



Meeting Pod Installation Guide

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Table of contents

- Fixings Guide, Tools & Accessories	3
- Floor Plans	4
- Installation Instructions	6
- Pod Accessories	10
- Pod Electrics: Lighting & Power	18
- Warranty: Pod & Accessories	20
- Pod Cleaning	22
- Working Together	23

Fixings Guide

Fixing box contents

- 2 x m6 x 25mm zinc plated bolts
- 4 x zinc plated m6 penny washers
- 8 x m6 x 20mm self tapping screws
- Pod cloth
- Pod cleaner

Tools & Accessories

- M10 ratchet socket set with spacer bar
- M10 spanner angled or flat
- Tape Measure
- Step ladder
- G Clamps x 2
- Bin liner

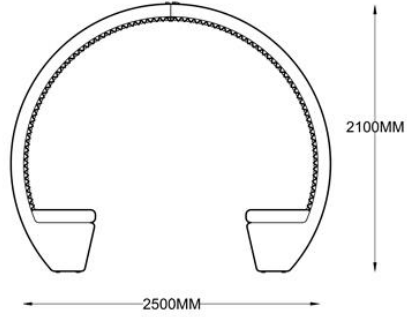
Floor Plans

2 Person Meeting Pod

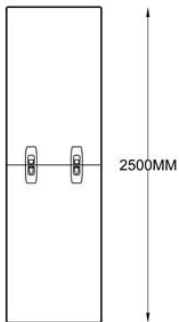
SIDE VIEW



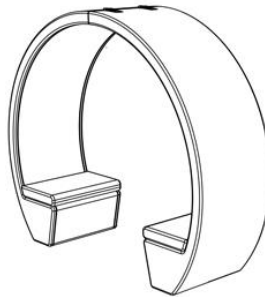
FRONT VIEW



TOP VIEW

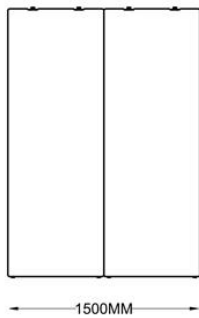


PERSPECTIVE VIEW

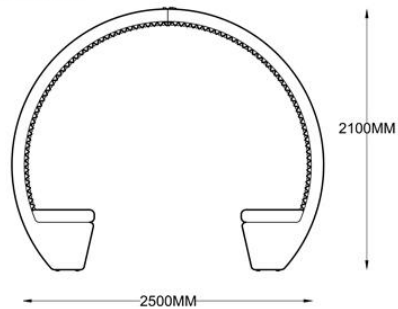


4 Person Meeting Pod

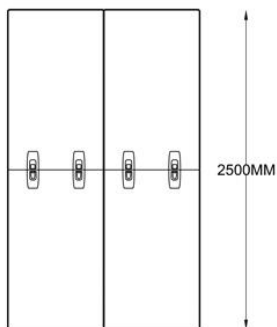
SIDE VIEW



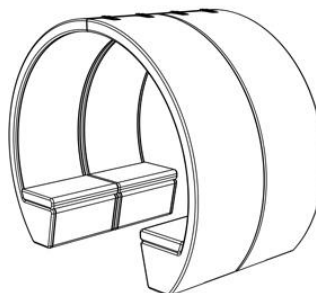
