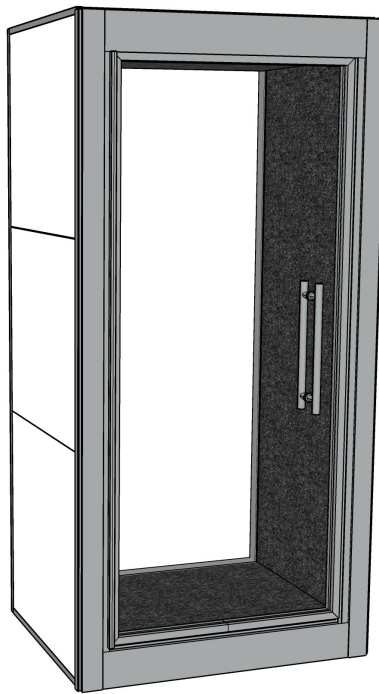


Pod Installation Instructions

Installation - Tools Needed

- All Necessary Safety Items/PPE
- Utility Knife
- Two (2) Cordless Drills/Drivers
- (1) 4-6 ft. Ladder
- 4' Level
- 9/16" Wrench
- 1/2" Wrench
- Dead Blow Hammer/Mallet
- Panel Cart(s)
- (2) Vacuum Suction Cups with load capacity of 100 lbs. per cup



Talk: 33" x 43.5" x 91" H

Notes before starting:

Evaluate existing room to ensure there are no obstructions that will interfere with placement of Pod.

Ensure building outlet is near final placement of Pod.

Determine whether or not your Pod can be transported preassembled to its final location.

Keep all material for one Pod together as parts are specific for each Pod.

SnapCab Pod: Models Pod S, Pod M, Pod L

Important Safety Instructions

Read all instructions prior to installing or using the Pod.

Basic precautions should always be taken when using an electrical furnishing.

Pod is for indoor use only.

Danger: To reduce the risk of electrical shock:

- Do not spray cleaners or other liquids directly on outlets, lights and other electrical components
- Do not attempt to stick anything other than an approved plug into the outlet sockets of the Pod.

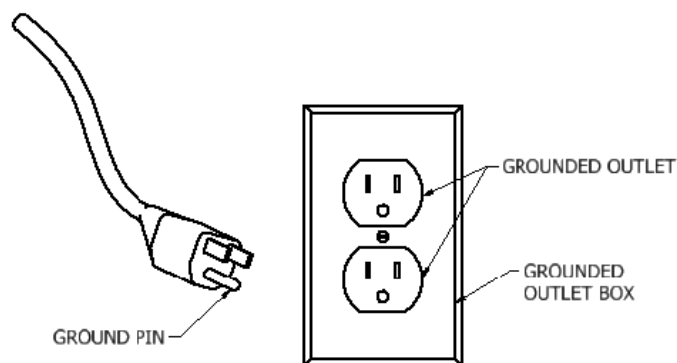
Warning: To reduce the risk of burns, fire, electrical shock, or injury to persons:

- Make sure Pod is unplugged before assembly or disassembly of the Pod or any parts of the Pod.
- Only connect the electrical systems in the Pod as directed by the manufacturer. Do not attempt to alter or modify the electrical system in the Pod—doing so may result in property damage and/or personal injury.
- Never operate the Pod if it has a damaged power cord or plug. If it is not working properly, contact the manufacturer for repair.
- Keep the cord away from heated surfaces.
- Never operate the Pod with the air openings blocked.
- Do not operate where aerosol (spray) products are being used, or in locations where oxygen is being administered.
- Do not sit or stand on table (weight rating max load Pod S: 120lbs, Pod M and Pod L: 200lbs, Talk Pod: 10lbs).

Warning: Risk of electric shock—connect this furnishing to properly grounded outlet only. See grounding instructions.

Grounding Instructions

This product is designed for use on a nominal 120-volt AC circuit and has a grounding plug. Make sure the Pod is connected to an outlet having the same configuration as the plug and has been verified that the ground is properly connected. Do not connect this product to an outlet using an adapter of any kind.





IF THE UNIT(S) WERE SHIPPED FULLY ASSEMBLED ON A PALLET PLEASE CONFIRM THE PATH OF TRAVEL AND THE CLEARANCE THROUGH ALL DOORWAYS IS ADEQUATE BEFORE TIPPING ONTO ROLLING CARTS FOR TRANSPORT. THE TALK MEASURES 33" WIDE AND IS 90" TALL.

IF THE PATH / CLEARANCE IS ADEQUATE, FOLLOW THE STEPS BELOW FOR TIPPING AND TRANSPORTING. THEN FOLLOW STEPS 32-33.

IF THE PATH / CLEARANCE IS NOT ADEQUATE, DISSASSEMBLE FOLLOWING STEPS 1-15, TRANSPORT, AND REASSEMBLE FOLLOWING STEPS 16-33.



Tip Pod onto Rolling Carts for Transport

Tip the Pod from its position on the pallet onto two (2) rolling furniture transport carts with adequate weight capacity (minimum 400 lbs /cart) using carpet / furniture slides or another padded material to ensure the finish doesn't get damaged. Ensure you are tipping on to the shorter side of the Pod to allow for clearance through doorways.



Transport to Final Location

Transport the Pod securely sitting on the two carts to the final destination of where the Pod will be installed.



Tip Pod into Upright Position: Phase 1

Transport Pod to, or very close to its final destination. Three (3) or more people lift the bottom end of the Pod slightly while one person slides out the cart closest to that end and places padding under the edge of where the bottom edge of the Pod will contact the floor.



Tip Pod into Upright Position: Phase 2

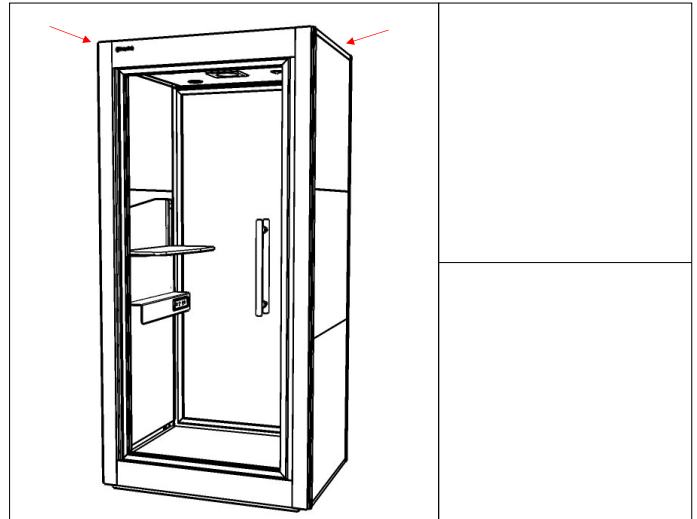
While in a diagonal position, Three (3) or more people begin lifting the top of the Pod to its final upright position. While lifting slowly, carefully remove the cart from underneath and ensure as the Pod tips into position that it does so gently, and ensure the Pod does not over-tip past upright. Slightly tip Pod to remove padding and PROCEED TO STEP 32!



