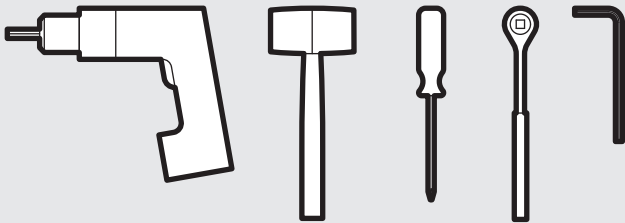# Kolo 1 Plus
Assembly Instructions

HEADS UP!

· Assemble Pod as closely as possible to its final placement

· Provided instructions are for left hand reverse door assembly only.

TOOLS REQUIRED

· Drill
· Soft mallet
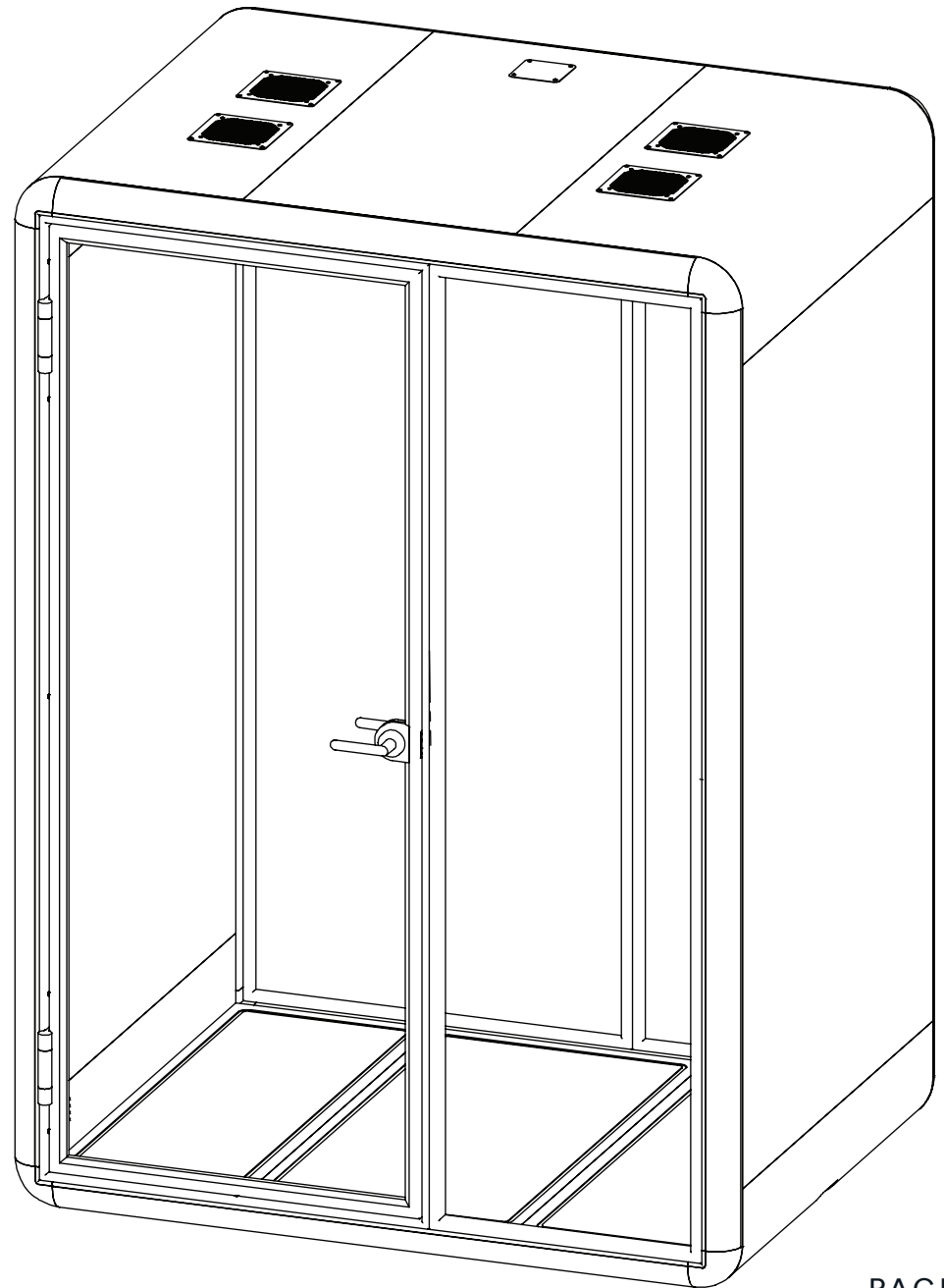· Phillips screwdriver
· Ratchet with metric socket set
· Allen wrench set

UL_V02 _Sep2022

Kolo

IMPORTANT SAFETY INSTRUCTIONS

When using an electrical furnishing, basic precautions should always be followed, including the following:

Read all instructions before using this Pod .

DANGER

To reduce the risk of electric shock:

1. Always unplug this furnishing from the electrical outlet before cleaning or servicing.

WARNING

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

1. Unplug from outlet before putting on or taking off parts.
2. Close supervision is necessary when this furnishing is used by, or near children, invalids, or disabled persons.
3. Use this furnishing only for its intended use as described in these instructions. Do not use attachments not recommended by the manufacturer.
4. Never operate this furnishing if it has a damaged cord or plug, if it is not working properly, if it has been dropped or damaged, or dropped into water. Return the furnishing to a service center for examination and repair.
5. Keep the cord away from heated surfaces.
6. Never operate the furnishing with the air openings blocked. Keep the air openings free of lint, hair, and the like.
7. Never drop or insert any object into any opening.
8. Do not use outdoors.
9. Do not operate where aerosol (spray) products are being used or where oxygen is being administered.
10. To disconnect, turn all controls to the off position, then remove plug from outlet.
11. Commercial use only and dry location use only.
12. Max load 9A for all receptacles.
13. Use only SJT type, min 14 AWG, 80 degree C VW-1 cord.
14. Disconnect power before replacing fuses, replace only with a 250VAC, 10A Fuse.

15. Mount only approved work surfaces and secondary surfaces in accordance with instructions.
16. Risk of Injury to Persons – Do not use pod walls to mount video equipment such as televisions or computer monitors without Manufacturing approved solution.
17. Smoke developed index over 450.
18. Risk of Electric Shock – Connect this furnishing to a properly grounded outlet only. See Grounding Instructions.

GROUNDING OUTLET

GROUNDING OUTLET BOX

GROUNDING PIN
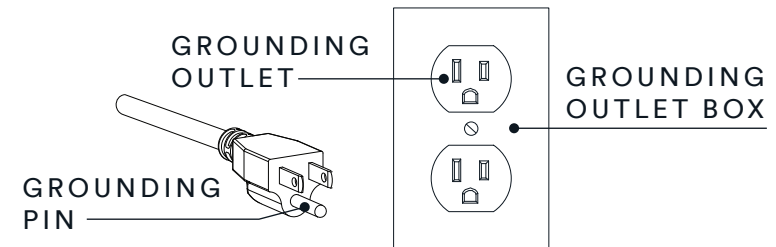
19. The work surface is rated to support 200 lbs.
20. Contact your building manager or city fire Marshall before integrating this Pod into your buildings fire suppression system.
21. When not in use for extended periods of time we recommend disconnecting the power cord.

SAVE THESE INSTRUCTIONS

.

Kolo Series
Model number: PPK1P-B22
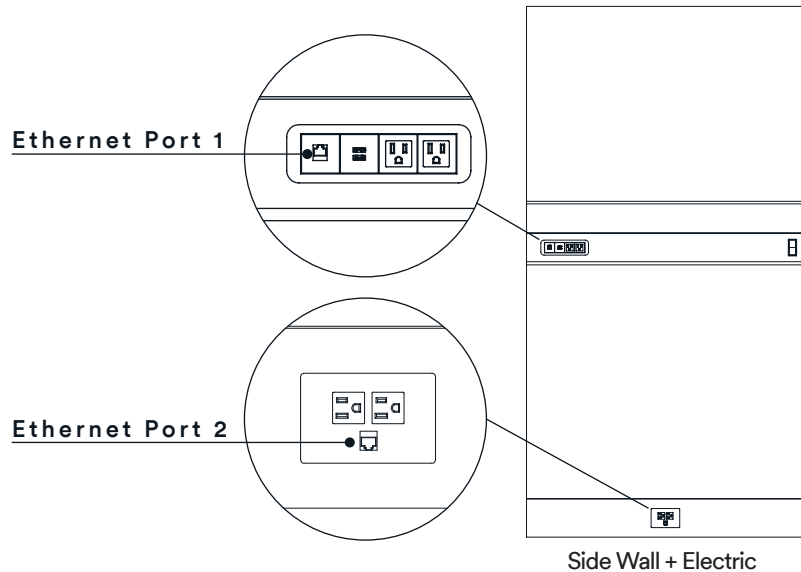Electrical Input: 120VAC, 10A Max, 60Hz

UL LISTED

Kolo 1 Plus
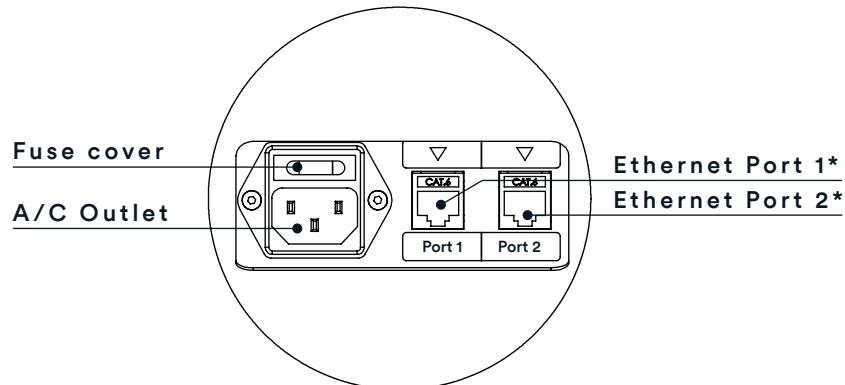## INSTRUCTIONS FOR USE & MAINTENANCE

POD INTERIOR

How to use Dimmer Switch

· Press the switch to turn the light on and off

· Touch and slide a finger along the switch edge to brigthen and dim the light

· The light will turn on at the last level used prior to switching off

· The light will switch off after 5 minutes of no motion in the pod

Ethernet Port 1

Ethernet Port 2

Side Wall + Electric

POD EXTERIOR

Fuse cover

A/C Outlet

Ethernet Port 1*
Ethernet Port 2*

Port 1   Port 2

*Cat6 ethernet cable not included

Cleaning and Care

· Dust as needed with a damp cloth. Periodically clear accumulated dust from the fans and fan grills

· Use only cleaners recommended for glass (non-ammonia) with a soft cloth

· Vacuum interior floor and walls as needed

· Spot clean floor, walls, and stool upholstery as needed using upholstery cleaners for polyester material

· Use warm, soapy water to clean the work surface

How to Replace a Blown Fuse

· Purchase a 250VAC, 10A Fuse

· Disconnect power and remove Fuse Cover

· Extract blown fuse and replace only with a 250VAC, 10A Fuse

· Replace Fuse Cover
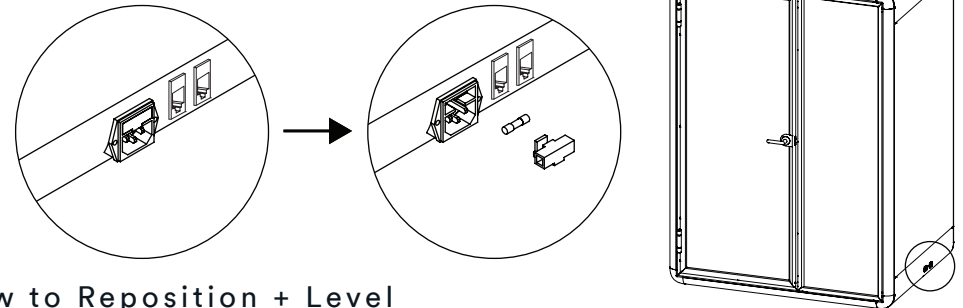
How to Reposition + Level

· Use an allen wrench to disengage the glides

· Roll the Pod to it's desired location

· Adjust each of the 4 glides, leveling the Pod so that the seams and shadow lines are square
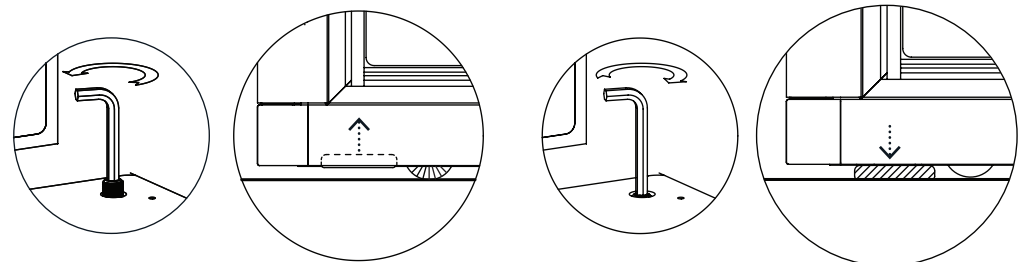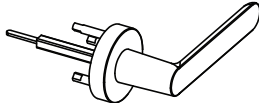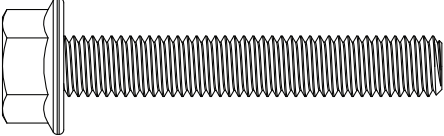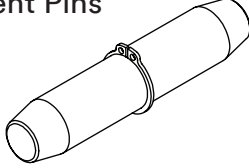
Kolo 1 Plus
INNER CARTON DETAILS