FRONT VIEW



TOP VIEW

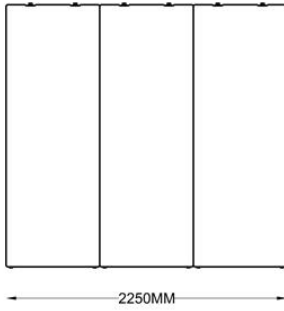


PERSPECTIVE VIEW

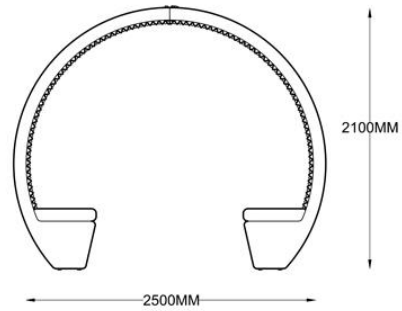


6 Person Meeting Pod

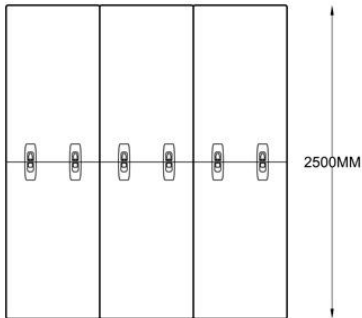
SIDE VIEW



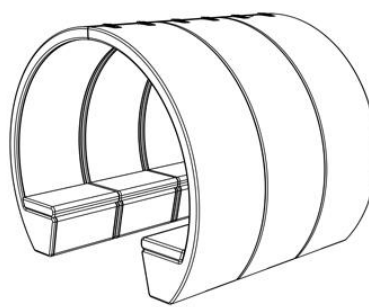
FRONT VIEW



TOP VIEW

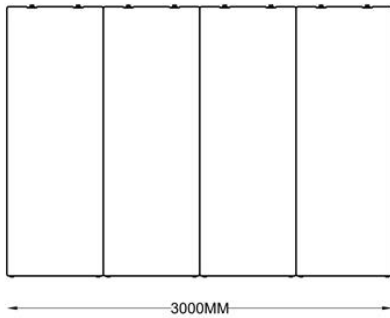


PERSPECTIVE VIEW

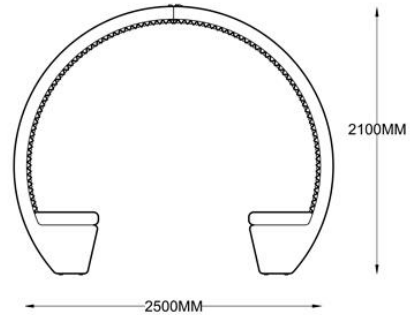


8 Person Meeting Pod

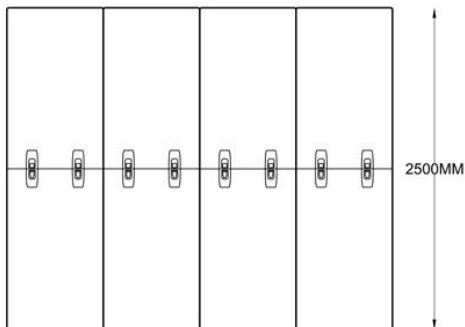
SIDE VIEW



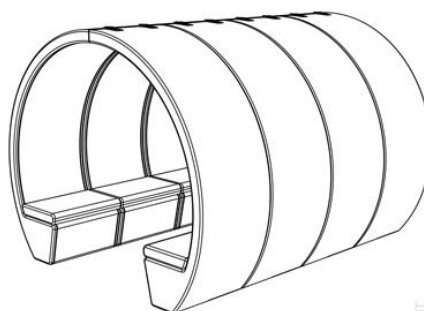
FRONT VIEW



TOP VIEW



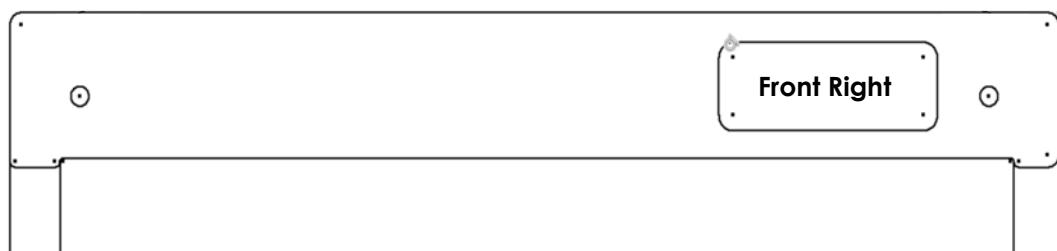
PERSPECTIVE VIEW



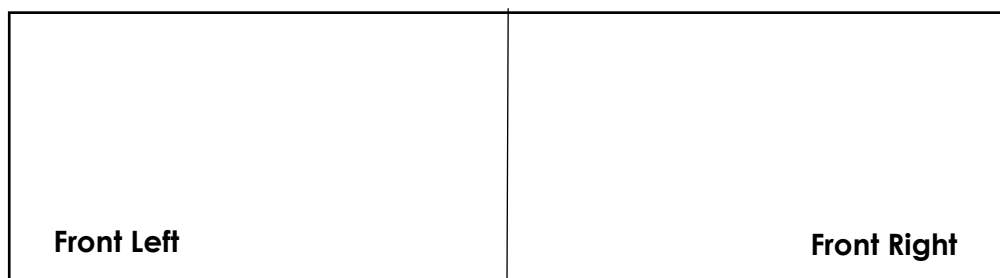
Installation Instructions

Placement

- Lay all items flat to ensure limited damage occurs. Keep desired location of the pods clean
- Remove all packaging. Take care when removing packaging as this can cause damage easily
- Product code on top of the joining faces will help to locate pods (example below)



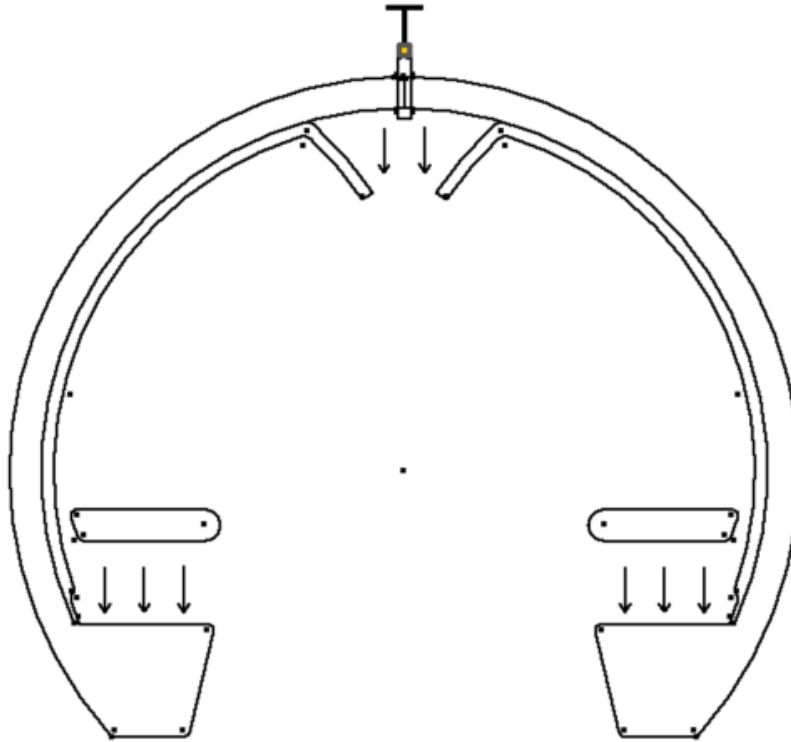
- Segments should be placed according to floor plan



