

Pod Installation Instructions

Installation - Tools Needed

- Utility Knife
- Cordless Drill/Driver
- (1) 4-6 ft. Ladder
- Flat Head Screwdriver
- 1/2" Wrench

Optional / Recommended

- Panel Cart



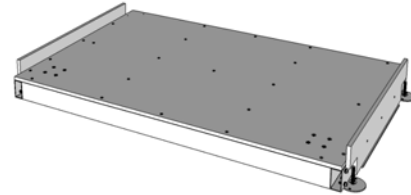
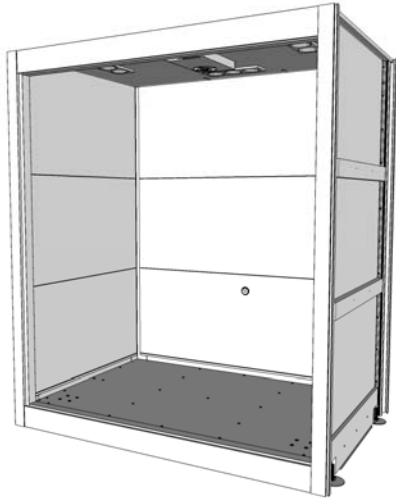
Pod S - 46" x 46" x 91" H



Pod M - 53" x 77" x 91" H



Pod L - 77" x 77" x 91" H



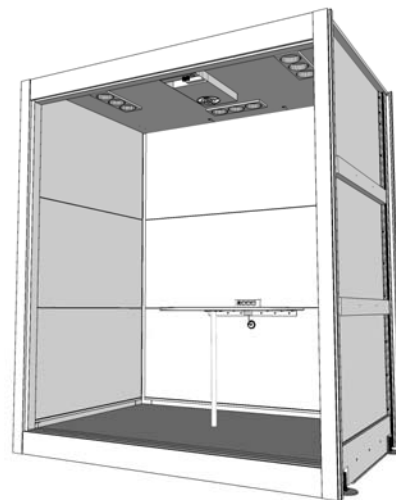
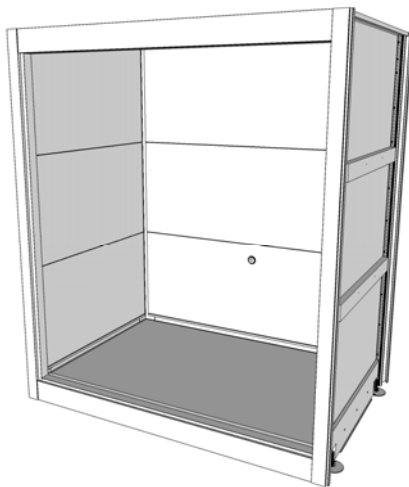
1. Unpack Pod.

If preassembled Pod can be transported to final destination, move it there now.

If preassembled Pod cannot be transported to its final destination, begin disassembly (step 2).

2. If Required: Disassemble Pod down to Floor Base

- Remove screws holding Canopy
- Remove screws holding Interior Panels
- Remove bolts holding Front Frame Assembly
- Remove bolts holding Rear Corner Extrusions
- Transport all pieces and hardware to final location

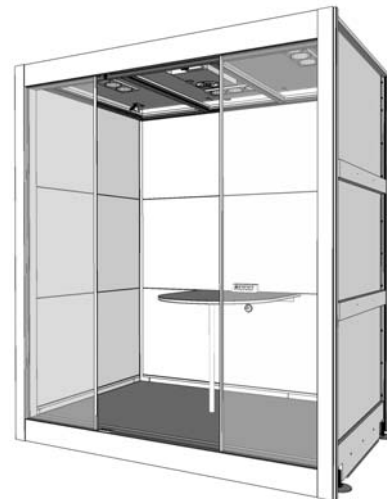
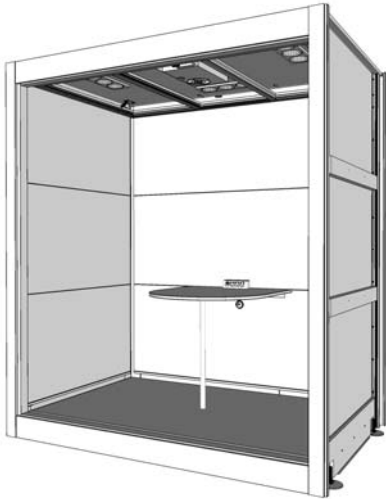


3. If Required: Reassemble Pod

- Re-attach Rear Corner Extrusions to Floor Base
- Re-attach Front Frame Assembly to Floor Base
- Re-attach Interior Panels
- Place Canopy on top of Pod (do not secure at this time)