Q2+Q3 Floor Finishing Panels

P1 Side Floor Tiles

E2 Side Wall

D2 Floor Corner

O Glass Door

K Side Glass Panels

C Floor

L Back Glass Panel

D1 Floor Corner + Electric

Tool Box

G1 Ceiling Corner

F Ceiling

Q1 Ceiling Finishing Panels

G2 Ceiling Corner + Electric

E1 Side Wall + Electric

P2 Center Floor Tile

H+M Horizontal Frames & Fins

I Corner Frames

J+N Vertical Frames

49.2in

91.3in

29.5in
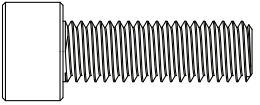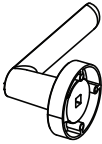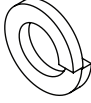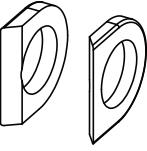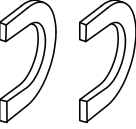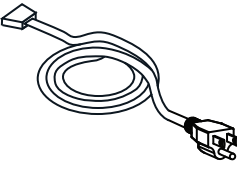
Total Carton weight 1157 lbs
Total Pod weight 999 lbs
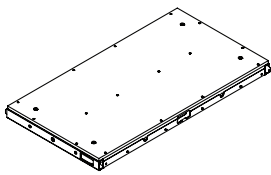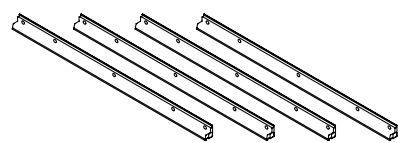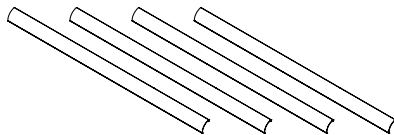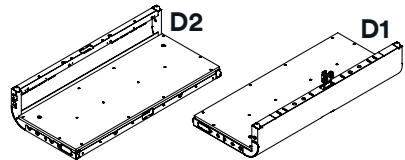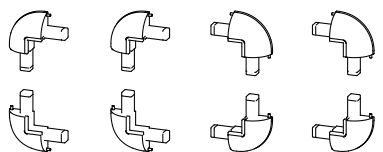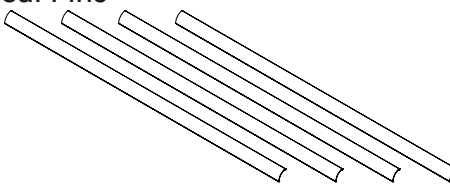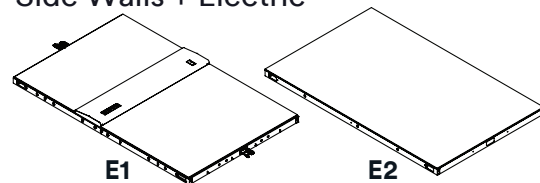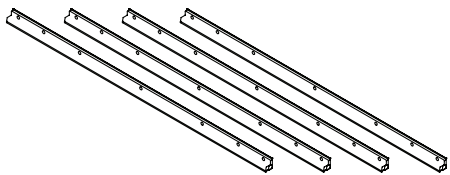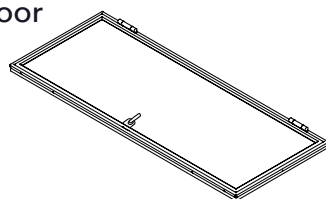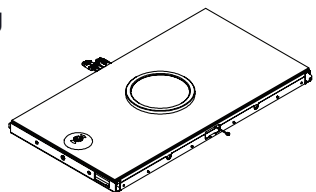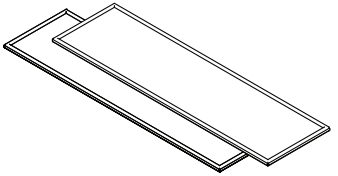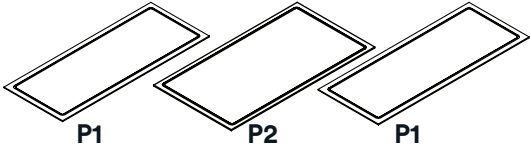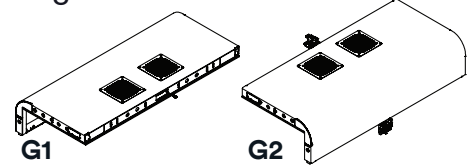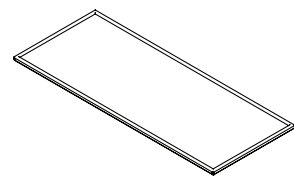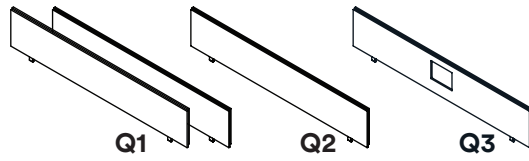
Kolo 1 Plus

[blank]	**A6** M4 x 25mm QTY. x4	**B4** Exterior Handle QTY. x1
A2 M8 x 50mm - Hex QTY. x24	**A7** Alignment Pins QTY. x8	**B5** Handle Screws M4 x 40mm - Phillips QTY. x2
A3 M8 x 25mm QTY. x40	**B1** Interior Handle QTY. x1	Floor Cap QTY. x1
A4 Spring Washer QTY. x40	**B2** Handle Bezel QTY. x2	Screw Caps QTY. x16 Single x4 Double x12
A5 M4 x 30mm QTY. x7	**B3** Handle Gasket QTY. x2	Power cord QTY. x1

Kolo 1 Plus
COMPONENTS

C	Floor	QTY. x1

H	Horizontal Frames	QTY. x4

M	Horizontal Fins	QTY. x4

D	Floor Corner + Electric	D2 D1 QTY. x2

I	Corner Frames	QTY. x8

N	Vertical Fins	QTY. x4

E	Side Walls + Electric	QTY. x2 — E1 E2

J	Vertical Frames	QTY. x4

O	Glass Door	QTY. x1

F	Ceiling	QTY. x1

K	Side Glass Panels	QTY. x2

P	Center + Side Floor Tiles	QTY. x3 — P1 P2 P1

G	Ceiling Corner + Electric	QTY. x2 — G1 G2

L	Back Glass Panel	QTY. x1

Q	Finishing Panels	QTY. x4 — Q1 Q2 Q3

Kolo 1 Plus

· Begin Floor assembly

A7 x4

A2 x4

D2

C

D1
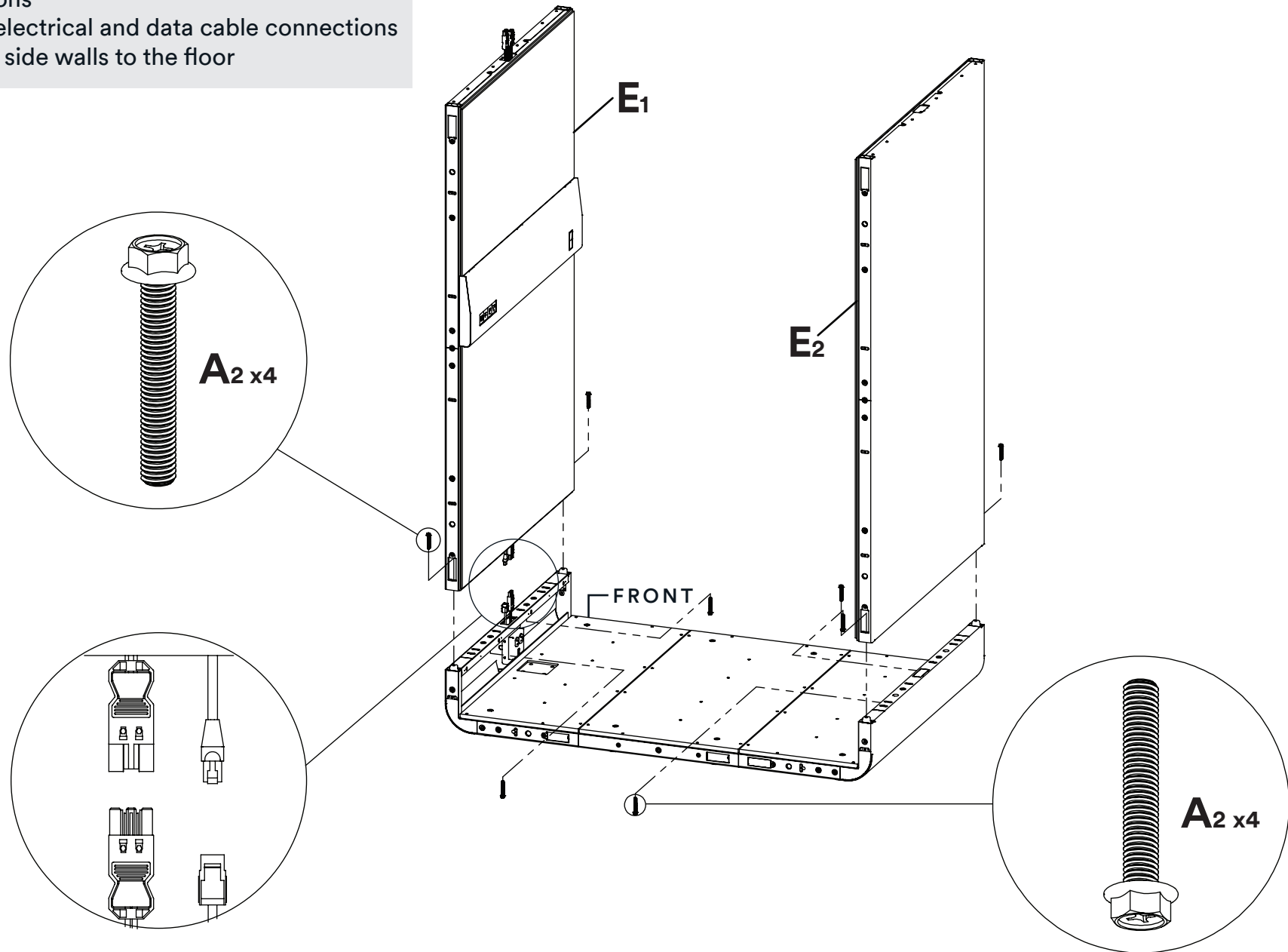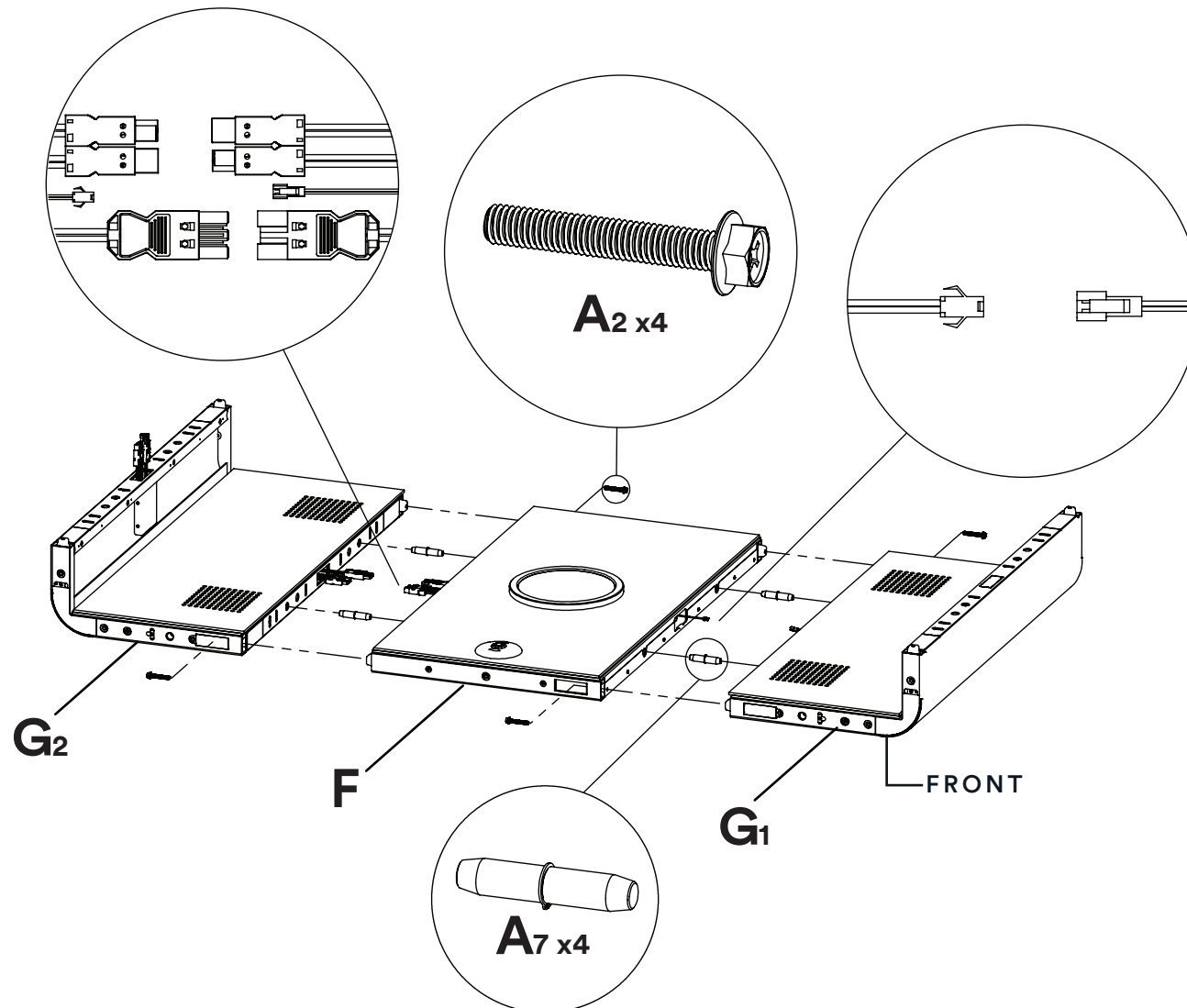
FRONT
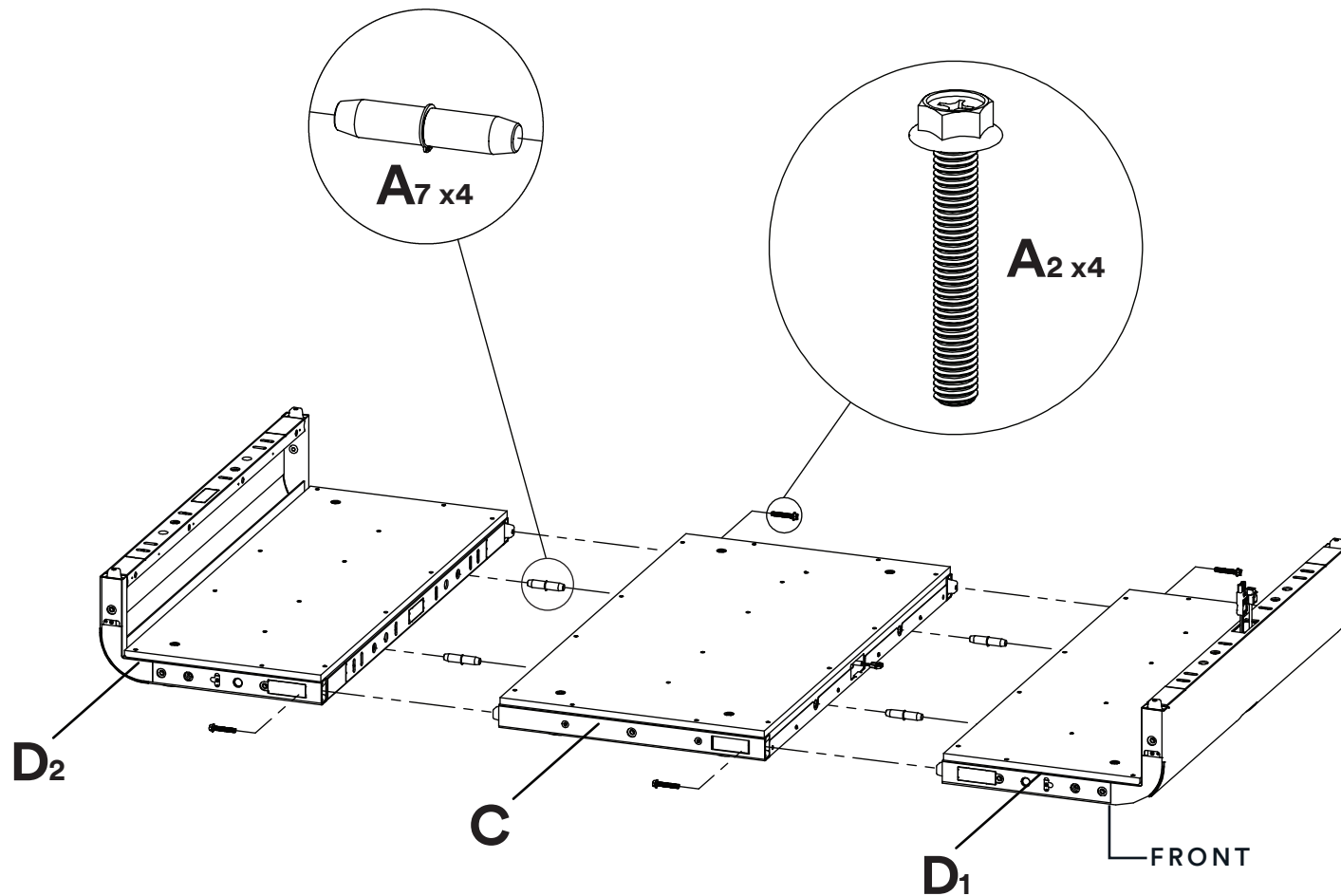
Kolo 1 Plus