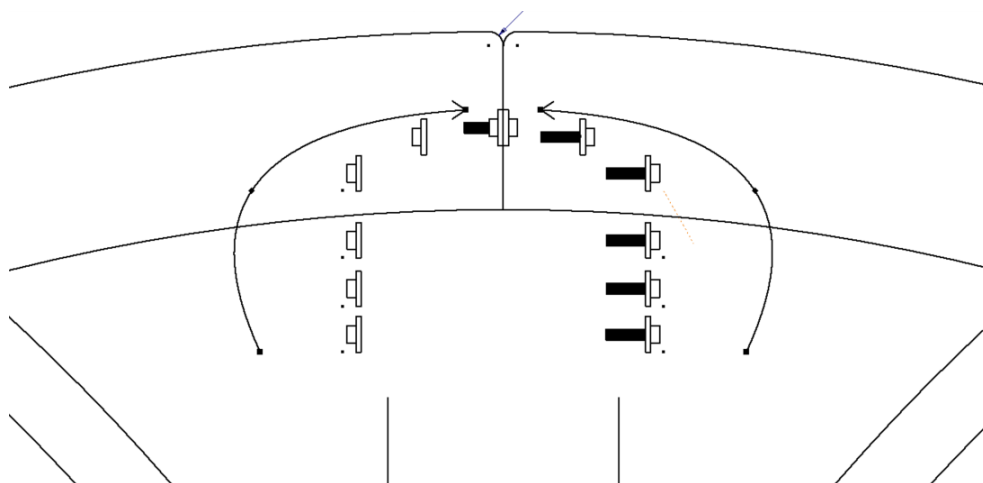
Front Entrance

Joining

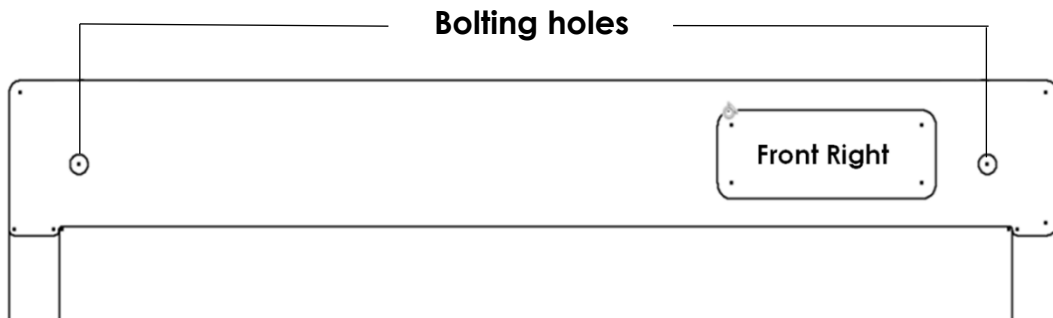
- Collect 2 x m6 25mm bolts along with 2 x m6 penny washers
- Carefully peel back the top 300mm of acoustic foam- note the foam can rip if care is not taken
- Repeat process on all segments



- The pods are designed to stay up right when left idle. To remove any danger of segments falling clamp the products together as indicated above, this helps the final alignment when bolting together.
- When pulling back the acoustic foam you will find two access holes in the meeting pod lining.
- Place m6 bolts and washers through the access hole into the bolting hole



- Bolt through the right-hand pod
- Nut and washer through the left-hand pod



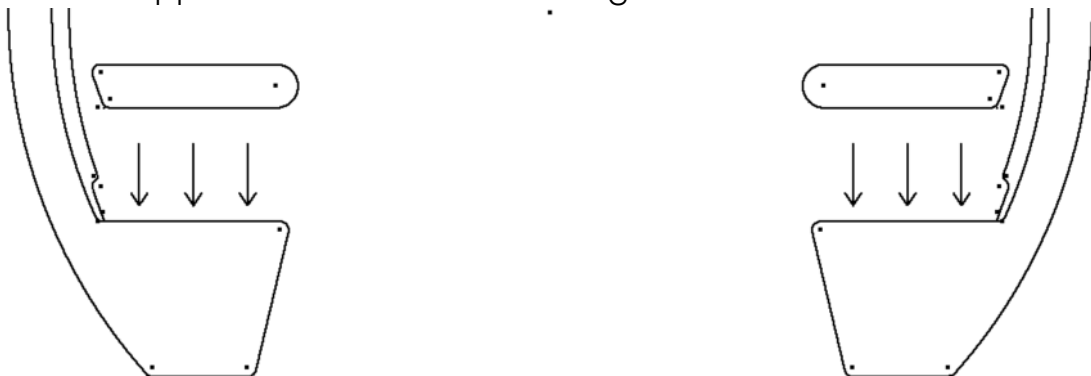
- Tighten loosely with hands and repeat this process on both holes
- Once hand tight, tighten further using a M10 socket. Hold the second spanner on the nut end and together firmly
- Bolting alignment is now complete

Fixing down

- Tools required: 4 x 25mm coach bolts and 4 x m6 penny washers. M10 socket drive and power drill

