

the **meeting** **pod** co

USER GUIDE



DESIGN • CREATIVITY • PRODUCTIVITY

WELCOME

A Warm Welcome from your pod creators...

The Meeting Pod Company is thrilled to welcome you to your new meeting pod which was built by Mike, Harley and Mark.

Your meeting pod is constructed with a high strength polyester composite. It's embedded with an acoustic foam interior which delivers fantastic noise reduction properties. Your meeting pod has been built professionally through a lean manufacturing process; our hybrid teams take total ownership for every pod they produce from start to finish.

Please note* all of our pods come with a five year structural guarantee. All soft furnishing are match and fire retardant.

Within this brochure you will find:

- How to activate the lighting pack
- Changing your light bulbs
- Cleaning & safety recommendations
- Assembling and dismantling your pod
- Other products within our range
- About us

We hope you enjoy your new meeting pod space!

The TMPC Team



LIGHTING

TURN THE LIGHTS ON...

Meeting Pods with Back Panels

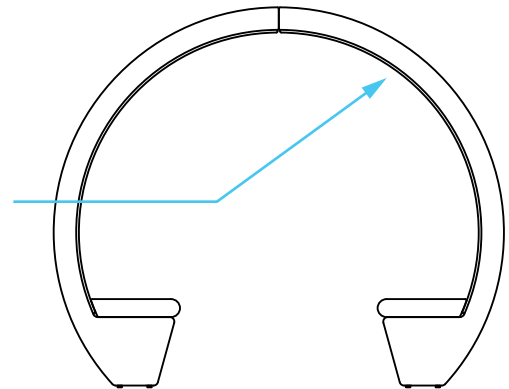
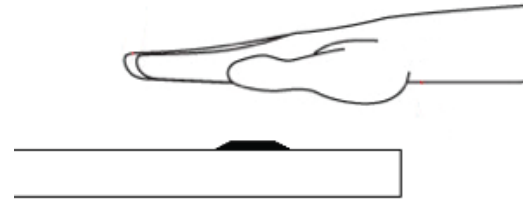
If your meeting pod includes a back panel with a connected table, your sensor will be located in black at the front of the table.

Wave your hand within 40mm of the sensor to power the pod on and to turn pod off during times not used. With low voltage LED bulbs and options to switch off we like to make the pod as efficient as possible.

Meeting Pods without Back Panels

If your meeting pod does not have a back panel, your greeting sensor will be silver and located on the right-hand side, two thirds of the way up the pod.

Wave your hand within 40mm of the sensor to power the pod on and to turn pod off during times not used.



Changing your Bulbs

Within this pack you will find a complimentary set of MR 16 bulbs. When required, follow these instructions to change the bulbs:

1. Turn off at mains switch then remove pod plug from a socket located in your building.
2. Wait 15 minutes incase bulbs are still hot to touch.
3. Then using the Alan key supplied in the pack to undo the grub screws anticlockwise from both sides of the lighting shell.
4. With spare hand catch bulb and re fit with new bulb, making sure bulb pins are located correctly into slots.
5. Tighten up grub screws both sides in a clockwise direction.
6. Great, now plug into socket, flick the switch on to check your bulb, remembering to wave hand in front of greeting sensor.

MAINTENANCE

CLEANLINESS & SAFETY

Our Recommendations

- Use the coasters for hot beverages. Hot drink temperatures will not burn the surface however we believe using coasters will avoid deep scratches.
- If you experience any spillages in your meeting pod, wipe it with a warm damp cloth. The materials of the pod are non-porous and will not be affected by water. (In fact, it will sit there until it's cleaned or evaporated!)
- Please remember to keep water away from all electrical goods such as sensors, sockets and lights.
- Clean all parts of your pod (apart from the seating) using glass cleaner and a cotton rag. To get rid of all smears finish with a dry rag and move in circular motions. Make sure the rag is clean and free of any dust that may cause scratches.
- No smoking inside the pods.
- Wipe cushions with damp cloth only.

