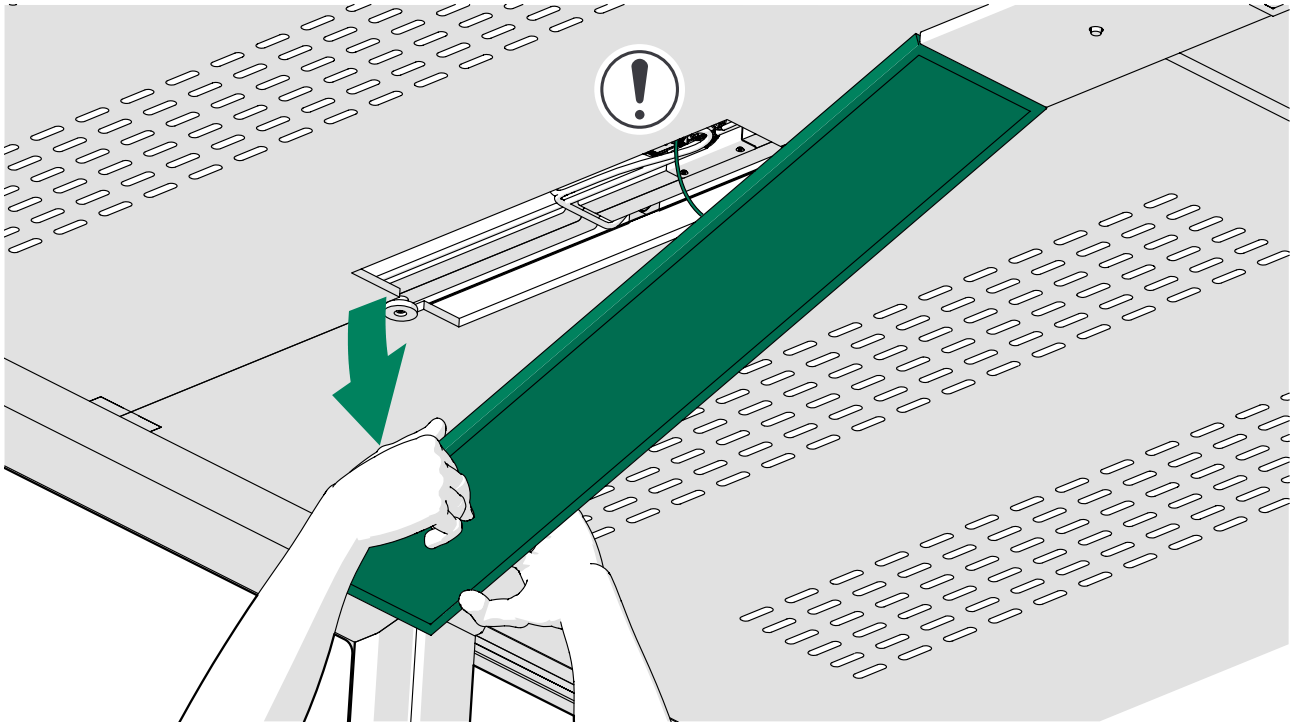
Note: Make sure that the light and motion detector are are aligned. Use the ceiling felt center line as the midpoint reference.



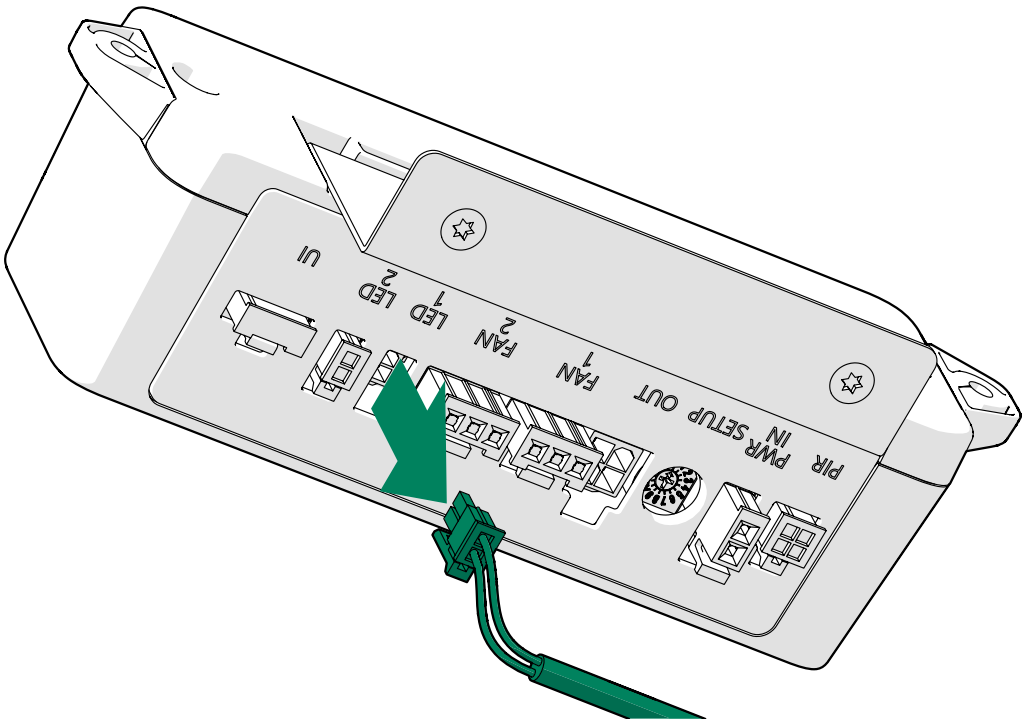
10 Check the electrical connections in the ceiling (2Q lounge & Huddle

1. Detach the light from the front ceiling.

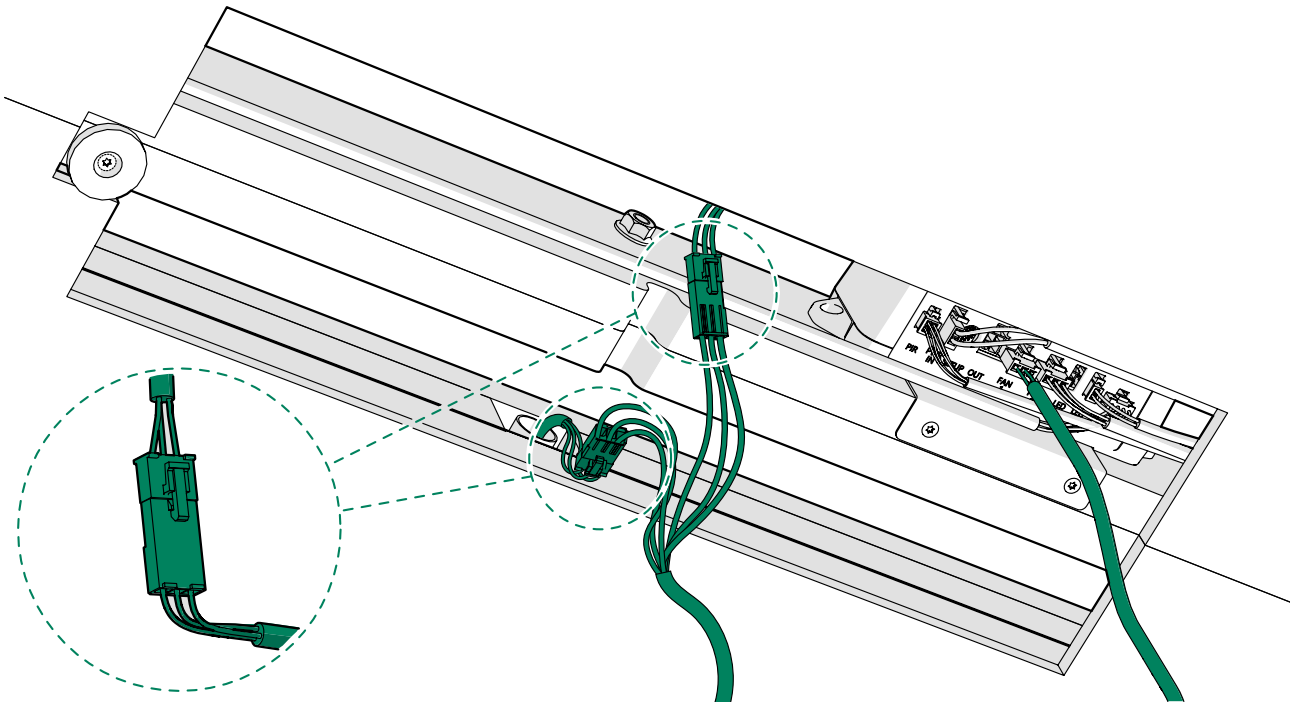
   Note: Support the light, do not let it hang by its cord



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

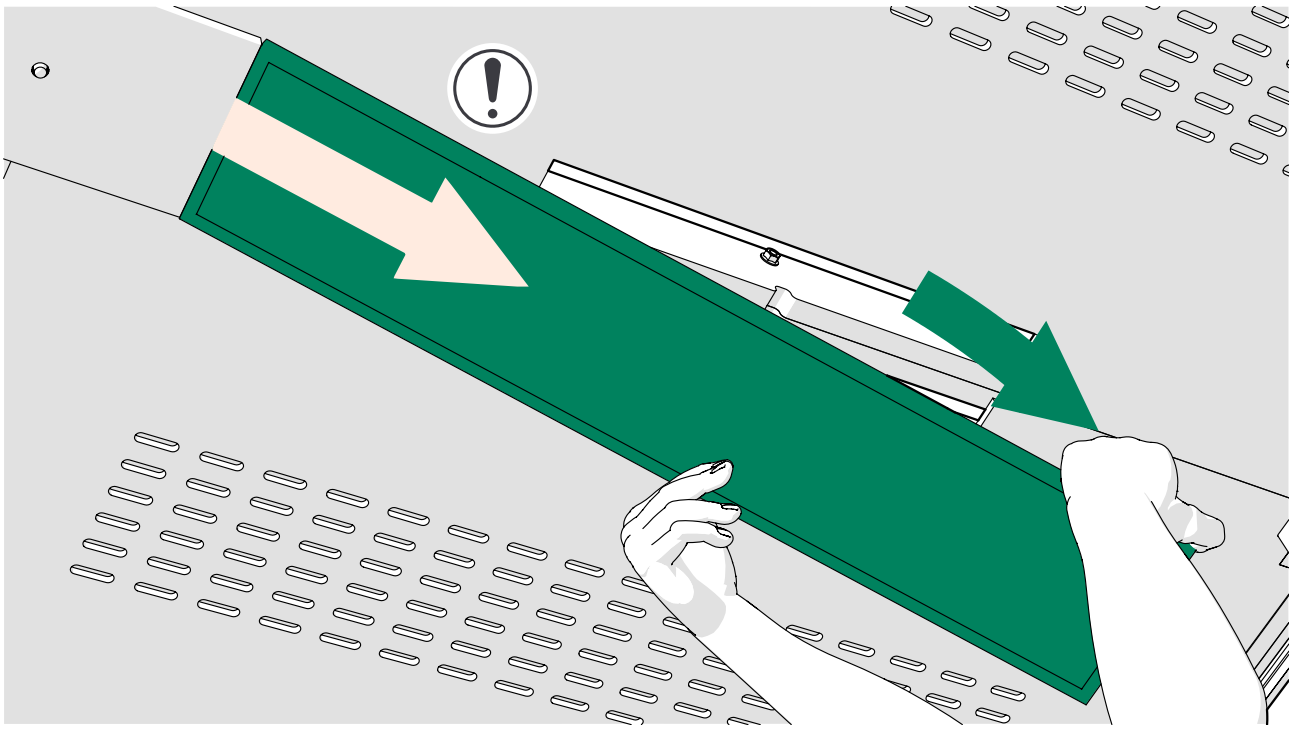


3. Check that the short fan extension cord is connect to the fan DC cords.

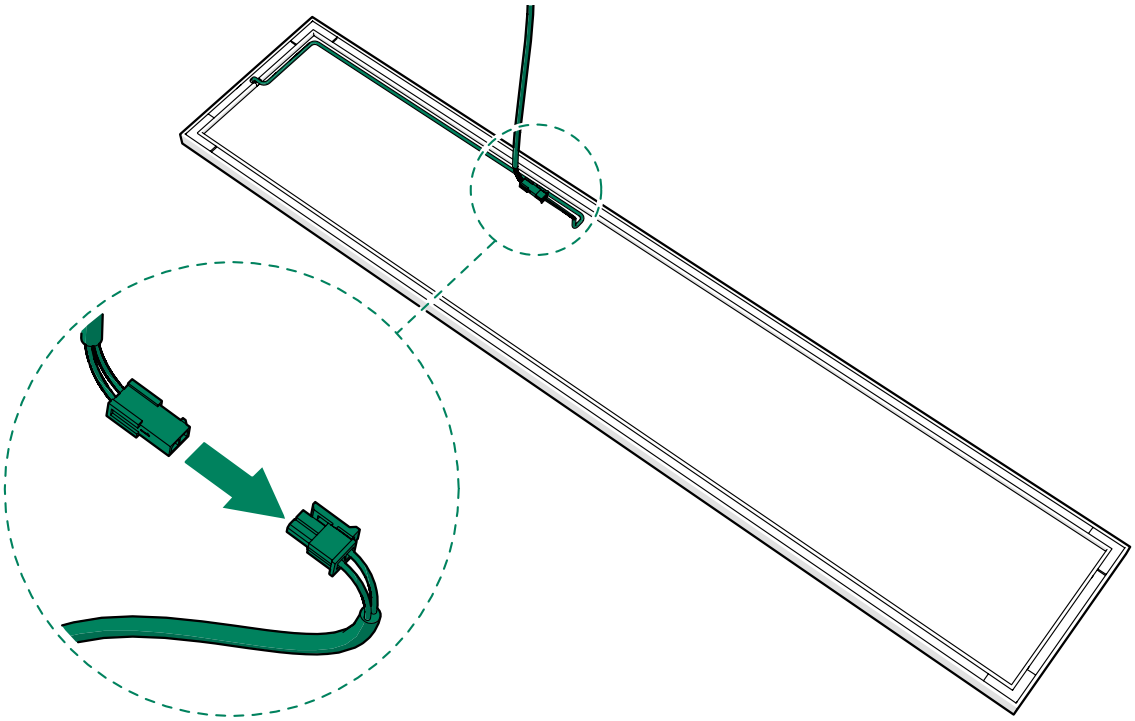


4. Detach the light from the back ceiling.

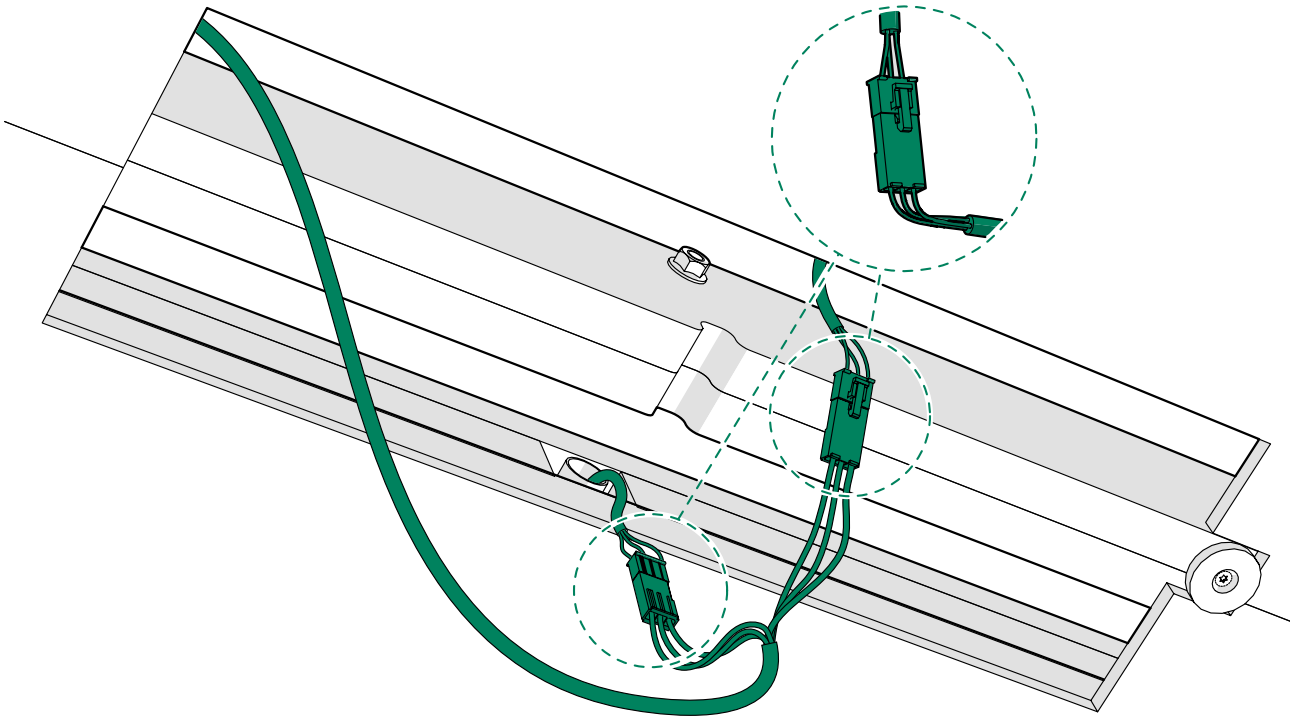
Note: Support the light, do not let it hang by its cord



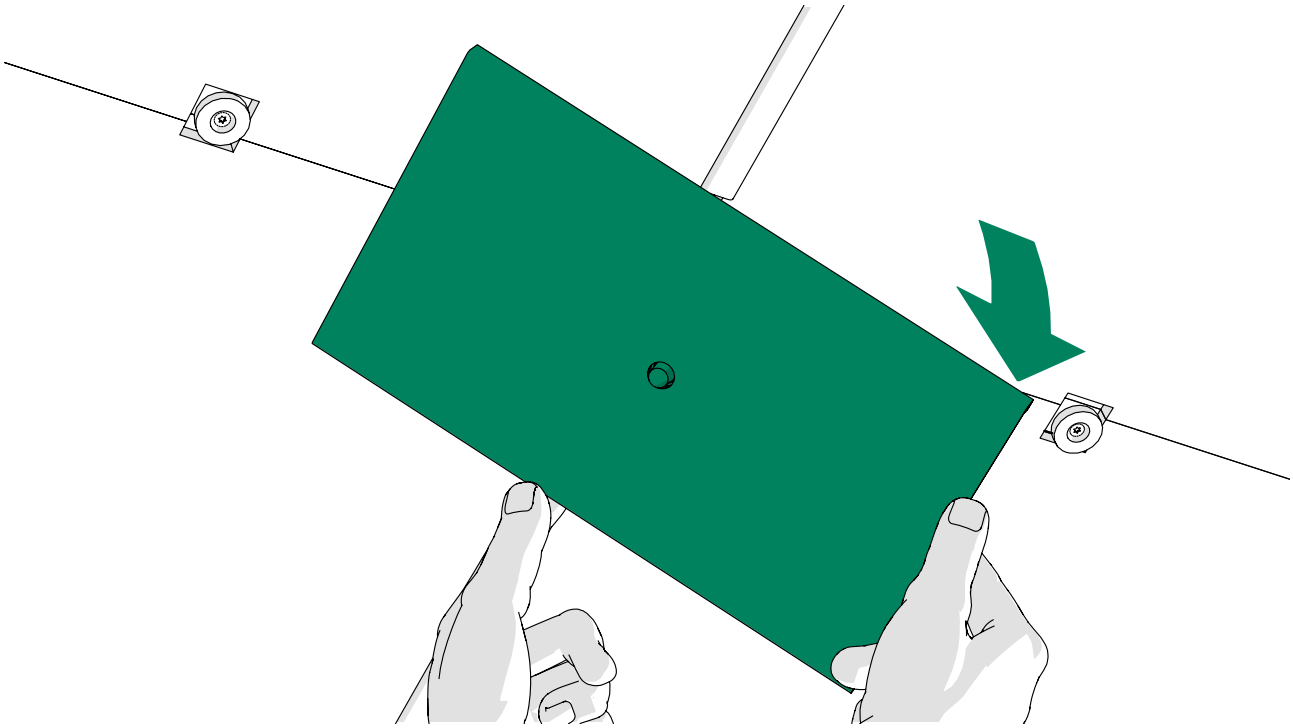
5. Detach the light cord from the light extension cord connector.



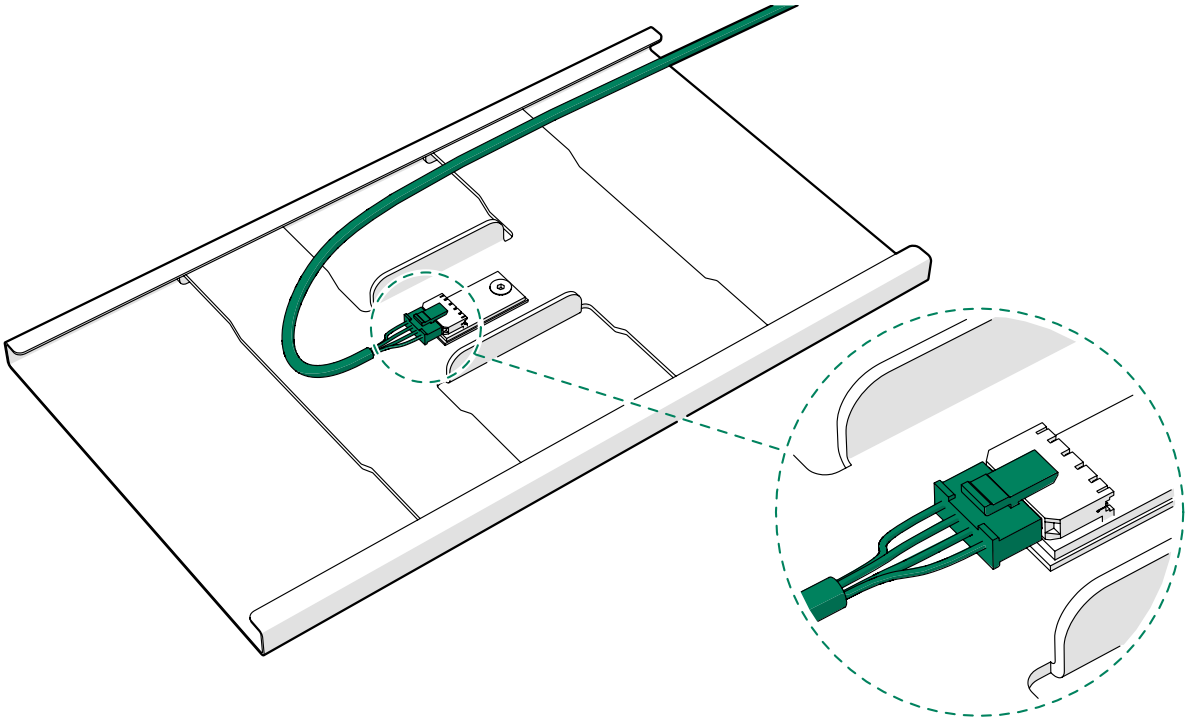
6. Check that the long fan extension cord is connected to the fan DC cords.



7. Detach the motion detector from the ceiling.



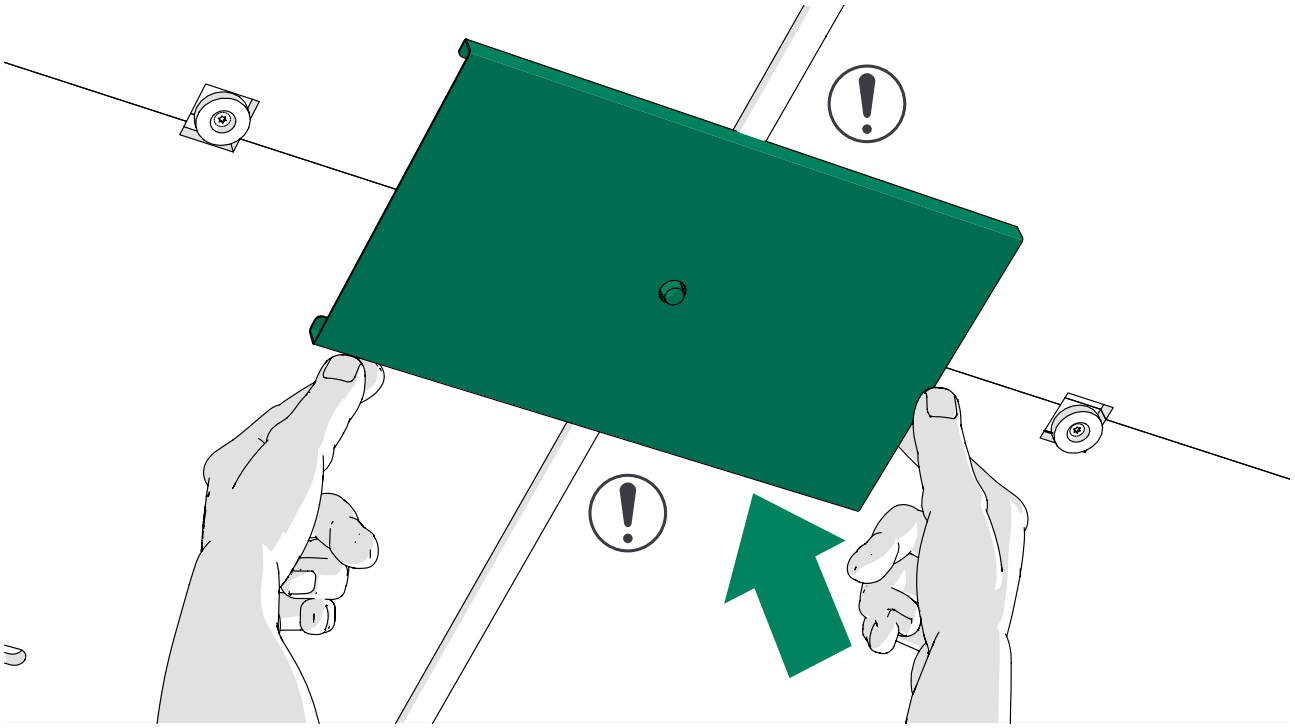
8. Check that the motion detector cord is connected to the motion detector.