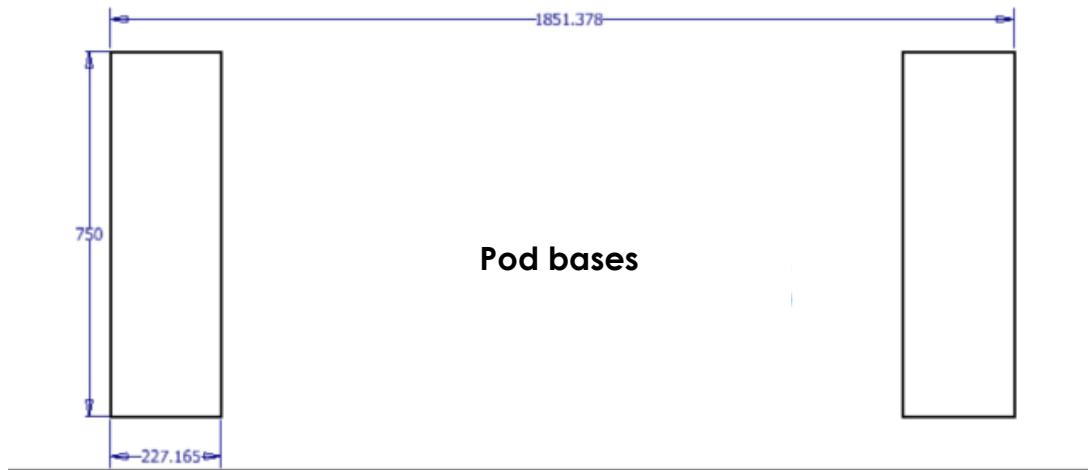


- Remove cushions. Cushions are secured with Velcro on the underside and the upper side of the seat moulding



- Four pre-drilled bolting hold will be visible in composite seat base

- Use 4 x m6 penny washers and 4 x m6 self-tapping screws to fix down- using a M10 spanner
- Once one side is fixed, align the other segments accordingly. See below for dimensions



- Repeat fixing down process once segments in correct location
- Use a straight edge to ensure there is no twist within the front facing planes of the pods. If a straight edge is not available, please use the method of measuring to the nearest wall

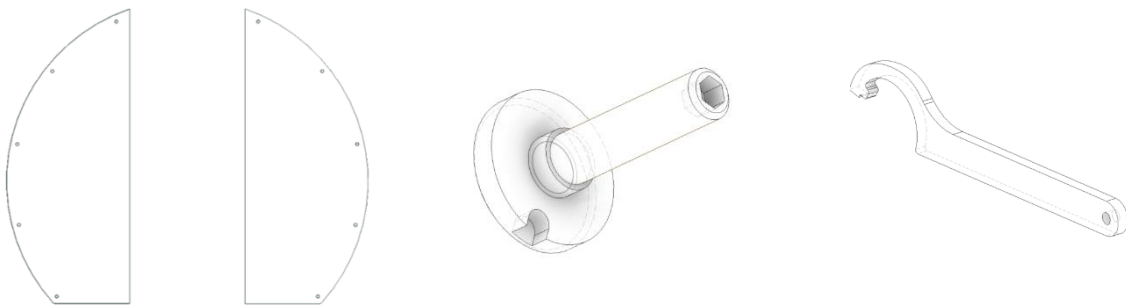
Final process

- Once all the steps have been followed, place cushions back down by pushing back of cushions into the pod acoustic foam, and align accordingly to front and back of composite seat base

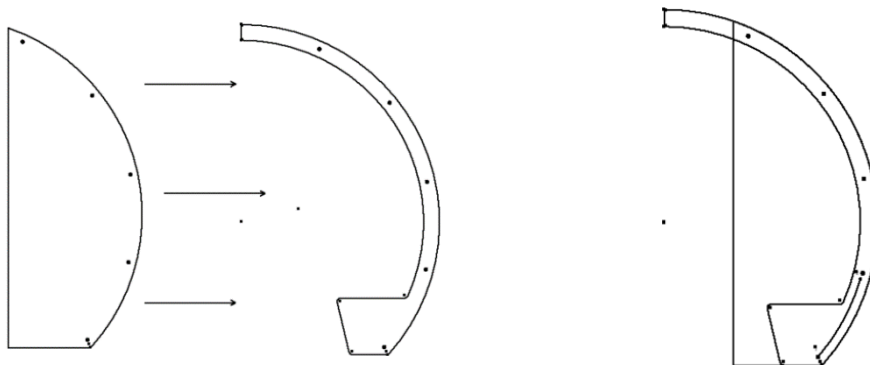
Pod Accessories

Rear Glass Enclosure

Tools required: 2 x 6mm glass wings, 10 x glass adapters and glass adapter key (supplied)



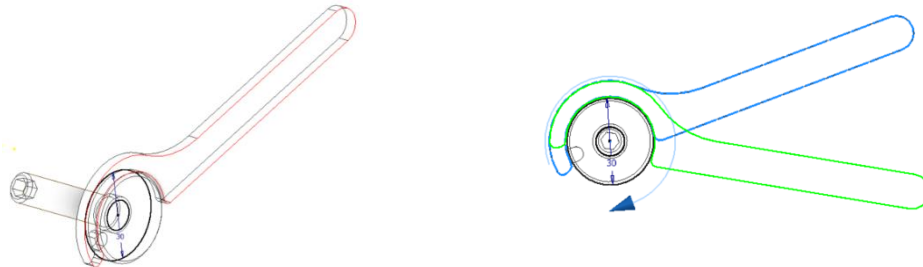
- Locate rear left and right pods. Pods can be located via labelling system on the front face of the pod (fix each wing onto pods before they are assembled)