- Expose the cable connectors from the wall and floor sections
- Make the electrical and data cable connections
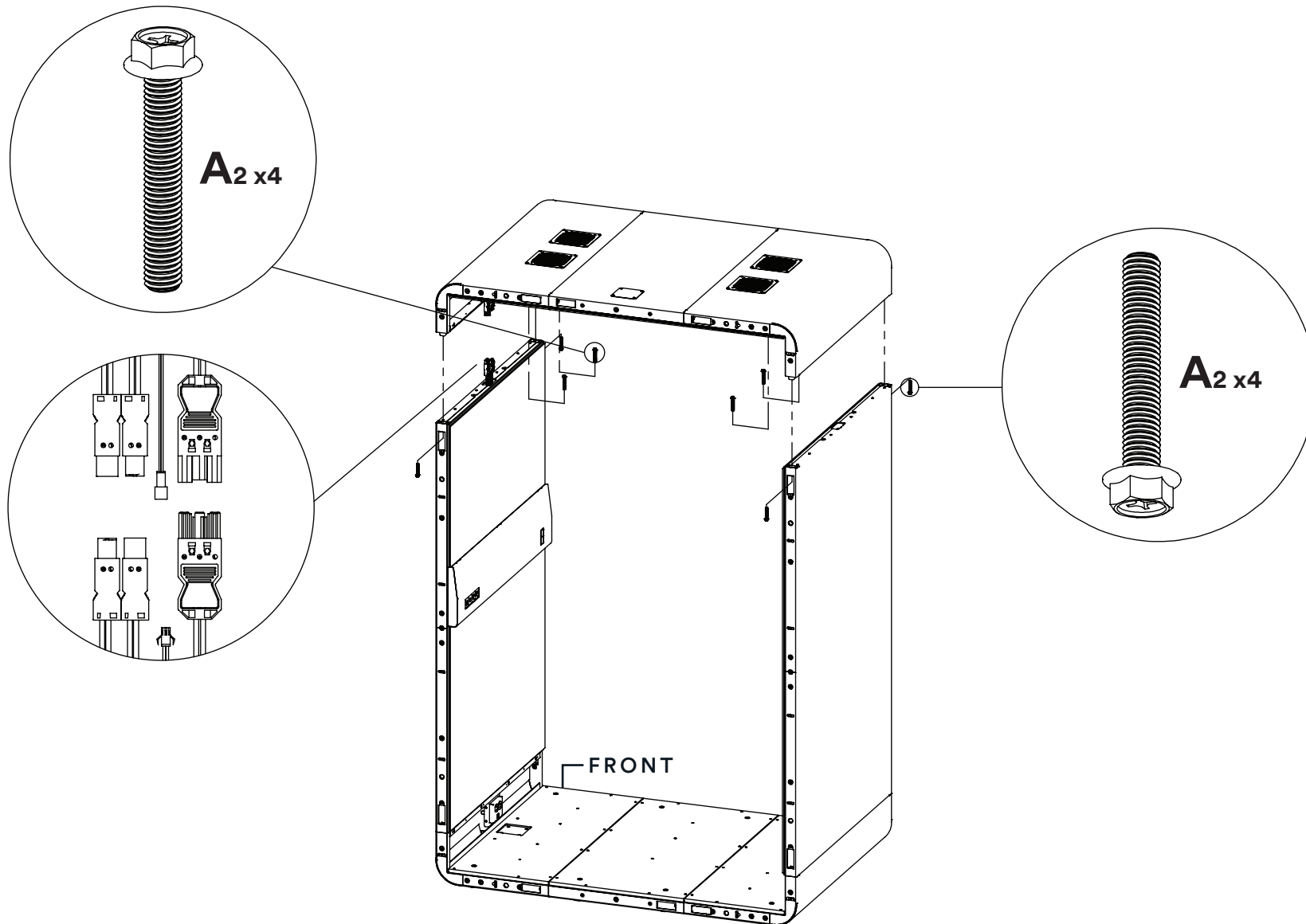- Attach the side walls to the floor

E₁

E₂

A₂ x4

FRONT

A₂ x4

Kolo 1 Plus

- Make the electrical connections
- Install four alignment pins
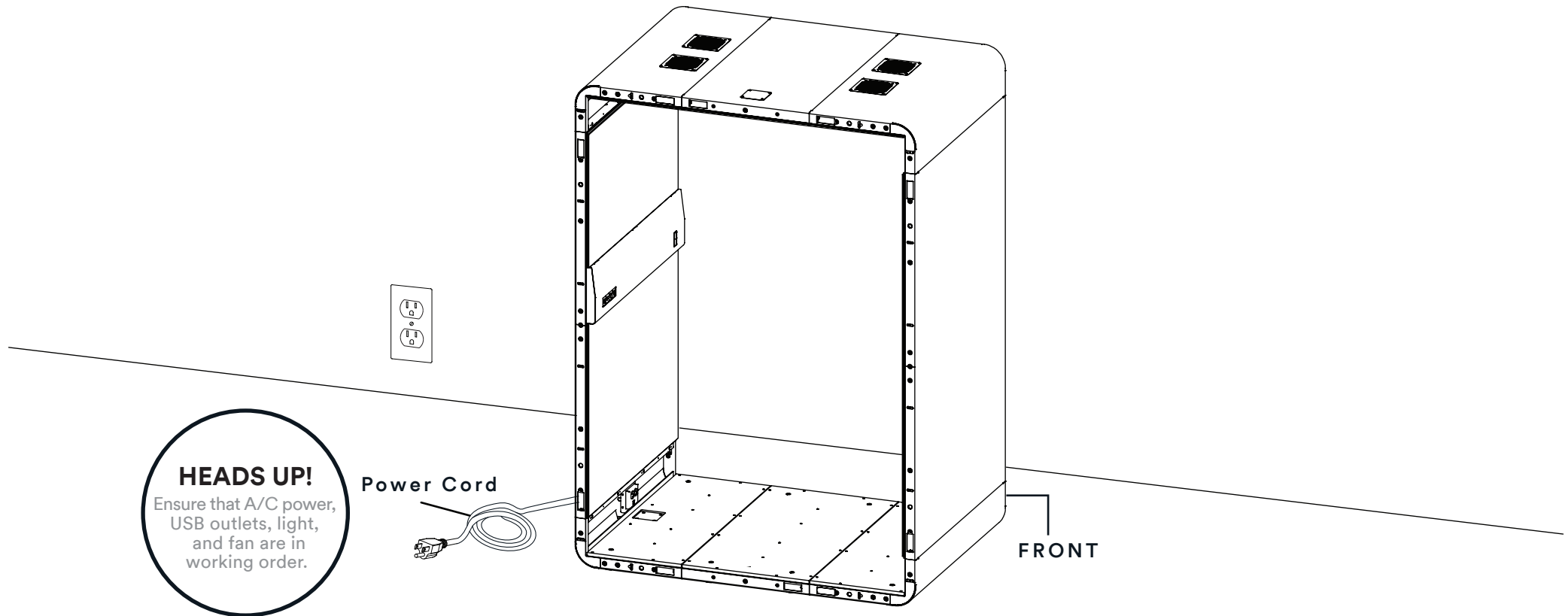- Screw the ceiling corners and ceiling together using four screws

A2 x4

A7 x4

G2

F

G1

FRONT

Kolo 1 Plus

· Install the ceiling and make the electrical connections
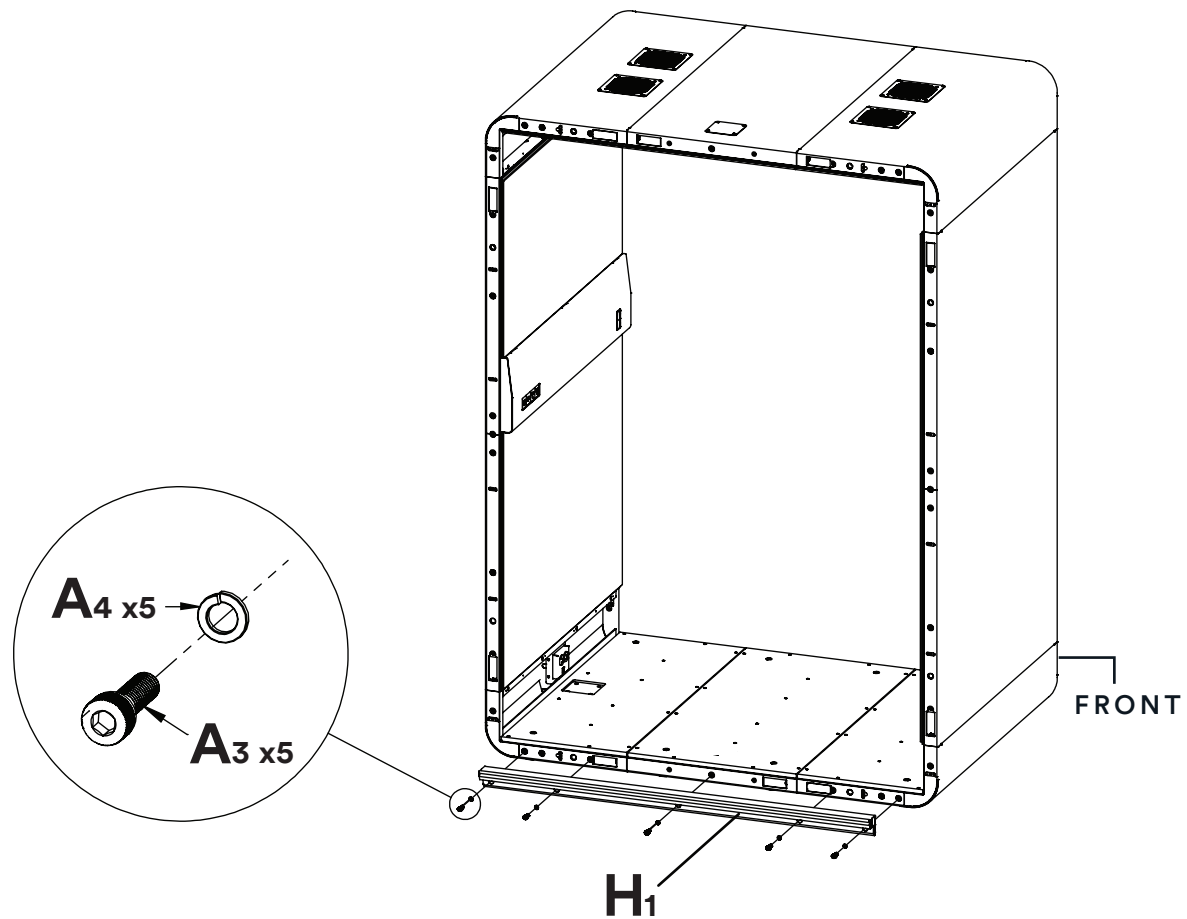
A₂ x4

A₂ x4

FRONT

Kolo 1 Plus

- Ensure that A/C power, USB outlets, light, and fan are in working order
- If failure, recheck all connection points
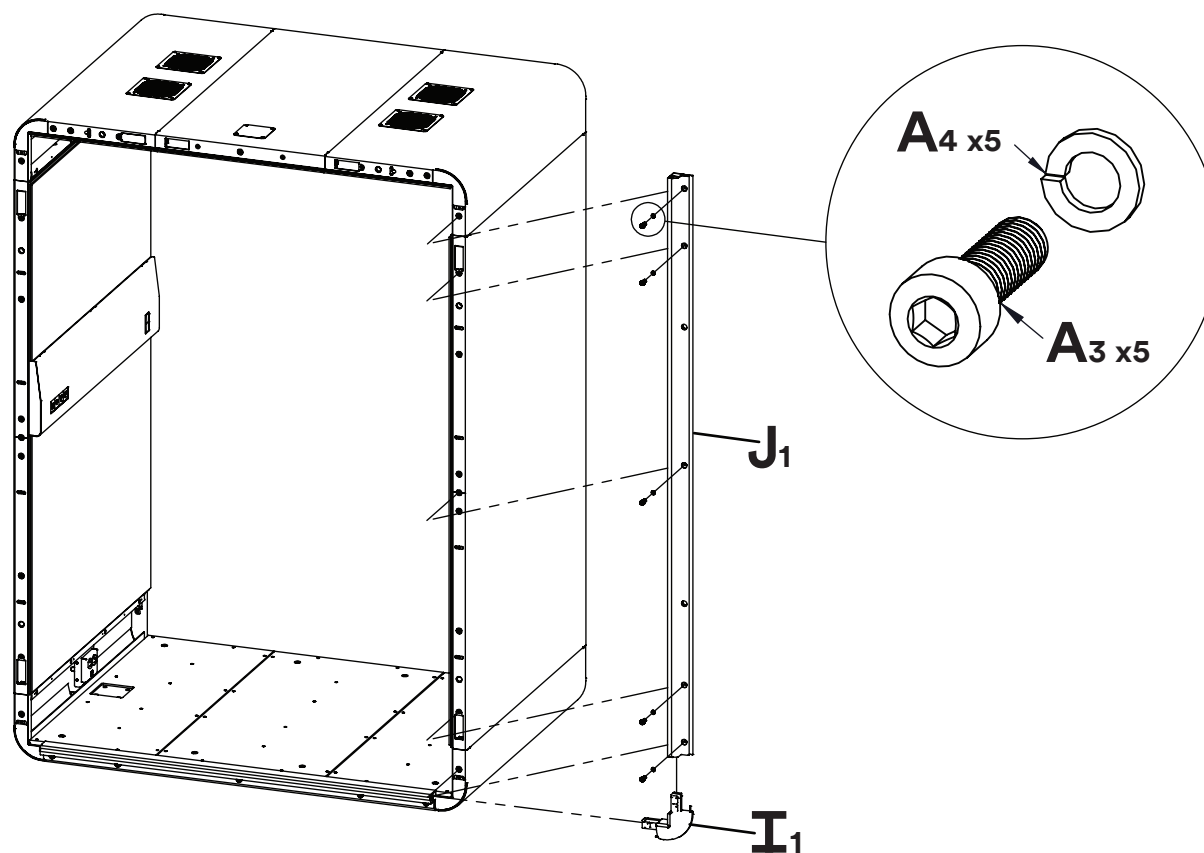- If all components function, move to next phase of assembly

HEADS UP!
Ensure that A/C power, USB outlets, light, and fan are in working order.