1. Unpack Pod

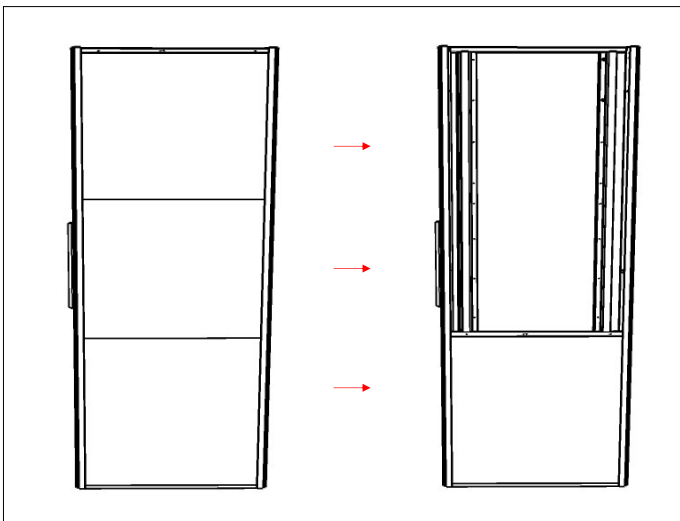
Unpack Pod in convenient location. All parts will have a pod ID number on them, communicating which unit they belong to.

*Note: pod does NOT need to be taken off the pallet for disassembly



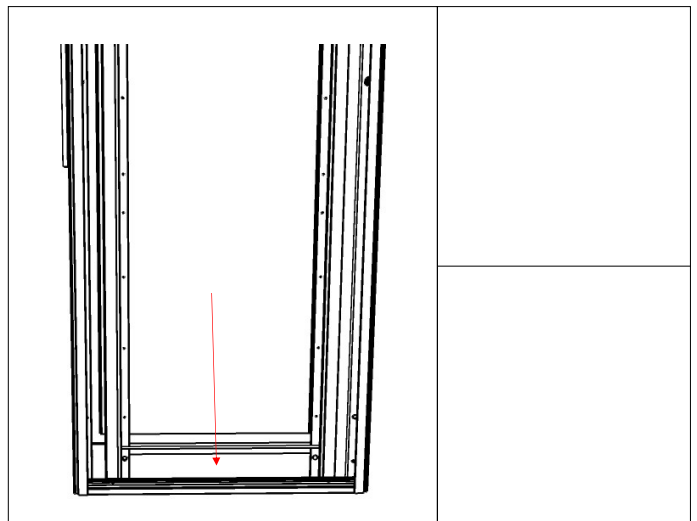
2. Remove top caps

Remove the aluminum extrusions sitting on top of the outer panels. Extrusions are friction fit and may require some force to remove.



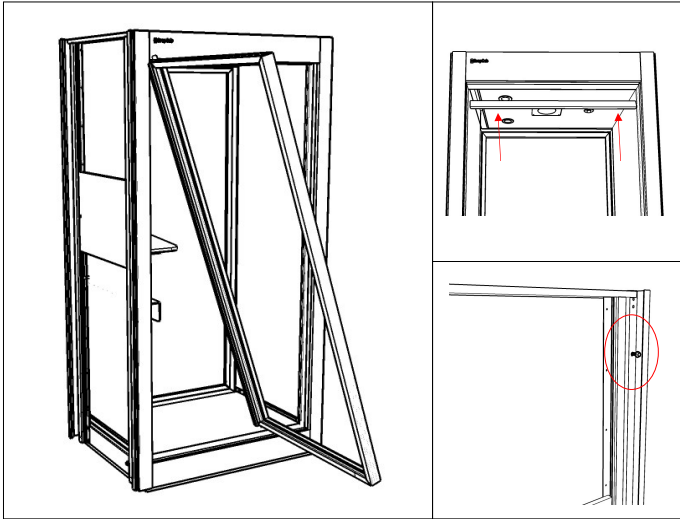
3. Remove Exterior Panels

Remove both 1-1/4" SnapCab Panel screws from top panel. Using the vacuum suction cups, lift the panel until the bottom groove is no longer registered with the tongue of the panel underneath. Then, slide the panel towards the door and pivot away from the rear (yellow) extrusion. Repeat for all subsequent panels.



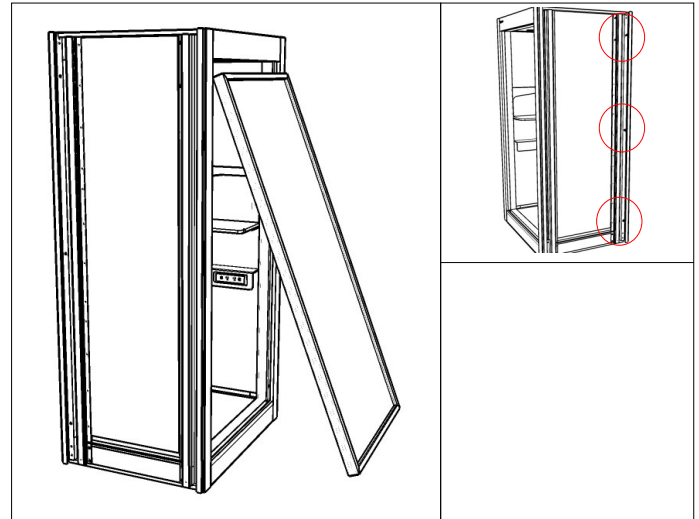
4. Remove Toe Kick Binders from Extrusions

Remove 8-32 x 3x8" screws from Toe Kick Binders. Remove Toe Kick Binders from bottom of the corner extrusions.



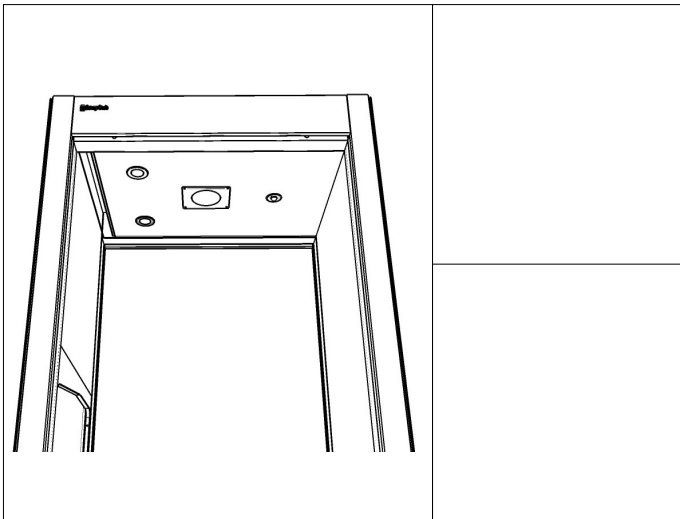
5. Remove Glass Door

- A. Remove filler blocks from bottom channel and top channel
- B. With door in open position, have one installer hold the door while the other installer removes the three (3) serrated flange bolts from the outside of the vertical extrusion closest to the door hinge.
- C. Move the bottom of the door towards the strike post, pivoting at the top. Once the bottom tab has cleared the bottom channel, pull the hinge slightly out and lower the door so the top tab can clear the top channel. Remove the glass door.