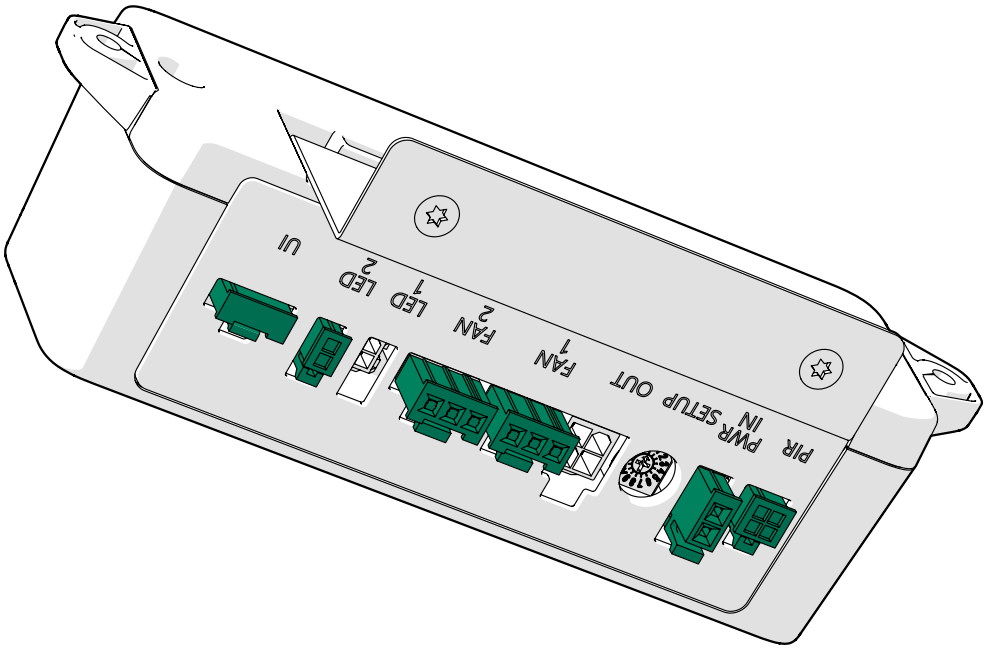
9. Reinstall the motion detector.

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

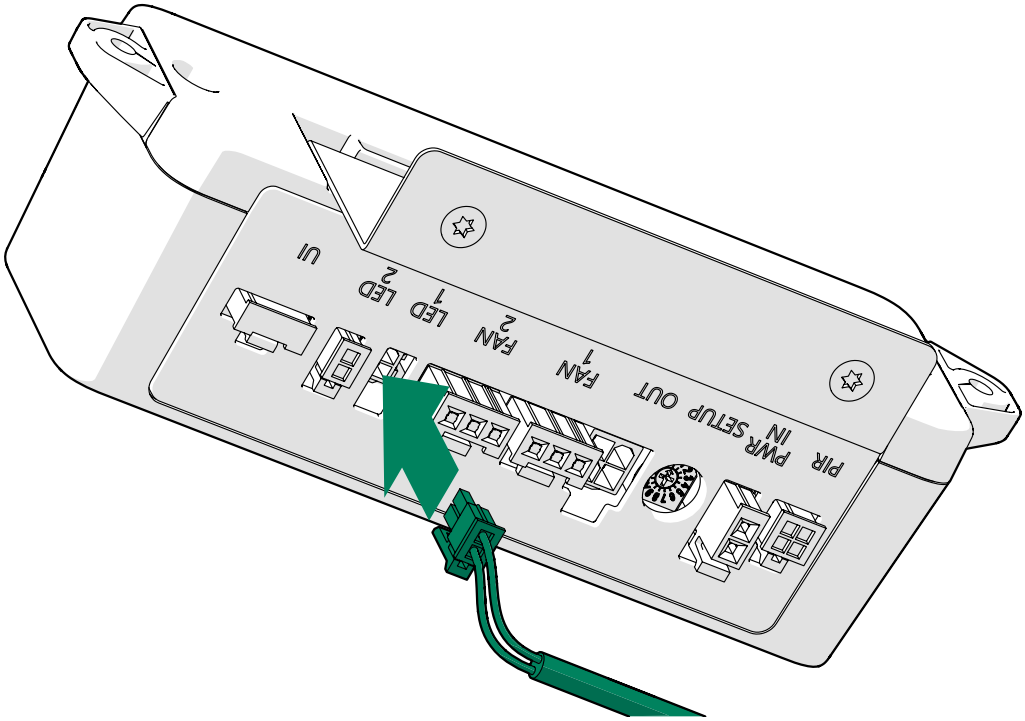
Note: Install the seal and the edge of the motion detector in a butt joint.



10. Check the connections to the control unit.

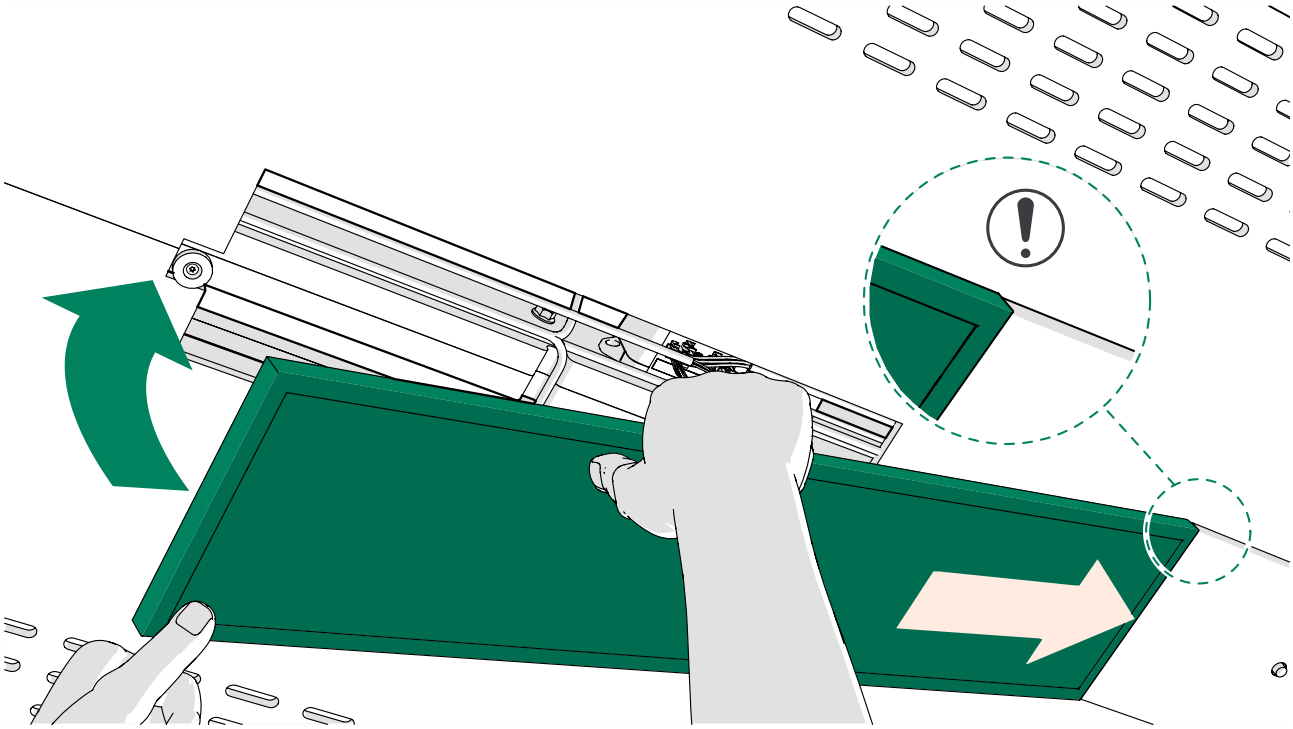


11. Connect the light cord to the LED 1 connector of the control unit.



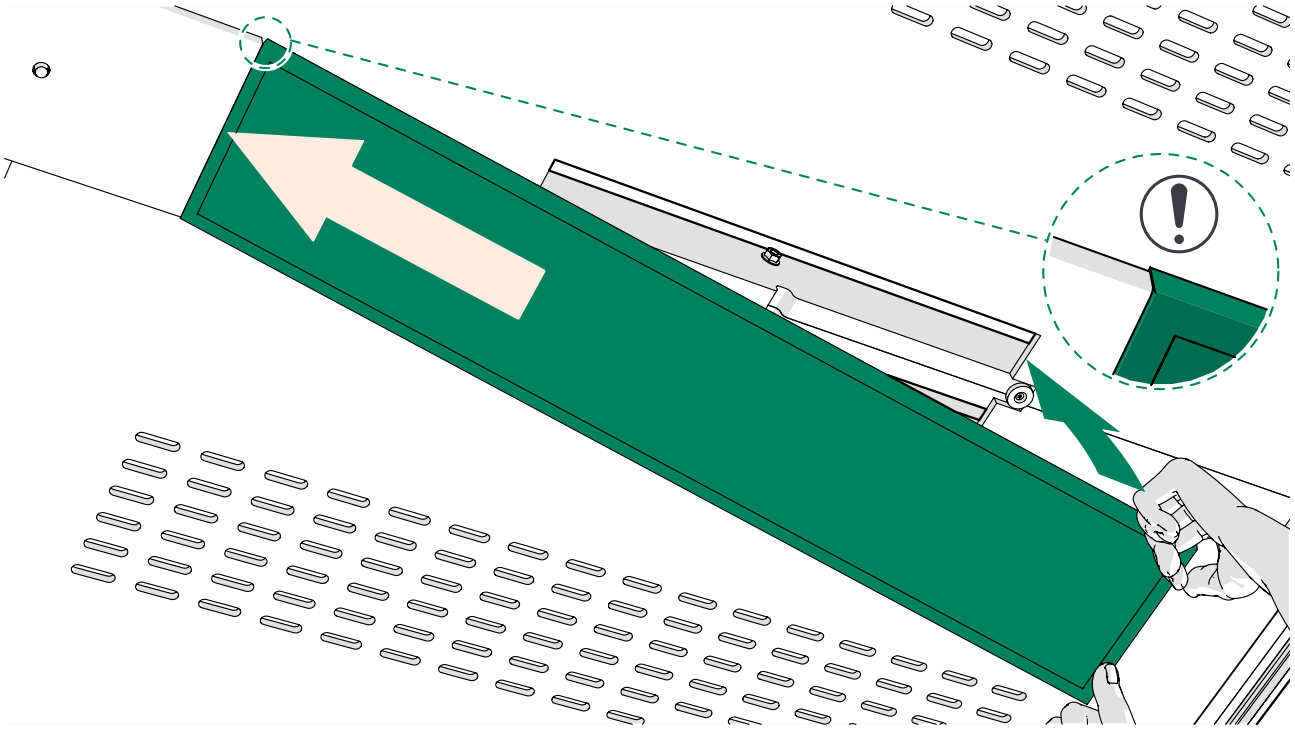
12. Reinstall the the light onto the front ceiling, edge to edge with the motion detector. The light attaches to the ceiling with magnets.

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



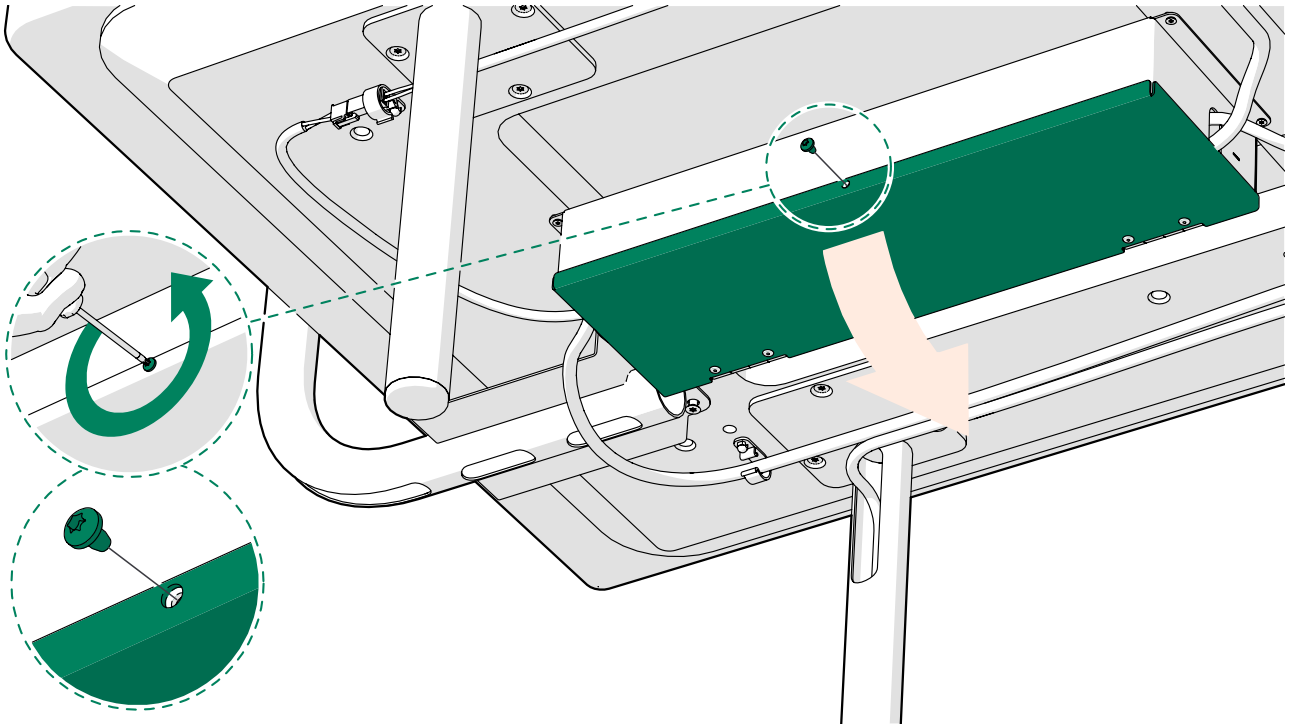
13. Reinstall the light onto the back ceiling, edge to edge with the motion detector. The light attaches to the ceiling with magnets.

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

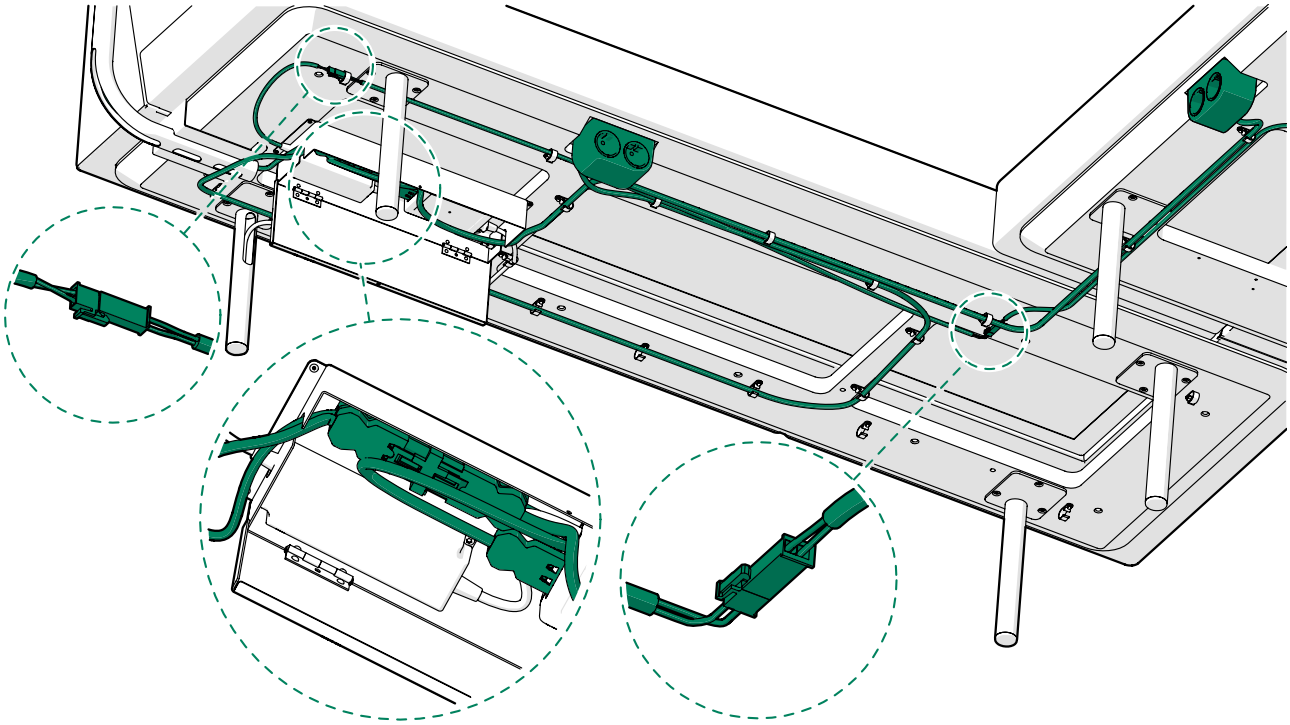


10.1 Check the remaining electrical connections (2Q Lounge)

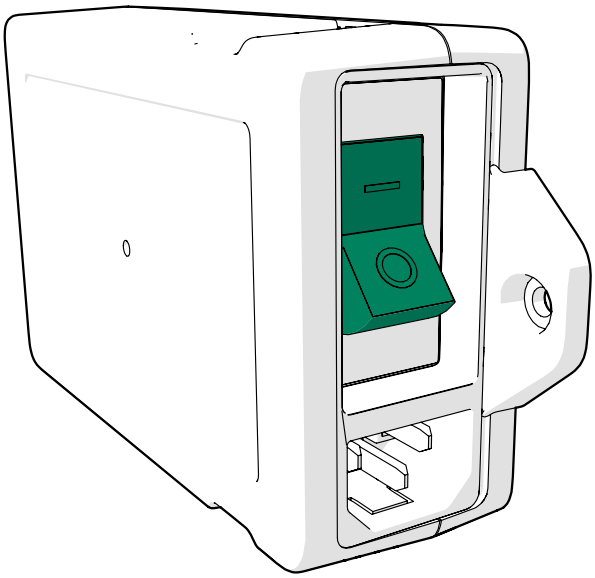
1. Unscrew the screw on the lid of the metal box.



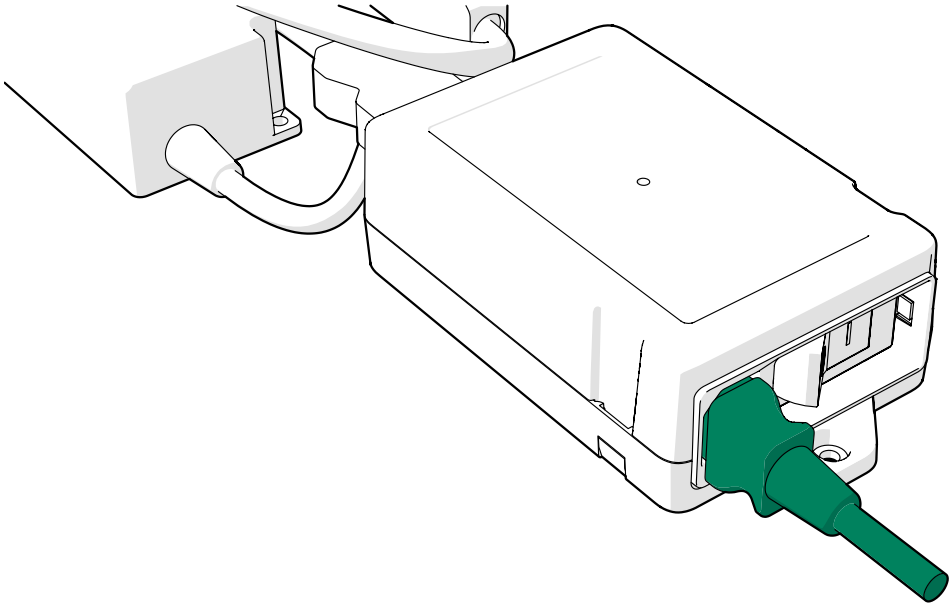
2. Check the connections under the sofa.



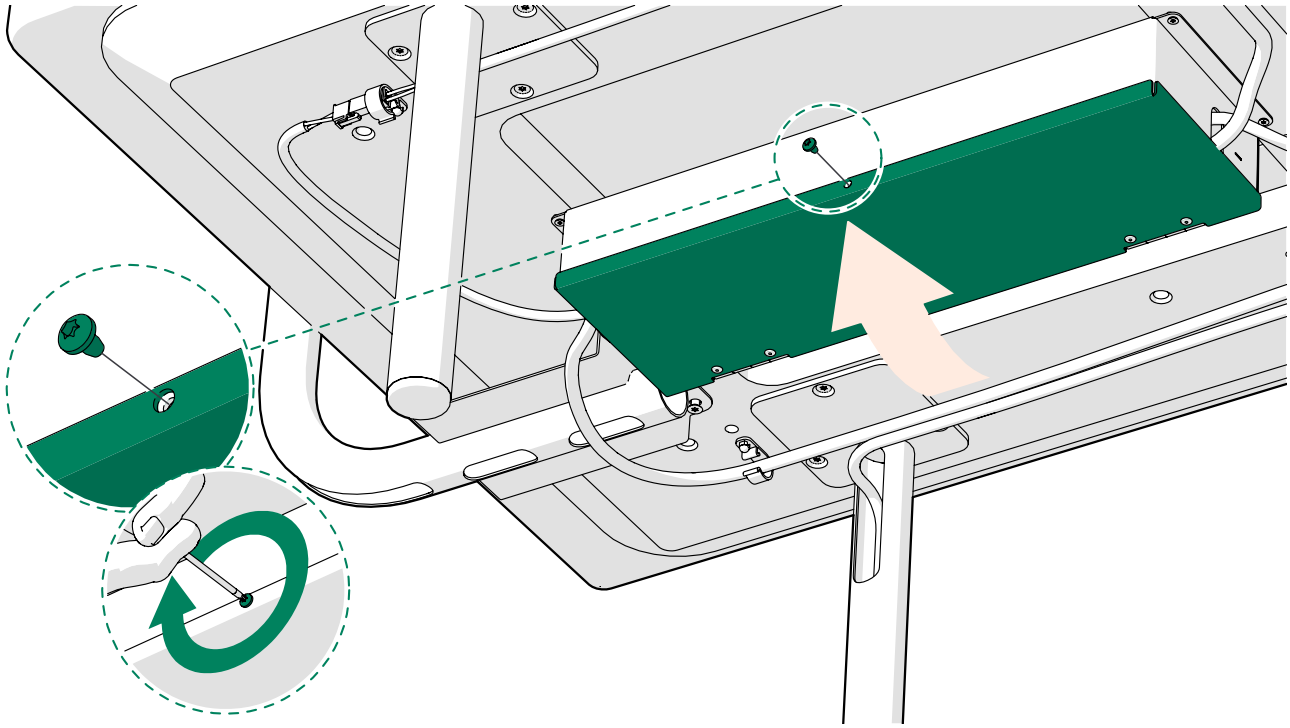
3. Check that the ON/OFF switch of the power unit is in the "I" position.



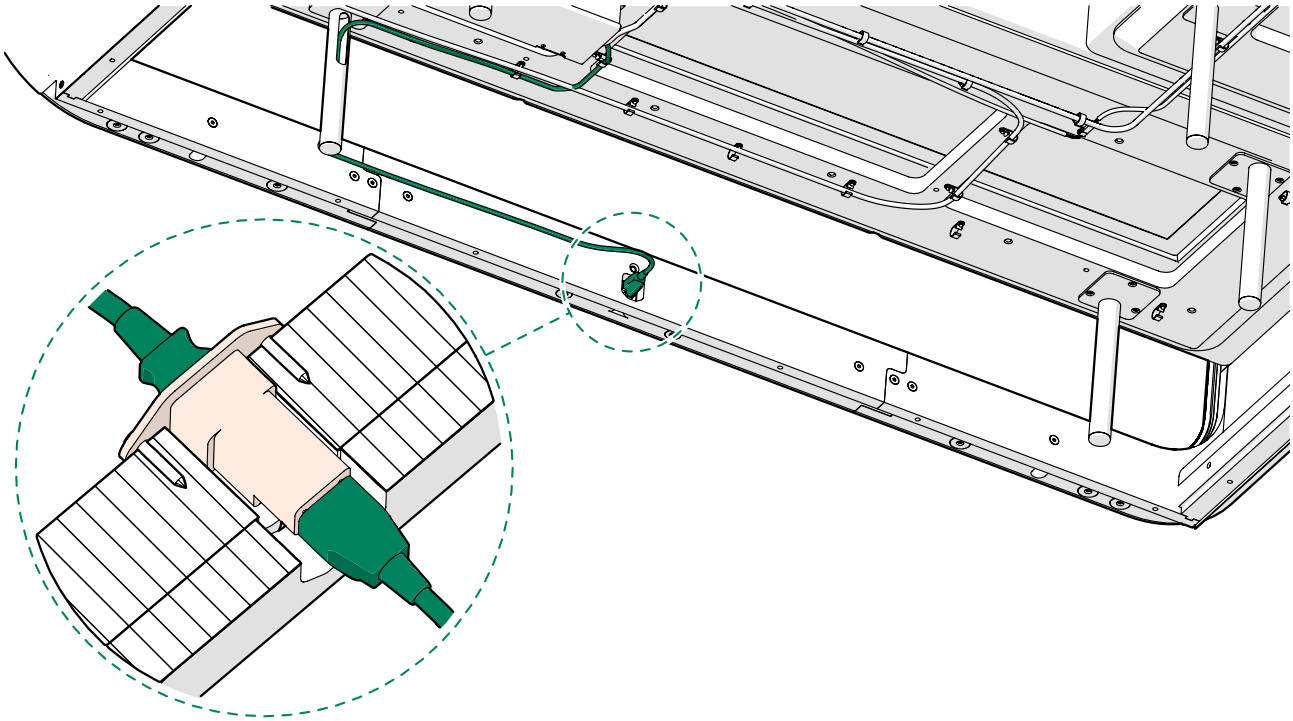
4. Check that the power cord is connected to the power unit.



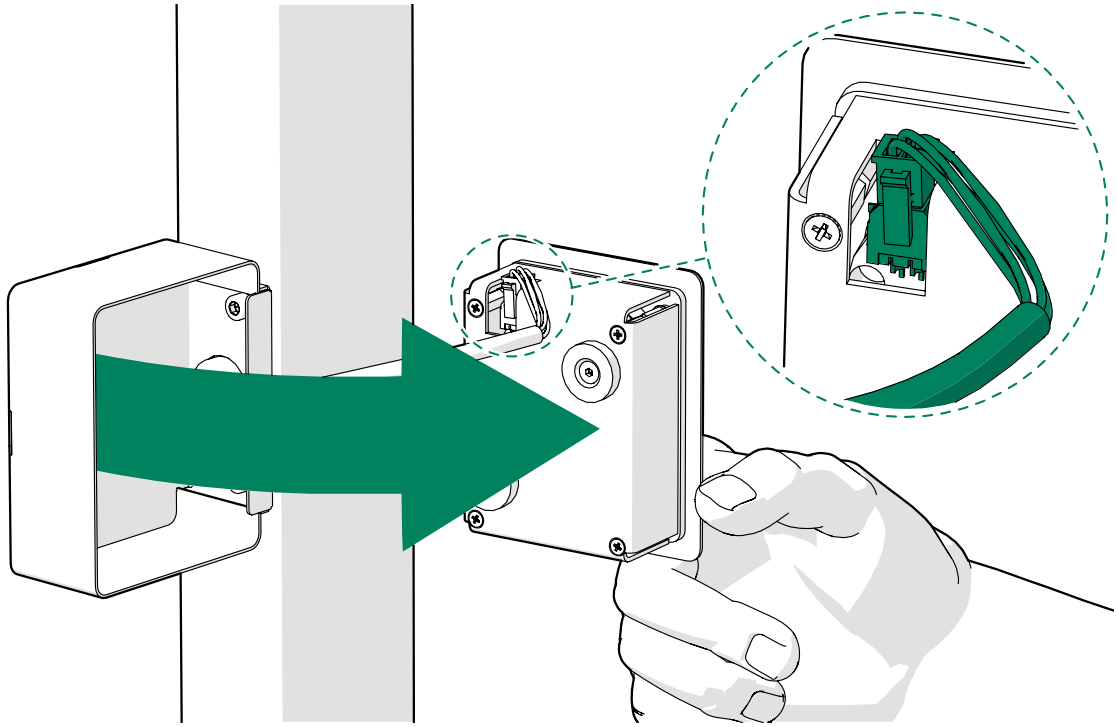
5. Close the metal box and reinstall the screw.