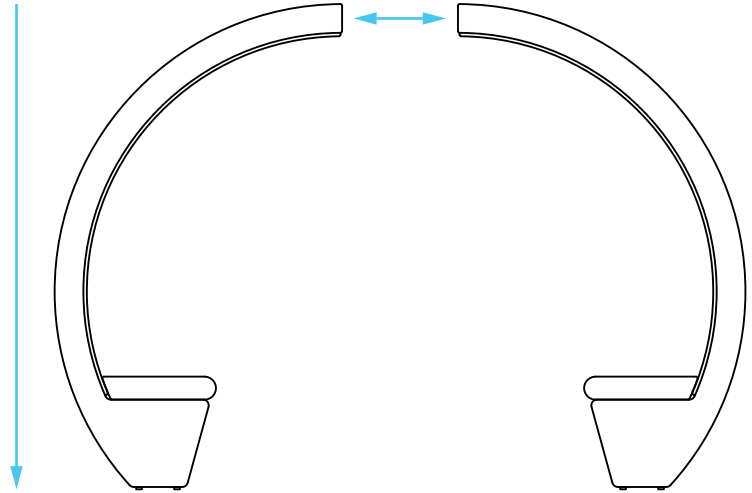


DISMANTLING

Our design is centralised around simplicity...

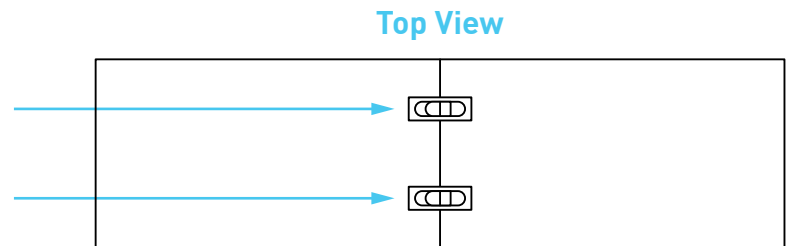
HALF A SHELL MEETS HALF A SHELL

Gently peel back the acoustic foam from its backing at the top join of both segments. You will find two holes reach in. Unfasten both bolts by undoing the wing nuts anti clockwise.



RELEASE TENSION THROUGH TOP CONNECTORS

Unclip the top connectors.

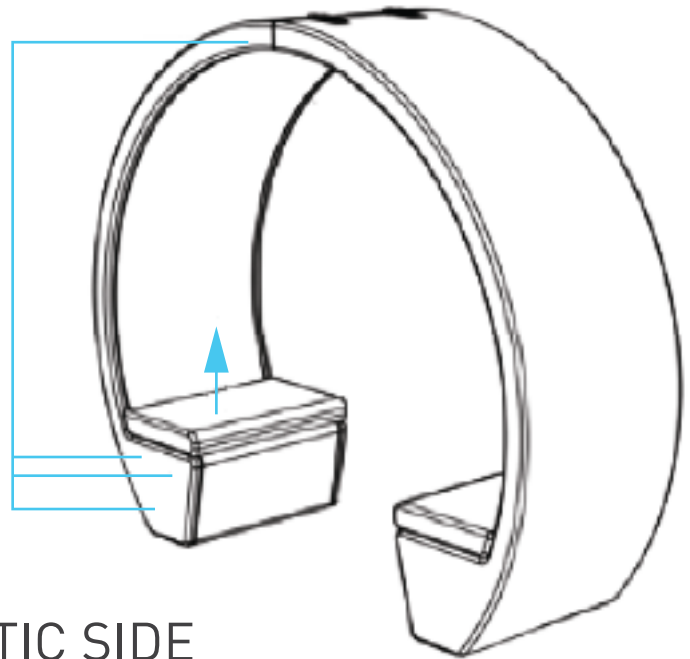


DISMANTLING

REMOVING THE SEATING

Lift the cushions from the Velcro backing and place your hand in seating cavity. There you will find three bolts joining one pod to another.

Peel back acoustic foam at the top of your pod and place your hand in the hole and undo the top side fixing (see diagram).



BACK PANEL WITH ACCOUSTIC SIDE

1. The acoustic foam sides are fixed using glass adapters into the pod's back panel. To undo the adapters, carefully peel back the acoustic foam from the backing.
2. Once you have found locating holes place your hand into the cavity to undo nuts. You will need to undo five bolts in total then release the back-panel wings by pulling away from the pod. Repeat this process on the opposite wing.