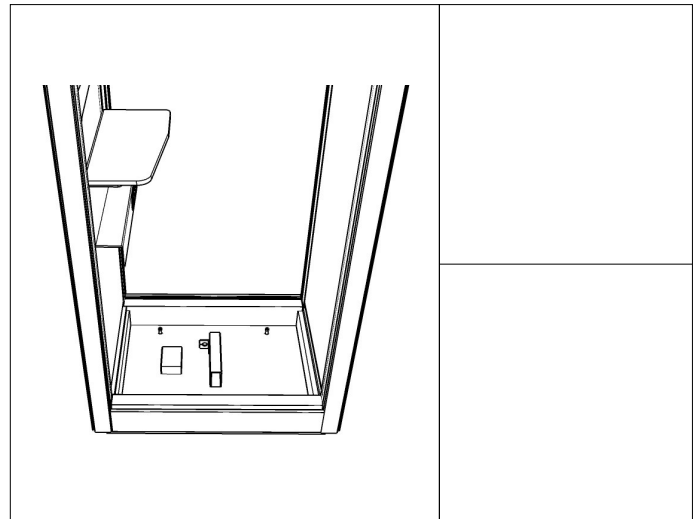
6. Remove Rear Glass panel

Remove six (6) 3/8 x 1-3/4" serrated flange bolts from pre drilled holes in both rear extrusions (3 per extrusion). Place vacuum suction cups on the outside of panel. Slide glass panel up and out of the sill extrusion. Tilt bottom of glass panel away from pod. Then, slide top of glass panel down and out of the top header. The rear glass panel can now be fully removed.



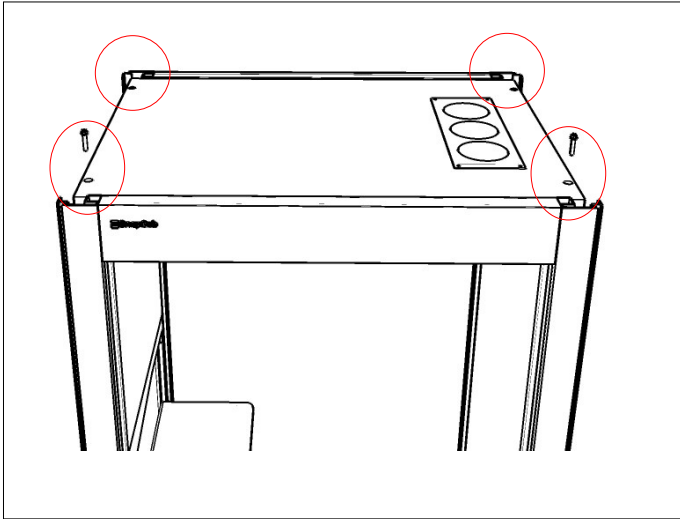
7. Remove Drop Ceiling

Pull front of ceiling down. The ceiling should hinge on the edge closest to the rear glass. Once hinged down, remove eight (8) brackets from the ceiling frame. Unplug the low voltage cable, LEDs and fan from the control box. Both ceiling tiles can now be removed by pushing from underneath. For each of the two (2) hinges connecting the ceiling to the canopy, unscrew the bolt closest to the door fully, then unscrew the bolt closest to the rear glass partially. The ceiling can now be slid towards the front of the pod and pulled down.



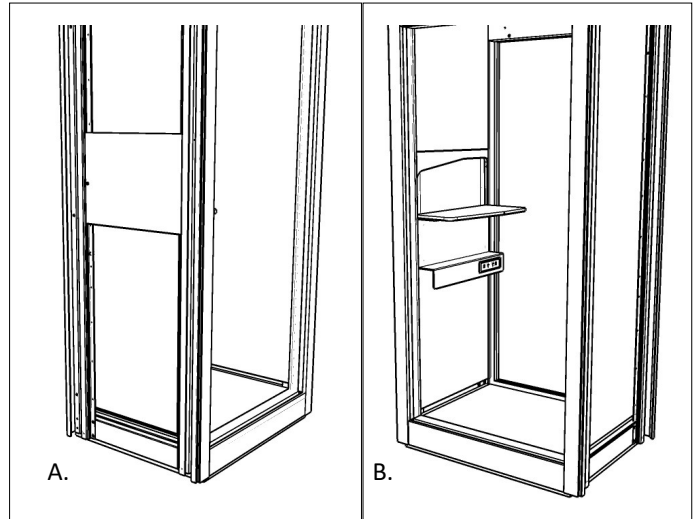
8. Remove Electric

Remove floor hatch, unplug low voltage wire from low voltage supply in base. Pull low voltage wire out of hole at top of blue wall panel. Pull low voltage wire out of hole in the floor tube on the blue wall. Unplug low voltage power supply from outlet. Pull main power cord from notch in floor. Replace floor hatch.



9. Remove Ceiling Canopy

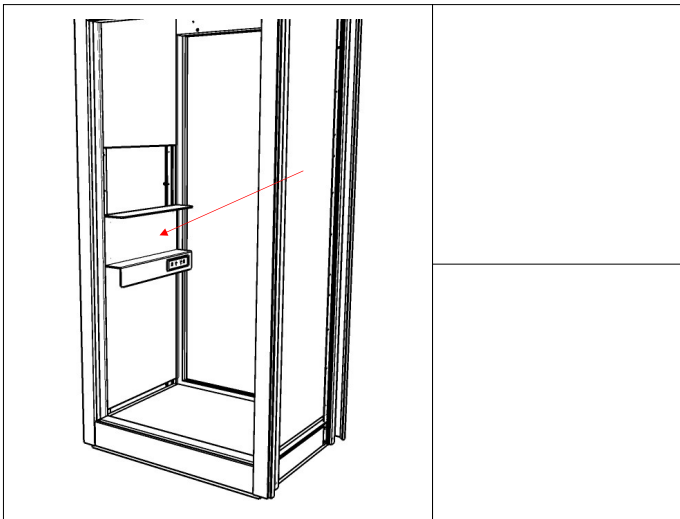
Remove all four (4) 1/4"-20 x 1-1/2" flange head bolts from the corners of the canopy. Lift and remove ceiling canopy from the corner extrusions.