- Wipe clean bolting surface of glass and pod
- Ensure floor is clean and free of debris
- Bolt glass wings onto pod using glass adapters. Start from the bottom and work way up (this removes any discrepancies in alignment that may occur)



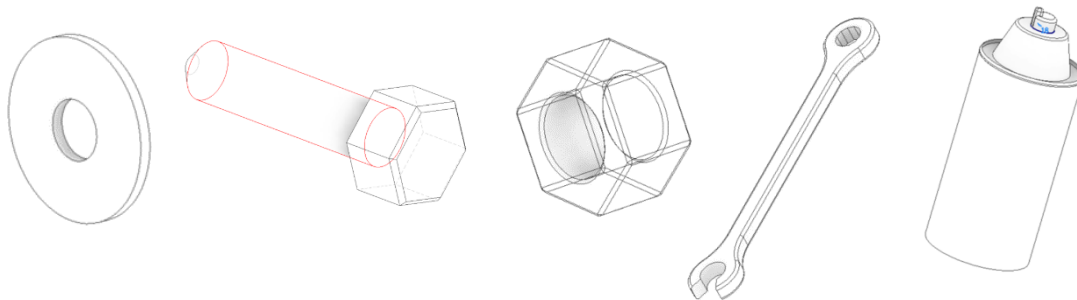
- Tighten all glass adapter hand tight. Final tension is gained using glass adapter key. Work 1 to 5 (1 being bottom, 5 being top), tighten glass adapters clockwise



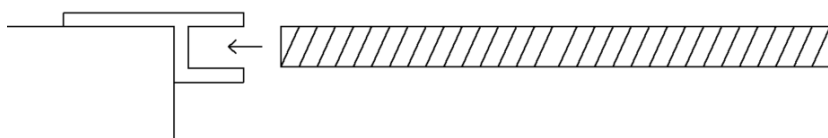
- Repeat process on other wing
- Once complete, bring pods together leaving 60mm face to face at the top
- Push pods carefully into desired location. Leave 30mm gap to insert back panel
- Wipe clean glass faces

Central Core Back Panel

Tools required: 4 x m6 washers, 2 x m6 bolts, 2 x m6 nuts, 2 x 10mm socket spanners and spray adhesive



- Slide central core Y section over the edge of the glass wing

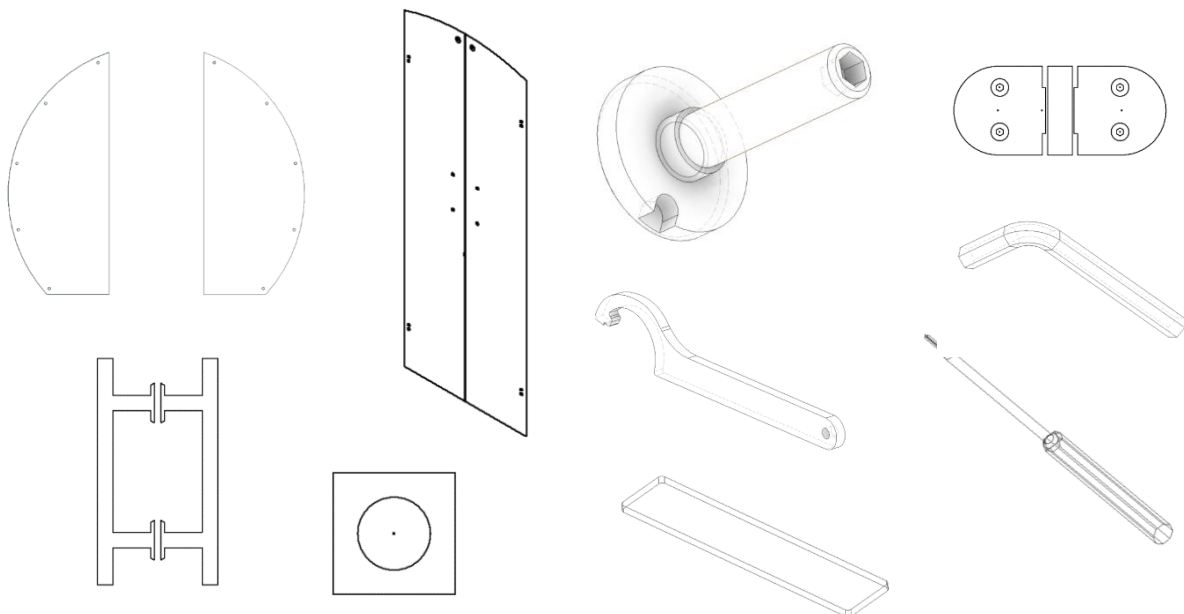


- Pull opposite pod into place
- Ensure both wings are positioned correctly in Y section groove
- Carefully pull down top 300mm of acoustic foam

- Place 2 x 25mm x 6mm bolts over 2 x m6 penny washers. Place bolts through the opening holes on the right hand pod (when facing the product)
- Place 2 x m6 penny washers and 2 x m6 onto the male end of the bolts. Hand tighten
- Ensure top join of pods are in correct alignment
- Left hand nut will require open ended m10 spanner
- Right hand bolt will require a m10 spanner with extension bar to gain access to turn tight.
- Tighten bolts in clockwise motion