6. Check that the main power cord and the internal power cord are connect to the IEC plug.

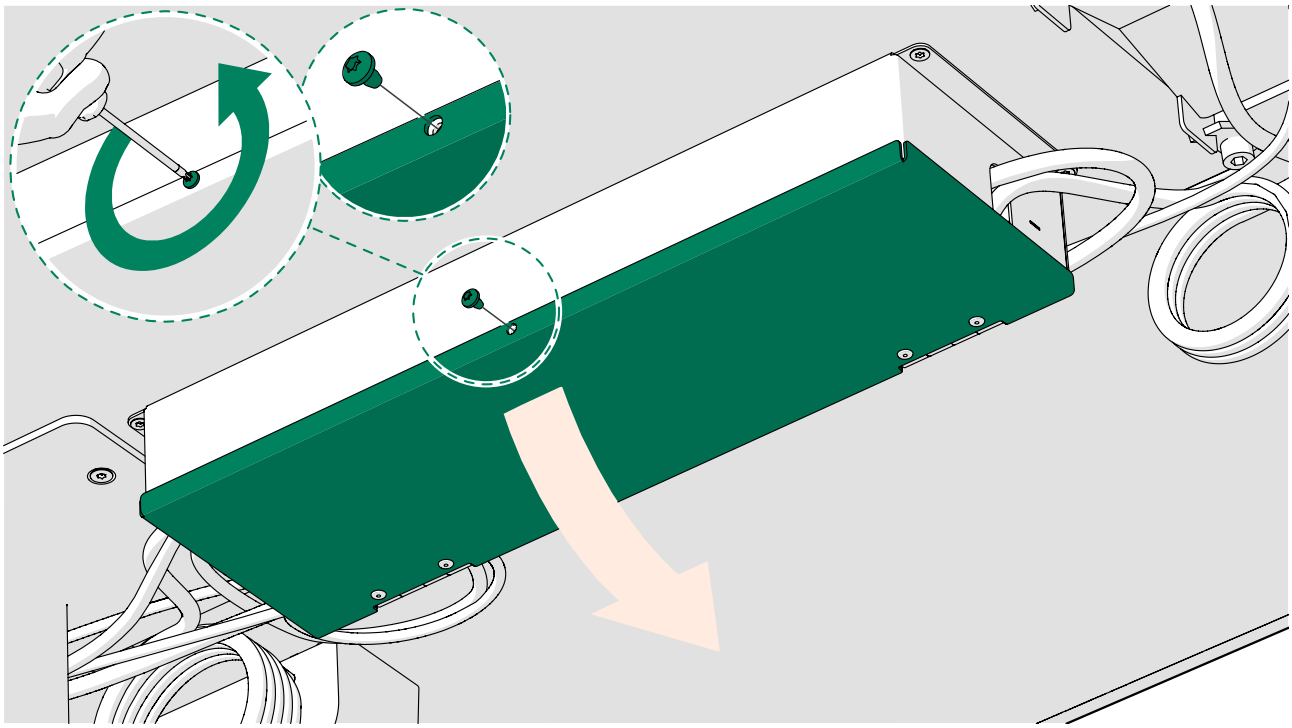


7. Pull the control panel out of the bracket in the front frame and check that the control panel cord is connected to it.

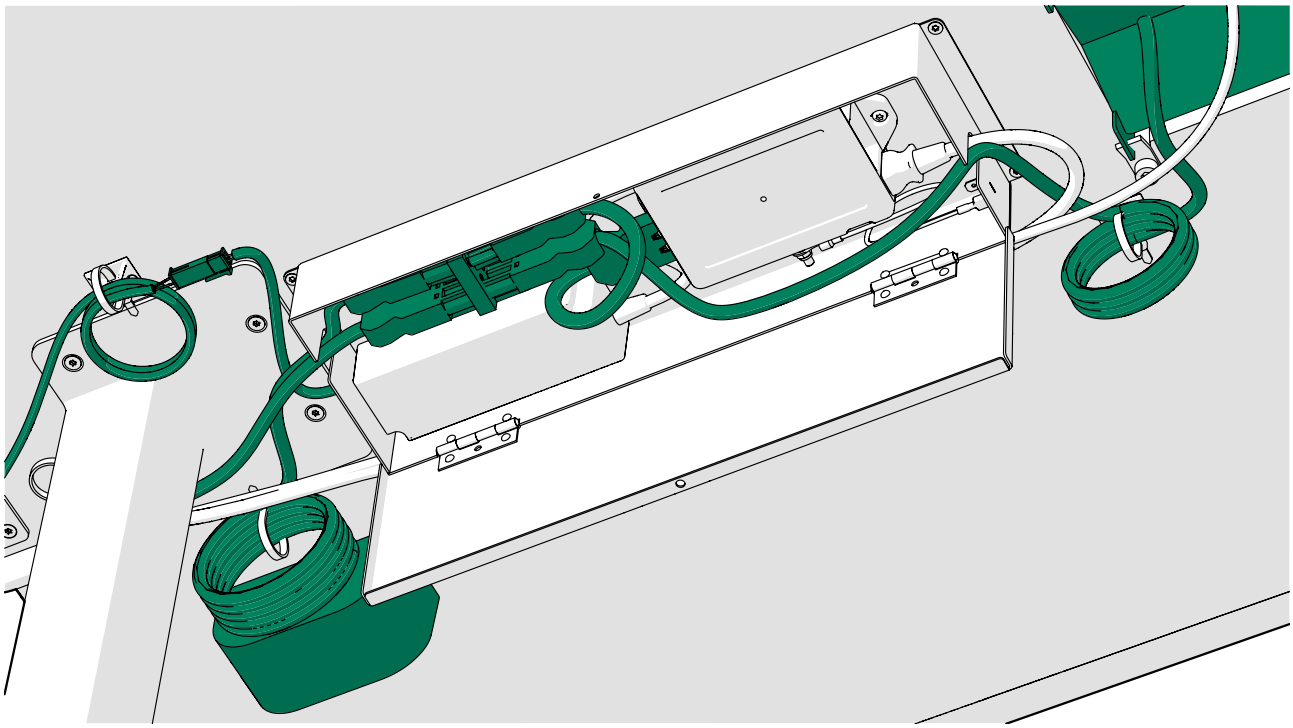


10.2 Check the remaining electrical connections (2Q Huddle)

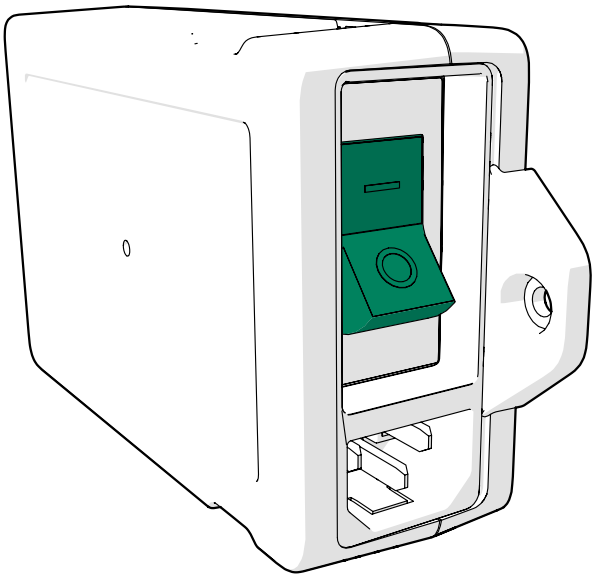
1. Remove the M4x6 screw from the lid of the metal box and open the lid.



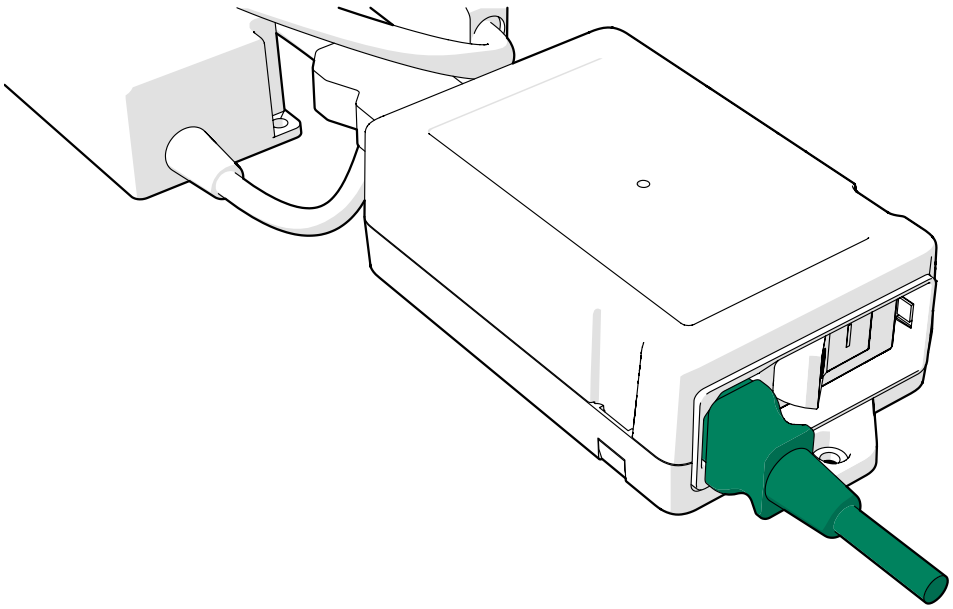
2. Check the connections under the table top and inside the box.



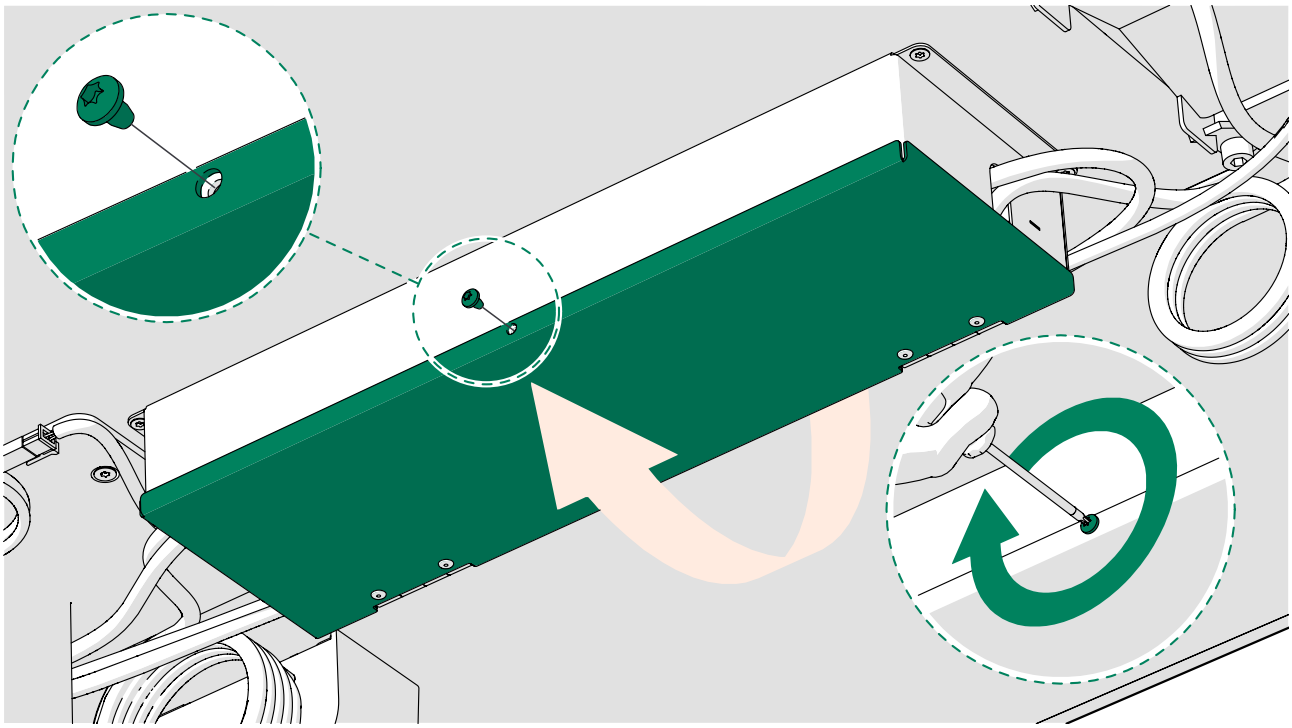
3. Check that the ON/OFF switch of the power unit is in the "I" position.



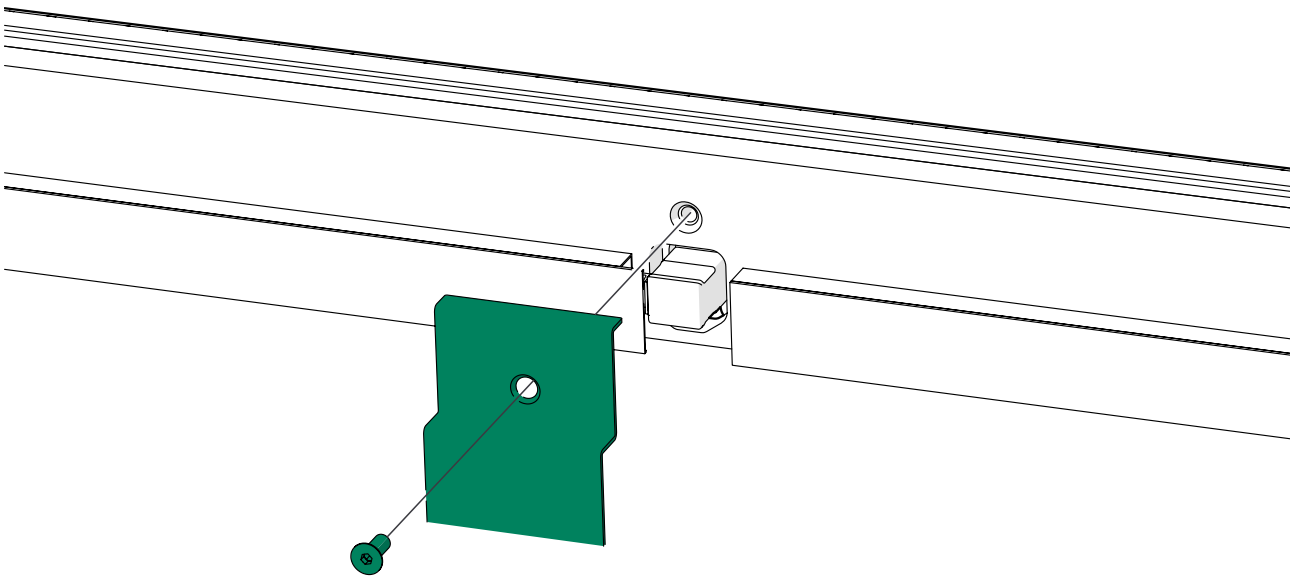
4. Check that the power cord is connected to the power unit.



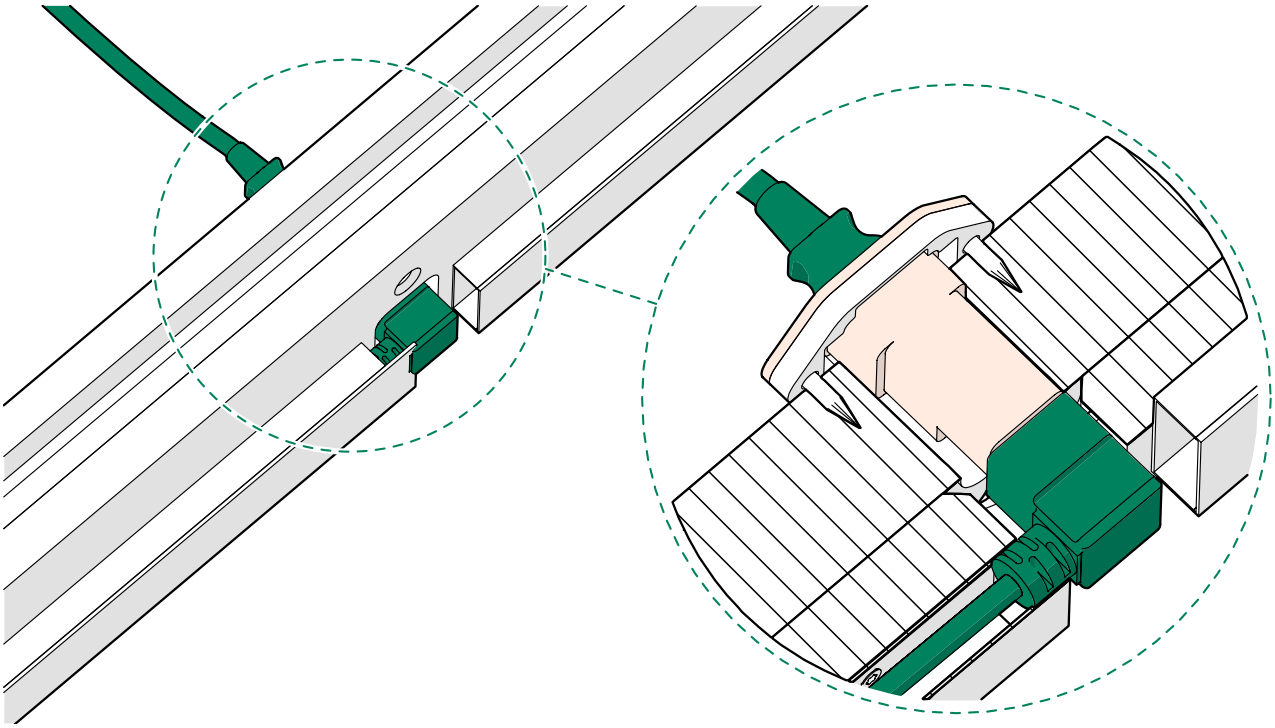
5. Close the lid of the metal box and install the M4x6 screw.



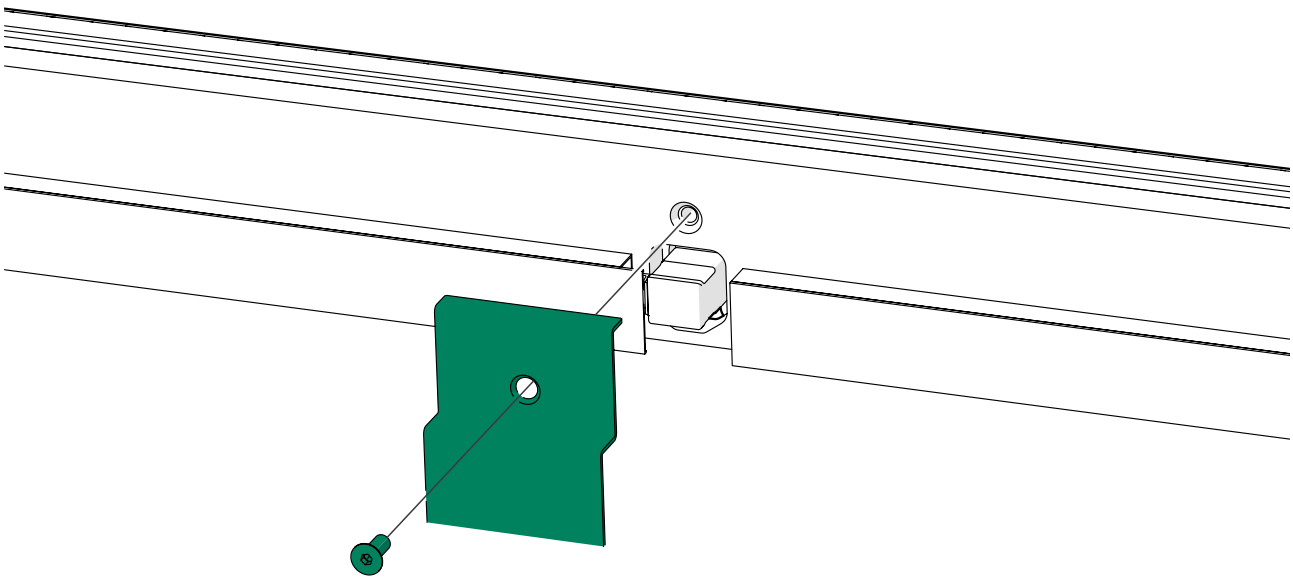
6. Unscrew the screw from the cover plate and remove it from the metal trim.



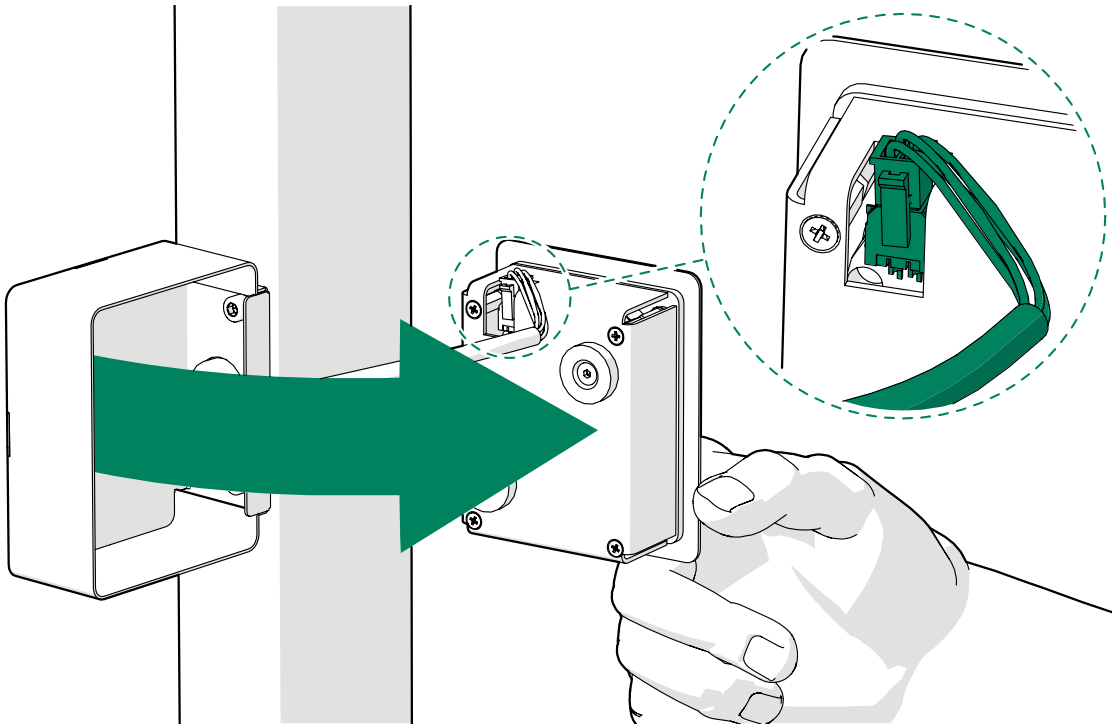
7. Check that the main power cord and the internal power cord are connect to the IEC plug.



8. Reinstall the cover plate to the metal trim.



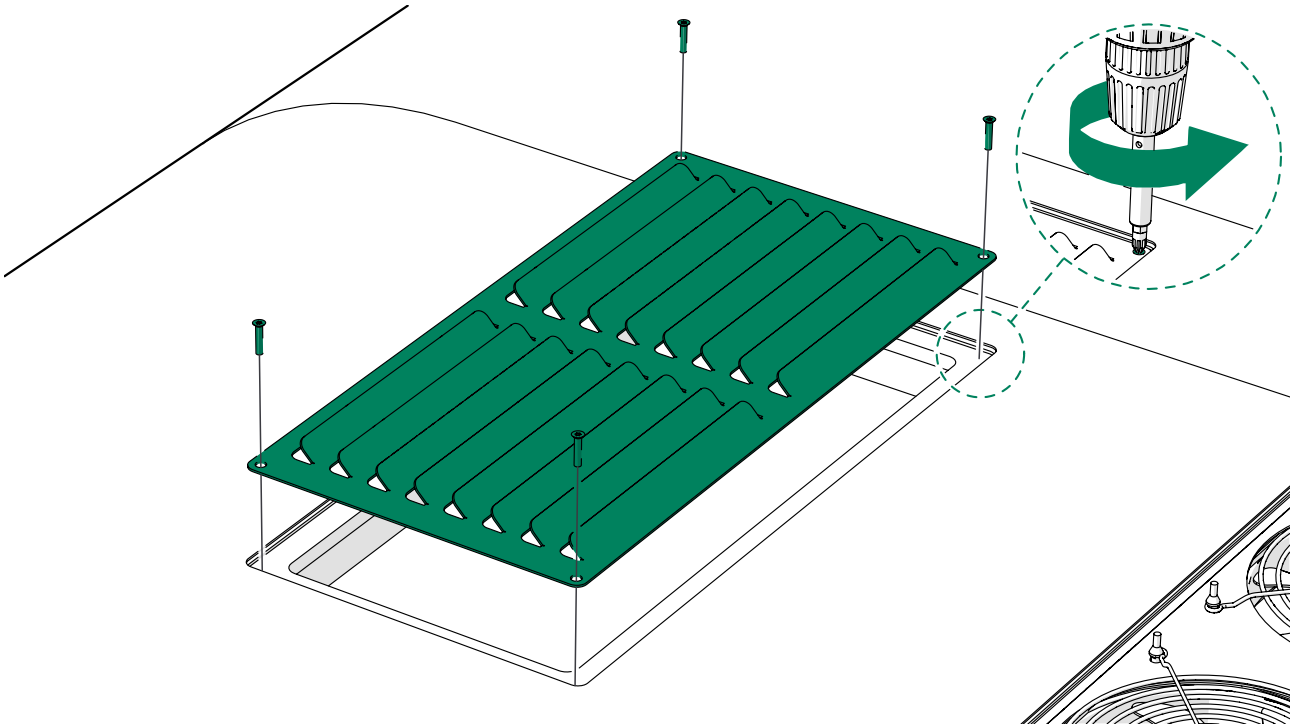
9. Pull the control panel out of the bracket in the front frame and check that the control panel cord is connected to it.