4. Install Floor Mat and Table

- Insert Mat in Pod
- If Pod S, attach table leg
- Attach Table Mounting Bracket(s) with provided screws
- Mount electric box on table and tighten nut on fixture
- Feed cord through rear wall

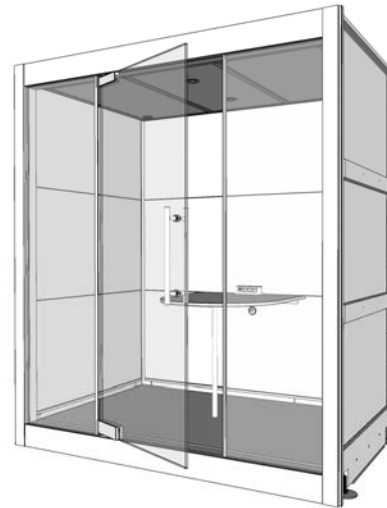
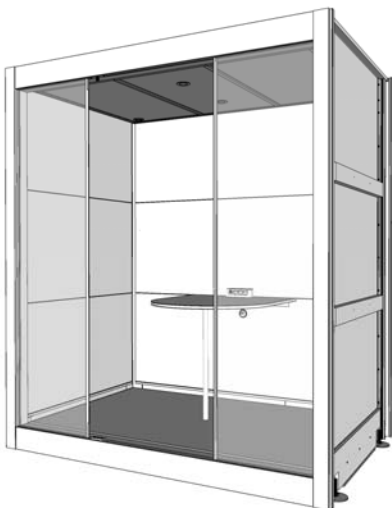


5. Run Electric, Attach Canopy, Install Drop Ceiling

- Run cord up back wall, lift canopy, insert in groove, and plug into power supply labeled "Always Hot"
- Plug in USB powered fans
- Plug power strip into power supply labeled "Noise Maker Outlet"
- Run power supply cord along groove on inside of canopy and out back of Pod
- Re-attach Canopy then attach Drop Ceiling to Canopy using supplied bolts

6. Install Glass Side Light(s) and Door Filler Blocks

- Insert Side Light into groove of Front Frame Assembly and slide into vertical Corner Extrusion. If a Pod M or Pod L, repeat to install second sidelight
- Insert Bottom Door Filler Block into bottom groove of Front Frame Assembly. Tighten set screw
- Insert Top Door Filler Block into top groove of Front Frame Assembly. Tighten (3) set screws in header
- From outside Pod, insert (3) set screws in both vertical extrusion of Front Frame Assembly and loosely tighten. Tighten (2) top set screws per side light in header

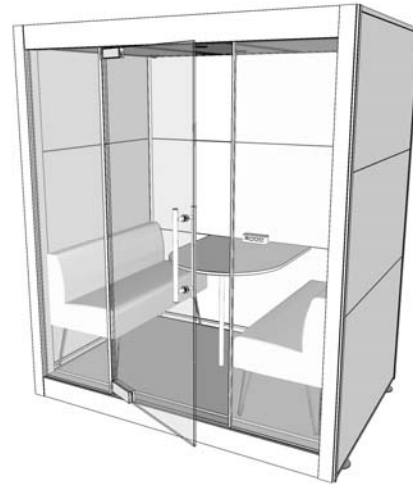
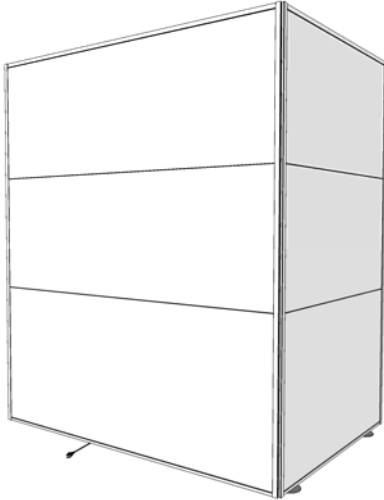


7. Connect wires and install ceiling tiles:

- Connect downlight wires and Motion Sensor wire
- Insert ceiling tiles into Drop Ceiling
- Insert plug into building outlet

8. Install Glass Door and Door Pull:

- Remove (2) screws holding hinge securing plate on top door hinge
- Insert hinge pin on bottom of door into hinge plate
- Re-attach hinge securing plate
- Attach door pull



9. Attach Toe Kick Binders, Exterior Panels, & Top Caps:

- Attach Exterior Toe Kick Binders to corner extrusions with provided screws
- Attach Exterior Wall Panels with provided screws
- Insert Top Caps into groove of Exterior top panels

10. Remove film, install seals, install benches:

- Attach hinge covers over exposed hinges
- Remove protective film, tape, or exposed labels
- Attach polycarbonate seals on side light(s)
- If applicable, attach legs to base on bench(es) and insert bench(es) into Pod
- Position Wheel Pads on floor and push Pod onto pads
- Clean with supplied cleaner and paper towels