Power Cord

FRONT

Kolo 1 Plus

A4 x5

A3 x5

FRONT

H1

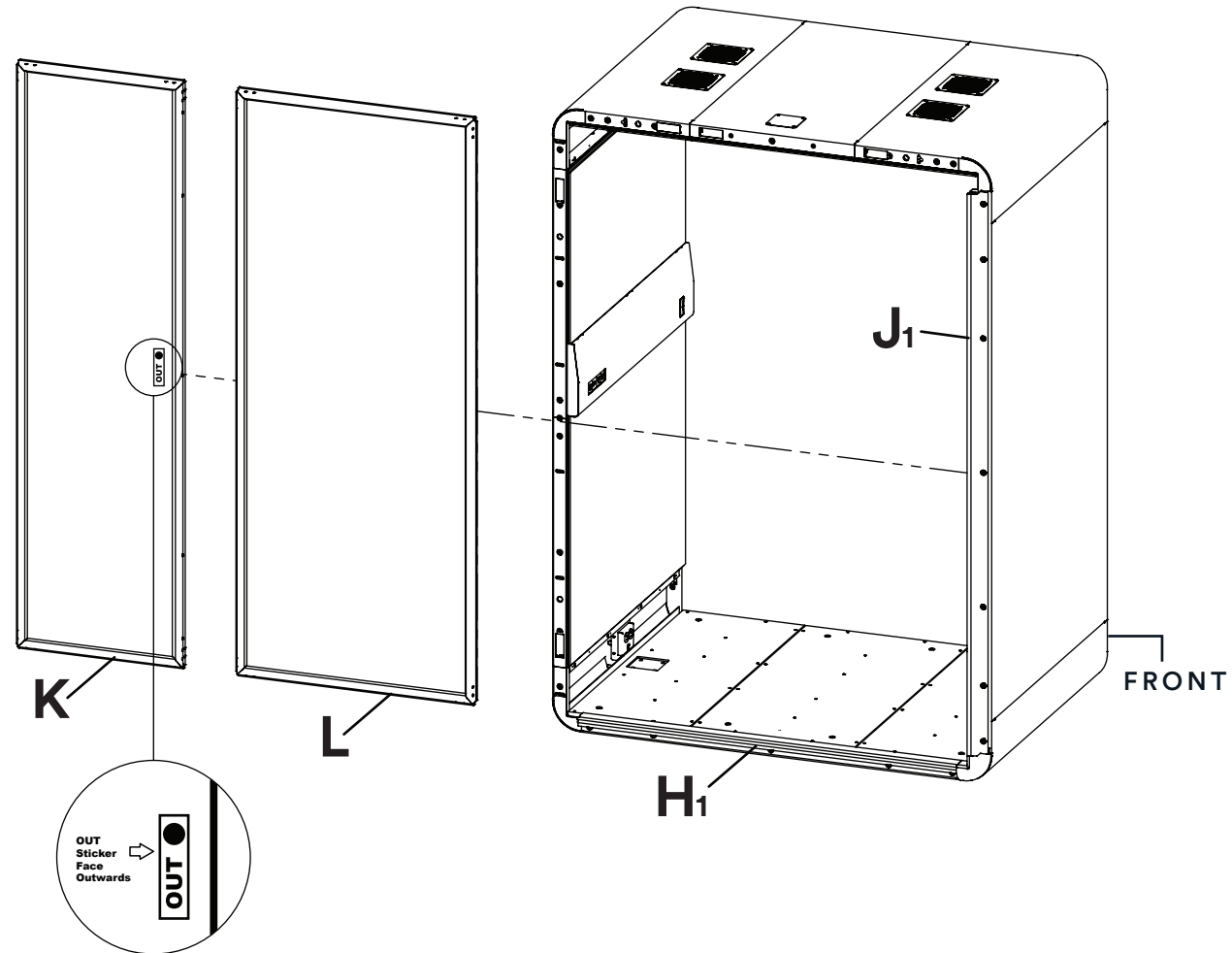# Kolo 1 Plus

- Insert vertical frame J1 onto corner I1
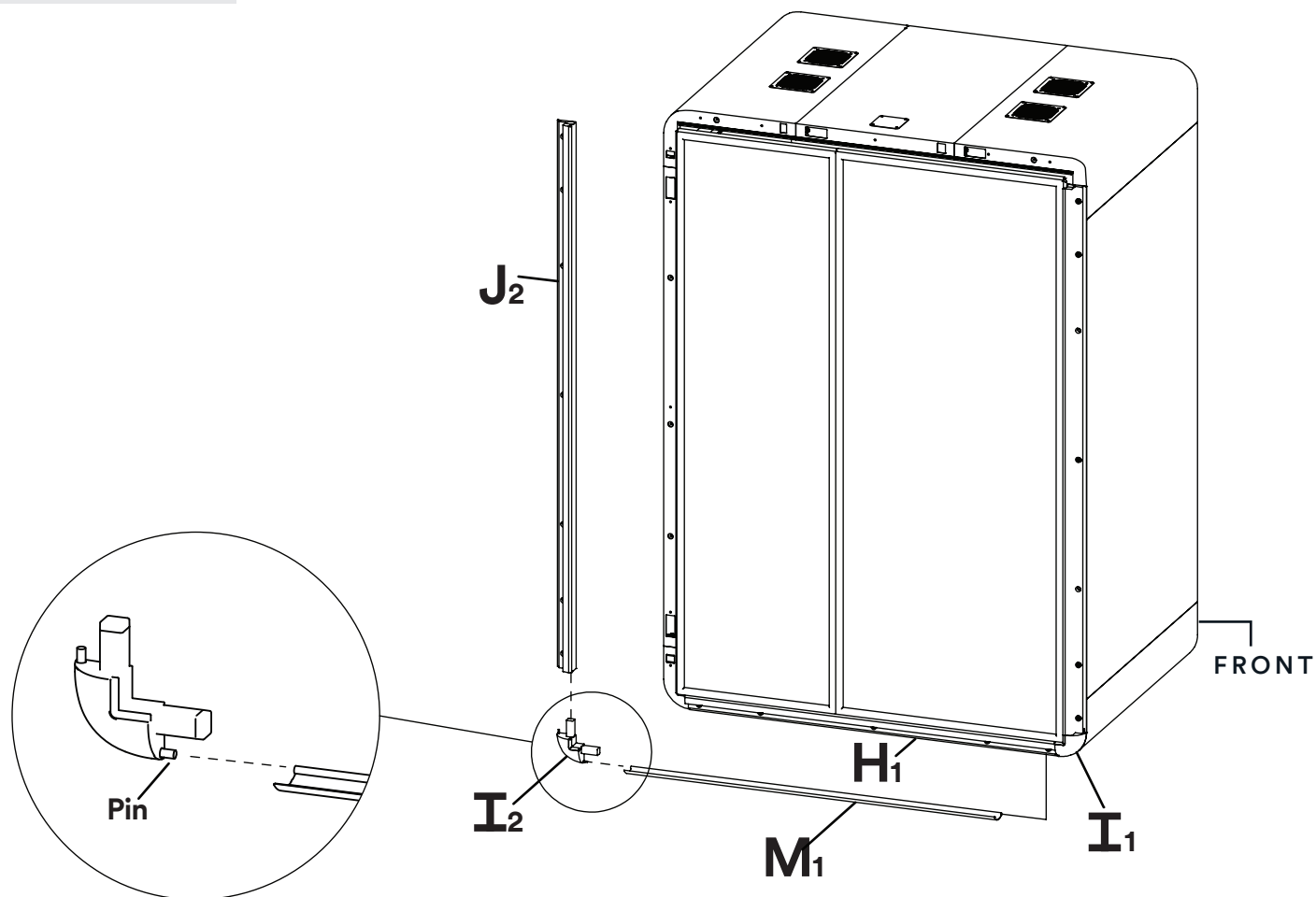- Insert this assembled unit into horizontal frame H1
- Attach vertical frame H1

A_4 x5

A_3 x5

J_1

I_1

Kolo 1 Plus

- Orient the glass panels outward
- Fit the glass panels into horizontal frame H1
- Engage with vertical frame J1
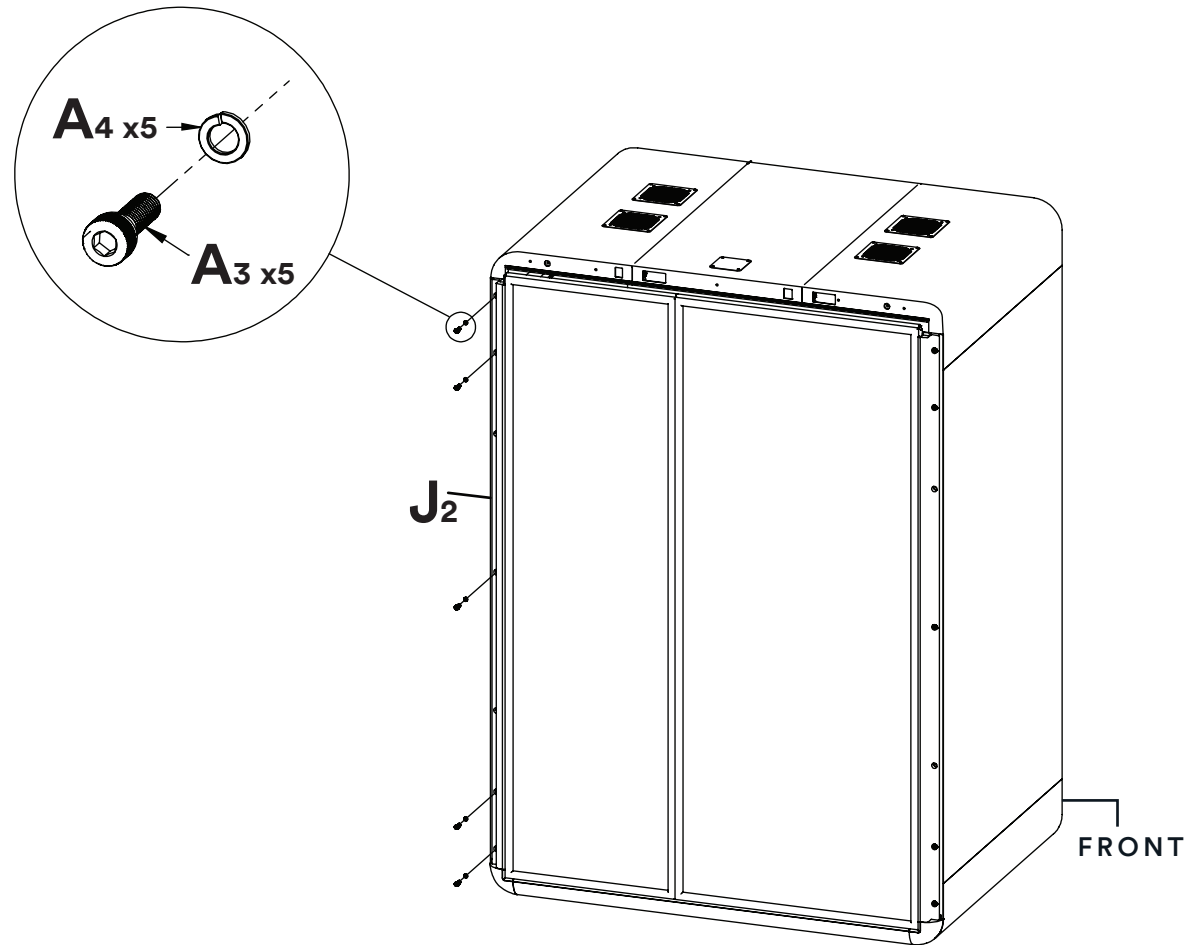
K

L

J_1

FRONT

H_1

OUT
Sticker
Face
Outwards → OUT ●

Kolo 1 Plus

· Insert fin M1 into corner I1
· Insert vertical frame J2 onto corner I2
· Insert this assembled unit into horizontal frame H1 and fin M1