10. Remove Table

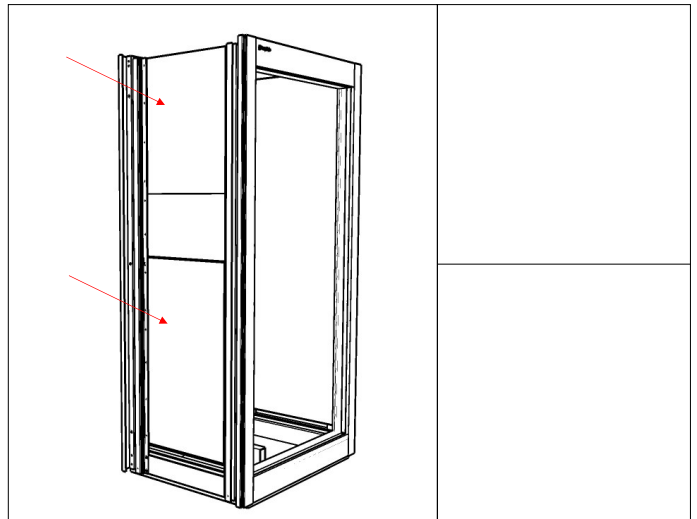
A. Remove infill panel from aluminum frame by removing screws from outside the unit.

B. Have one installer hold the table, while the other removes four (4) mounting screws. Remove table from frame by sliding the table out of the pocket on the right, then out of the pocket on the left.



11. Remove Steel Shelf

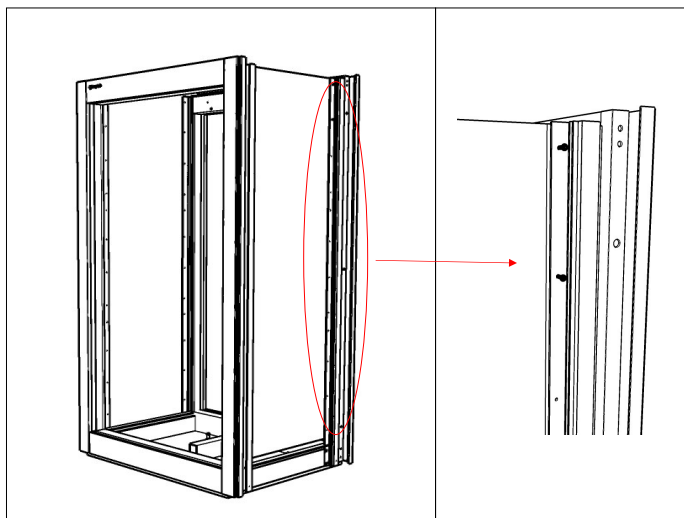
While one installer holds the frame in place. Remove the 3/8" nuts and washers fastening the shelf to the frame. Remove steel studs from holes in bottom panel and frame. Remove shelf from frame.



12. Remove Table Panels

Remove #10 x 3/4" silver round head square drive screws from top panel. Remove top panel.

Remove #10 x 3/4: silver round head square drive screws from bottom panel. Remove bottom panel.

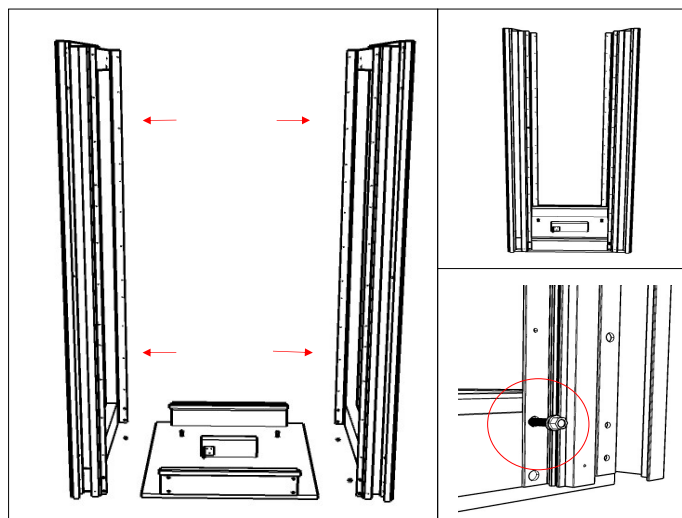


13. Remove Panel and Baffles

Remove baffle from edge of plywood floor by unscrewing two (2) panel screws.

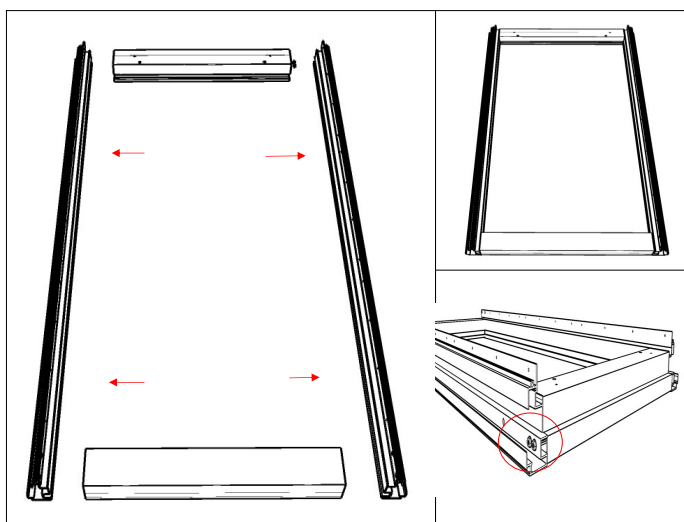
From outside of pod, remove the #10 x 3/4: silver round head square drive screws mounting the panel to the frame. Remove panel from frame

Remove floor hatch from inside pod.



14. Remove Frame Assembly from Floor Base

Remove four (4) serrated flange bolts from the frame extrusions. Remove each of the extrusions from the floor base.



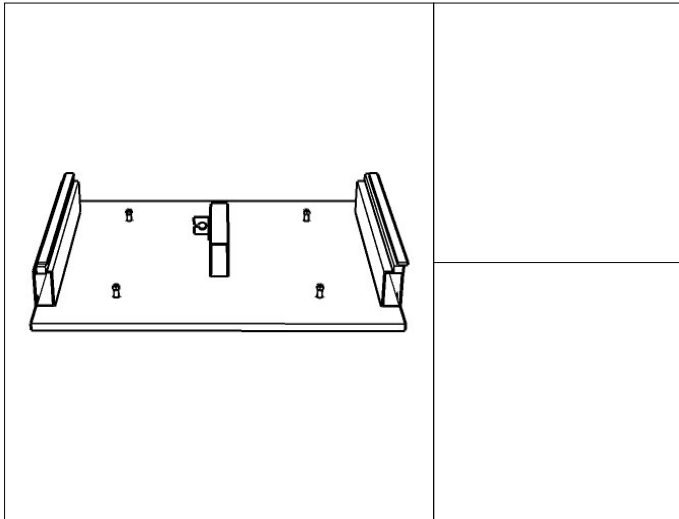
15. Disassemble Front and Rear Frame

If necessary, remove both corners from the header and sill by unscrewing two (2) lock nuts per corner.