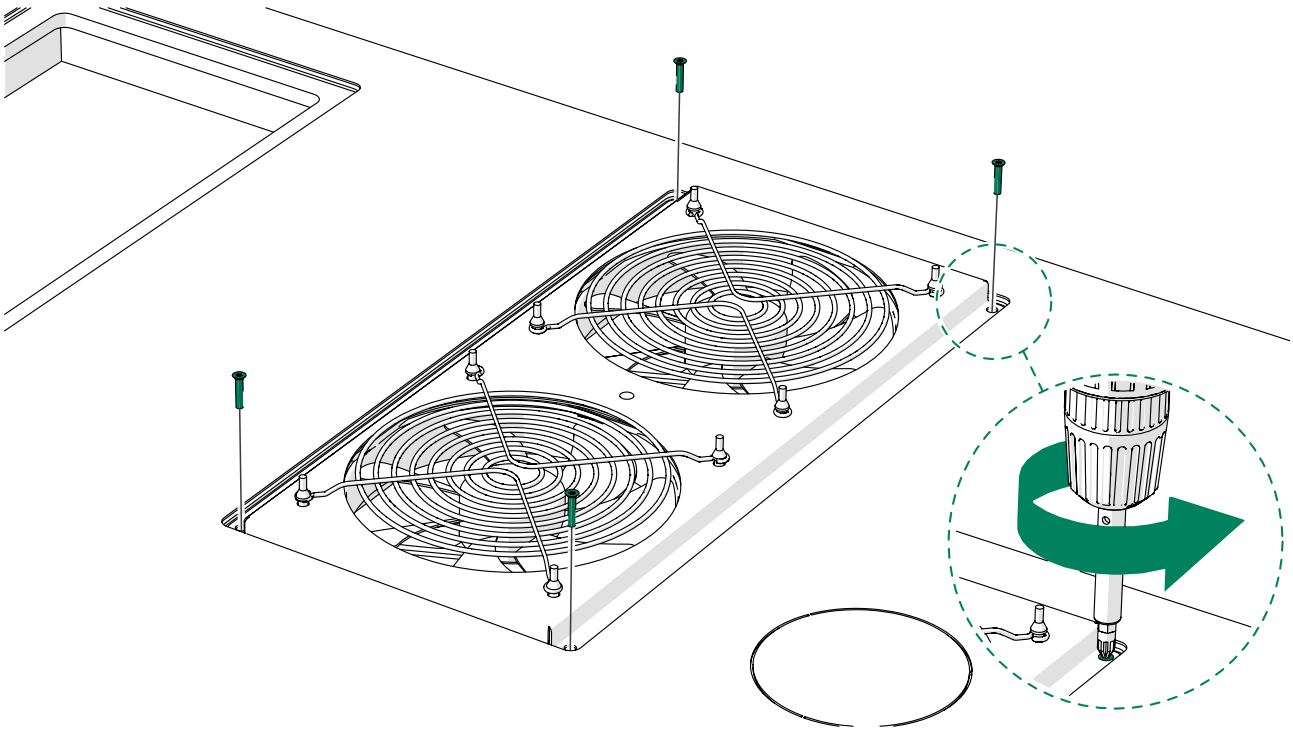
11 Clean the fans

Note: Make sure to clean all the fans.

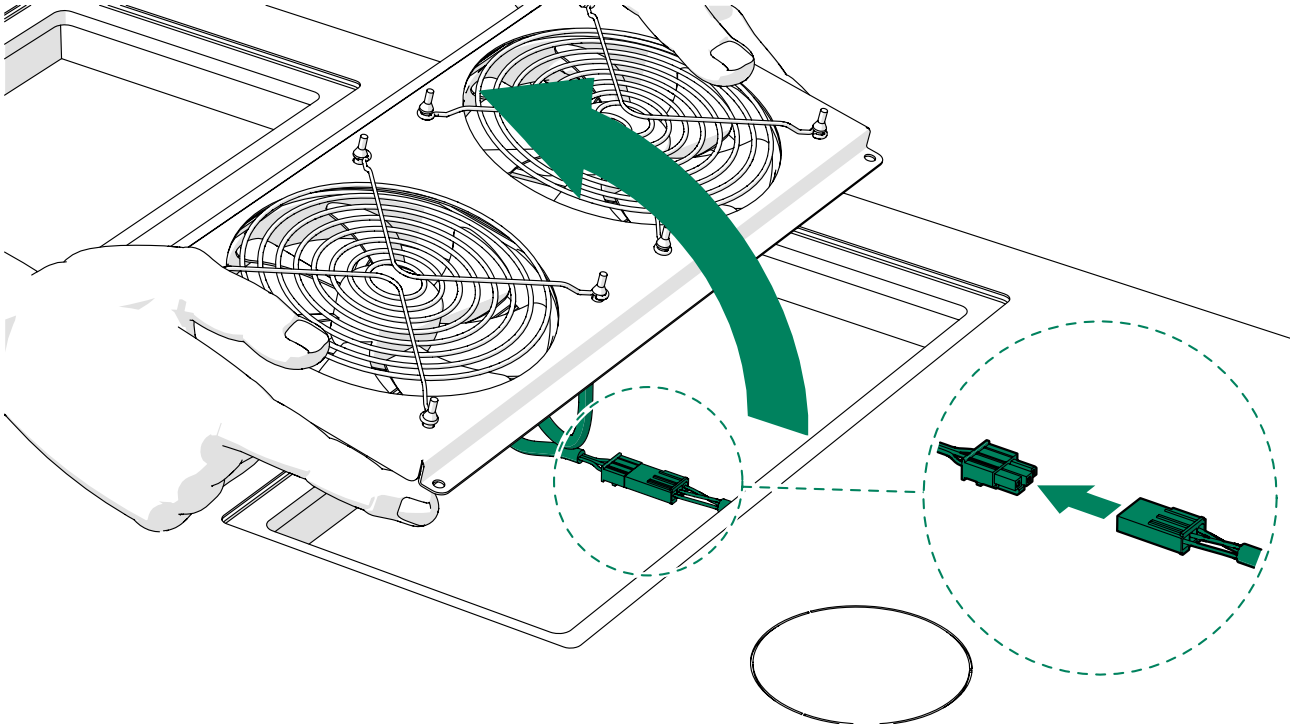
1. Unscrew the screws holding the grid in its place.



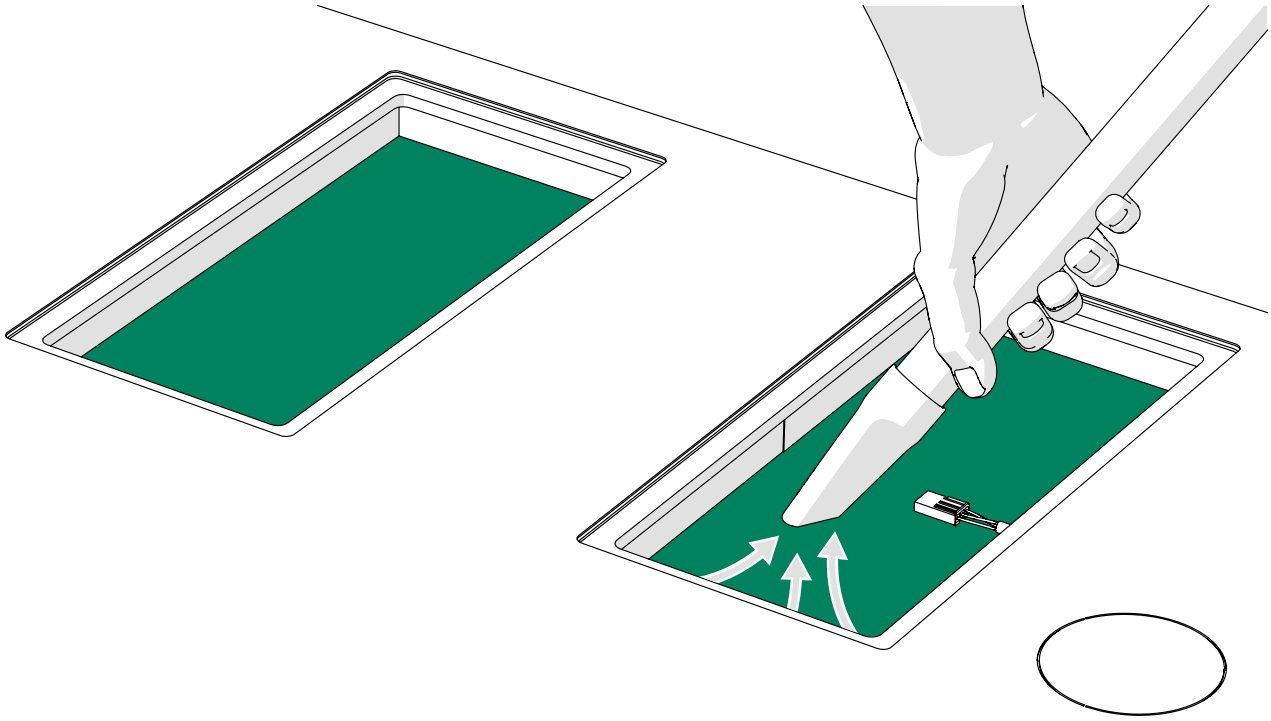
2. Unscrew the screws holding the fan module in its place.



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

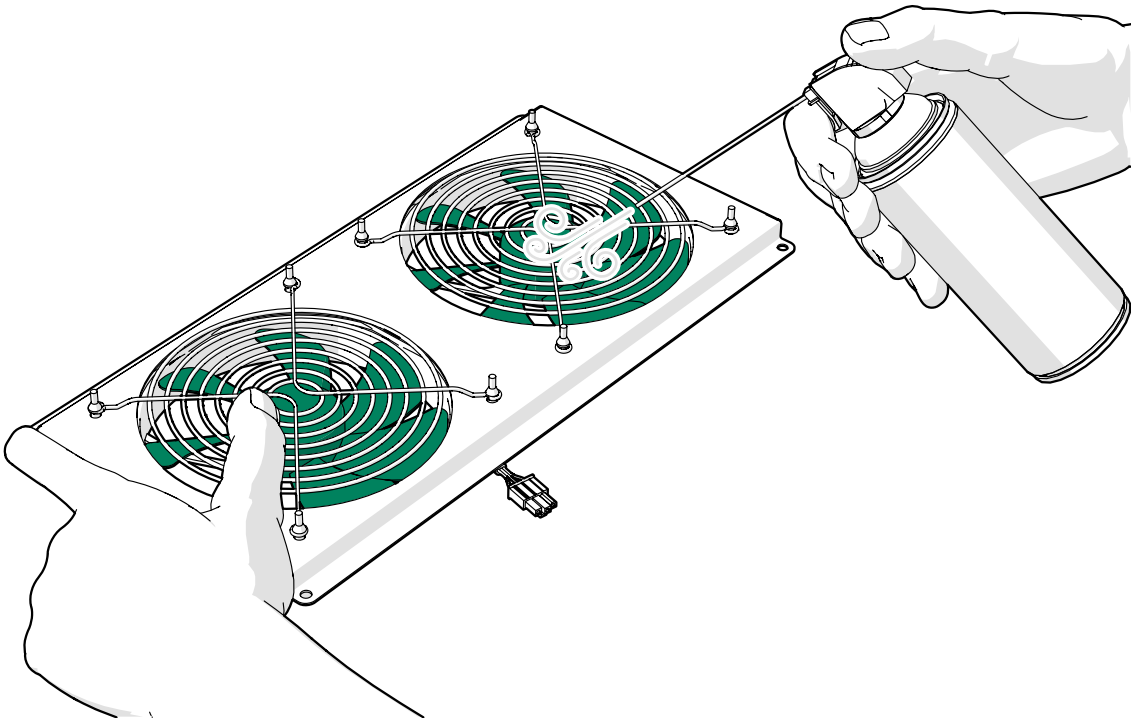


4. Clean the parts under the fan module with a vacuum cleaner and a cloth.

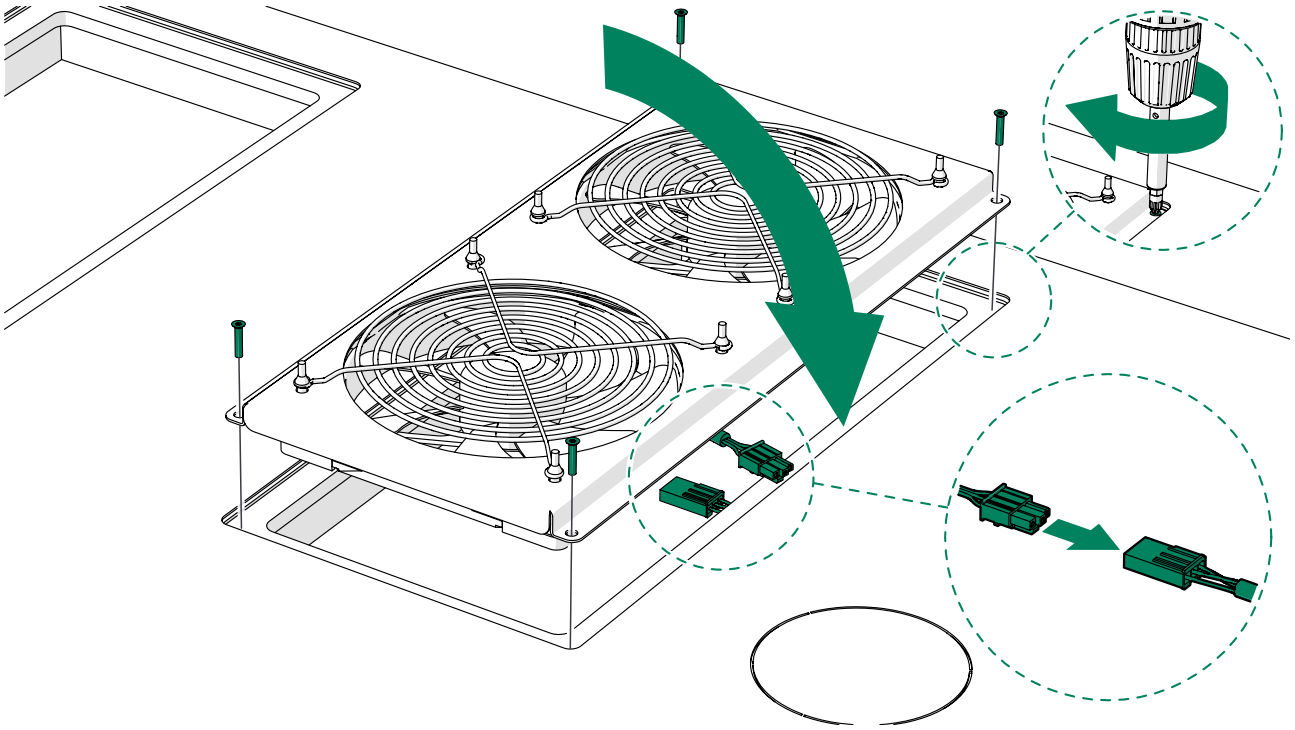


5. Clean the fans with an air duster.

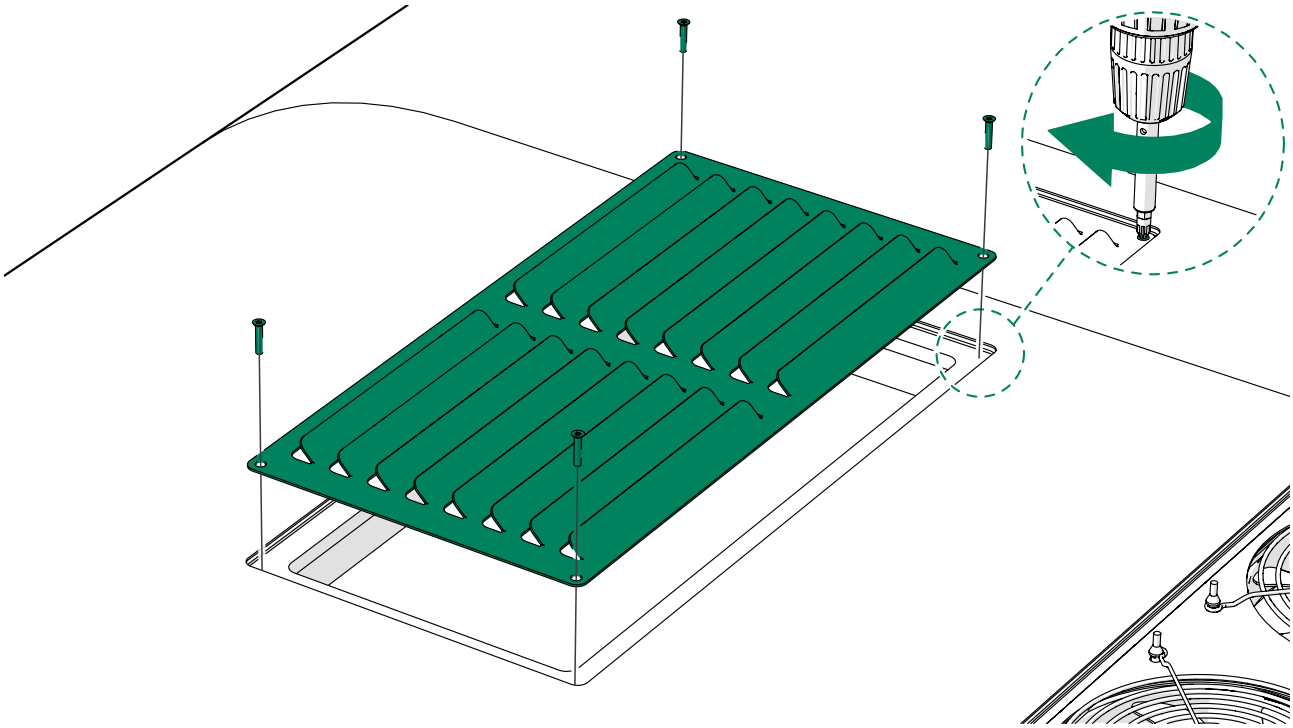
Note: Do not apply excessive pressure or suction to the fan blades.