J₂

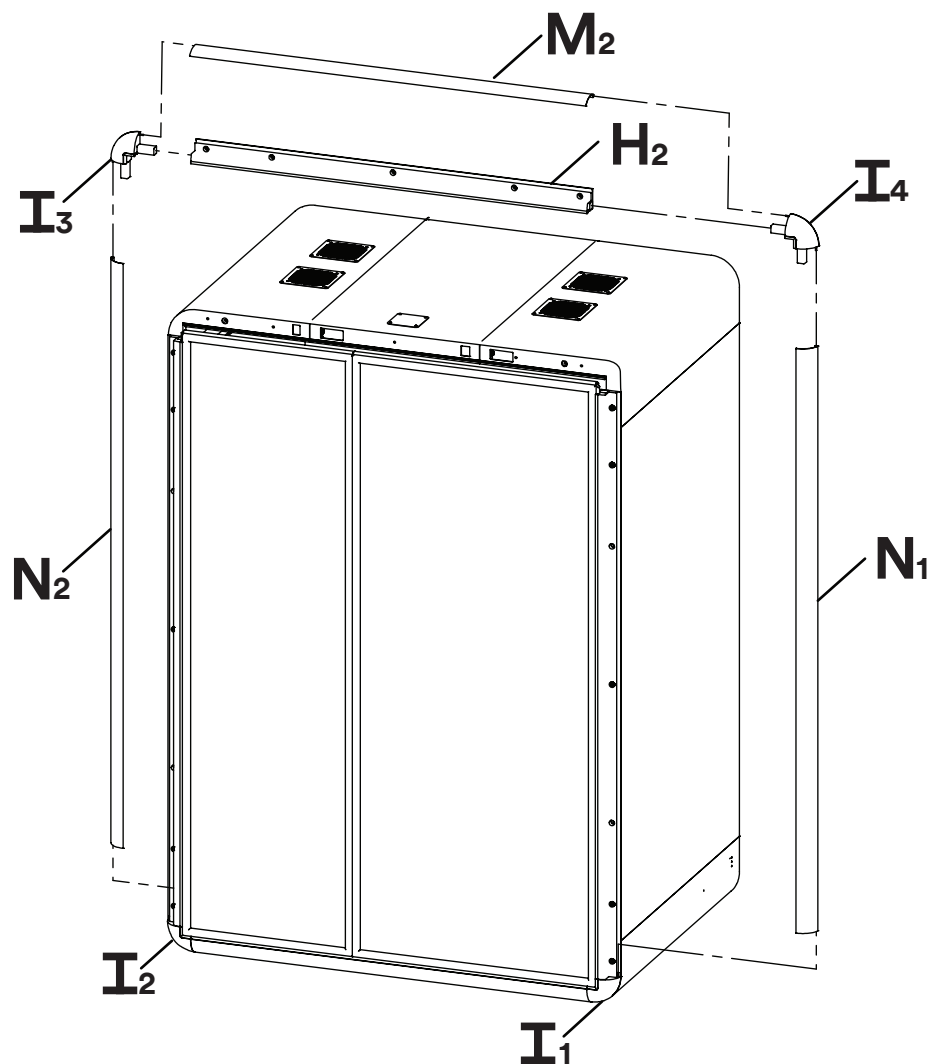Pin

I₂
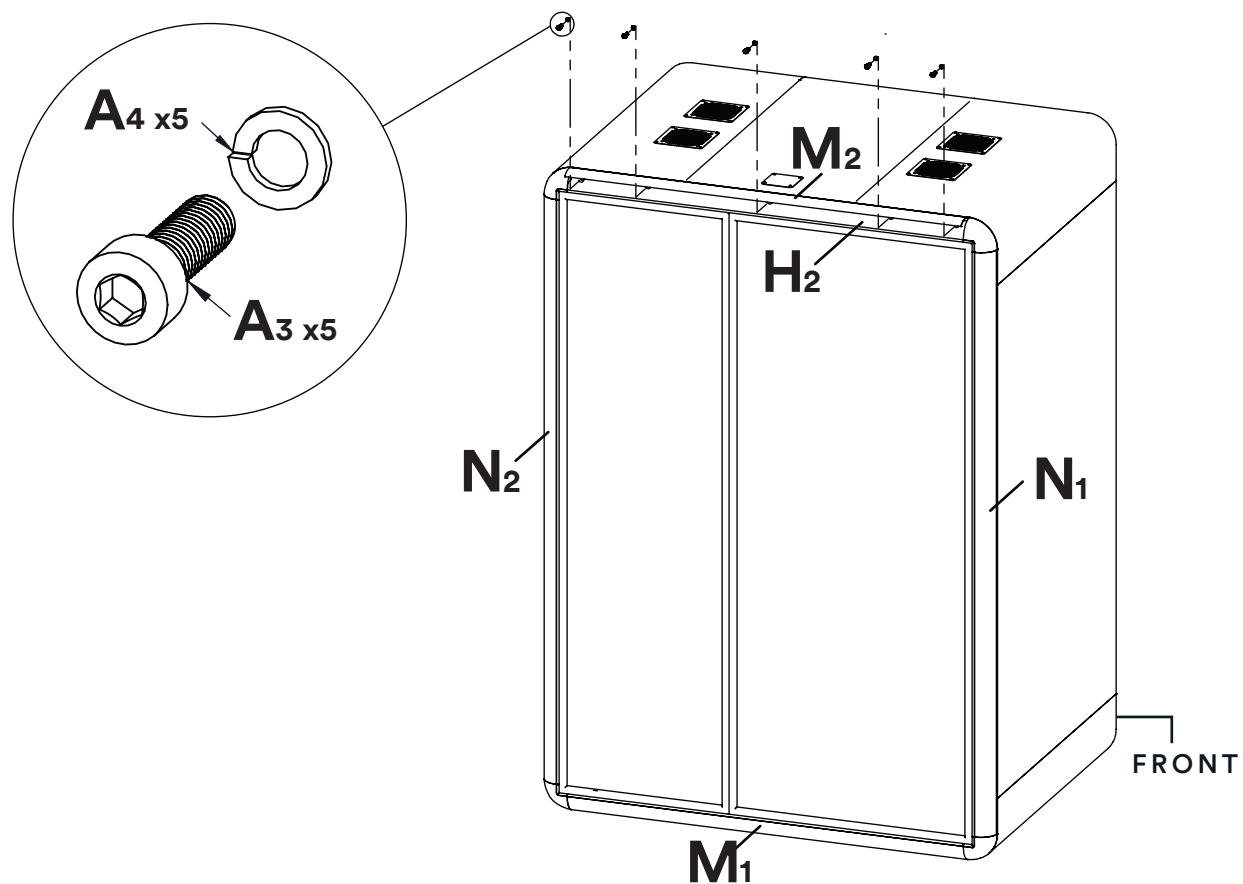
M₁

H₁

I₁

FRONT

Kolo 1 Plus

A4 x5

A3 x5

J2

FRONT

Kolo 1 Plus

- Assemble corners I3 and I4 onto horizontal frame H2 and fin M2
- Lower this assembled unit into place, while also inserting fins N1 and N2 into corners I1 and I2

Kolo 1 Plus

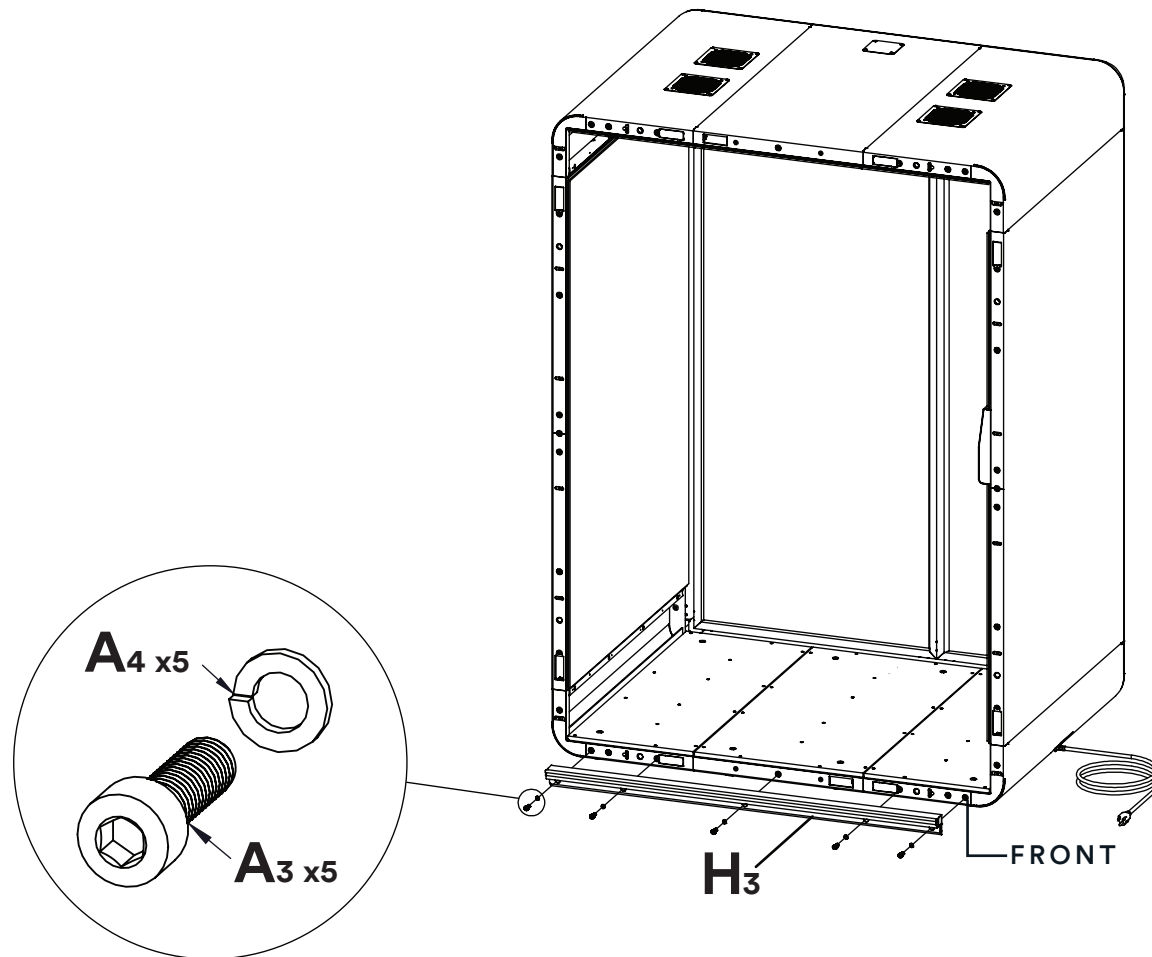· Attach horizontal frame H2
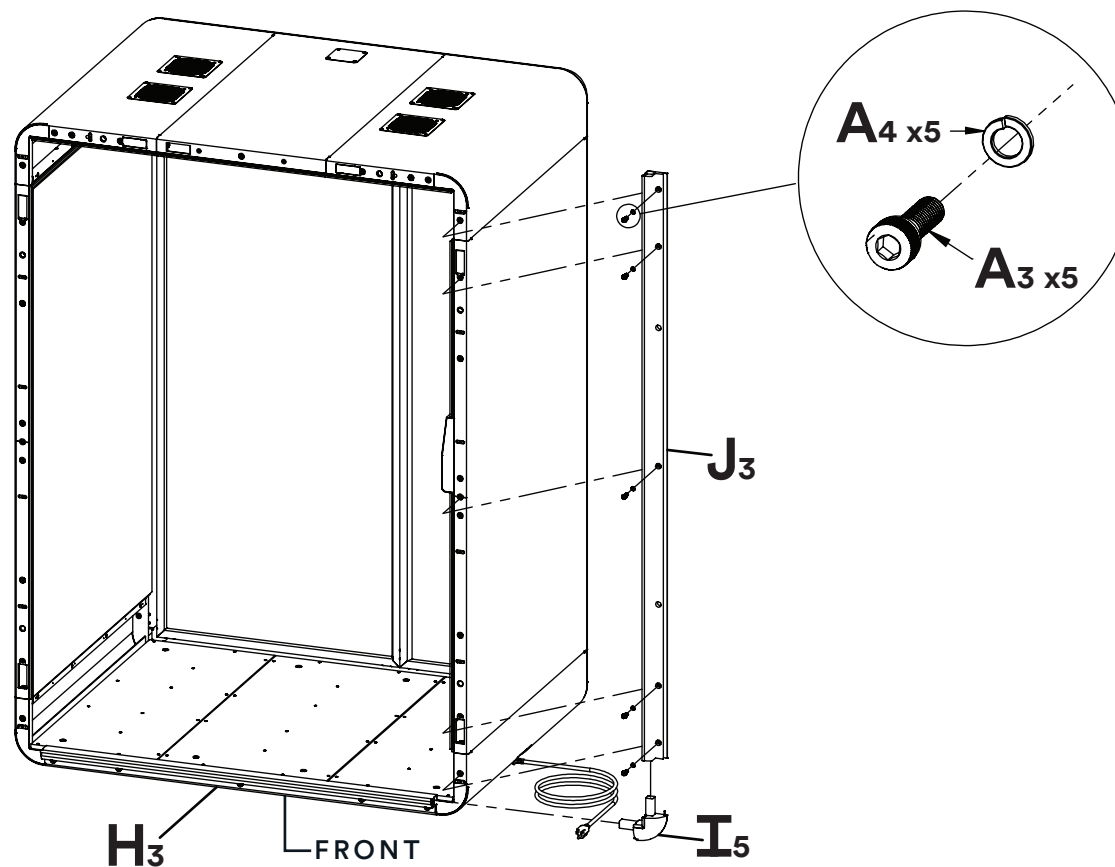· Use a mallet to close the four hinged fins N1, N2, M1 and M2