*Note: Assembled front and rear frames will fit through almost any doorway. Therefore in most cases, this step will be unnecessary.

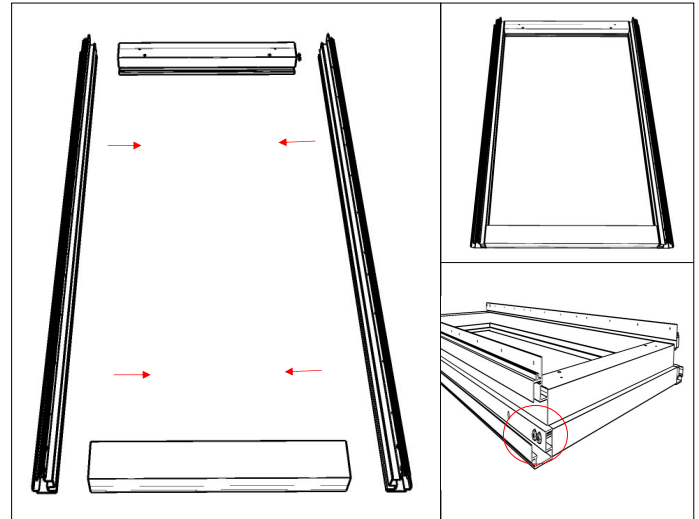


16. Transport Pod to New Location



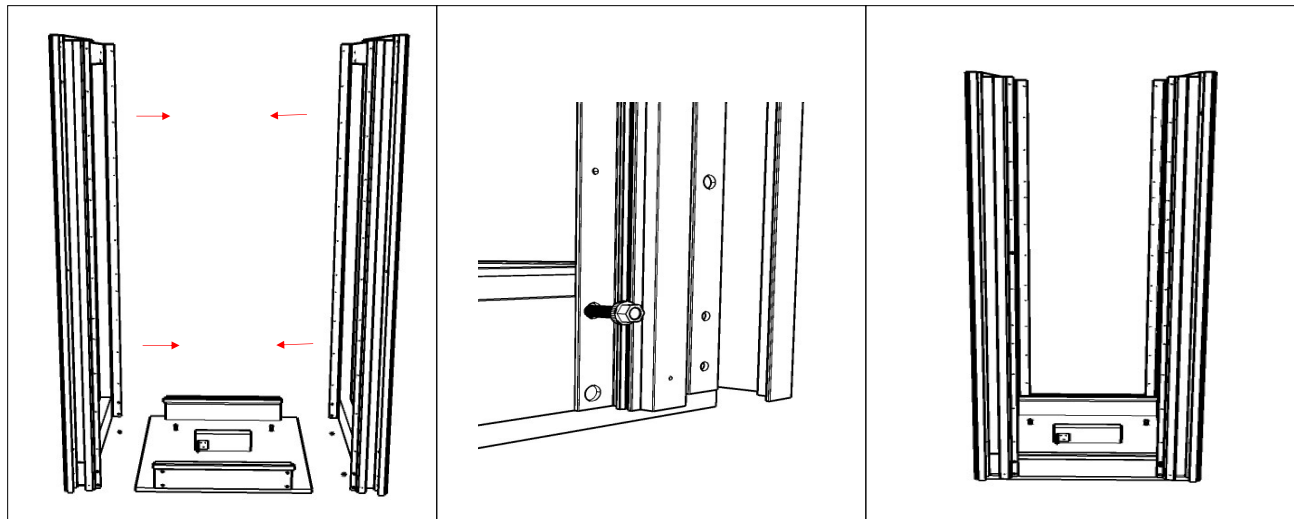
17. Position Floor Base

Position floor base on building floor near its final location. Leave approximately 3' between the unit and walls at this time to allow room for assembly.



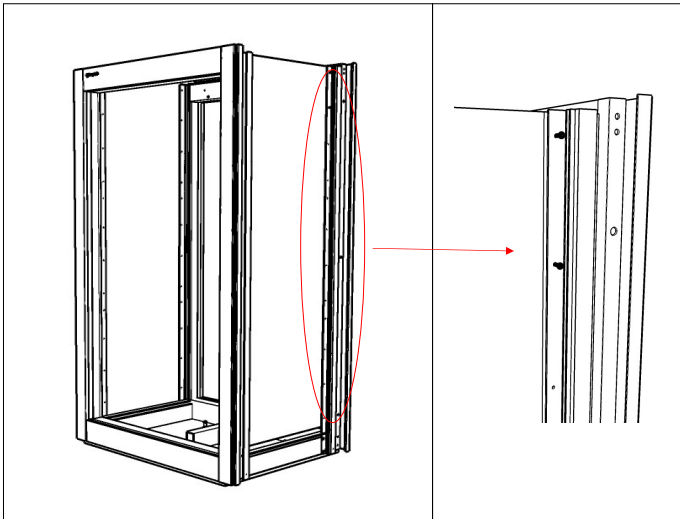
18. Assemble Front and Rear Frame

IF front and rear frame were disassembled in Step 15: Assemble all parts labeled corners, header, and sill as an assembly. All parts will have labels indicating if they are front or rear. In both cases, attach the corners to the header and sill by attaching two (2) lock nuts per corner. Before fully tightening with wrench, ensure outside edges of top and bottom pieces are flush. Fully tighten lock nuts.



19. Attach Frame Assemblies to Floor Base

Match colored labels for placement and attach each corner of frame assembly to floor base. Insert four (4) provided 3/8" x 1-3/4" serrated flange bolts into predrilled holes. To allow adjustment, only hand tighten bolts at this time. Fully tighten after Step 9. Ensure the front frame is on the front of the floor and rear frame is on the rear.

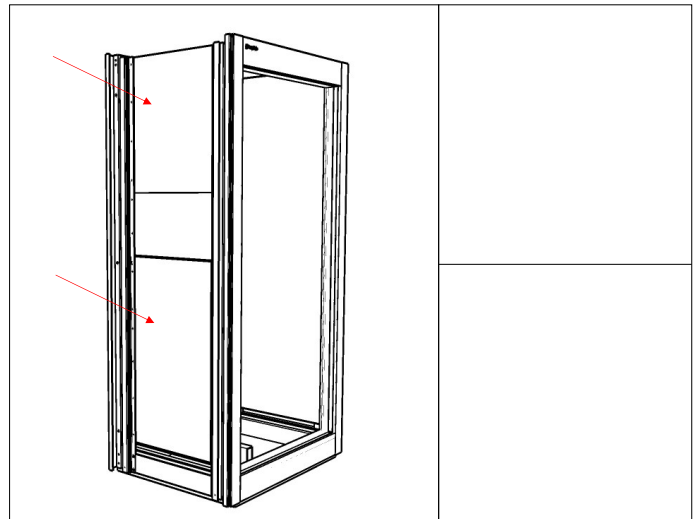


20. Attach Panel and Baffles

Place floor hatch inside pod.