6. Connect the DC connectors and install the fan module.

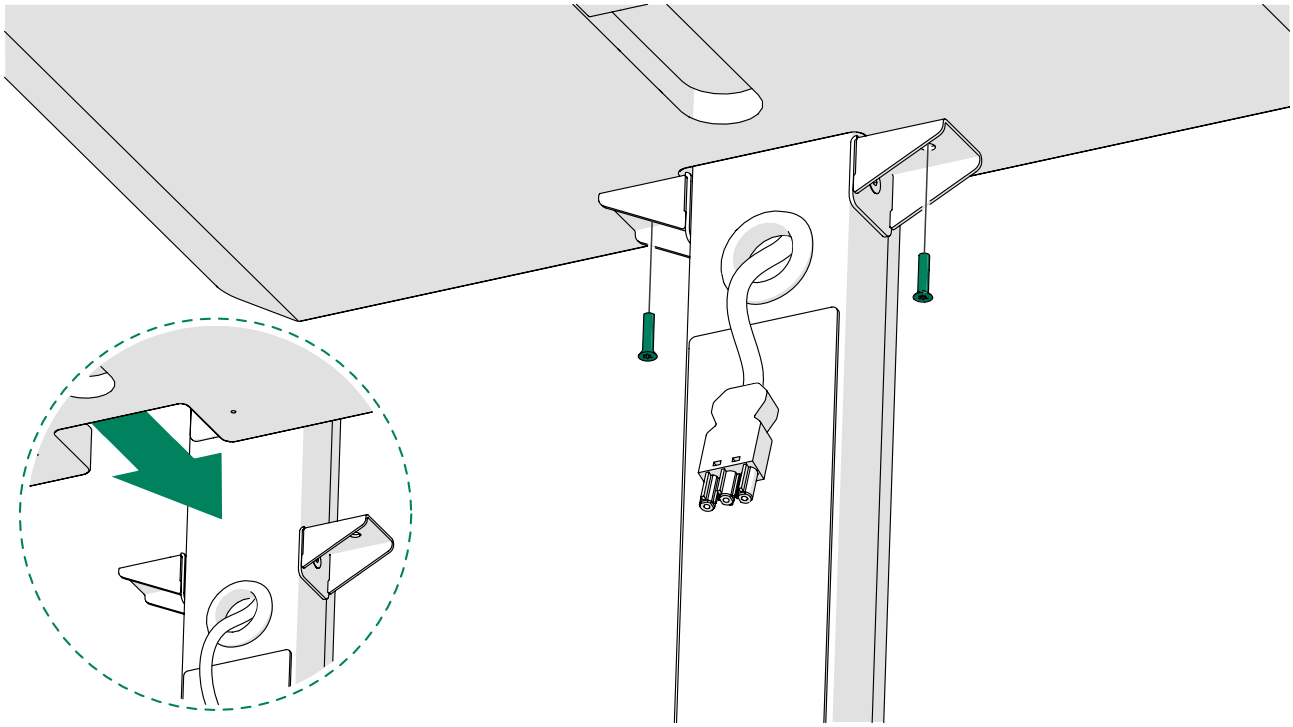


7. Reinstall the grid.

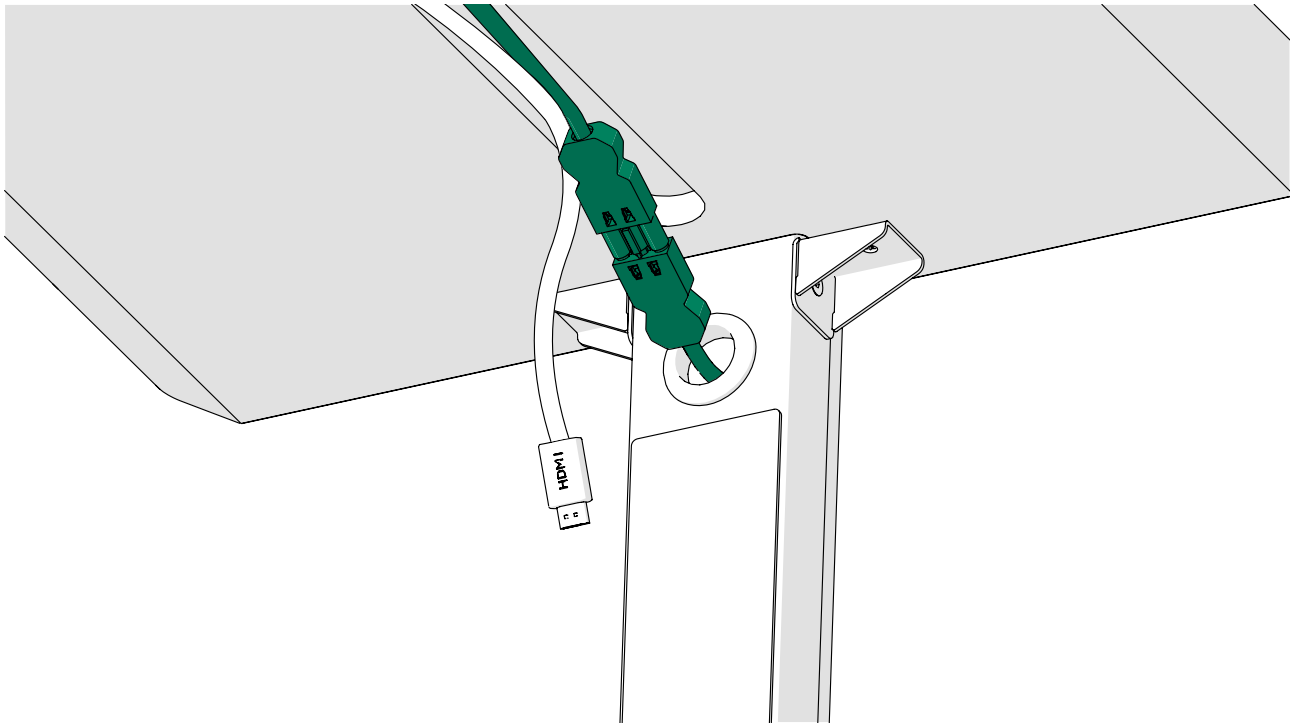


12 Reinstall the table (2Q Standard)

1. Install the table to the angle irons in the power column with 5x25 screws (2 pcs).

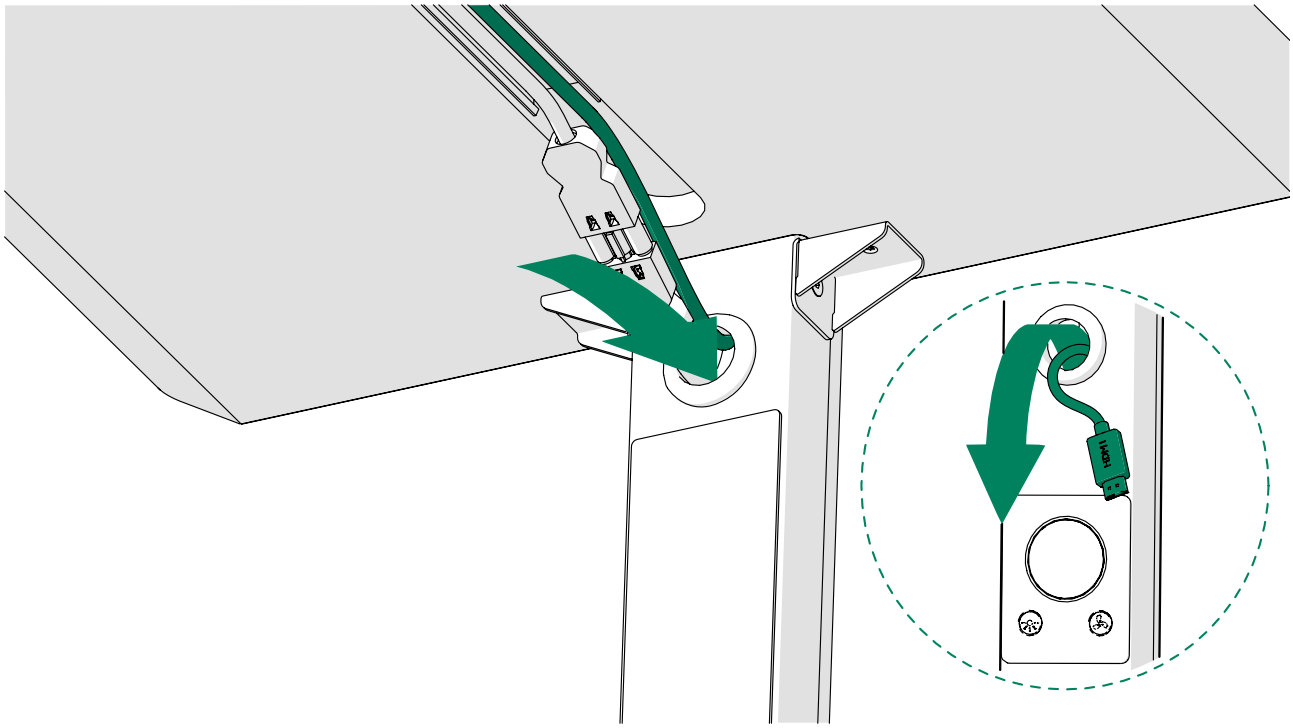


2. Connect power outlet cord to the GST extension cord.

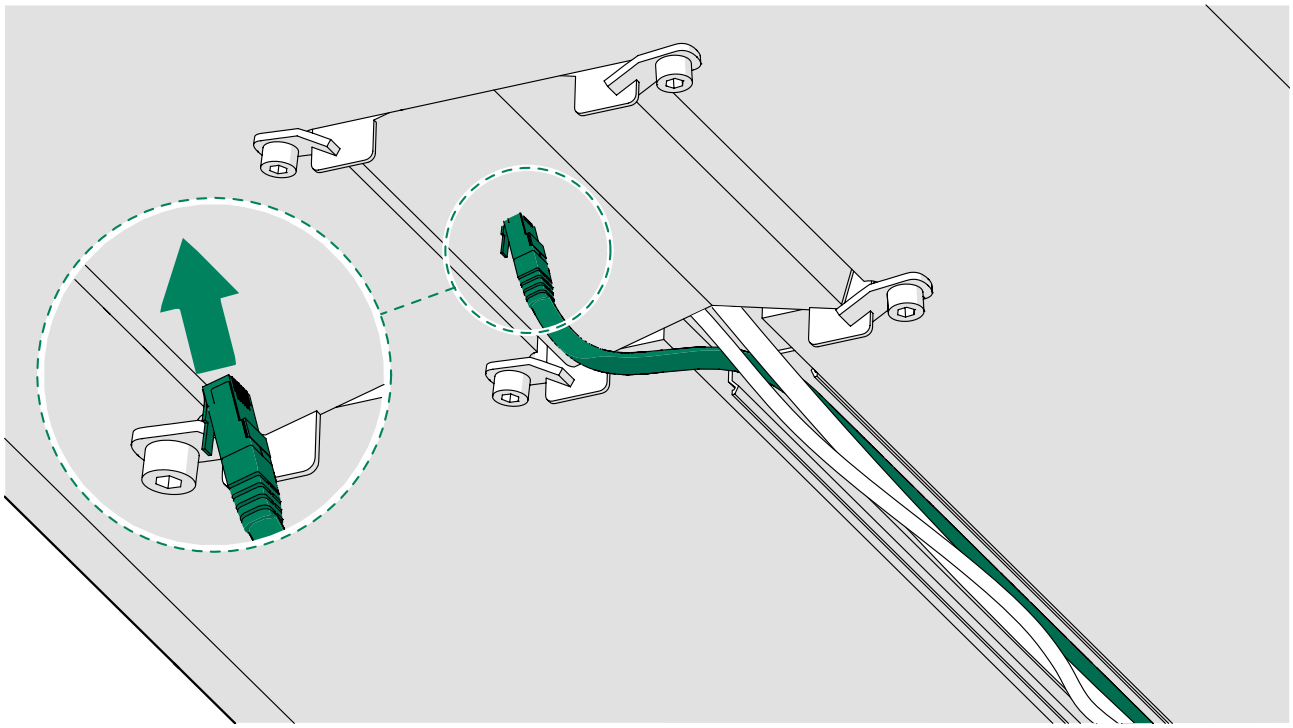


3. Guide the HDMI cord up through the hole below the table and pull it out through the hole above the control panel.

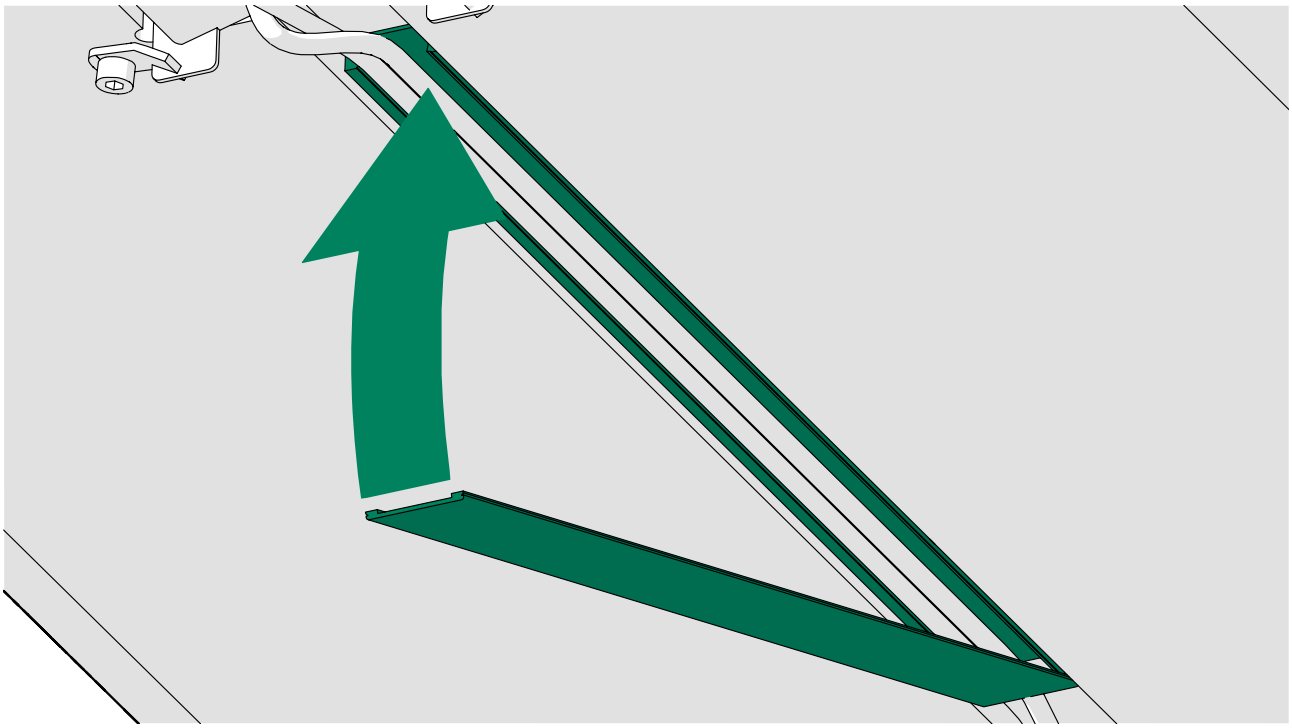
Note: Removing the grommet from the front profile makes guiding the HDMI cord into the profile easier.



4. Connect the optional LAN cords to the power socket.

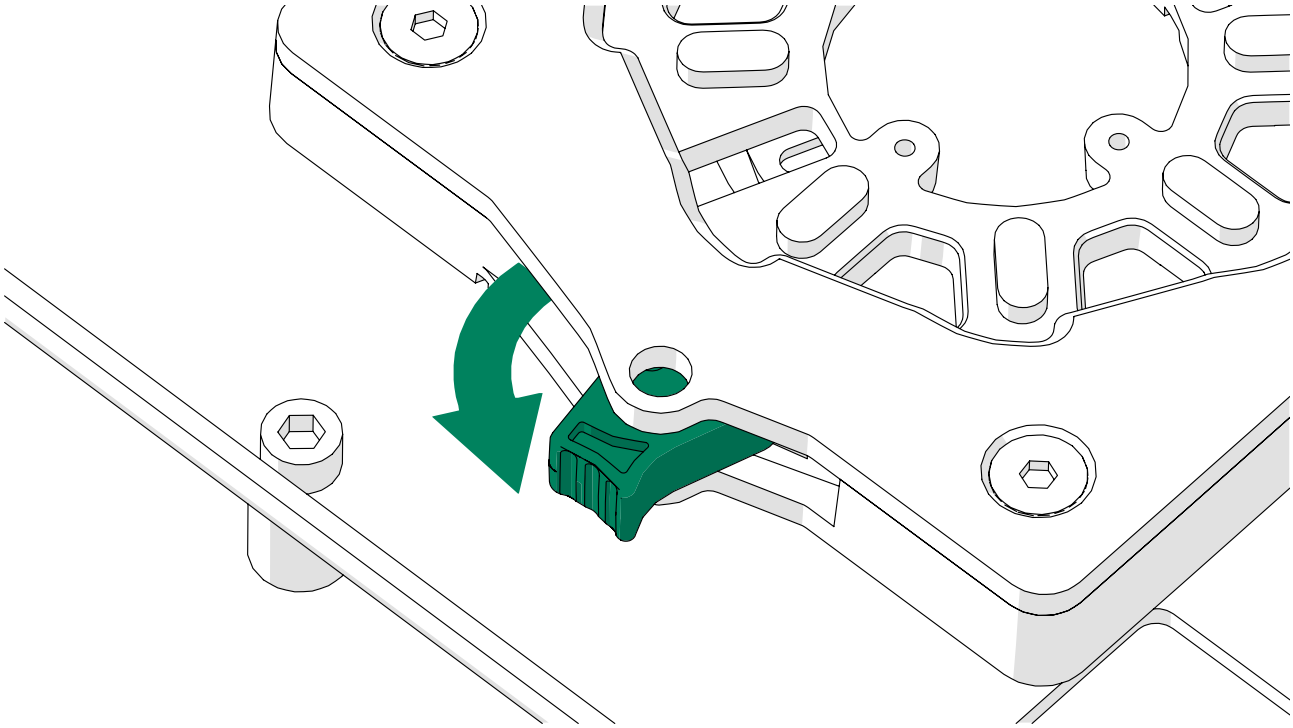


5. Guide the cords into the cord duct and install the cord duct cover.



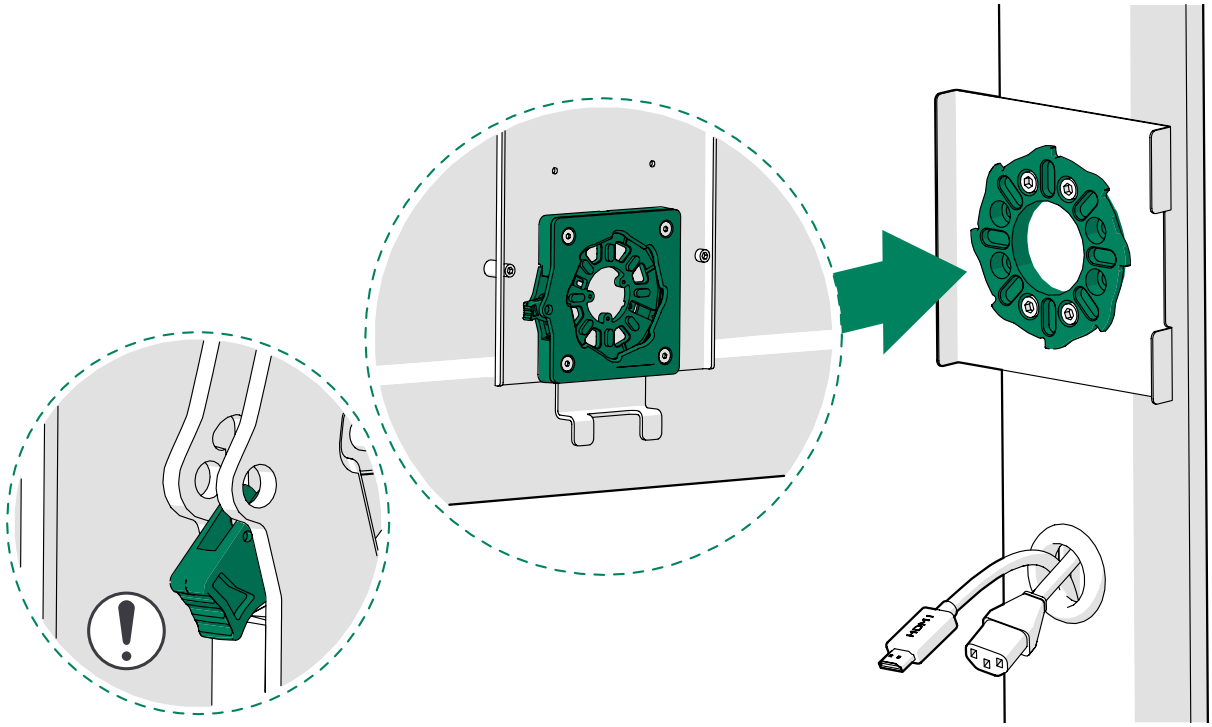
13 Reinstall the optional display (2Q Standard)

1. Snap the mounting mechanism to the fixed middle position.



2. Push the display bracket insert on the display onto the display mount.

Note: The mounting mechanism on the display bracket insert snaps into the down position.

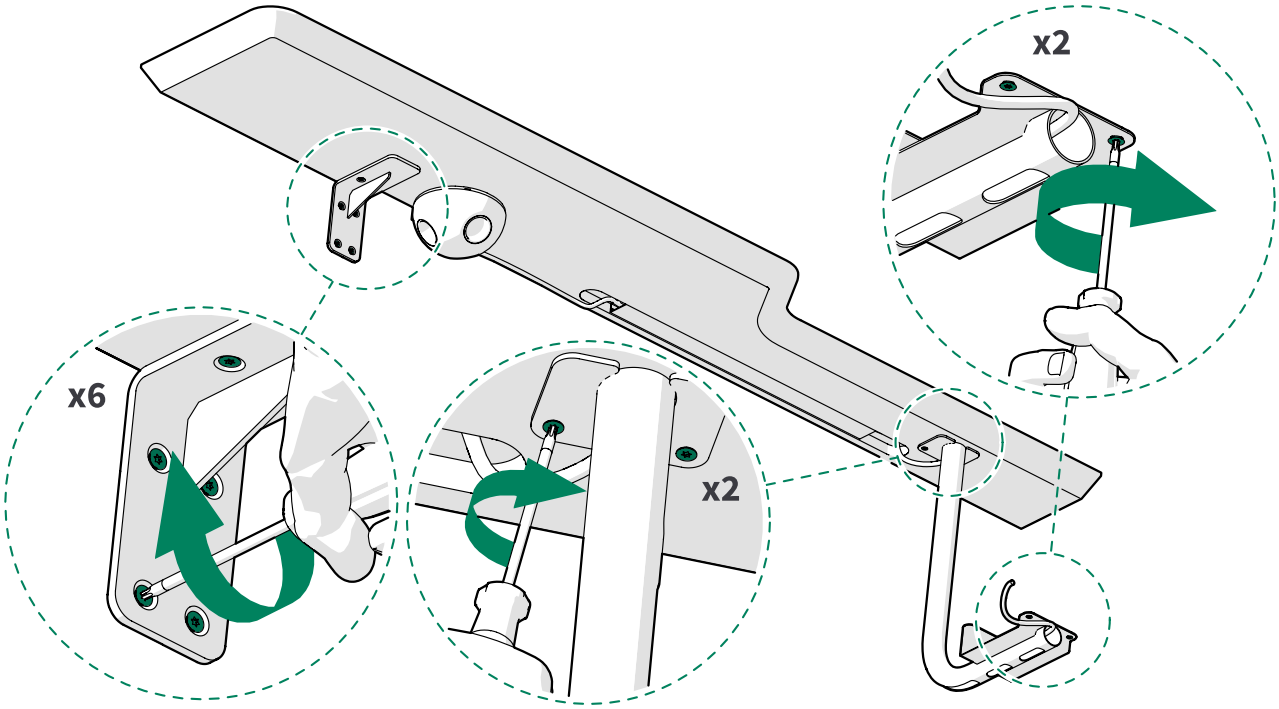


3. Connect the HDMI cord and the display power cord to the display.

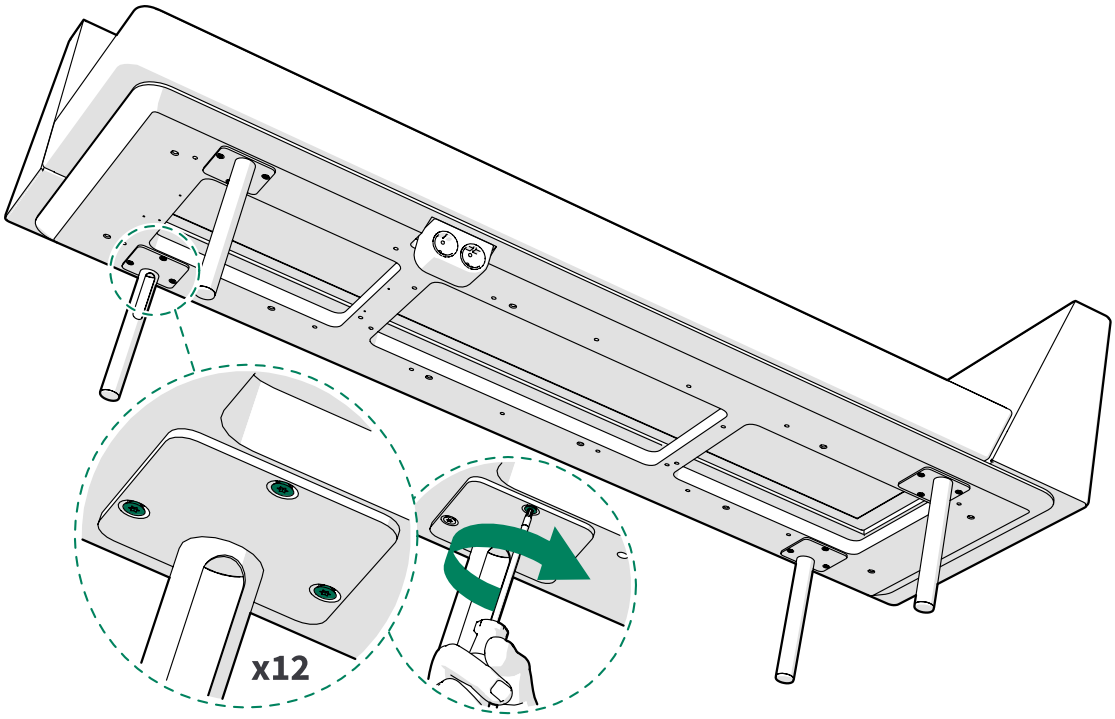
14 Tighten all the screws

14.1 Tighten all the screws (2Q Lounge)

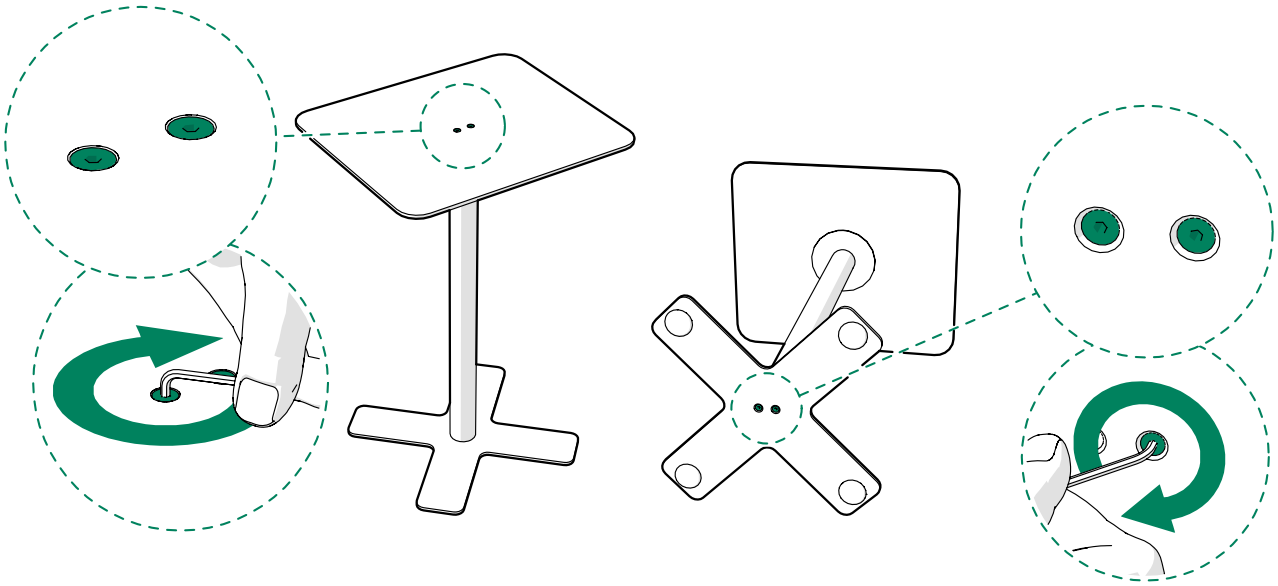
1. Tighten the screws of the table:
   - The screws on the table installation bracket.
   - The screws connecting the table support leg to the table.
   - The screws on the table support leg.



2. Tighten the screws on the sofa legs.

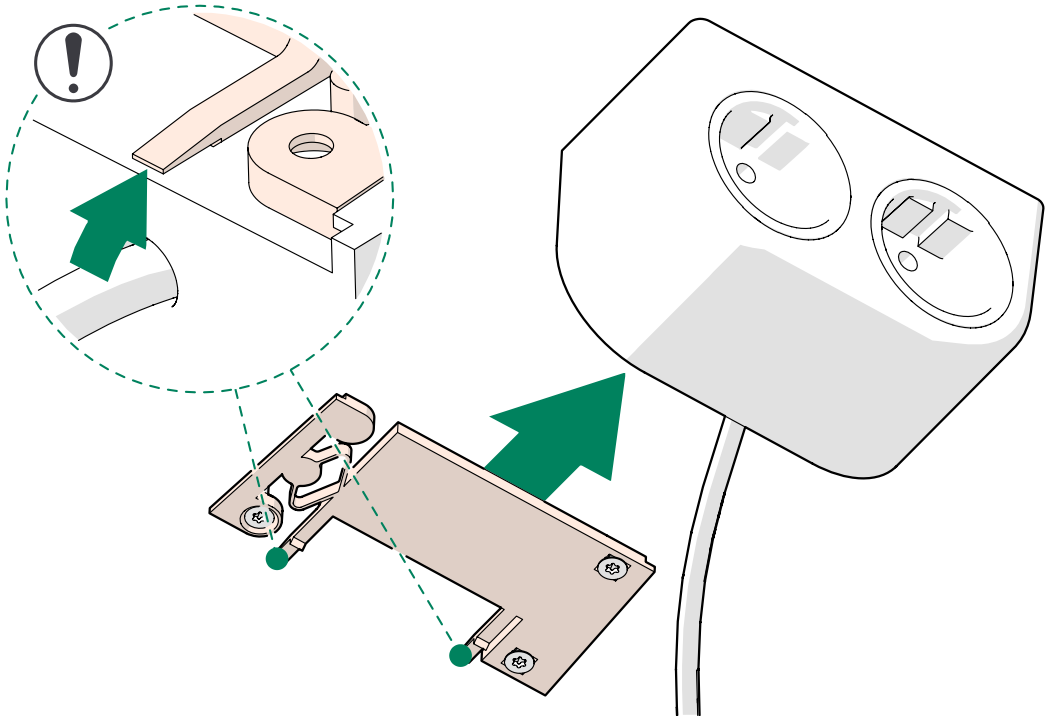


3. Tighten the piaggio table top and table leg screws.

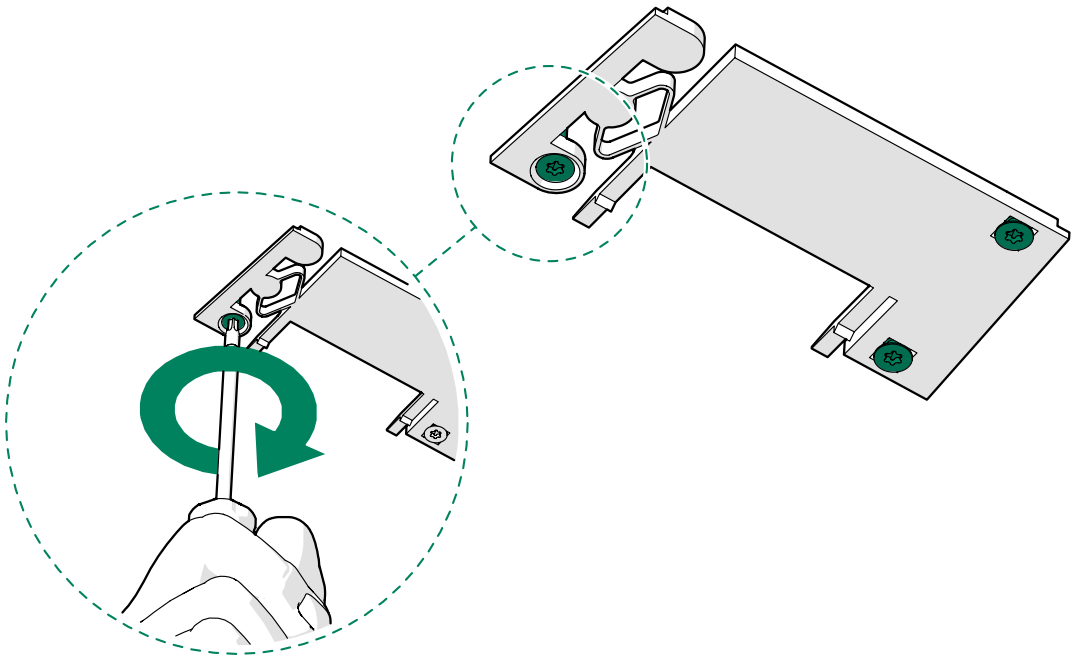


4. Remove the power outlet from the claws of the mounting plate.

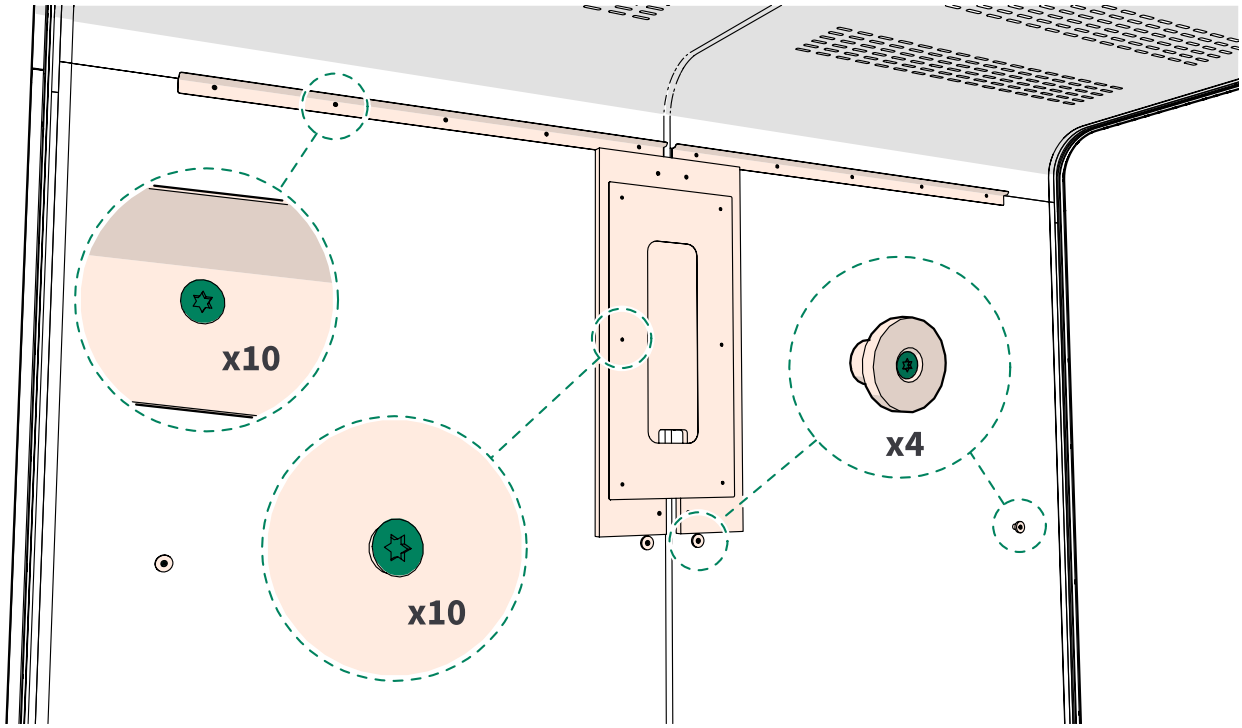
Note: Lift the outlet to release it from the mounting plate