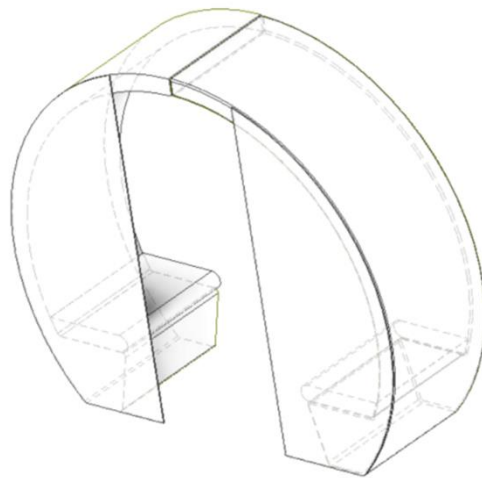
Front Glass Enclosure

Tools required: 2 x 10mm glass wings, 2 x 8mm glass doors, 10 x glass adapters, 4 x glass to glass hinges, 2 x glass handles, 2 x silicone stopper, glass adapter key (supplied), m6 Alan key, pozi screwdriver and packers



- Locate front left and right pods, putting them near the desired end location. Pods can be located via labelling system on the front face of the pod
- Wipe clean bolting surface of glass and pod
- Ensure floor is clean and free of debris

- Bolt glass wings onto pod using glass adapters. Start from the bottom and work way up (this removes any discrepancies in alignment that may occur)
- Tighten all glass adapter hand tight. Final tension is gained using glass adapter key. Work 1 to 5 (1 being bottom, 5 being top), tighten glass adapters clockwise
- Repeat process on other wing

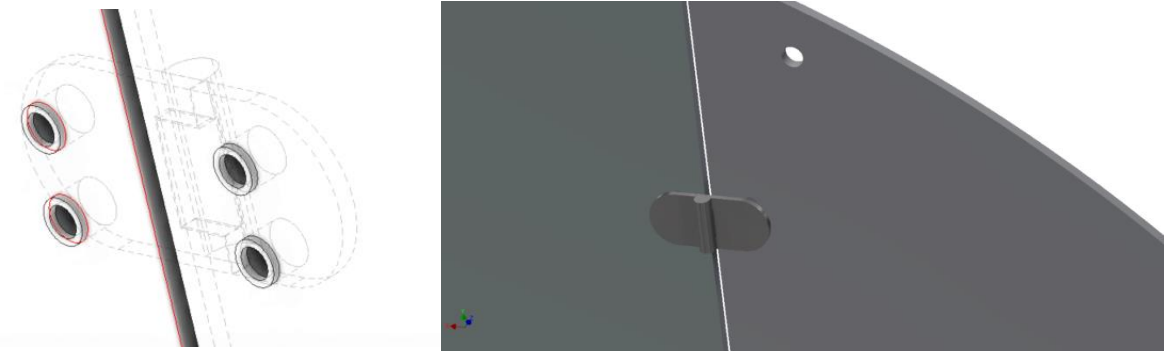


- Ensure all glass adapters are tightened correctly
- Make sure all pod alignment is correct in both planes and eliminate any twists within the pods

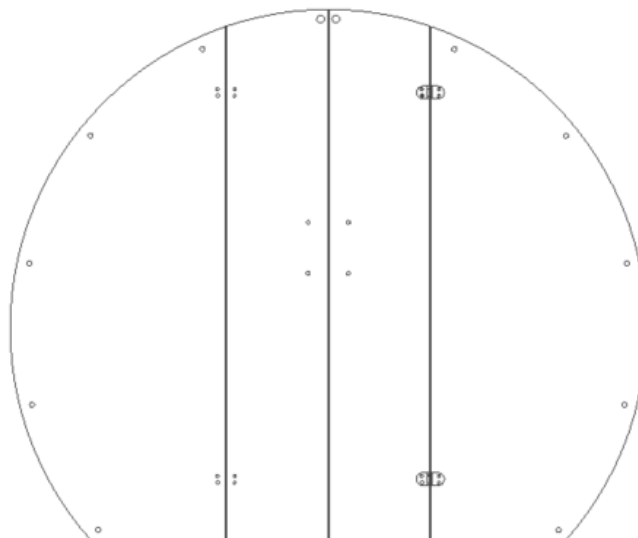
Hanging glass doors

- Collect 4 x glass to glass hinges
- Remove the machine screws using the Alan key supplied within the pack
- Collect right hand glass door- ensure glass door is correct. Magnet can be found on the left-hand side on the outwards face. The door will automatically pull into the hidden reverse magnet within the pod
- Pack the door until hinge holes on glass door and wing are horizontally level

- Place hinge through machines holes in glass



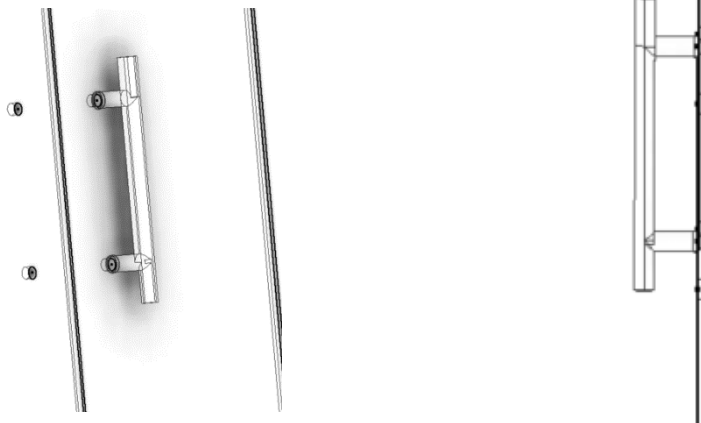
- Ensure hinge fixing holes are facing inwards towards the pod, leaving a seamless machine hinges finish on the exterior of the glass. The hinge leaf containing two knuckles should always be on the glazed wing
- Ensure rubber leafs and gaskets are in place before tightening machine screws
- Tighten all four screws clockwise using the m6 Alan key
- Ensure glass is packed up and taking weight directly into the ground before fitting second hinge
- Repeat process on other door
- Remove all packers
- Ensure doors hang freely
- To eliminate damage push left-hand door shut into concealed magnet, making sure the door stays shut
- Repeat process on right-hand door