To attached panel angle into frame assembly and position so existing holes line up with the predrilled holes in the frame. From outside of pod, attach by installing provided #10 x 3/4" silver round head square drive screws.

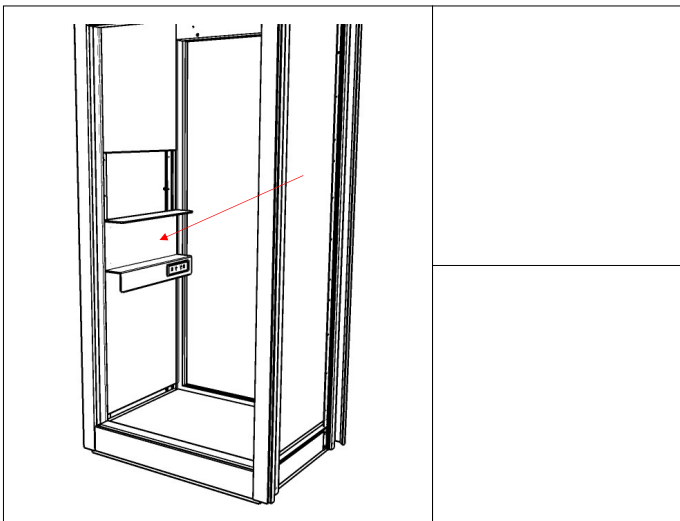
Attach baffle to edge of plywood floor.



21. Attach Table Panels

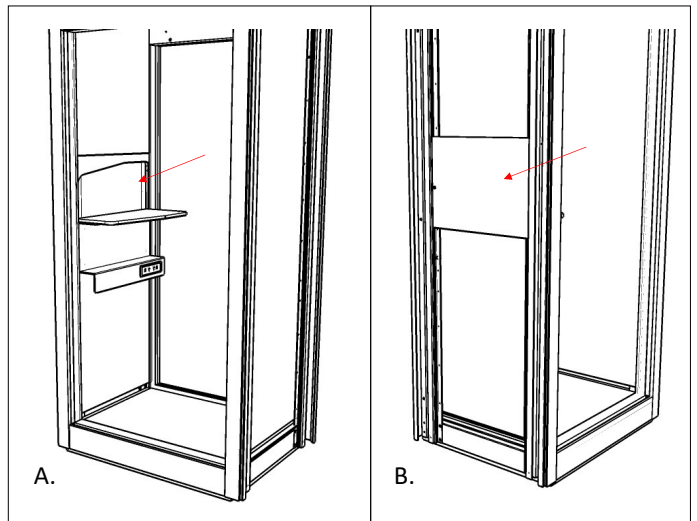
Angle bottom panel into frame assembly and position so existing holes line up with predrilled holes in frame. From outside of pod, attach with #10 x 3/4" silver round head square drive screws.

Angle top panel into frame assembly and position so panel is flush at the top of the frame. Adjust slightly so existing holes line up with predrilled holes in frame. Attach with same method. There will be a gap between panels.



22. Attach Steel Shelf

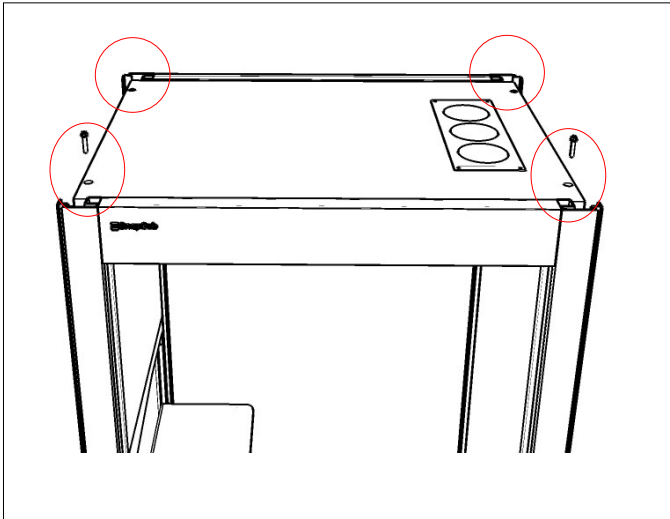
Position steel shelf with power unit oriented to the bottom right. Pass the steel studs through the existing holes in the interior bottom panel and through the holes in the frame. Hold shelf in position while helper fastens to frame using provided 1/2" nuts and washers. Position shelf so top is flush with top of panel. Tighten nuts with wrench.



23. Attach Table Panel

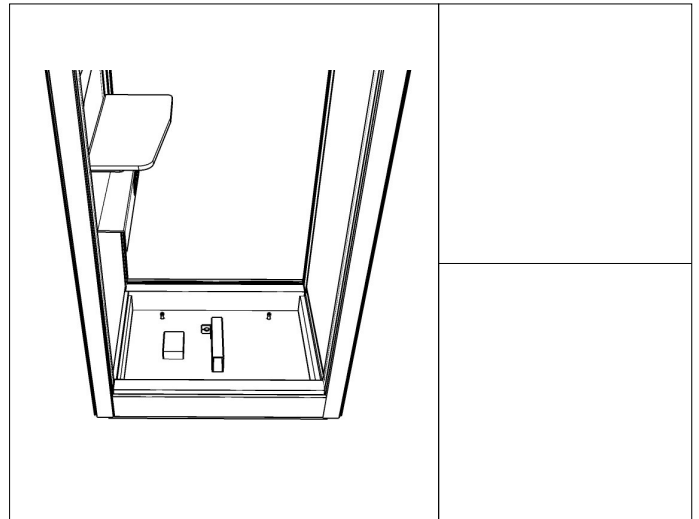
A. Carefully handle folding table so folding leaf is secure. Position folding table on top of steel shelf and lower folding leaf to prevent it from falling backwards. Insert table fully into pocket of aluminum frame, first on left and then rotate table into pocket on right. Center table and line up holes on backside with predrilled mounting holes. Hold table while helper secures from outside with (4) provided screws.