5. Tighten the screws on the power outlet mounting plate.

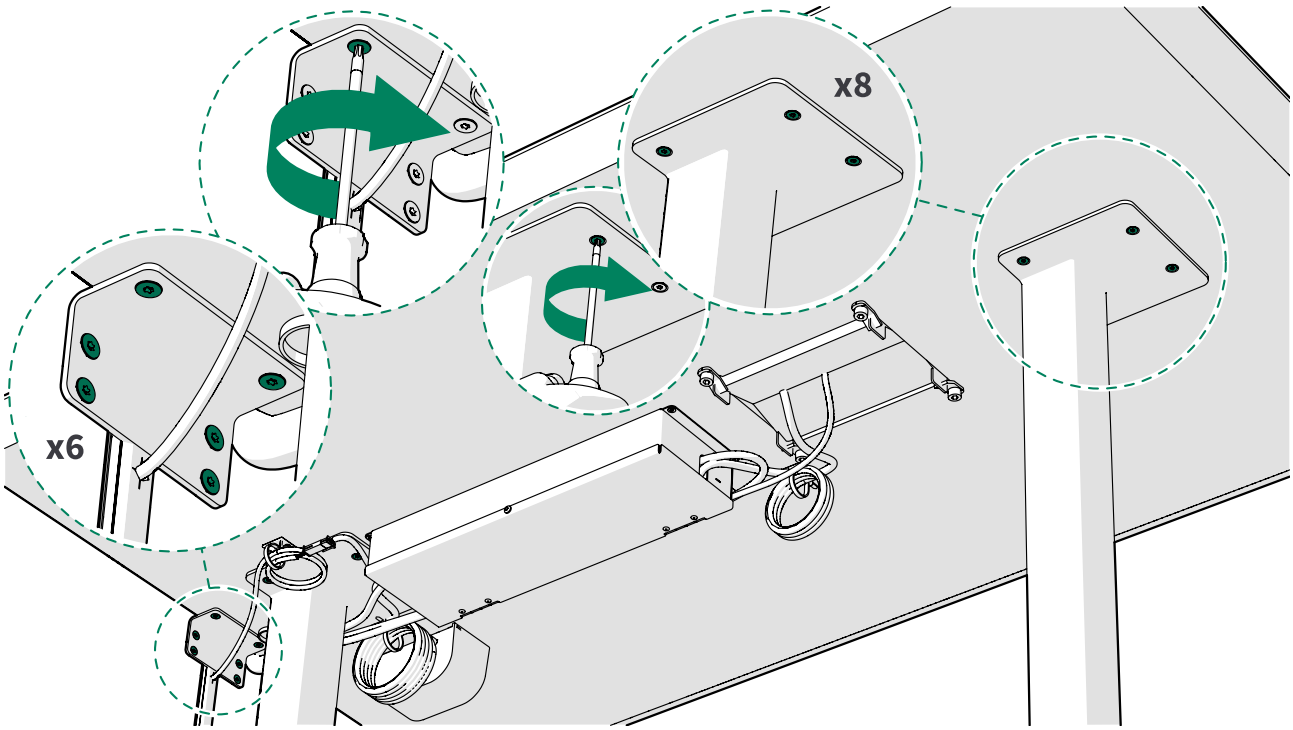


6. Tighten the screws on the whiteboard brackets.

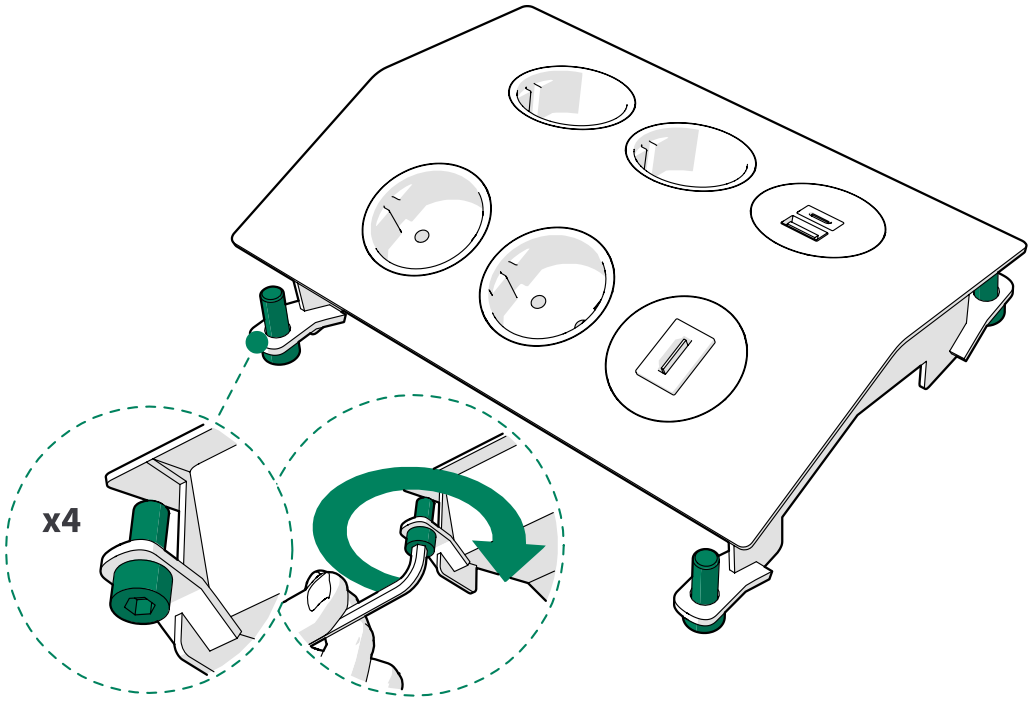


14.2 Tighten all the screws (2Q Huddle)

1. Tighten the table leg and wall bracket screws.

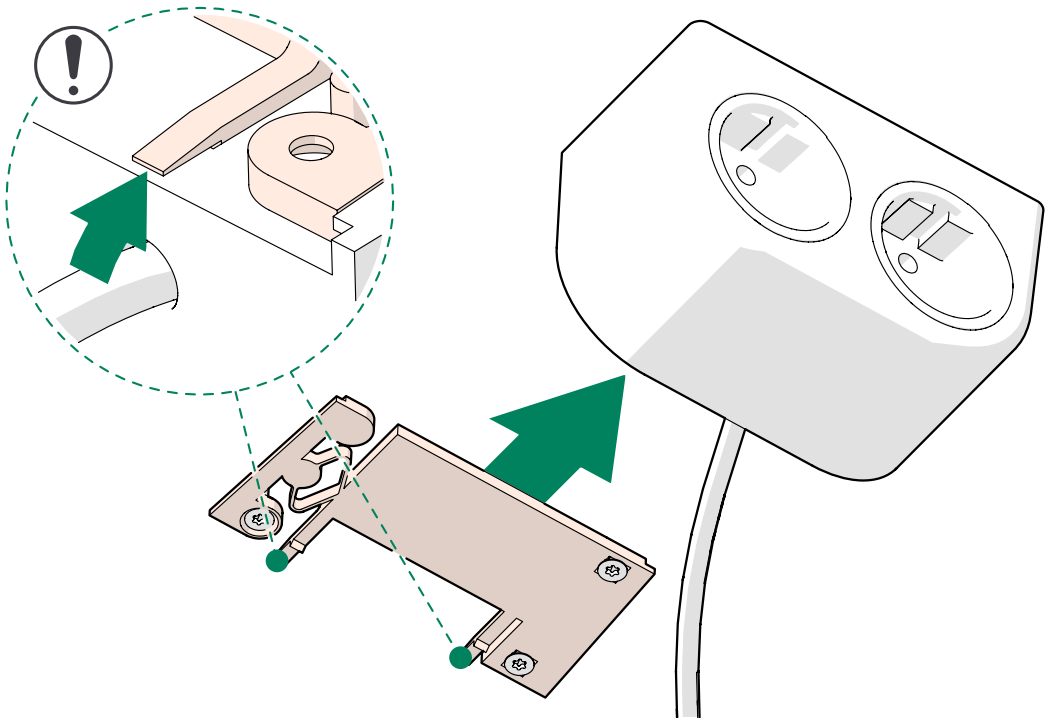


2. Tighten the screws of the fixing mounts for the power outlet.

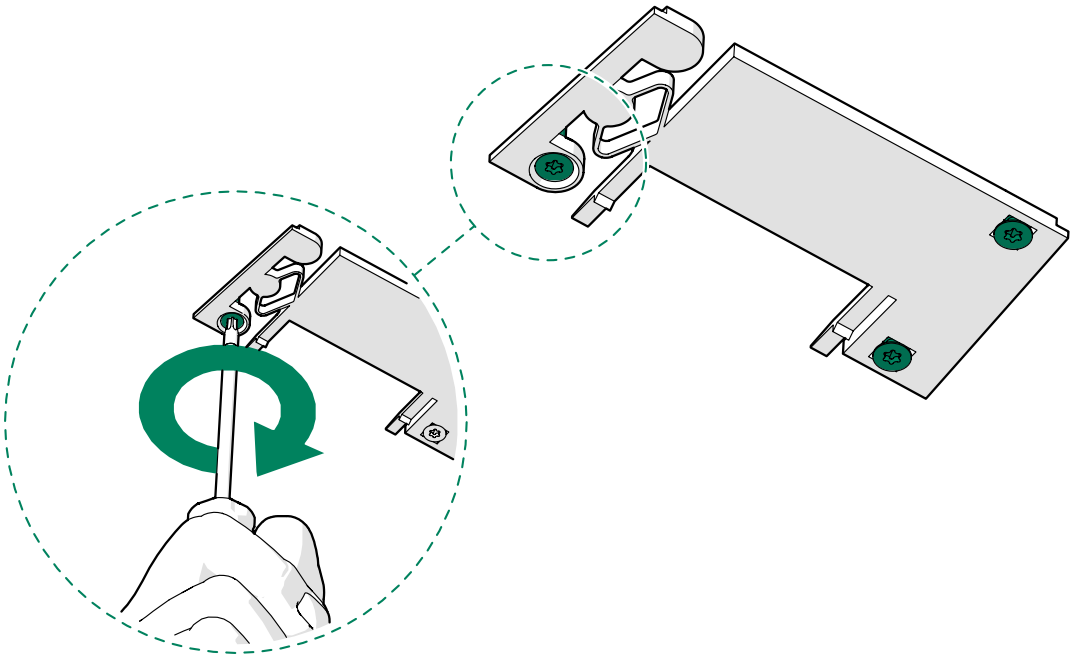


3. Remove the power outlet from the claws of the mounting plate.

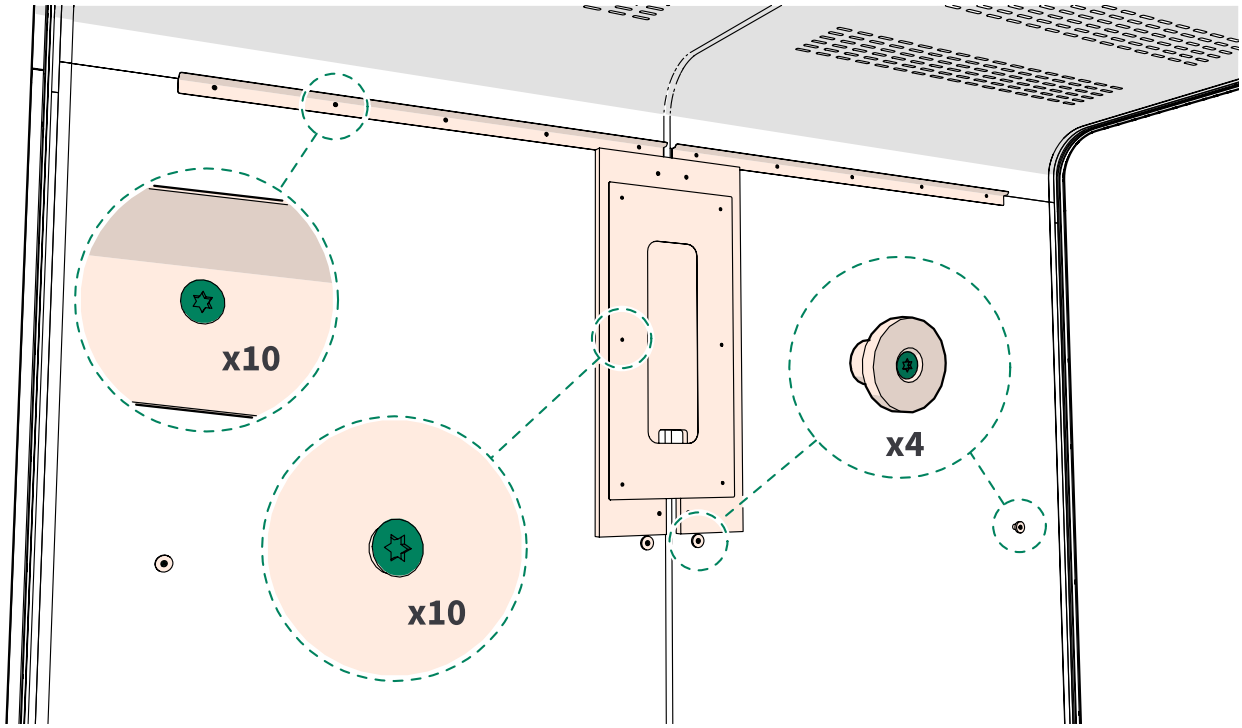
Note: Lift the outlet to release it from the mounting plate



4. Tighten the screws on the power outlet mounting plate.

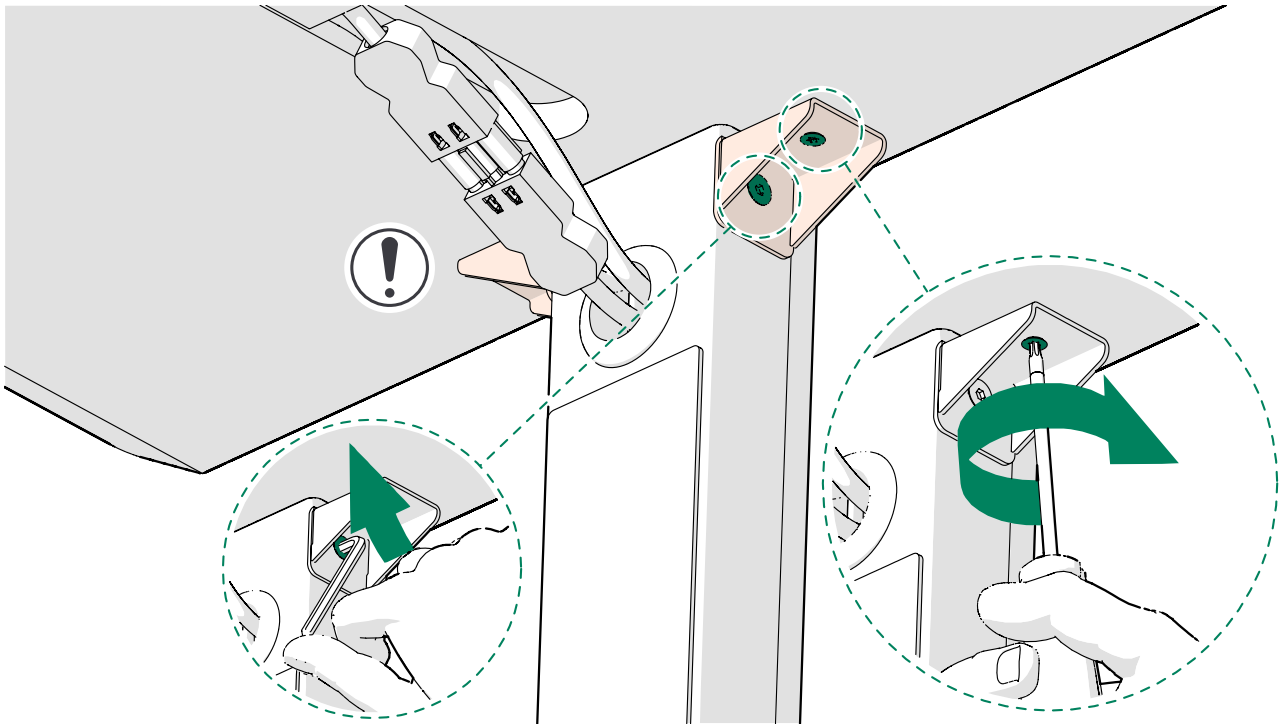


5. Tighten the screws on the whiteboard brackets.

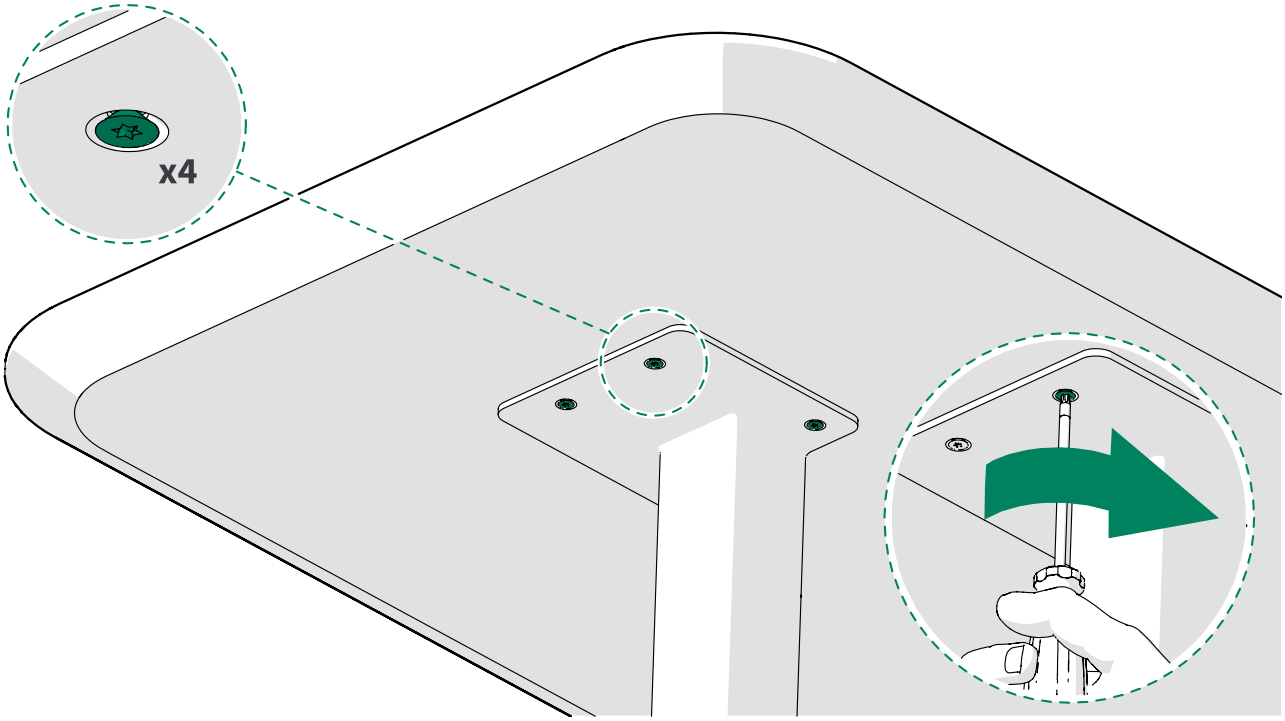


14.3 Tighten all the screws (2Q Standard)

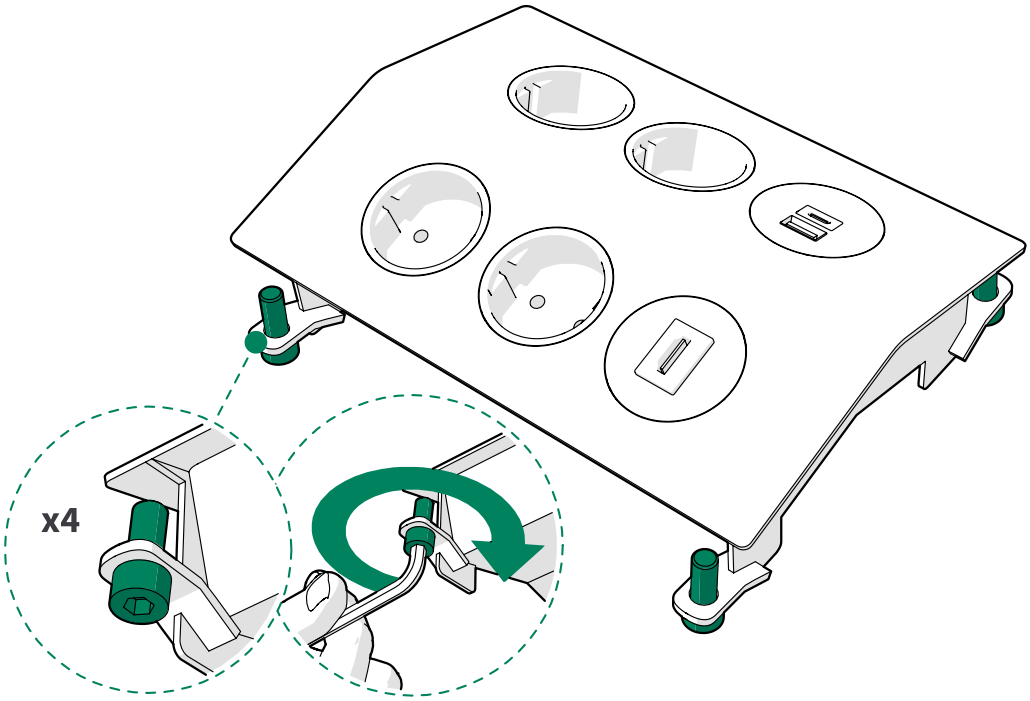
1. Tighten the power column screws.



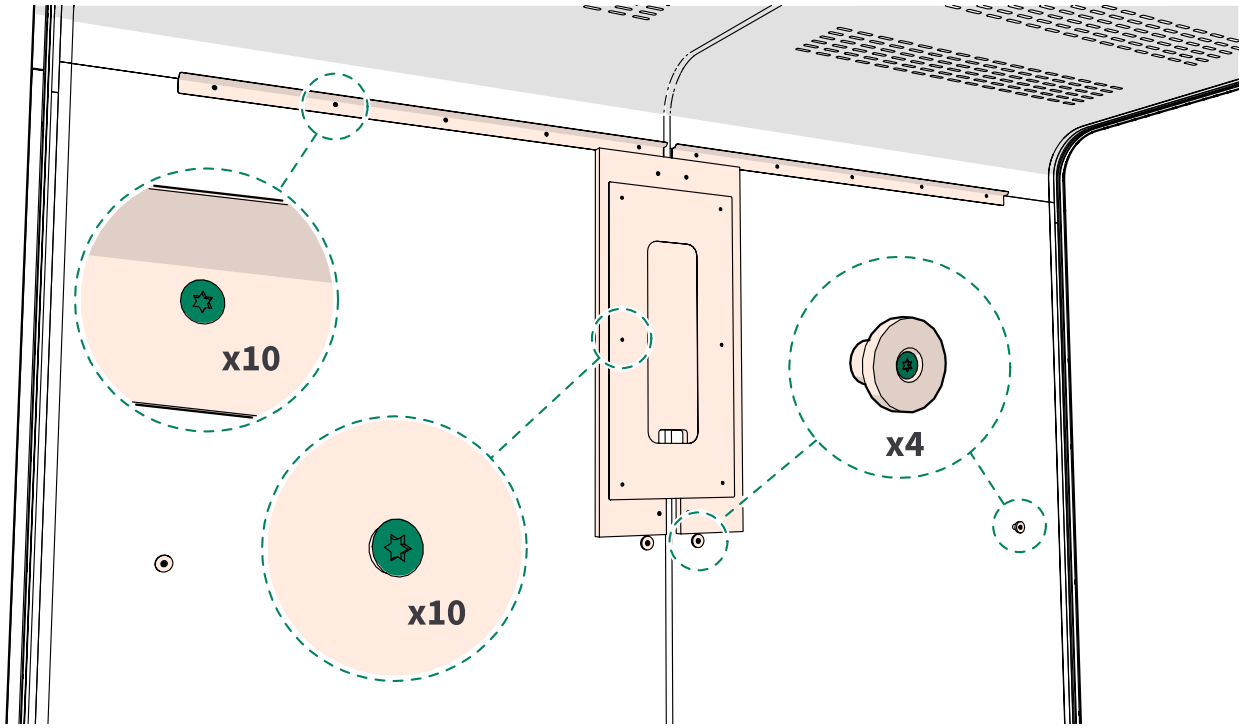
2. Tighten the table leg screws.



3. Tighten the screws of the fixing mounts for the power outlet.



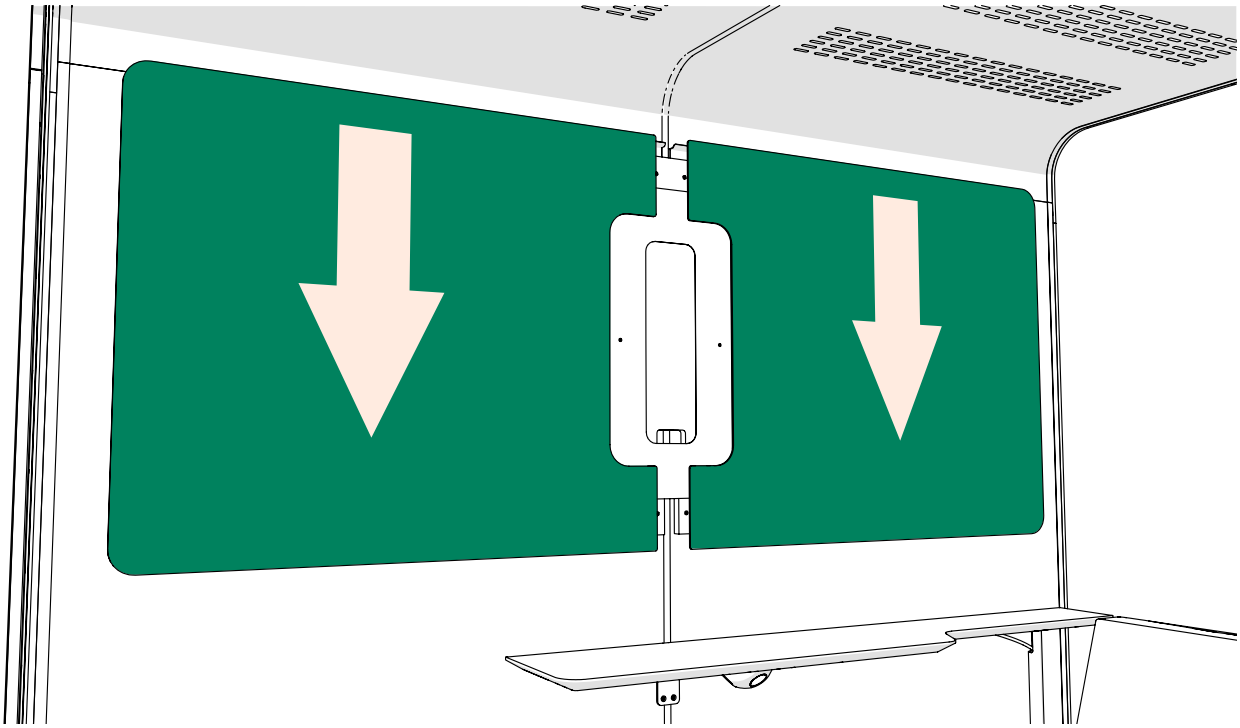
4. Tighten the screws on the whiteboard brackets.