A_4 x5

A_3 x5

M_2

H_2

N_2

N_1

M_1

FRONT

Kolo 1 Plus

· Begin front face assembly
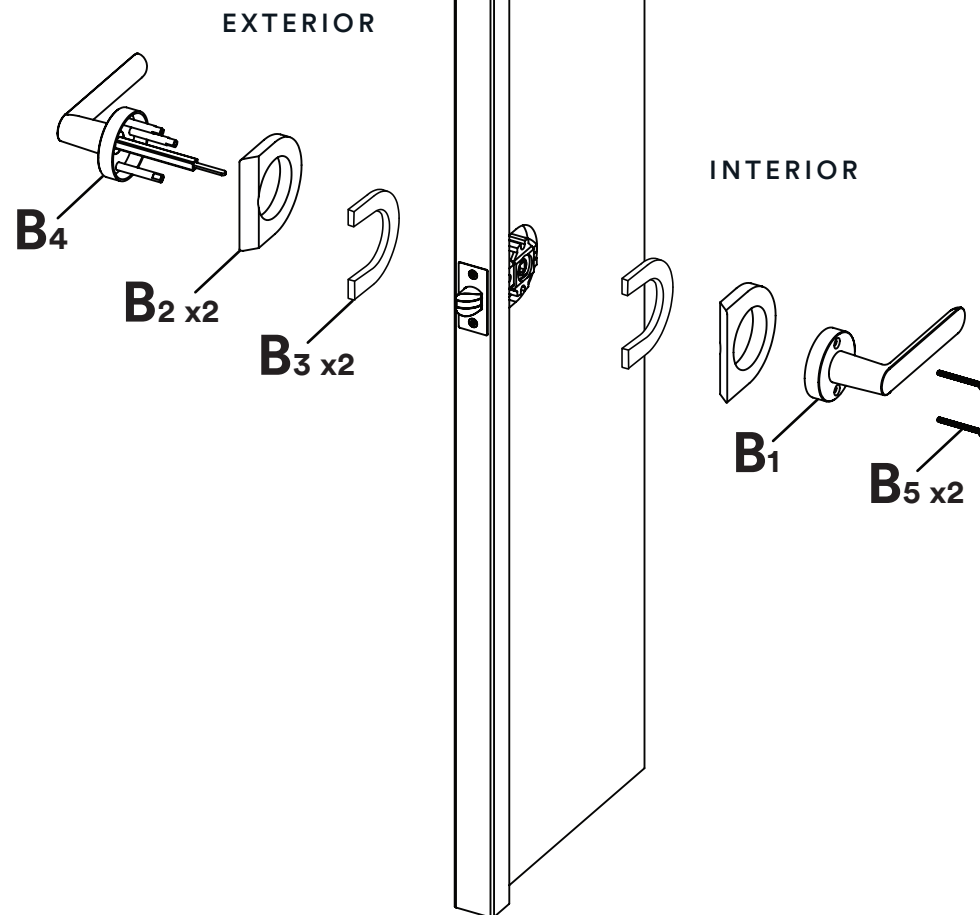· Attach horizontal frame H3

A4 x5

A3 x5

H3

FRONT

Kolo 1 Plus

- Insert vertical frame J3 onto corner I5
- Insert this assembled unit into horizontal frame H3
- Attach vertical frame J3

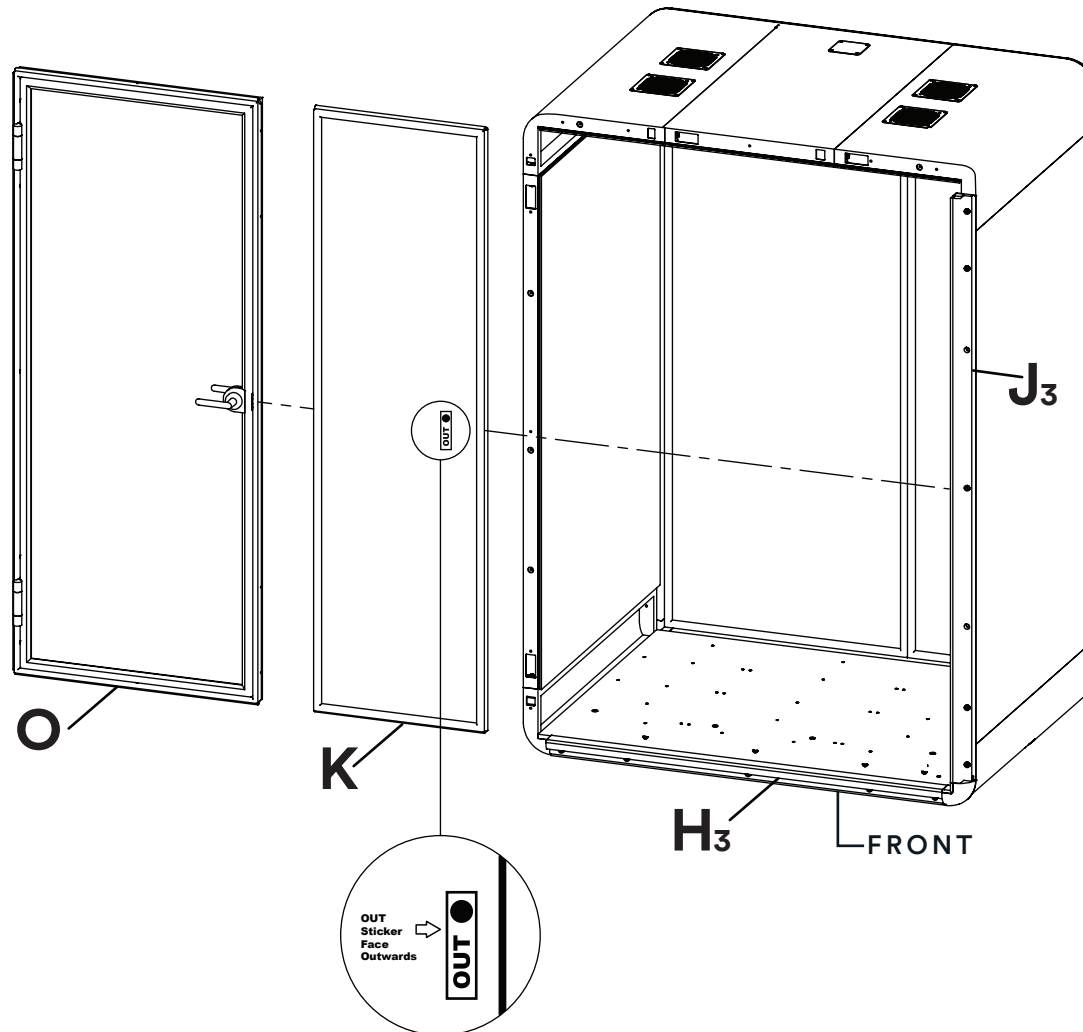$A_{4 \times 5}$

$A_{3 \times 5}$

J_3

H_3

FRONT

I_5

Kolo 1 Plus

· Fit the bezels between the door handles use the two screws provided to secure the handle.

EXTERIOR

INTERIOR

B₄

B₂ ₓ₂

B₃ ₓ₂

B₁

B₅ ₓ₂

Kolo 1 Plus

· Orient the door and side glass panel outward
· Slide the glass panels into horizontal frame H3
· Engage with vertical frame J3

O

K

J₃

H₃
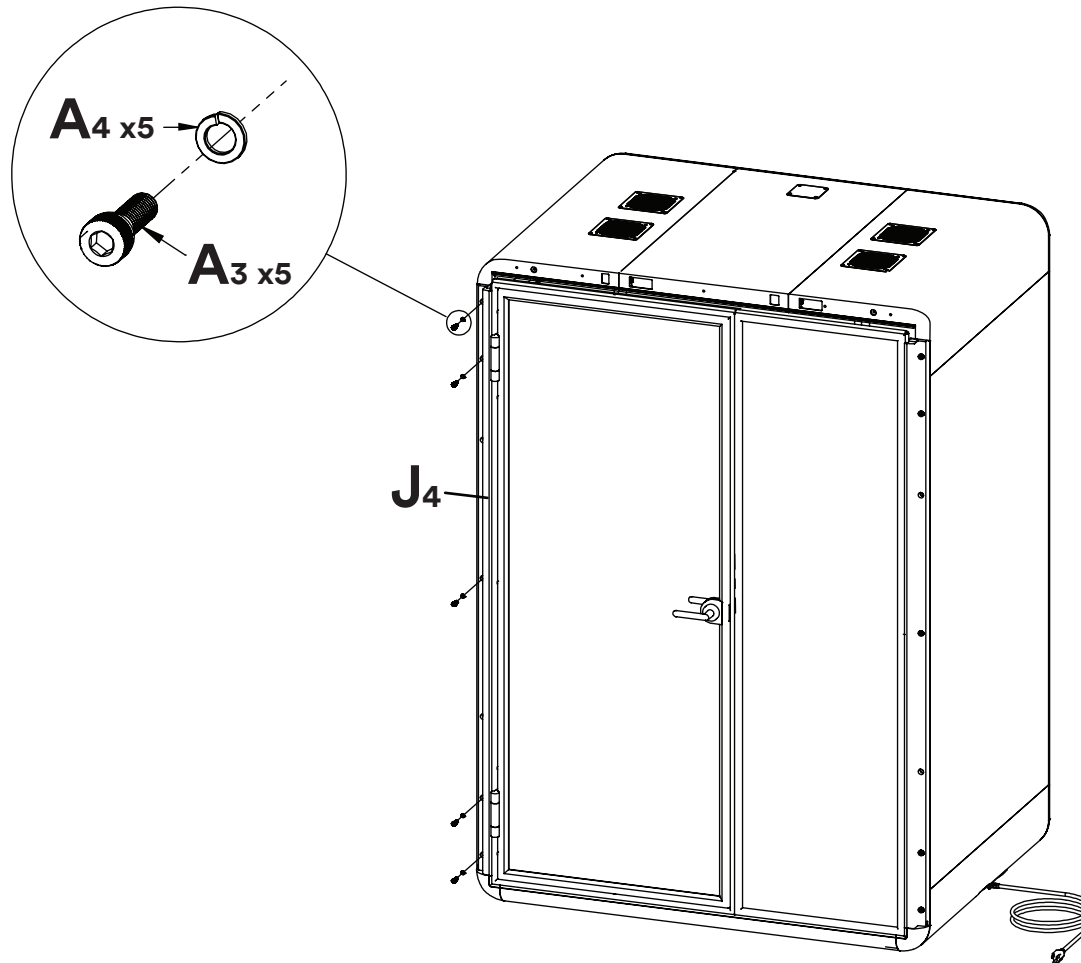
FRONT

OUT

OUT
Sticker
Face
Outwards

OUT

Kolo 1 Plus

- Insert fin M3 into corner I_5
- Insert vertical frame J4 onto corner I_6
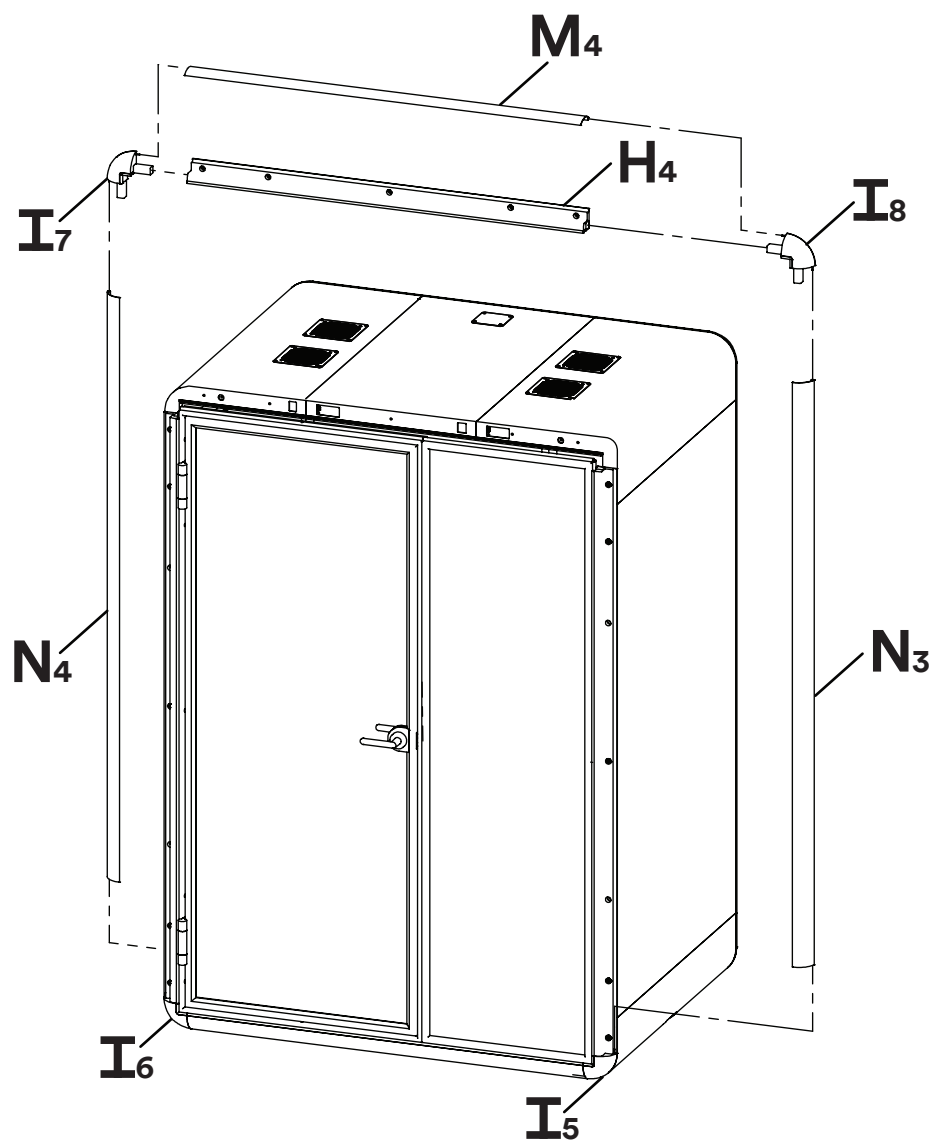- Insert this assembled unit into horizontal frame H3 and fin M3