B. Install the infill panel to the aluminum frame from outside of unit using screws provided.



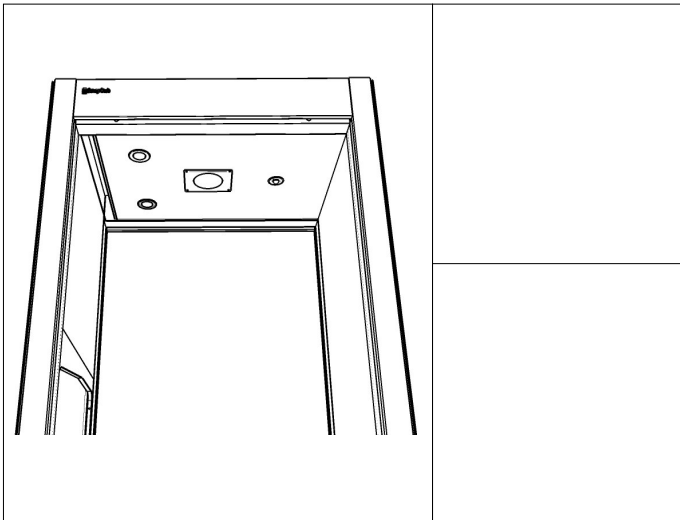
24. Place Ceiling Canopy:

Place ceiling canopy on top of frame extrusions, with pre-installed fan unit oriented towards the blue wall. Fasten canopy to each of the corner extrusions using a total of four (4) provided 1/4"-20 x 1-1/2" flange head bolts and tighten. Tighten all bolts previously installed in step 4.



25. Install Electric:

Remove floor hatch to access factory installed electrical system. Uncoil main power cord and route through notch in the floor and out under rear of pod. Do not remove pre-installed strain relief. Do not plug in yet. Plug low voltage power supply (found in Installation Kit) into outlet on short leg of power distribution Unit. Run low voltage wire through the hole in the floor tube on the blue wall and out other side. Run wire up backside of interior panel and pass wire end through hole at top of blue wall panel. Connect low voltage wire inside to low voltage power supply in base. Replace floor hatch.

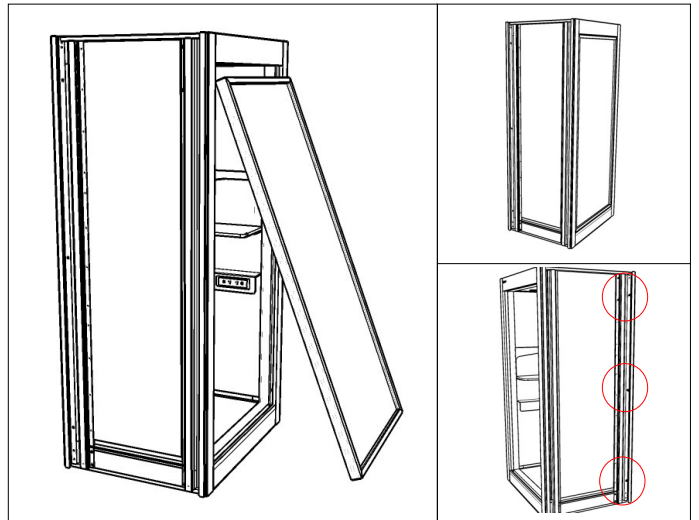


26. Install Drop Ceiling:

Slide ceiling frame hinge onto partially unscrewed Serrated Head Flange Bolts at rear of canopy. Tighten said bolts and screw in additional front two bolts. Place ceiling tiles on top of ceiling frame and secure using eight (8) brackets.

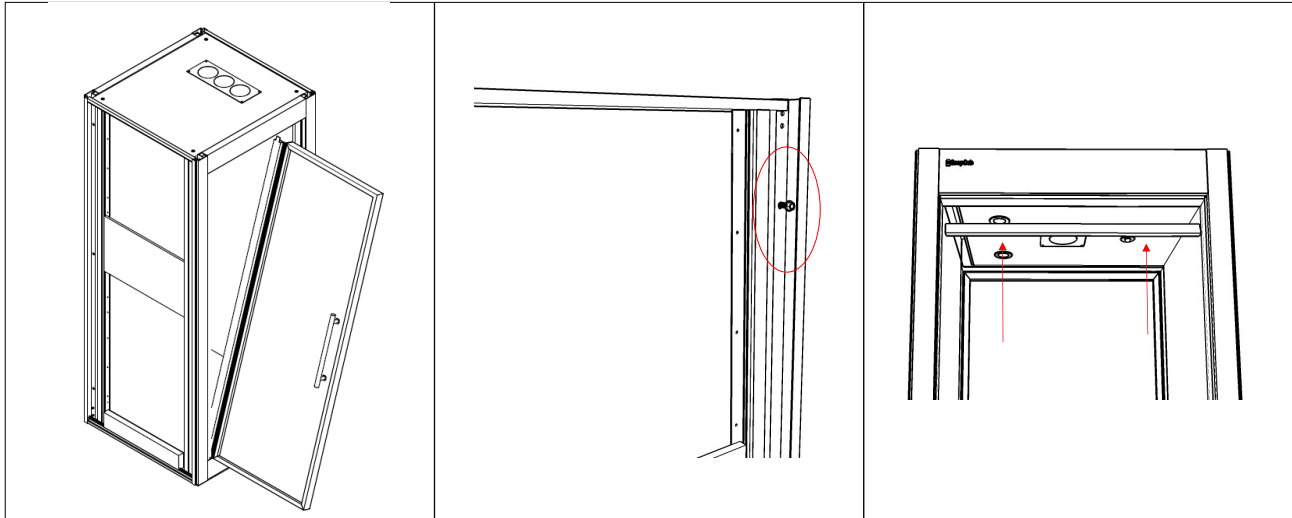
Connect lights, motion sensor, and fans to control box mounted on underside of canopy. Ensure fans are set to high. Plug low voltage wire from step 10 into control box.

Hinge ceiling upwards so magnets on ceiling and canopy engage and hold ceiling up.