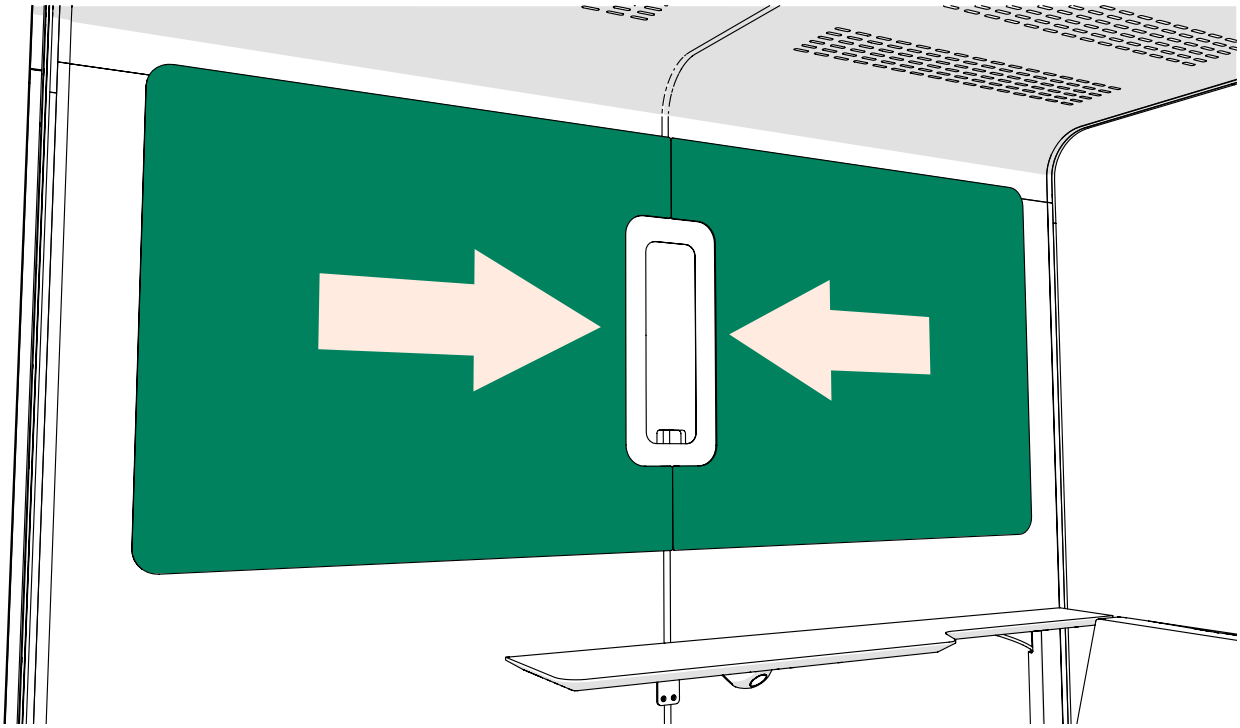
15 Reinstall the optional whiteboard

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

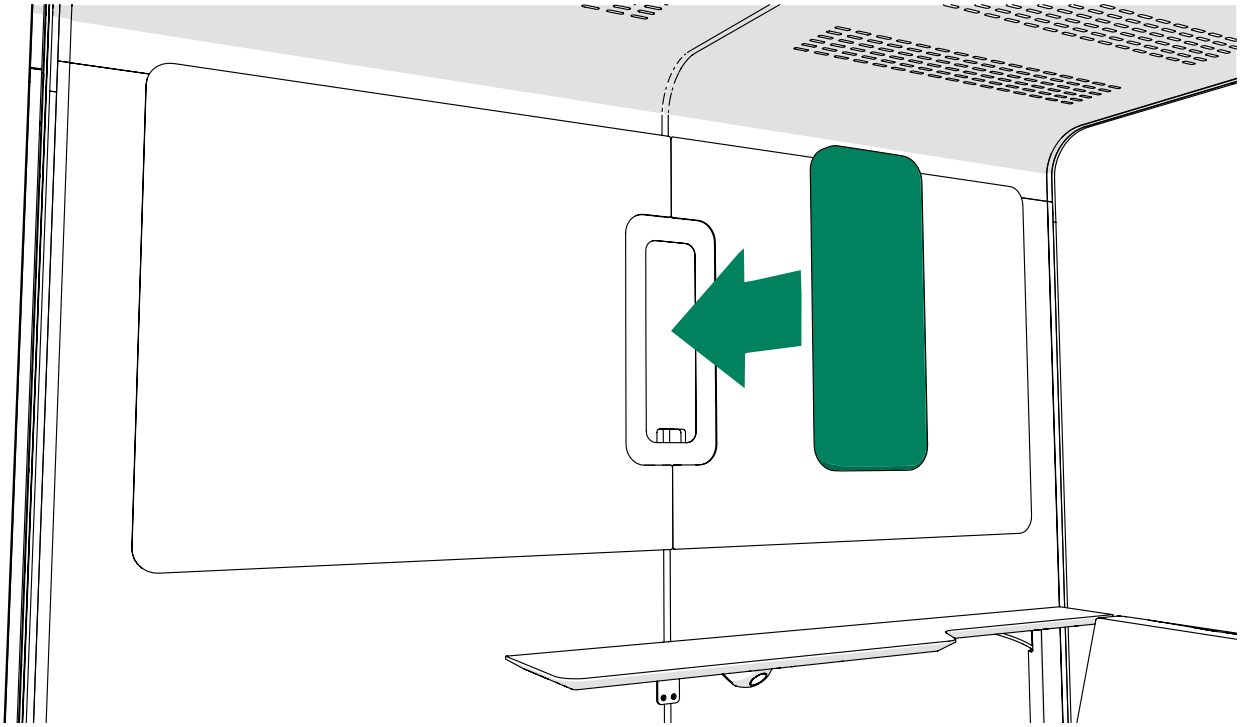
   ⚠ **Warning:** Lifting requires two people.



2. Push the whiteboards together.



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

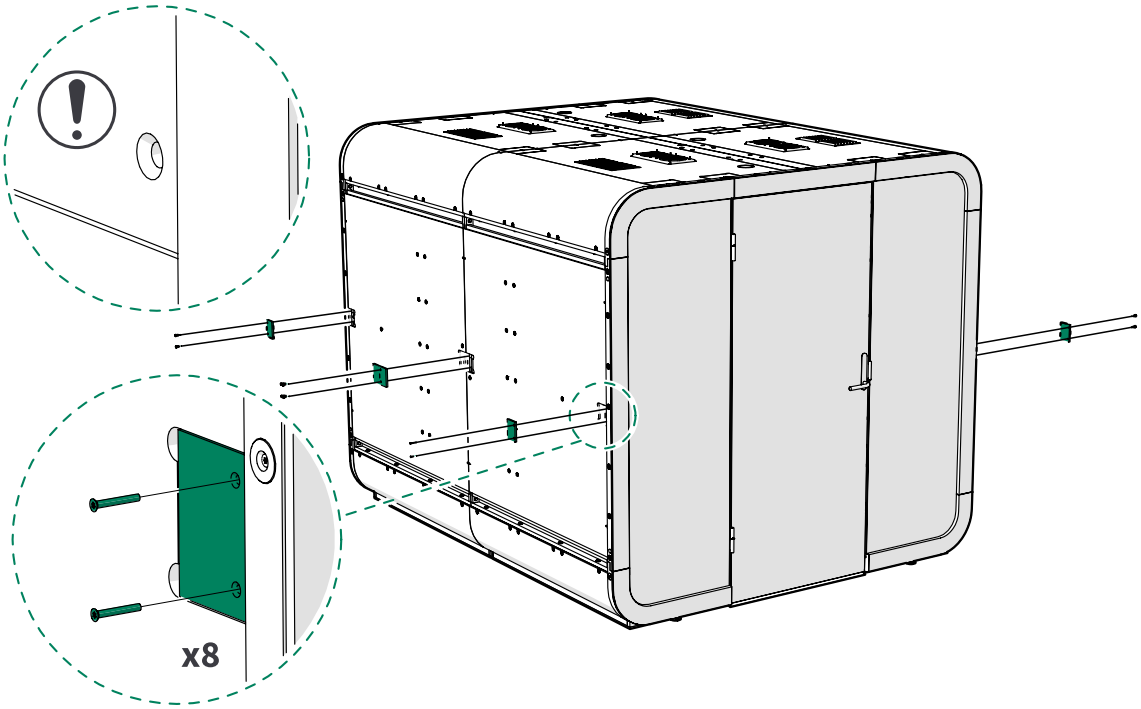


16 Reassemble

16.1 Install the wall cover panels

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

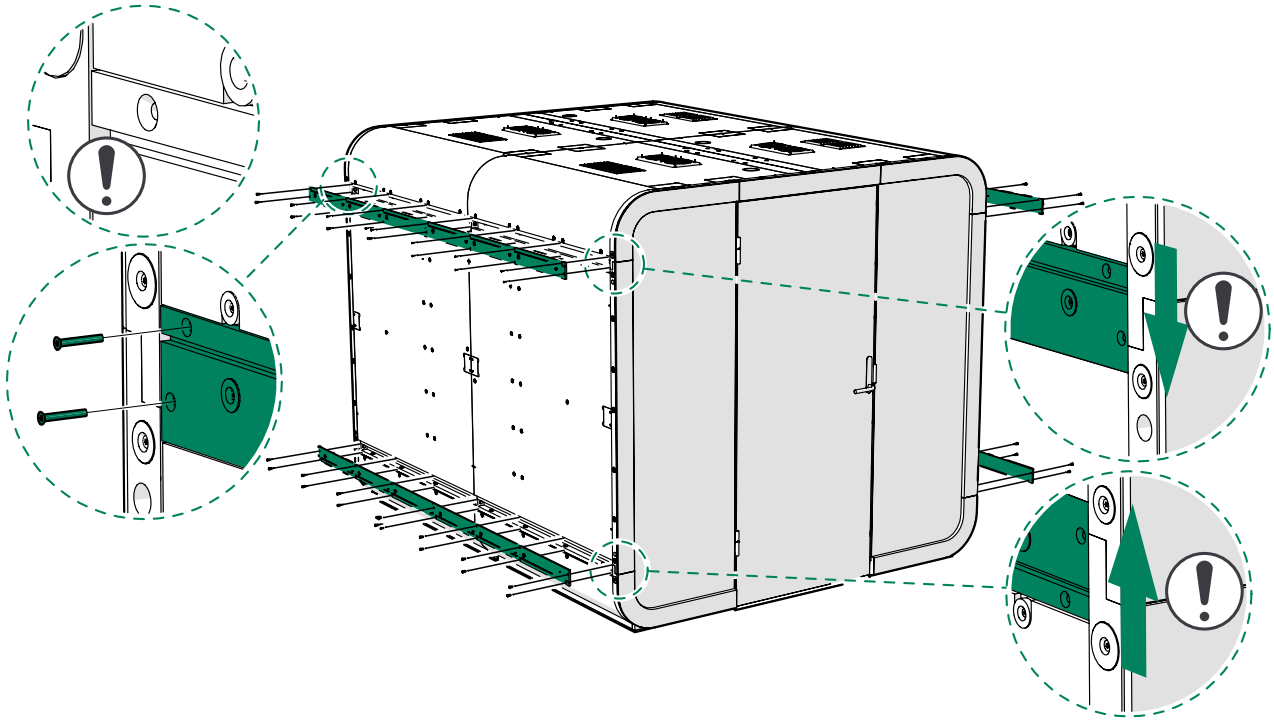
Note: Place the countersunk holes upwards. Use the existing screw holes.



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

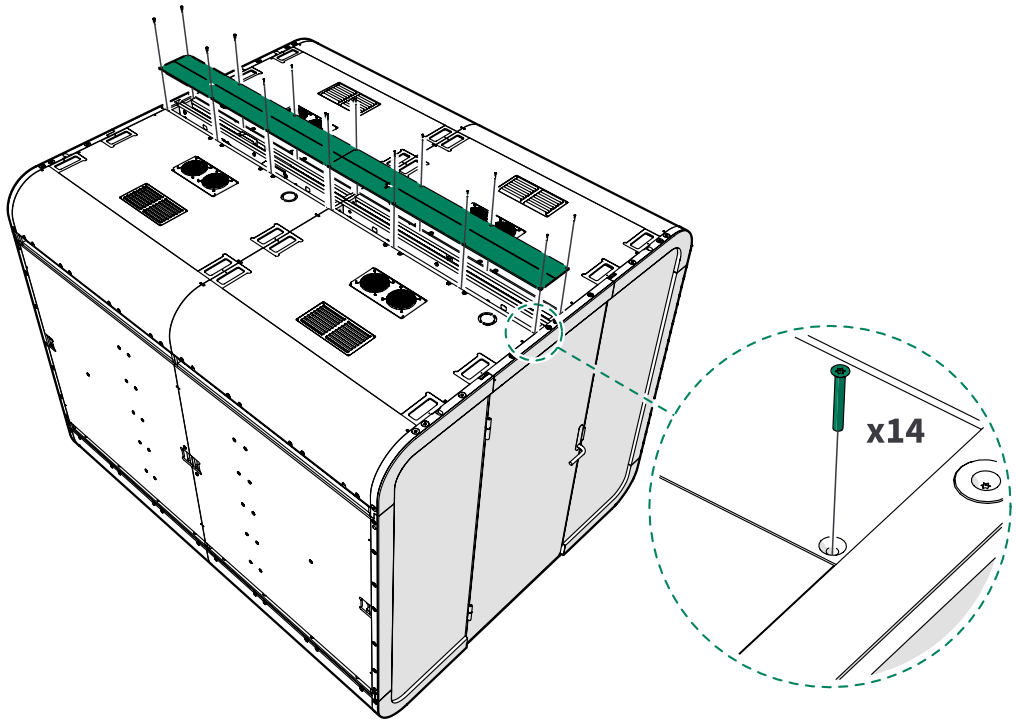
Note: Place the countersunk holes upwards. Use the existing screw holes.

Note: Make sure that the grooves in the panels are on the outer edge of the panel and that the panels touch the wall module on the inner edge.

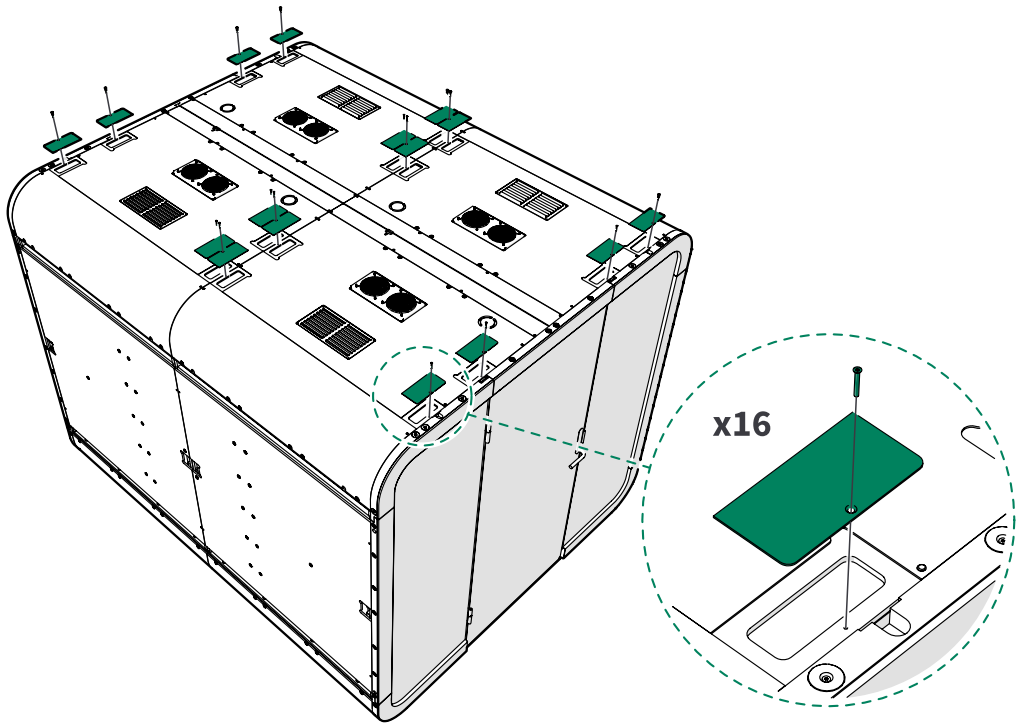


16.2 Install the roof cover panels and plates

1. Install the roof cover panels (6 pcs).



2. Install the roof cover plates (16 pcs).

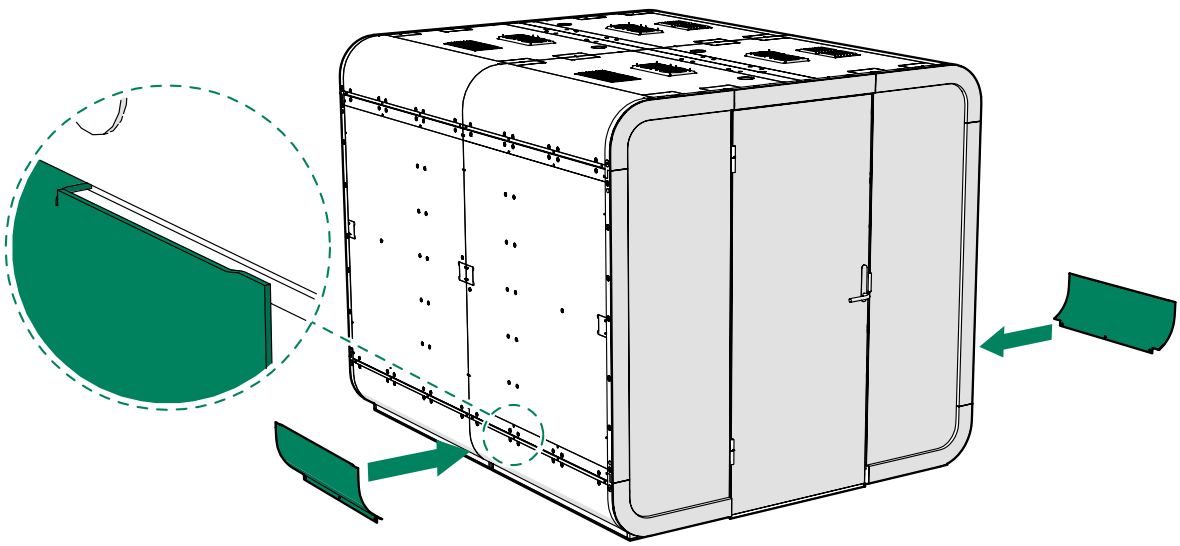


16.3 Install the bottom body covers

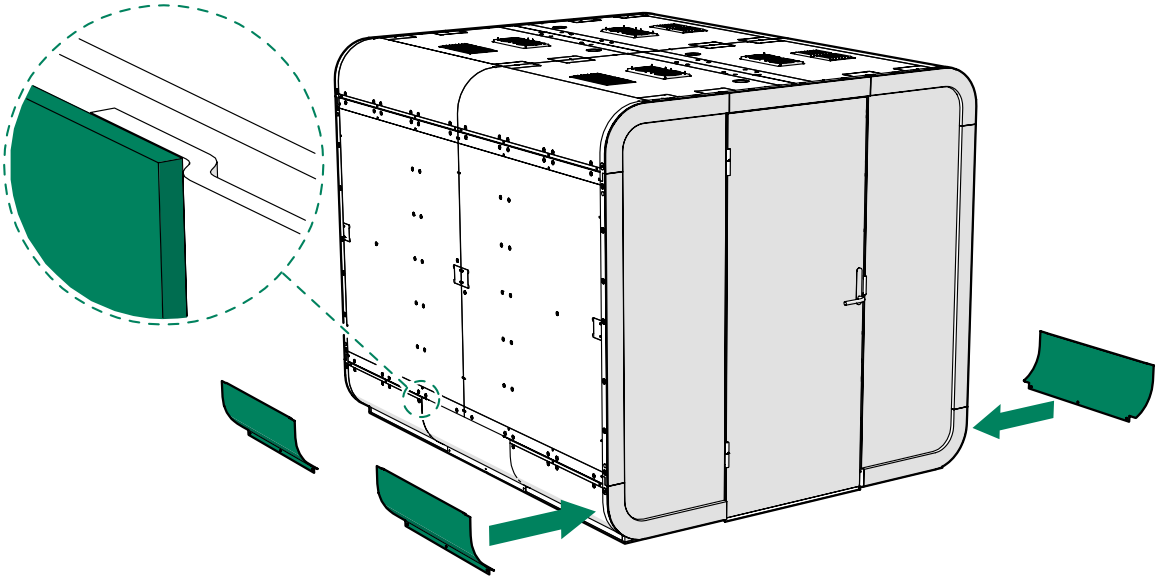
1. Install the bottom body covers (1 pc each side) in the middle of the floor of the pod. Push the lower part first under the pod and then guide the flange into the groove on the wall.

Note: Make sure that the cover has flanged edges.

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



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

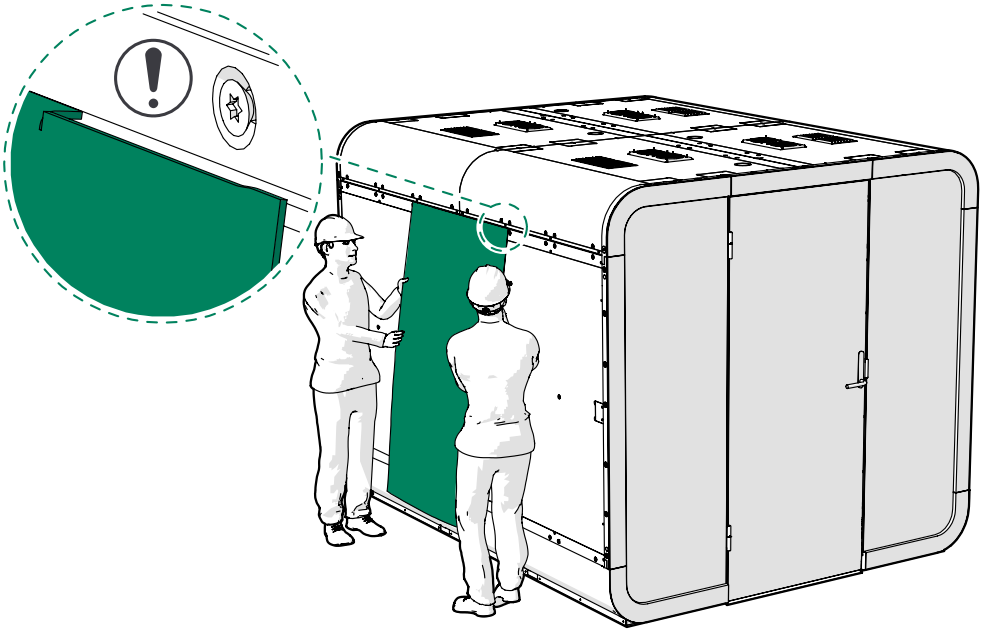


16.4 Install the wall body covers

1. Install the center body covers on both sides of the pod.
   Place the upper fold of the body cover against the wall of the pod and slide it into the upper installation groove.

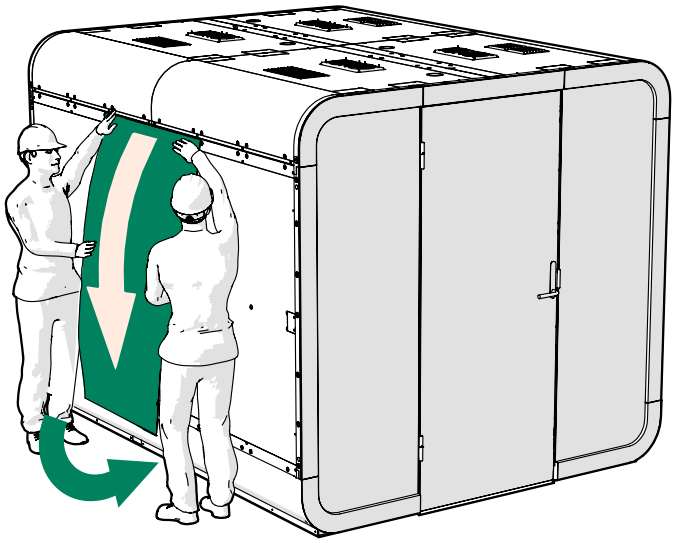
   Note: Make sure that the cover has flanged edges.

   Note: Use a plastic chisel, if you must remove the cover.



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

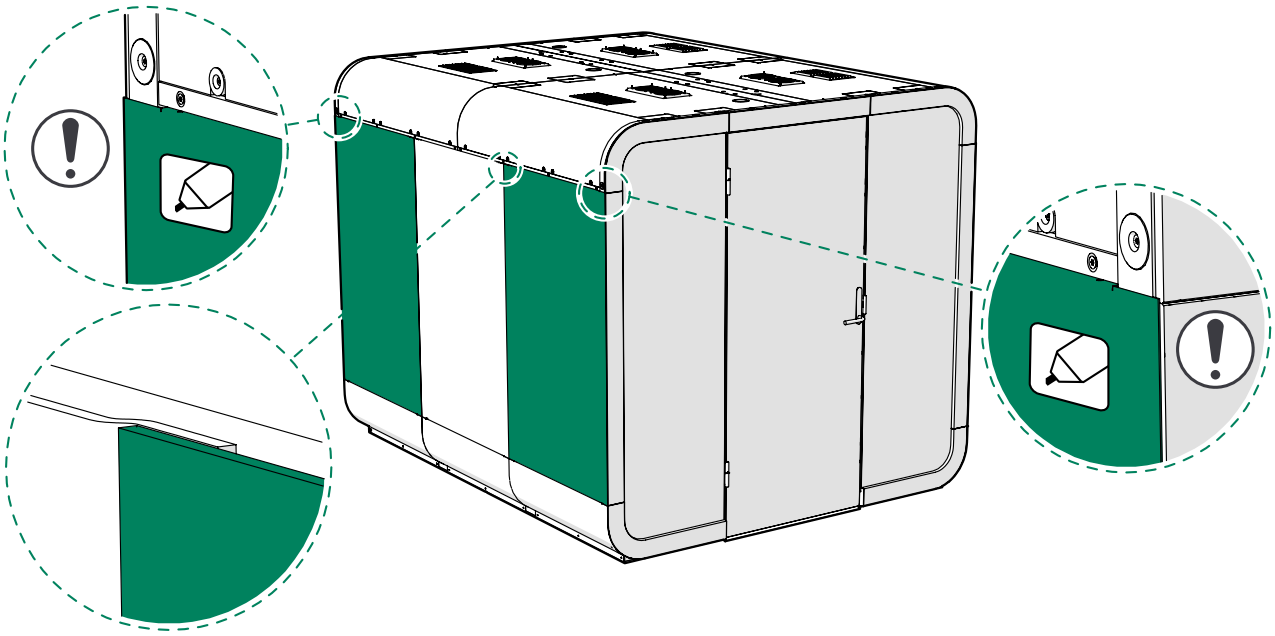
Note: Make sure the fold on the lower body cover is in the lower installation groove.