J_4

Pin

I_6

H_3
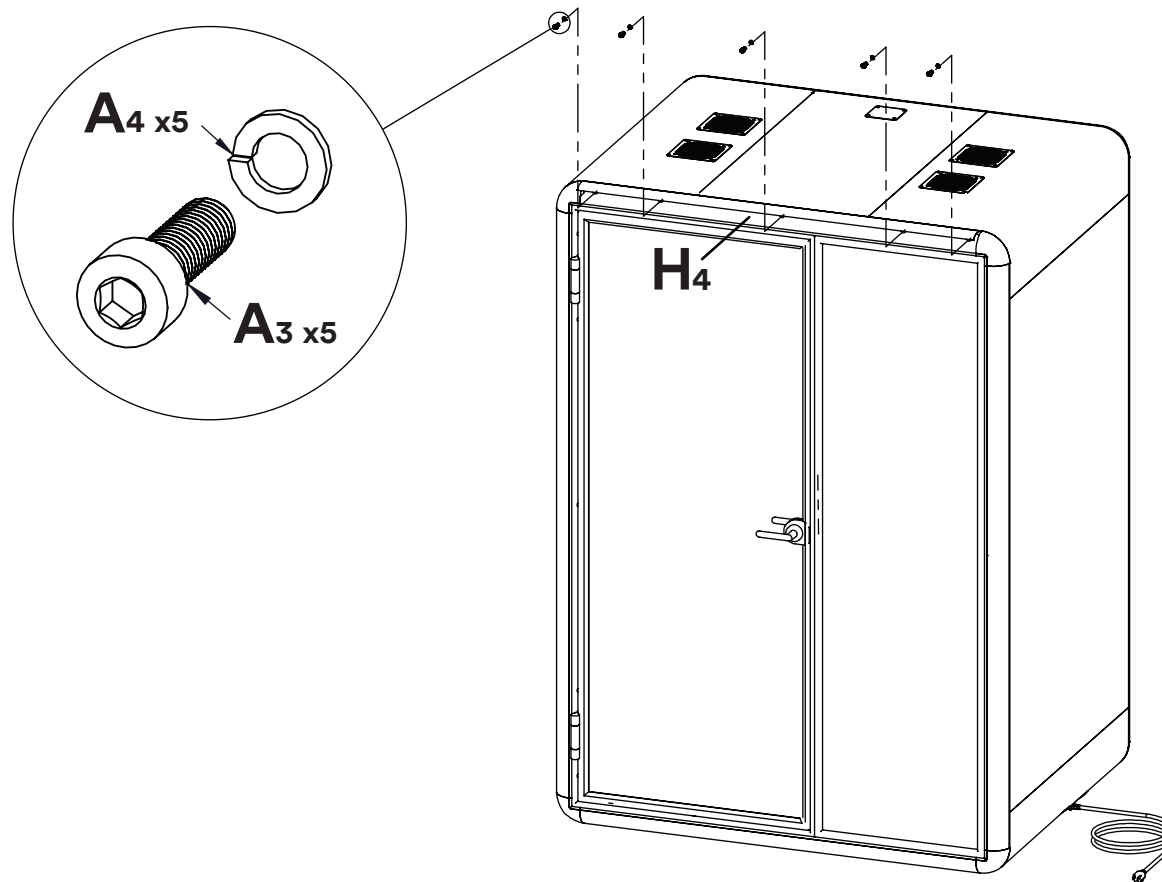
M_3

I_5

Kolo 1 Plus

A4 **x5**

A3 **x5**
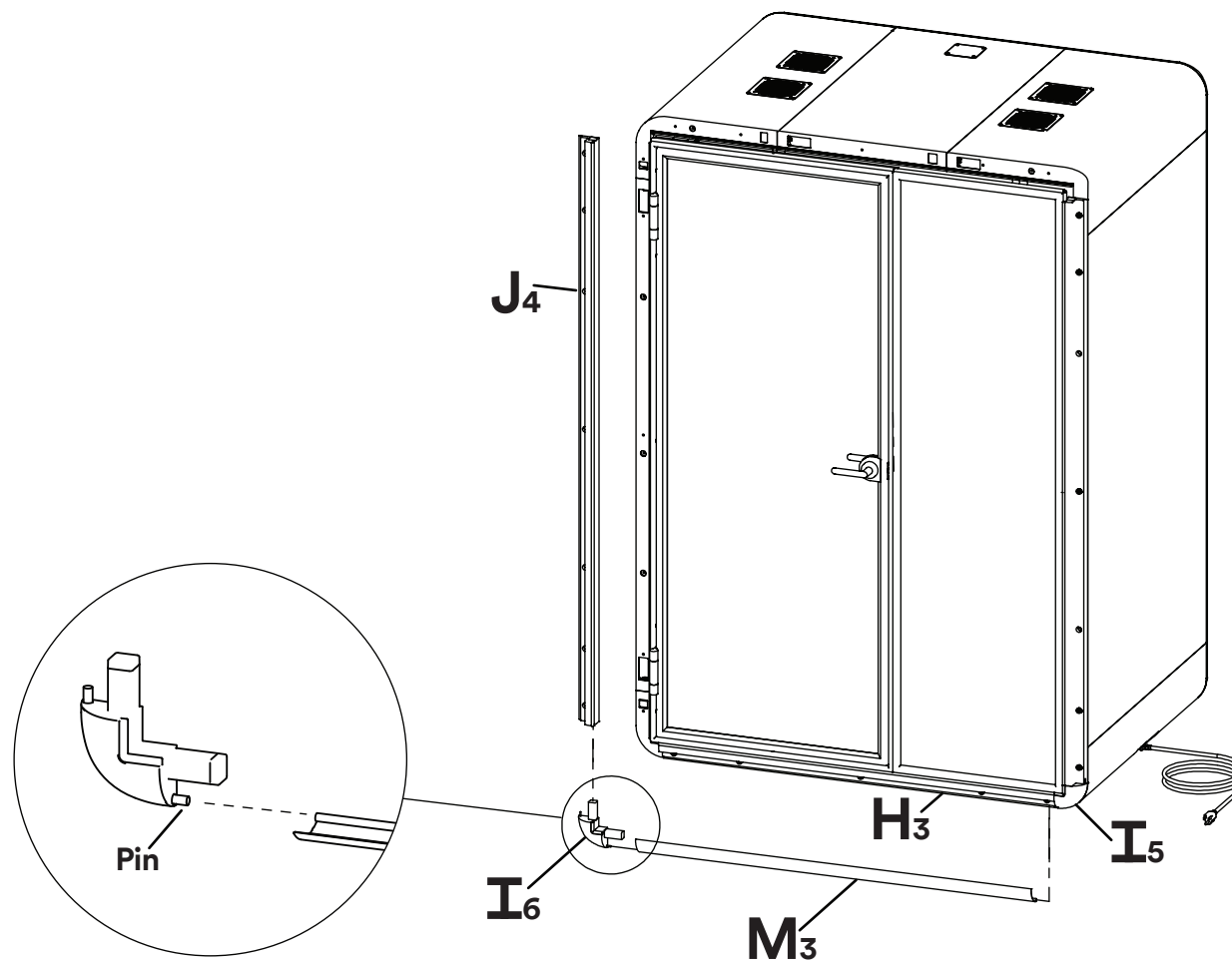
J4

Kolo 1 Plus

- Assemble corners $I7$ and $I8$ onto horizontal frame H4 and fin M4
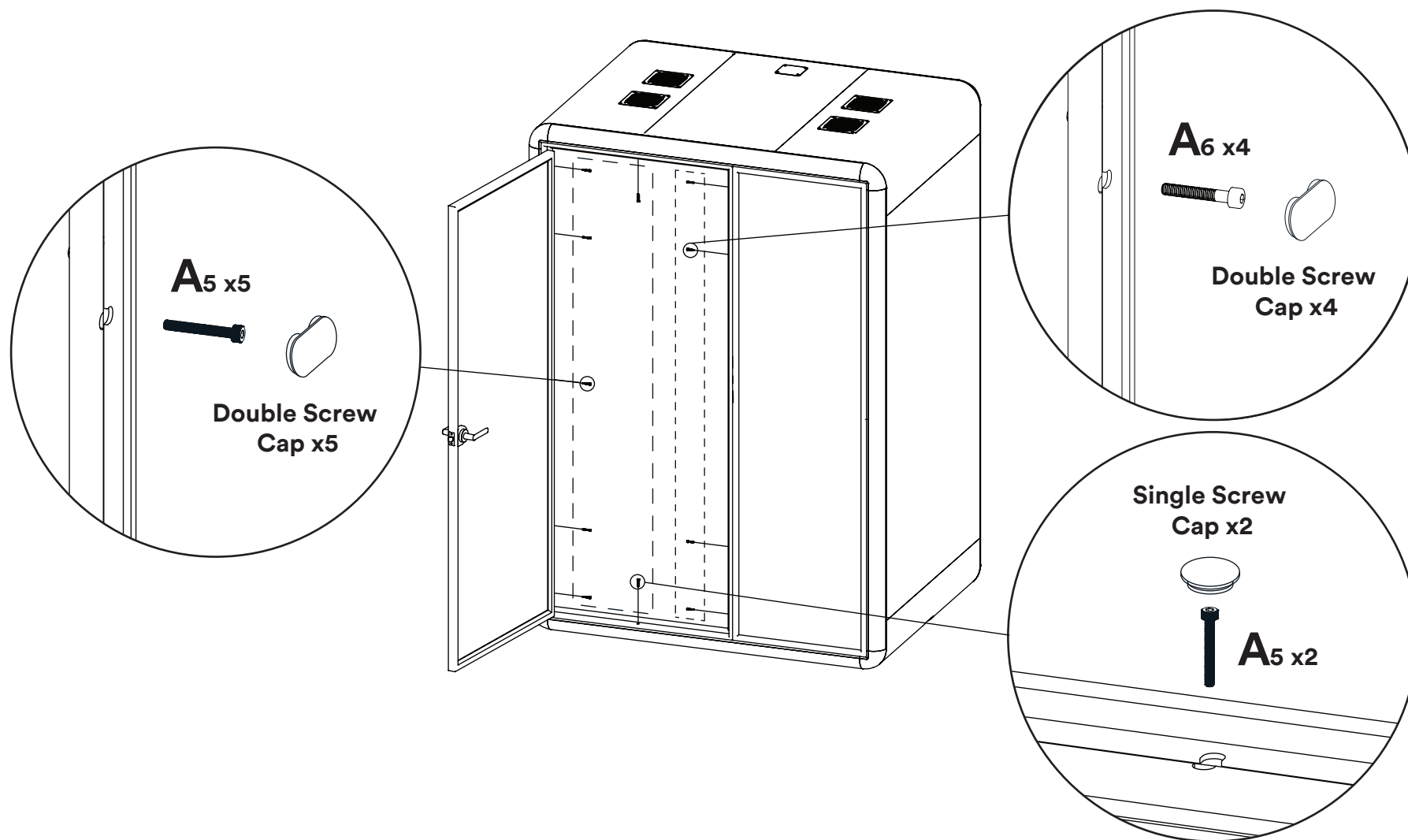- Lower this assembled unit into place, while also inserting fins N3 and N4 into corners $I5$ and $I6$