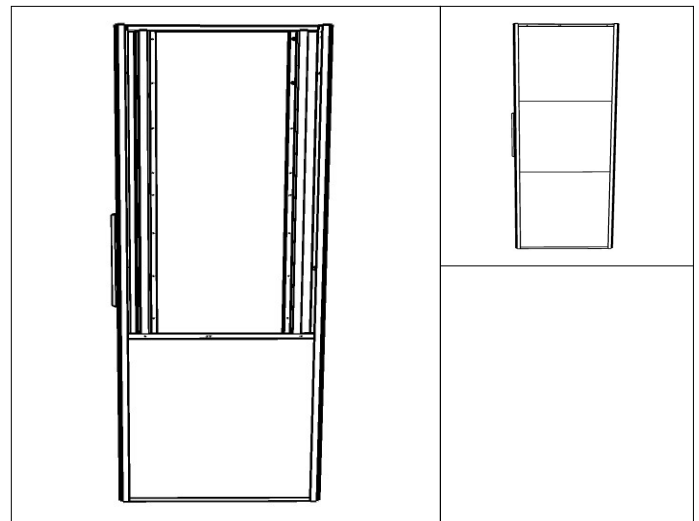
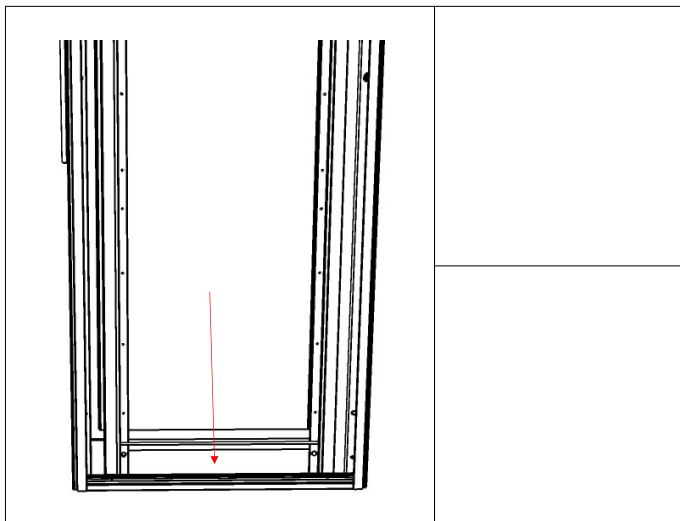
27. Install Rear Glass Panel:

Place suction cups on outside face of panel. Angle top of glass panel and carefully guide the panel between pre-installed spacer blocks, slide pre-installed header block on top of glass panel into top channel. Rotate bottom of glass panel into the bottom frame and slide into the sill extrusion. Adjust set screws in rear corner extrusions with Allen key until door rear glass is aligned and square. While helper applies pressure to panel, insert (3) 3/8 x 1-3/4" serrated flange bolts through pre-drilled holes at outside of each extrusion. Rear glass panel is secured with six (6) bolts total.



28. Install Top Filler Block and Glass Door

- Using two installers, with door in open position, lift and angle bottom of door hinge tab into the sill channel as close to the red corner extrusion as possible. Then, move top of door, with the hinge tab in the header channel, across until the hinge post is fully registered with the red front corner extrusion.
- While one installer holds the hinge post flat against the red front corner extrusion, insert three (3) 3/8 x 1-3/4" serrated flange bolts into predrilled holes in the front blue corner extrusion. These three (3) bolts may need to be readjusted to make sure the door sits square in the frame.
- Insert bottom filler block into bottom channel sticker-side down. Following the same process used to install the door hinge post, install the strike post onto the blue front corner extrusion.
- Insert top filler block into top channel. Adjust the two set screws in the header so that the top filler block sits flush with the bottom face of the header



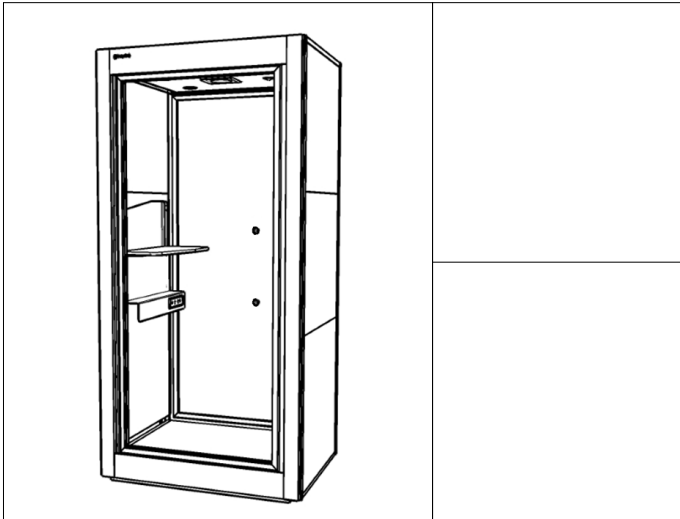
29. Attach Toe Kick Binders to Extrusions:

Match colored labels for placement of Toe Kick Binders. Angle into Corner Extrusion and slide into/behind opposing Corner Extrusion. Position so existing holes line-up. Fasten in place through predrilled holes using provided 8-32 x 3/8" machine screws.

30. Install Attach Exterior Panels to Extrusions:

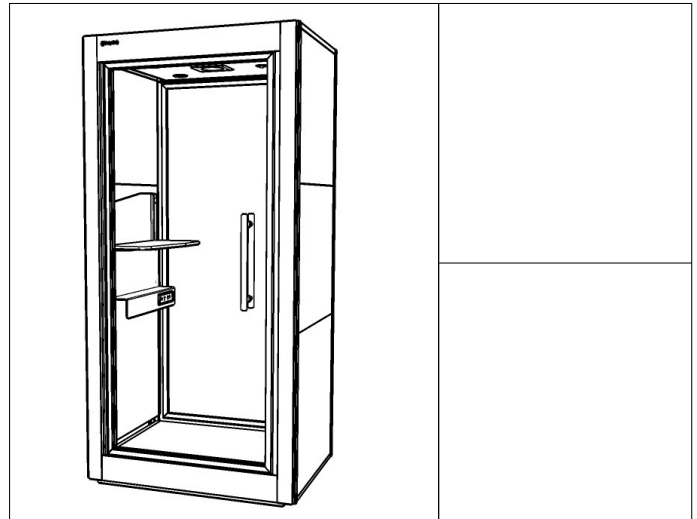
Match colored labels on Floor Base with labels on panels for placement. Insert front edge of panel into one Corner Extrusion and then into the opposite Corner Extrusion. Lower bottom tongue of panel into previously installed part. Position so existing holes line-up. From outside of pod, attach panels using 1-1/4" SnapCab Panel screws.

Repeat for middle and top panels.



31. Install Top Caps

Match colored labels for placement. Place tongue of Top Cap in groove of Exterior Top panels. Press down until Top Cap securely seats in groove of wall panel. If needed, lightly tap with rubber mallet.



32. Install Door Pulls, Carpet, and Fan Cover:

Loosen four set screws holding interior door pull. Remove screw attached to exterior door pull. From inward side of door, insert screw with attached stem through washer and gasket into top glass door hole. Plastic portion of washer should be against glass. From outward side of glass door place washer over screw thread. Loosely attach exterior door pull (side without set screws) by hand, threading screw into door pull. Repeat for bottom attachment. Tighten both screws.

Slide interior door pull over screws with attached stem. Tighten set screws.

Place Carpet on floor of pod.

Set Fan Cover on canopy directly over fan.



33. Position Pod, Adjust and Clean

If pod is not in final location, move it there now. Adjust leveling Feet located in floor hatch to level pod by turning them up or down with the provided 9/16" wrench. Remove protective films, tapes, and any visible labels. Plug pod into outlet. Clean pod using provided glass cleaner and paper towels, leave remaining cleaning supplies with end user.

Take photos and send to workspace@snapcab.com