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

Note: If you are installing the optional whiteboard body covers, make sure that the sticker is in the upper outer corner when you install the wall body cover.

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

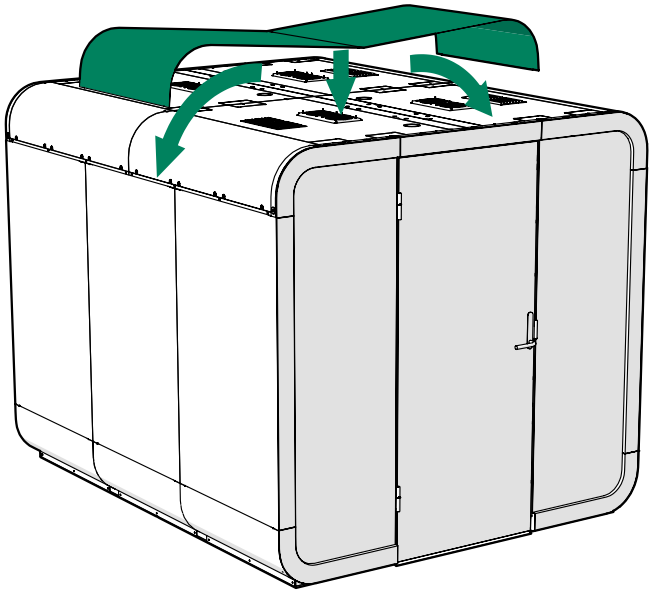


16.5 Install the roof body covers

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

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

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



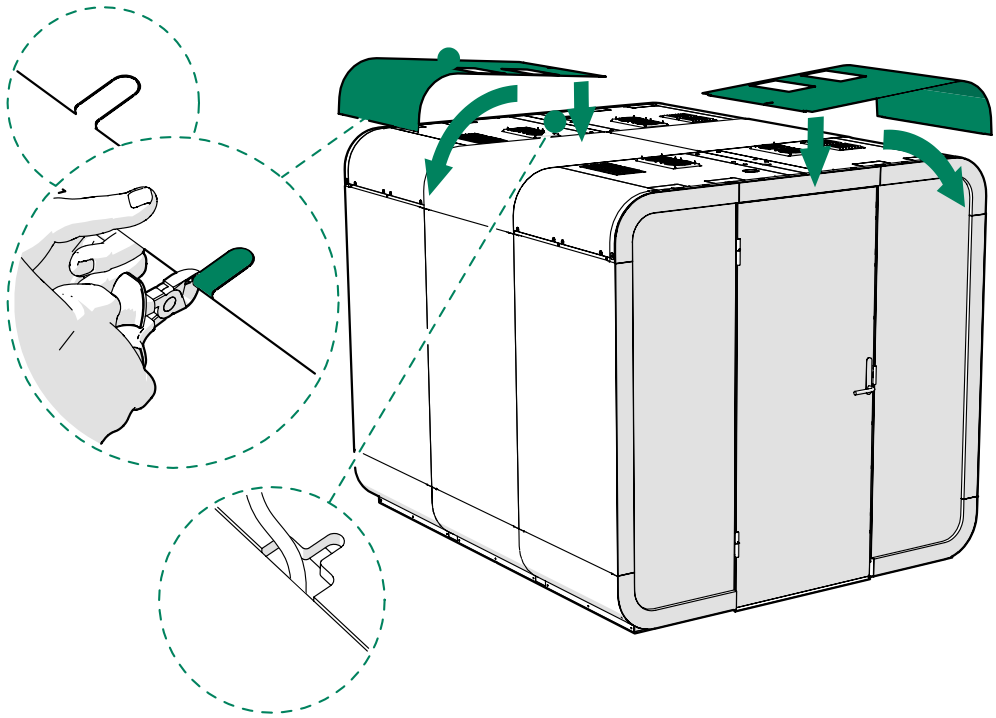
2. Install the roof body covers (2 pcs) to the left-hand back and right-hand front corners of the roof.

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

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

Note: The covers for the right-hand front and left-hand back corners are identical, as are the covers for the left-hand front and right-hand back corners.

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

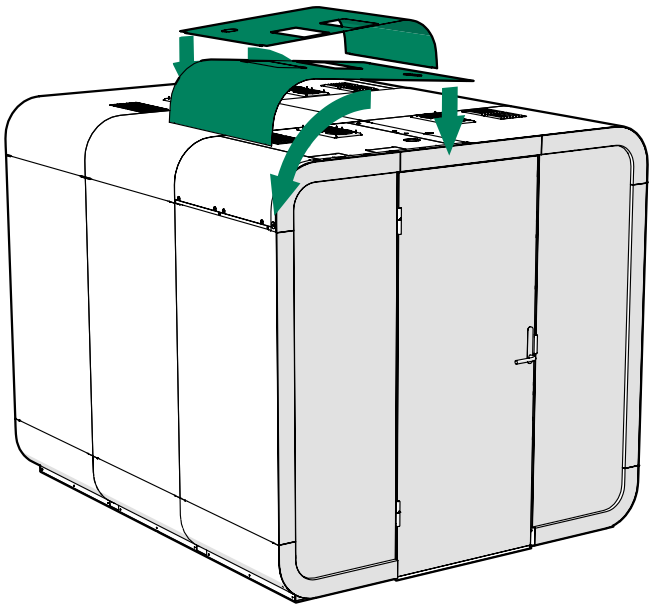


3. Install the roof body covers (2 pcs) to the left-hand front and right-hand back corners of the roof.

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

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

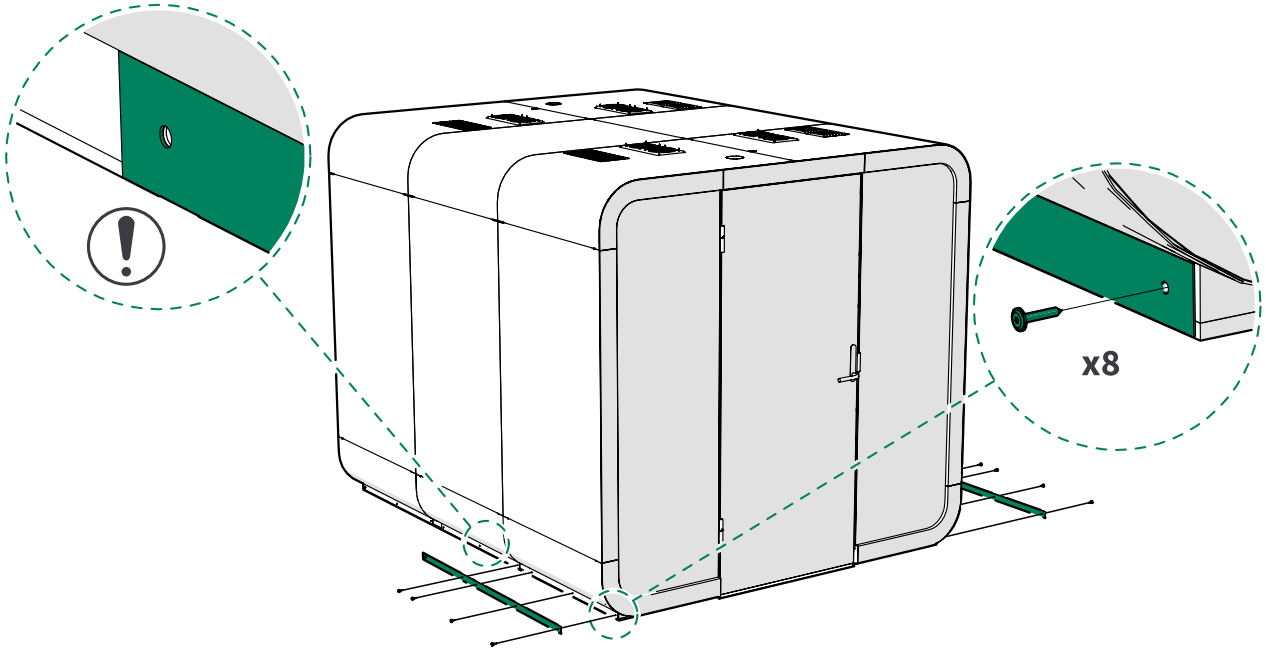
Note: Do not lift the cover from the opening. The narrow metal strip bends.



16.6 Finalize the installation of the body covers

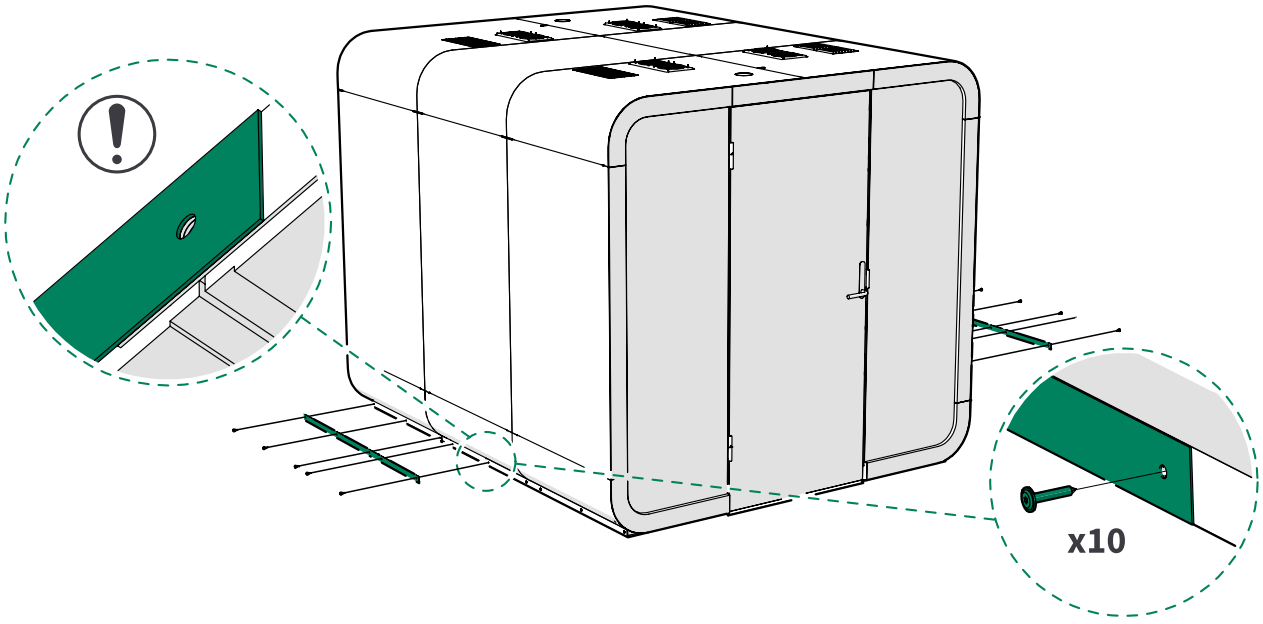
1. Install the black cover plate on each side of the front half of the pod floor with black wronic 4.2x25 screws (4 pcs).

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



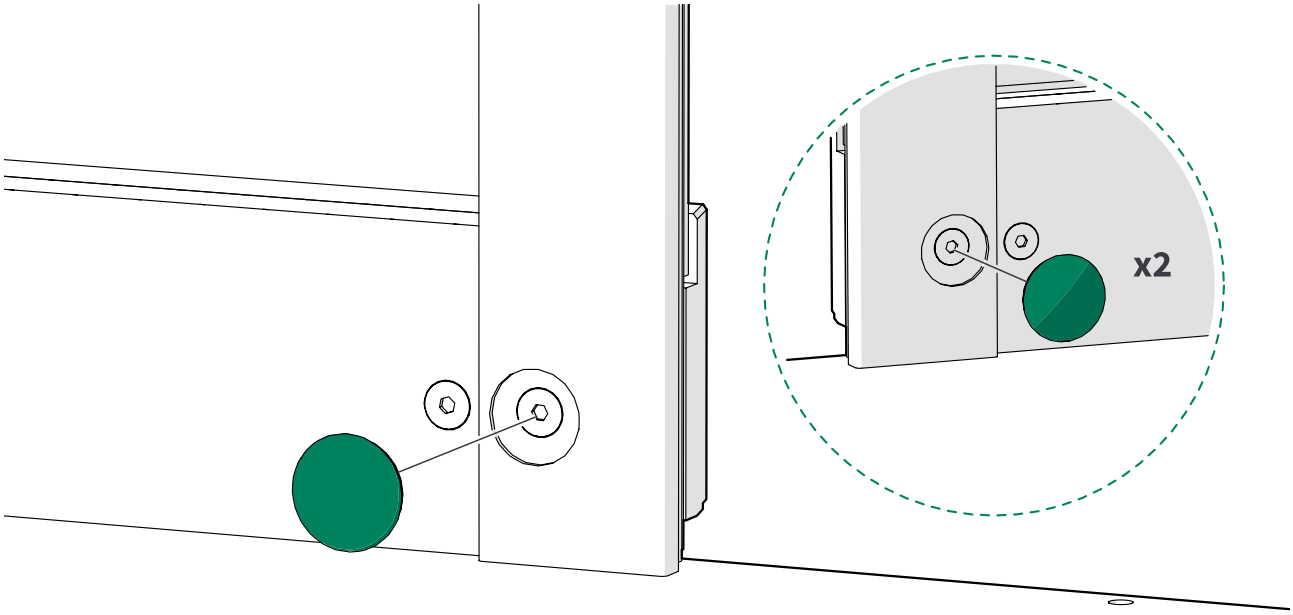
2. Install the black cover plate on each side of the back half of the pod floor with black wronic 4.2x25 screws (5 pcs).

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



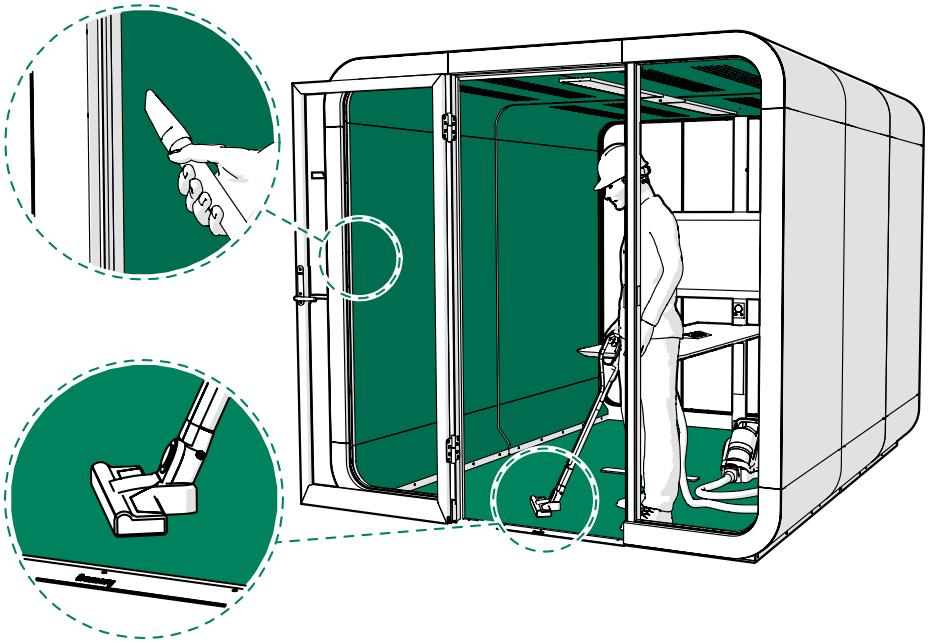
16.7 Reinstall the profile hole covers

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

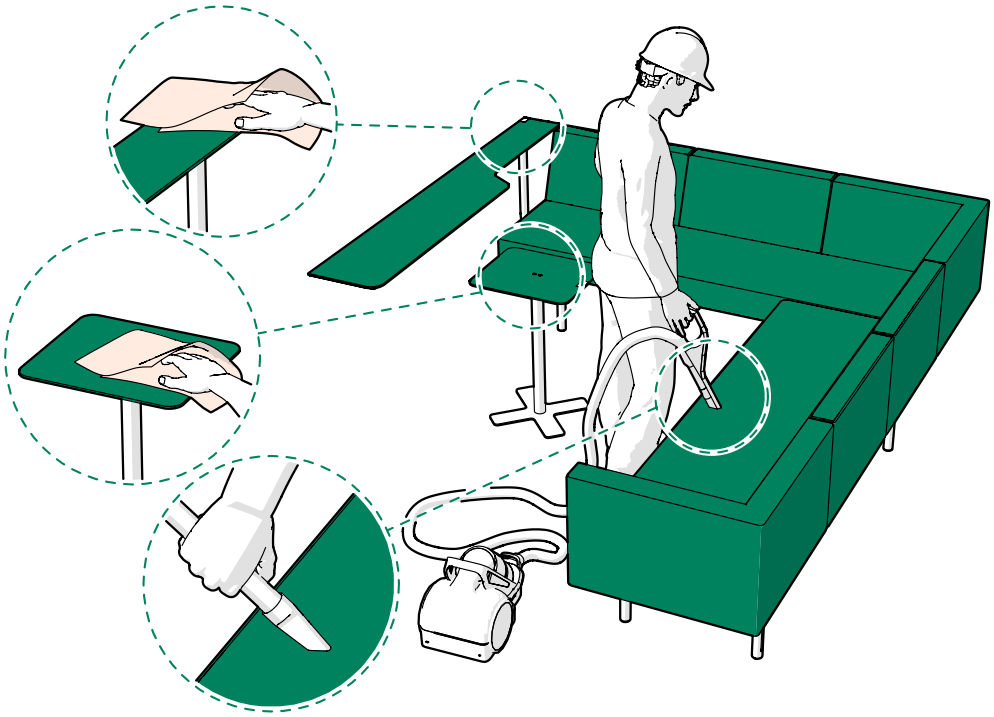


17 Clean the pod

1. Clean the carpet, seats (if present), and interior panels with a vacuum cleaner.

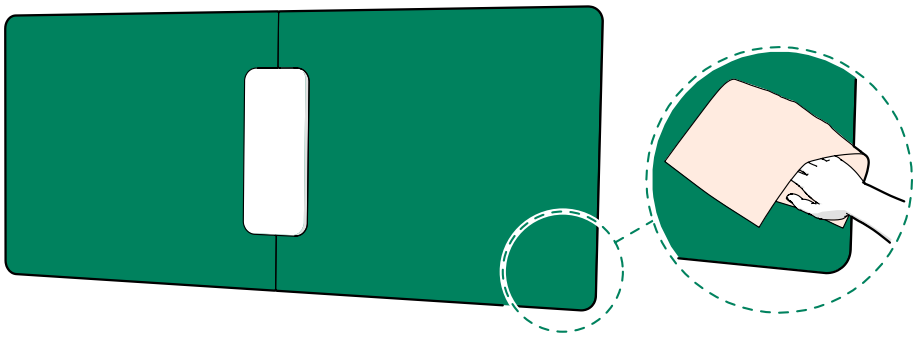


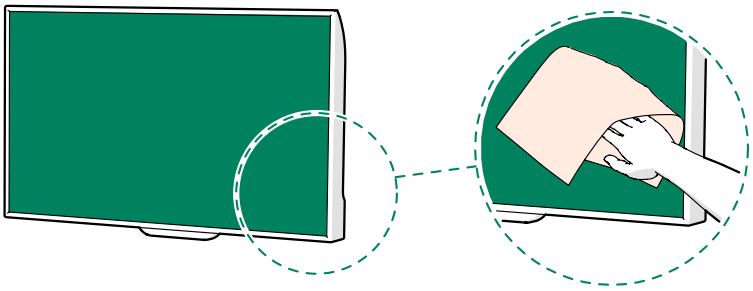
2. Clean the side table and piaggio table with mild alcohol-based all purpose cleaner and a lint-free cloth. Clean the sofas with a vacuum cleaner. (2Q Lounge)



3. Clean the table top with mild alcohol-based all purpose cleaner and a lint-free cloth (2Q Standard, 2Q Huddle).

4. Clean the white boards and screen with a microfibre cloth.

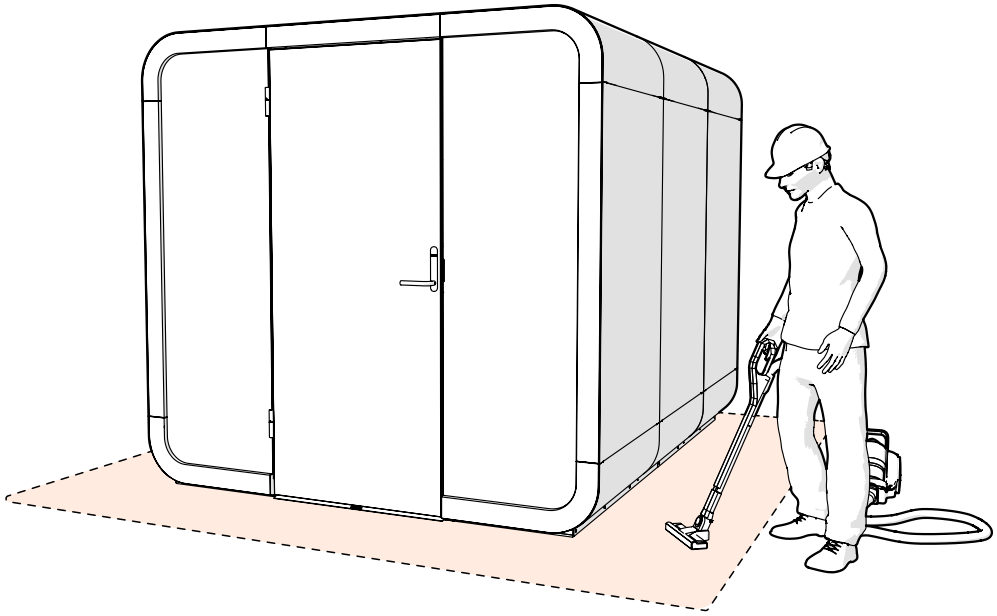




5. Clean the thresholds and door handle with mild alcohol-based all purpose cleaner and a lint-free cloth.
6. Clean the frames and body covers with mild alcohol-based all purpose cleaner and a lint-free cloth.

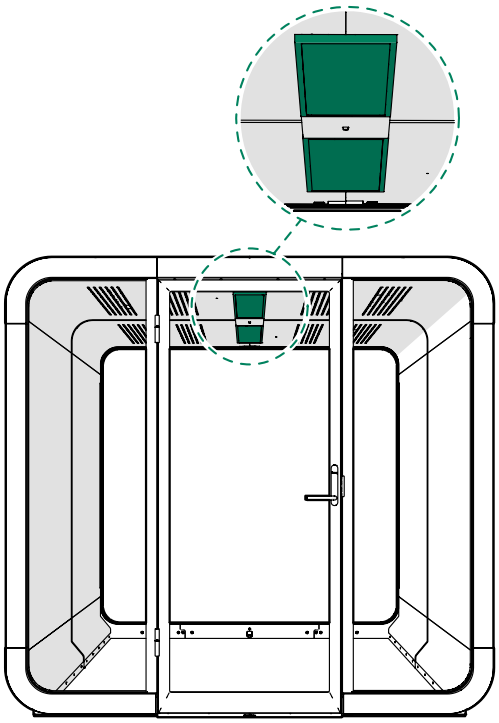
7. Clean the glasses with glass cleaner and a lint-free cloth.

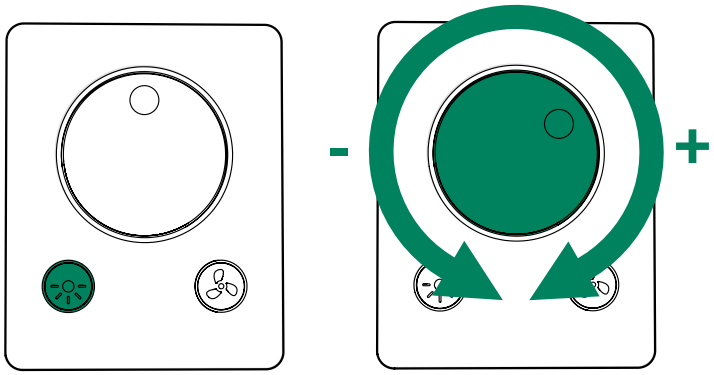
8. Clean the pod surroundings with a vacuum cleaner.

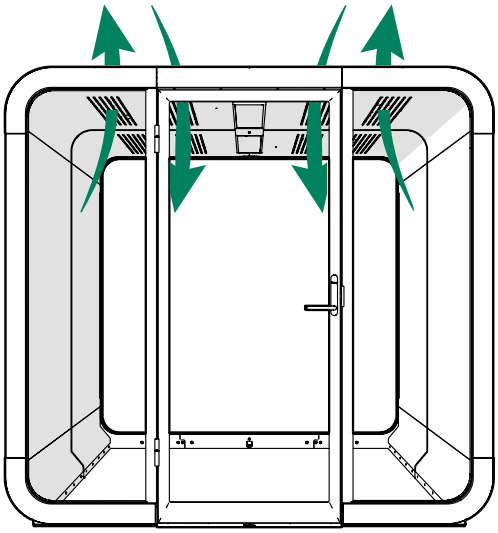


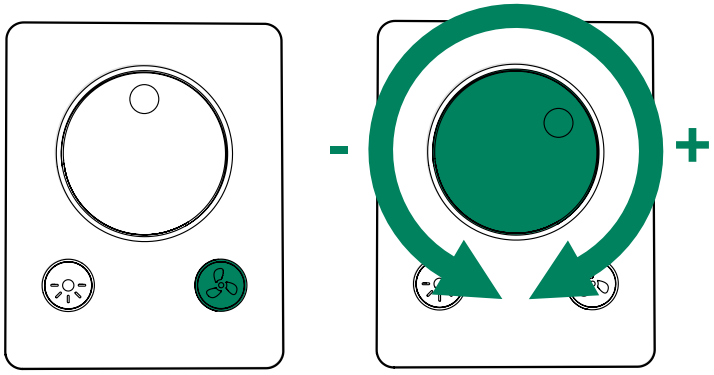
18 Check the functionality of electrical components

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

framery

Framery 2Q (UL)

Complete Care Instructions

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