M_4

H_4

I_7

I_8

N_4

N_3

I_6

I_5

Kolo 1 Plus

A_4 x5

A_3 x5

H_4

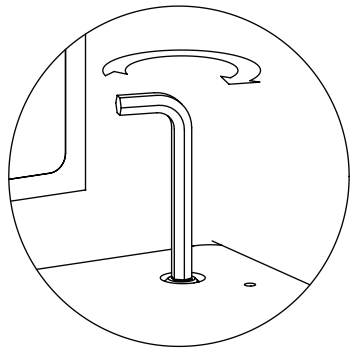# Kolo 1 Plus

· Install screws to secure door and side panel
· Install screw caps

A₅ x5

Double Screw Cap x5

A₆ x4

Double Screw Cap x4
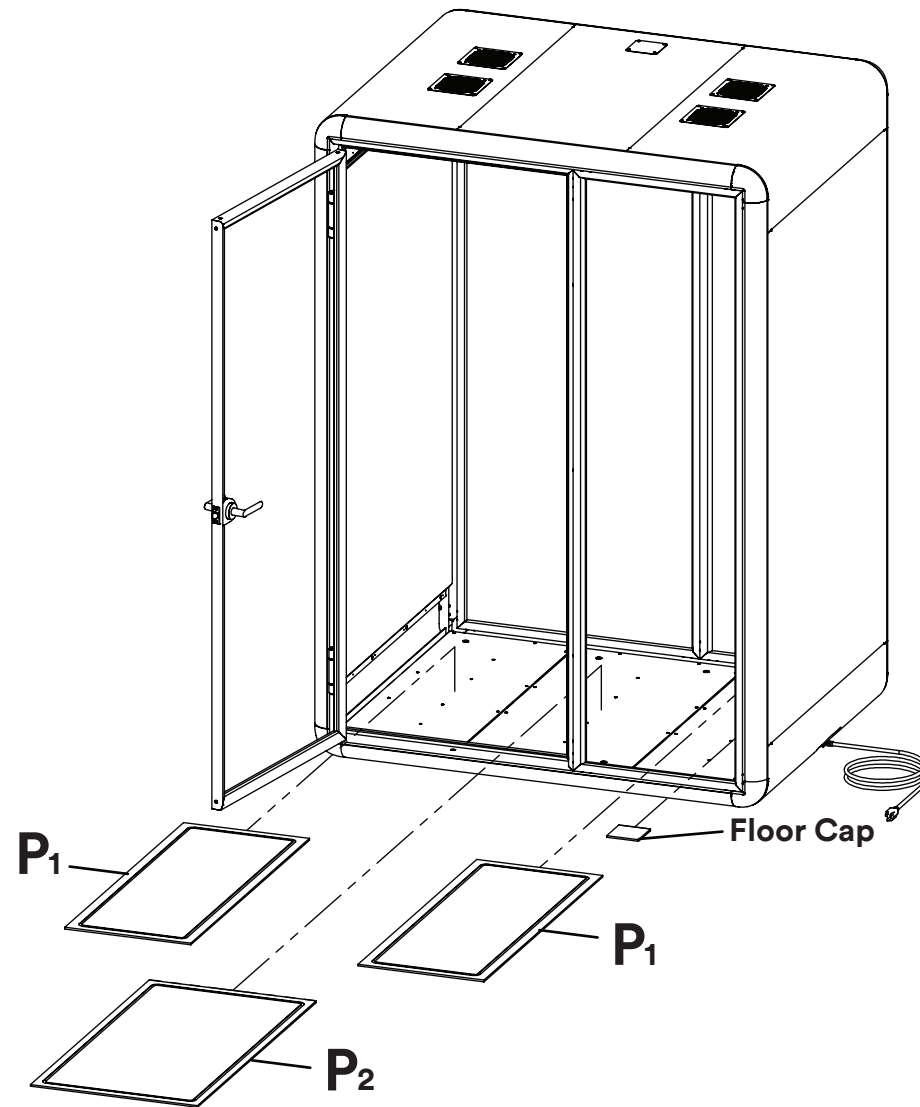
Single Screw Cap x2

A₅ x2

Kolo 1 Plus

- Use mallet to close all the hinged screw access fins
- Remove 4 "OUT" orientation stickers
- Use an allen wrench to disengage the glides
- Roll the Pod to it's desired location
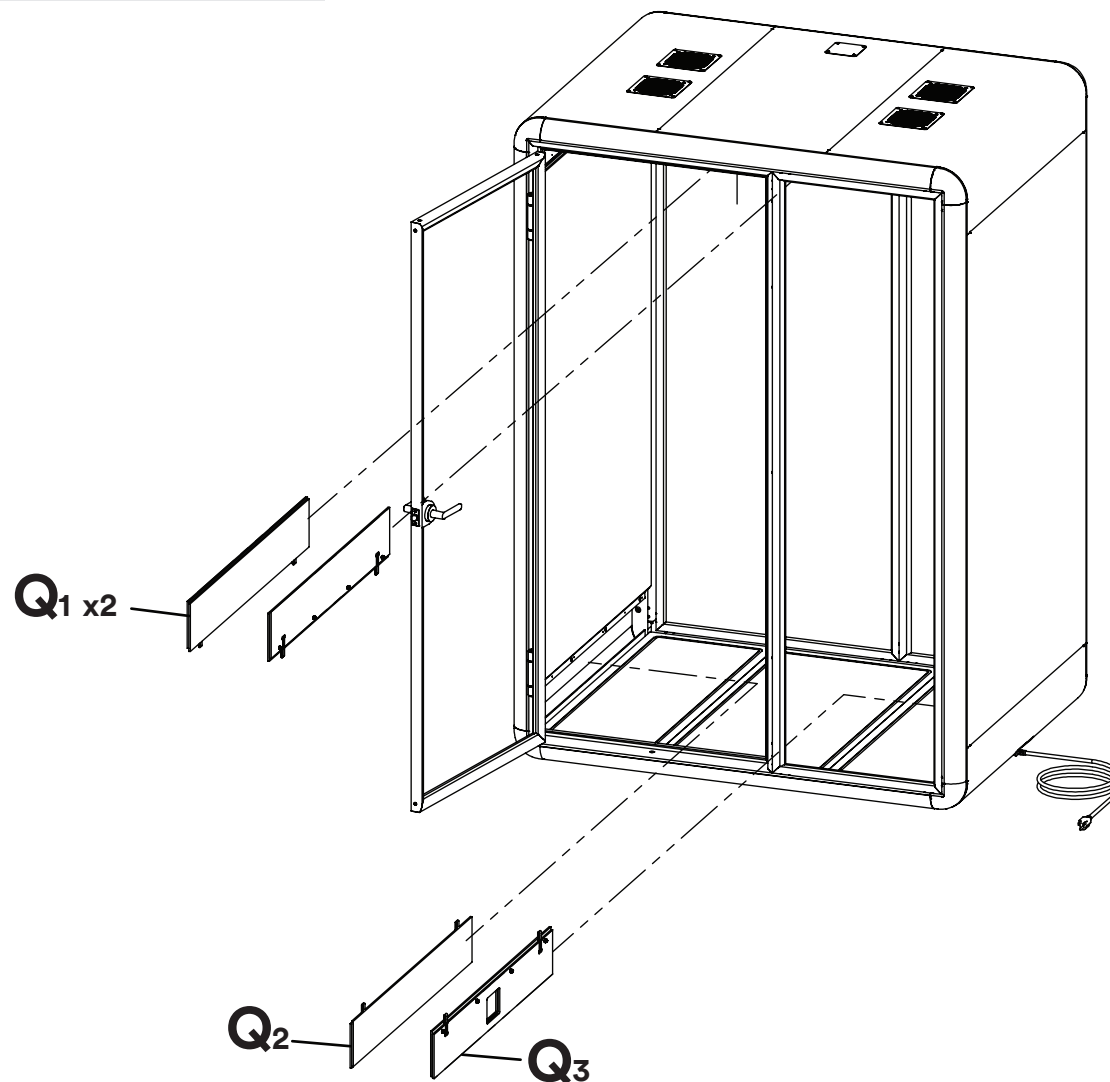- Adjust each of the 4 glides, leveling the Pod so that the seams and shadow lines are square
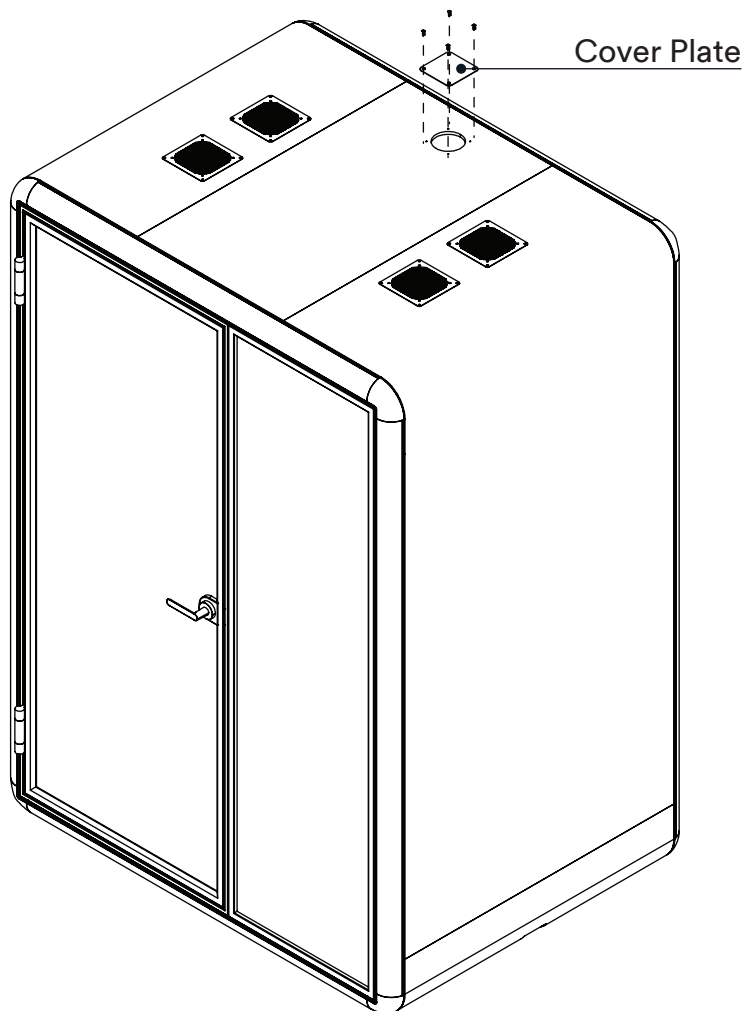
Kolo 1 Plus

Floor Cap

P₁

P₁

P₂
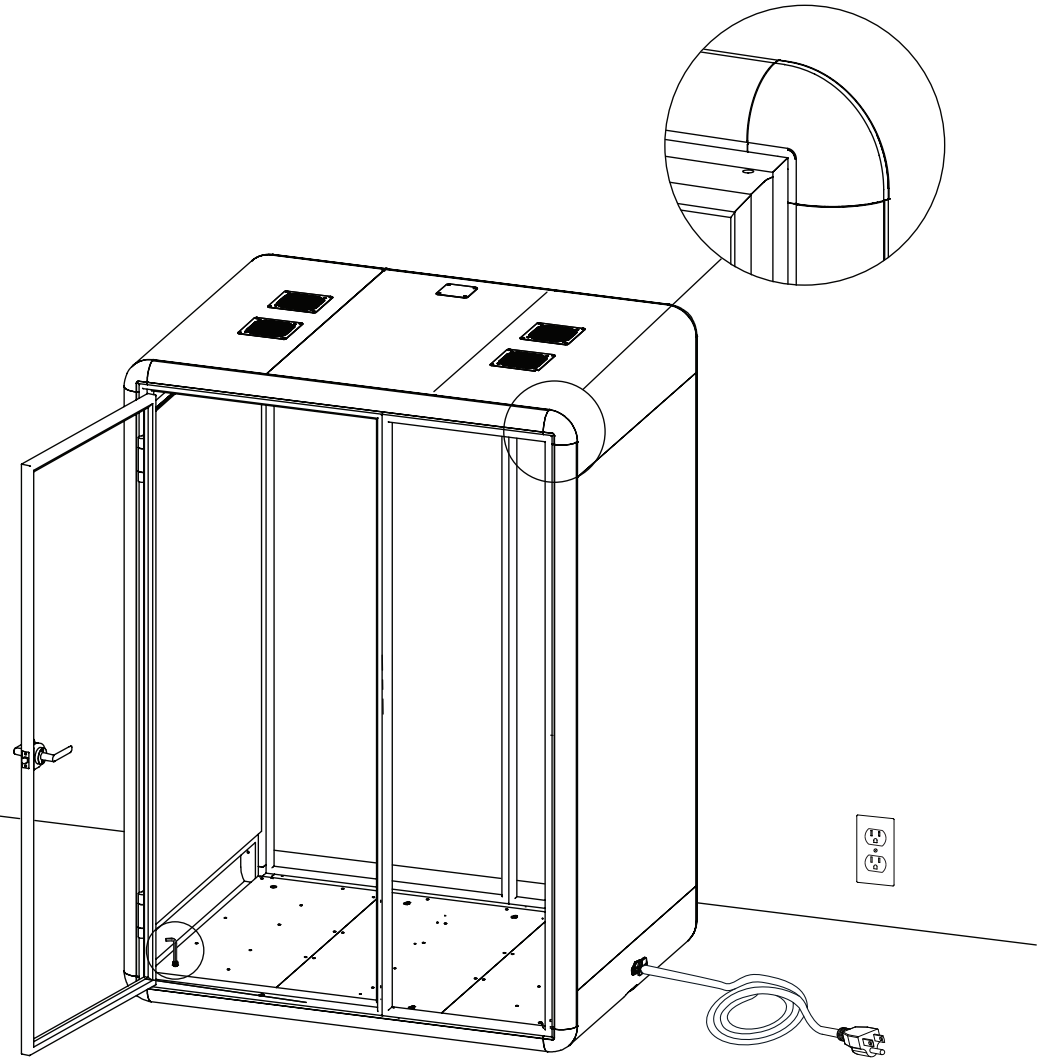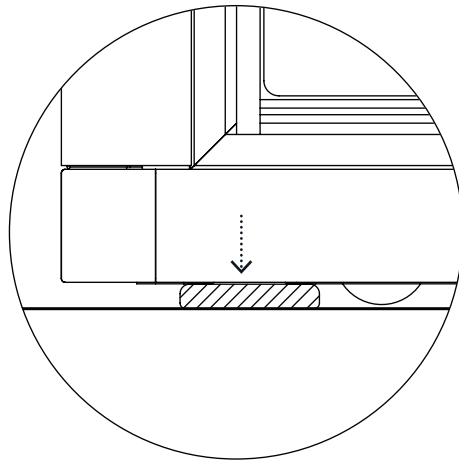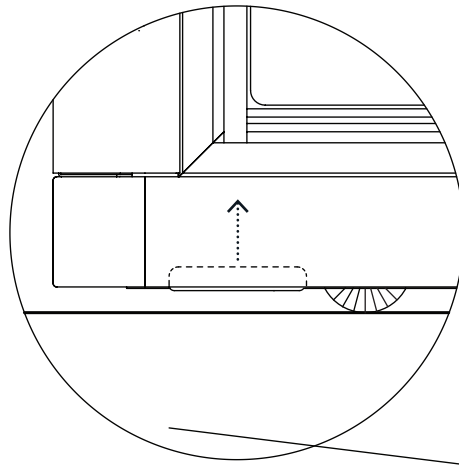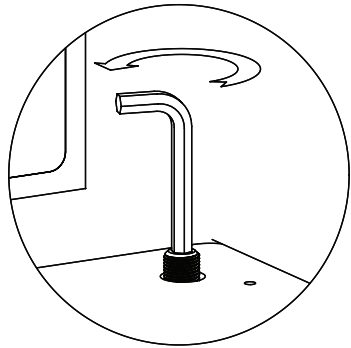
Kolo 1 Plus

- Press finishing panels into place
- Plug in the Pod
- Check function of all electrical components
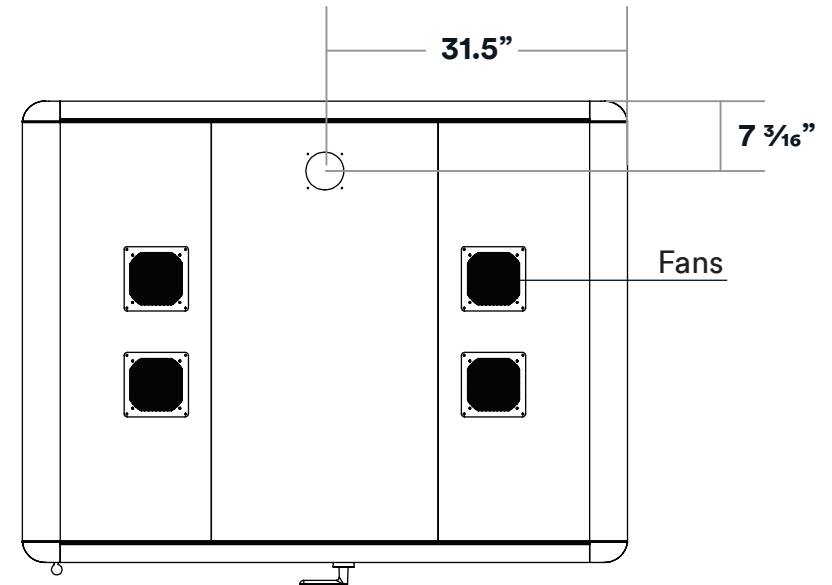
Q$_1$ x2

Q$_2$

Q$_3$

Kolo 1 Plus

- Unplug the power cord
- Remove the cover plate
- Drill a pilot hole from the exterior
- Use a 2 3/8" hole saw from interior
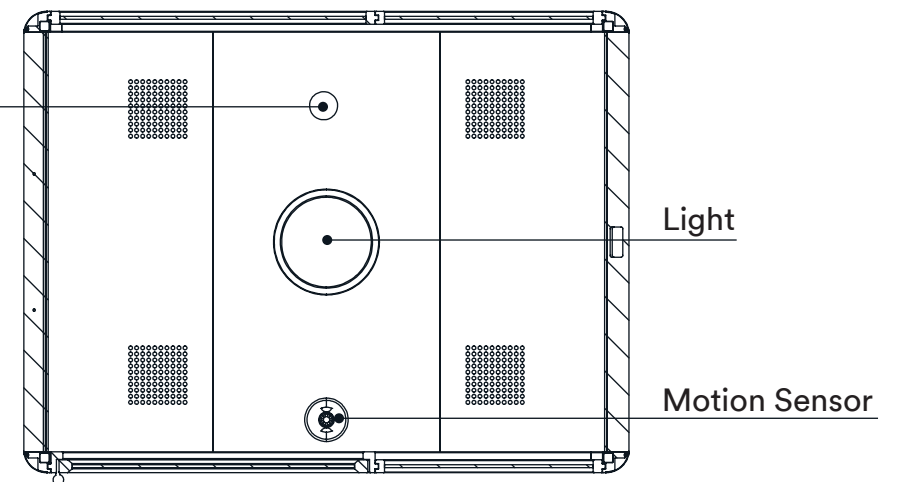- Install grommet, plumbing and sprinkler head guard (not provided)

Cover Plate

CEILING EXTERIOR VIEW
SPRINKLER COVER PANEL REMOVED

31.5"

7 ¾₆"

Fans

CEILING INTERIOR VIEW

Sprinkler Head
Poke Through

Light

Motion Sensor

Kolo 1 Plus