- Ensure all hinge machine screws are tightened correctly
- Ensure glass alignment is parallel between the door and the glass wing.
6mm gap
- Ensure glass to door joining alignment is parallel. 4mm gap is necessary for acoustics
(to achieve parallel lines, move pods either in or out to shut or open glass gaps)
- Ensure top arcs of pod segments are in true radius

Fitting Handles

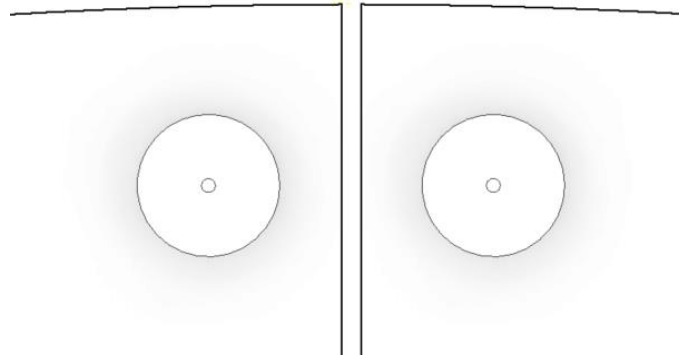
- Unpack 2 x glass handles
- Loosen grub screw on the top and bottom of the handle using Alan key supplied. Ensure not to drop or lose screws when dismantling
- Remove machine screw from back side of the front handle
- Place screws through the located holes on the glass, found on the inner leading edges
- Place handles through holes



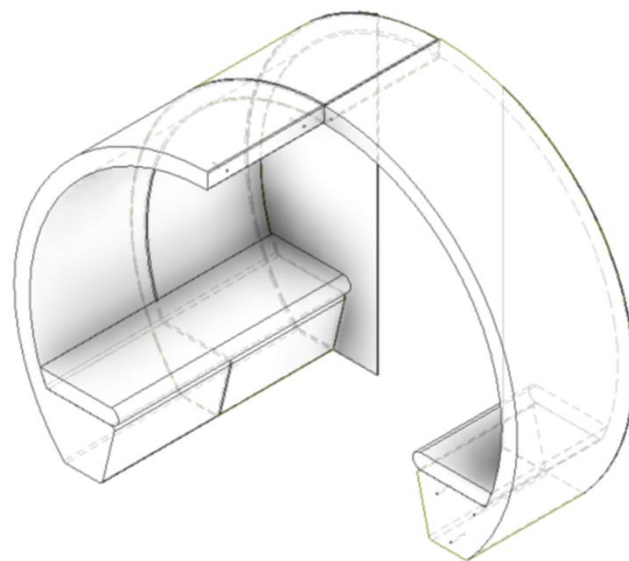
- Join back handle onto front hand on the other side of the glass
- Ensure grub screw is in correct position, then retighten screw with Alan key
- Test pull the handle to check rigidity in fixing
- Repeat process on other handle

Silicone stoppers

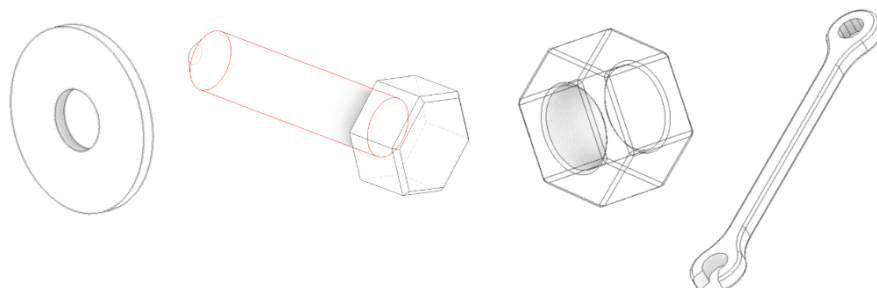
- Peel off silicone stoppers from backing film
- Stick on the inside of the glass door, behind the centre of the magnet



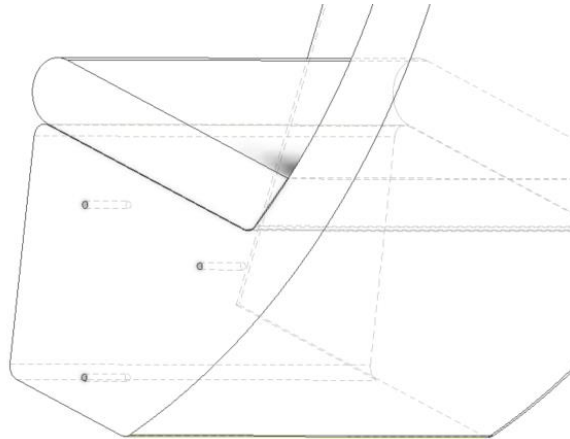
Additional Pod Segments



Tools required: 8 x m6 washers per additional segment, 4 x m6 bolts per additional segment, 4 x m6 nuts per additional segment and 2 x 10mm socket spanners