The approximate weight is 18kg's and we advise that two members of staff operate.

1. Turn off the power at the main switch.
2. Remove the plug from the power end and remove kettle plug from bottom right-hand side of the back panel. Now you are ready.
3. Central carbon core is fixed at the top of pods. Reach through and undo two bolts to release the carbon core.

Approximate weight is 40kg's and we advise two members of staff to operate.

DISMANTLING

GLASS WINGS

1. Glass wings are fixed using glass adapters into the pod closest to panel. To undo the adapters, carefully peel back the acoustic foam from backing. Find the locating holes and place your hand into it to undo the wingnuts.
2. Undo five in total and then release the back panel wings by pulling away from pod.
3. Repeat process on opposite wing.

Approximate weight is 35kg's and we advise that two members of staff operate wearing correct safety equipment, gloves, and safety glasses.

Although glass is tempered with polished edges, please do not lean glass against anything sharp. Before moving, make sure you have a soft matt to place glass on. Please note, glass does not like to be stored on its edges. When storing glass, be sure to lean on a flat surface with enough lean to stop glass toppling and maintain consistent contact throughout.

PODS

We advise two people carry the meeting pods. Always be aware as natural weight of the pod is unsecure standing alone. Be sure to hold your pod when upright. Falling may cause a fatal injury. Place pods on a clean dry, soft matt for protection.



PLEASE NOTE

The Meeting Pod Company is not responsible for the private dismantling of meeting pods. If you would like us to dismantle your pods for you please contact us directly for a quotation. We also offer a moving service, please call for more information. Please wear suitable safety equipment when dismantling the pods.

OTHER PRODUCTS

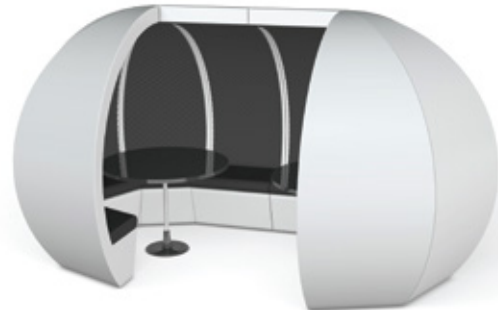
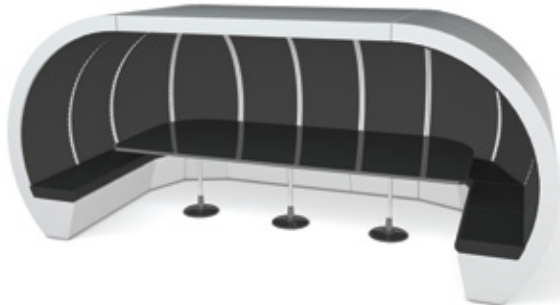
THE ESCAPE POD

From a semi-circular 4 person pod, ideal as an informal breakout zone, to a private 7 Person space. This pod is great for escaping the hustle and bustle of a busy environment and a super-efficient use of space.



THE MODULAR POD

Modular pods utilise segments from meeting pods and escape pods enabling any Reasonable shape to be created. A forward thinking design that can be totally bespoke in size, shape, colour and accessories, making its possibilities endless.



ABOUT US

The Meeting Pod Company was born out of necessity, fulfilling a need for more agile space

When our founding director was unable to find suitable products that delivered his vision for stunning places to meet and work, he set about using local craftsman to build his own.

“ The feedback from both our colleagues and clients was incredible, we had created an intimate space where meetings were fun, enjoyable and productive! Turning our concept into a commercially viable range of products where our vision was to continuously push the boundaries of innovative design with products that made the working environment a better place to be, communicate and get things done. ”

Mike Dalloz - Founder & Managing Director

Based on the Isle of Wight the Meeting Pod Company has exploited the technical expertise of enhanced composite manufacturing that has diligently served the marine industry for years. It utilises the latest vacuum infused technologies for composite and carbon products that are exceptional in appearance whilst delivering practical solutions.





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