- Remove top 300mm acoustic foam to gain access to fixing holes
- Place m6 bolt and m6 washer through the hole into the other pod segment

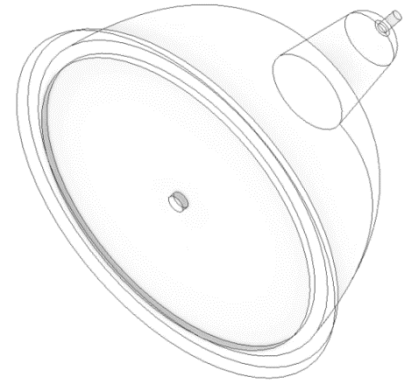


- Place m6 washer and m6 nut on the male side of the bolt
- Hand tighten
- Ensure alignment is correct. If yes, then tighten further using spanners
- Collect 3 x m6 nuts and 3 x m6 washers, place through the locating holes under the seat
- Match remaining 3 x m6 nuts and 3 x m6 washers through the other pod segment and hand tighten
- Tighten further using spanners
- Repeat process on opposite side and for any additional segments

Pod Electrics: Lighting & Power

Lighting

Note: Light fitting can only be completed once the pods have been secured together

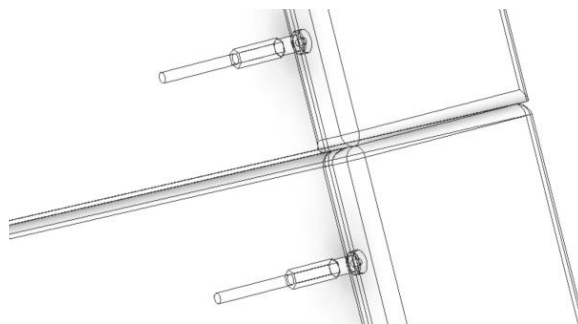


Fitting

- Locate lighting track from packaging
- De-tangle any lines from the track
- Place snap hooks on D-rings found at back of pod
- Ensure light bulbs are facing down
- Pull tight cable tracks until tension buckles reach D-rings at the entrance of the pod
- Tighten tension buckles in a clockwise motion until track is taught.
Removing any sag from line
- Ensure bulbs are vertically level

Pod with Back Panel

- Ensure snap hooks are connected securely to D-rings at entrance of the pod
- Check the tension is correct
- De-tangle any lines from the track
- Place male connectors into the two female connection ports located at the top of the back panel



- Ensure connection is pushed in correctly

Open ring pod

- Ensure snap hooks are connected securely to D-rings at entrance of the pod
- Check the tension is correct
- De-tangle any lines from the track
- Place male connectors into the two female connection ports located at the top of the composite rib
- Ensure connection is pushed in correctly

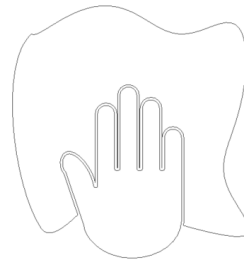
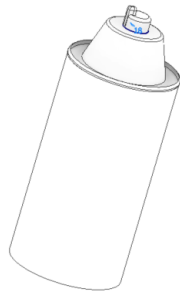
Warranty: Pod & Accessories

Pod components	Warranty length	Covered when installed correctly
Shell	12 months	<ul style="list-style-type: none"> - All pod shells should be wiped clean with no smears - All bolts present in joining holes - Pods screwed down correctly - Accurate silicone beading applied
Acoustic foam	12 months	<ul style="list-style-type: none"> - Ensure all edges are secured - Test pull each foam edge
Cushions	12 months	<ul style="list-style-type: none"> - Ensure Velcro has been applied to pod seat base and underside of cushion correctly - Place cushions directly onto Velcro - Test pull cushions to assure no lifting
Back panel central core	12 months	<ul style="list-style-type: none"> - Ensure back panel is bolted into wings correctly - Ensure back panel is level - Table is secure and correctly fixed
Lighting	12 months	<ul style="list-style-type: none"> - Confirm lighting track is taut - Bulbs are tightened and caps clicked into place - Electric modules fitted in back panel correctly
Table: 2 person	12 months	<ul style="list-style-type: none"> - Table fitted correctly to back panel

Table: 4,6,8 person	12 months	<ul style="list-style-type: none"> - Ensure all bolts are in table leg and tightened correctly
Glass enclosure	12 months	<ul style="list-style-type: none"> - Ensure glass and door alignment is correct - All glass fixings tightened- handles and hinge holes

Pod Cleaning

- Using our pod cleaner and cloth, remove any grease stains or fingerprints from the composite material
- The cleaner will ensure a streak free finish when applied properly with continuous clockwise or anticlockwise motions with the cloth
- Make sure all checkpoints are covered and final tweaks have been carried out
- Installation complete- enjoy your pod



Working Together

- Should any problems occur, please contact The Meeting Pod Co via sales@themeetingpod.co.uk or on 0845 370 6648
- Members of the team are available by phone during the UK working hours: 07:00 to 17:00
- Please complete and return the customer satisfaction survey ensure all stages have been completed and you are happy with the product and service provided. Survey to be sent via email to sales@themeetingpod.co.uk



Meeting Pod Technical Guide

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