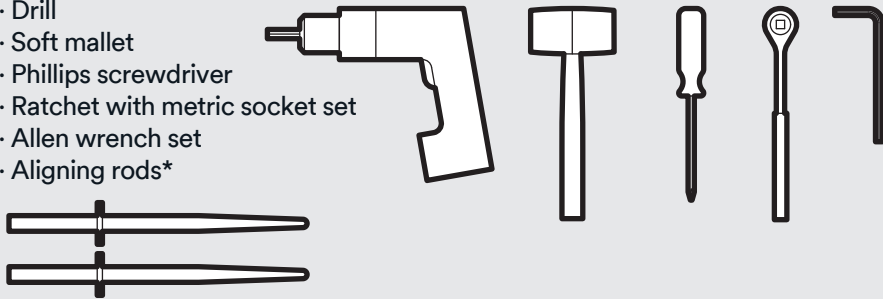


Kolo 1

Assembly Instructions

TOOLS REQUIRED

- Drill
- Soft mallet
- Phillips screwdriver
- Ratchet with metric socket set
- Allen wrench set
- Aligning rods*



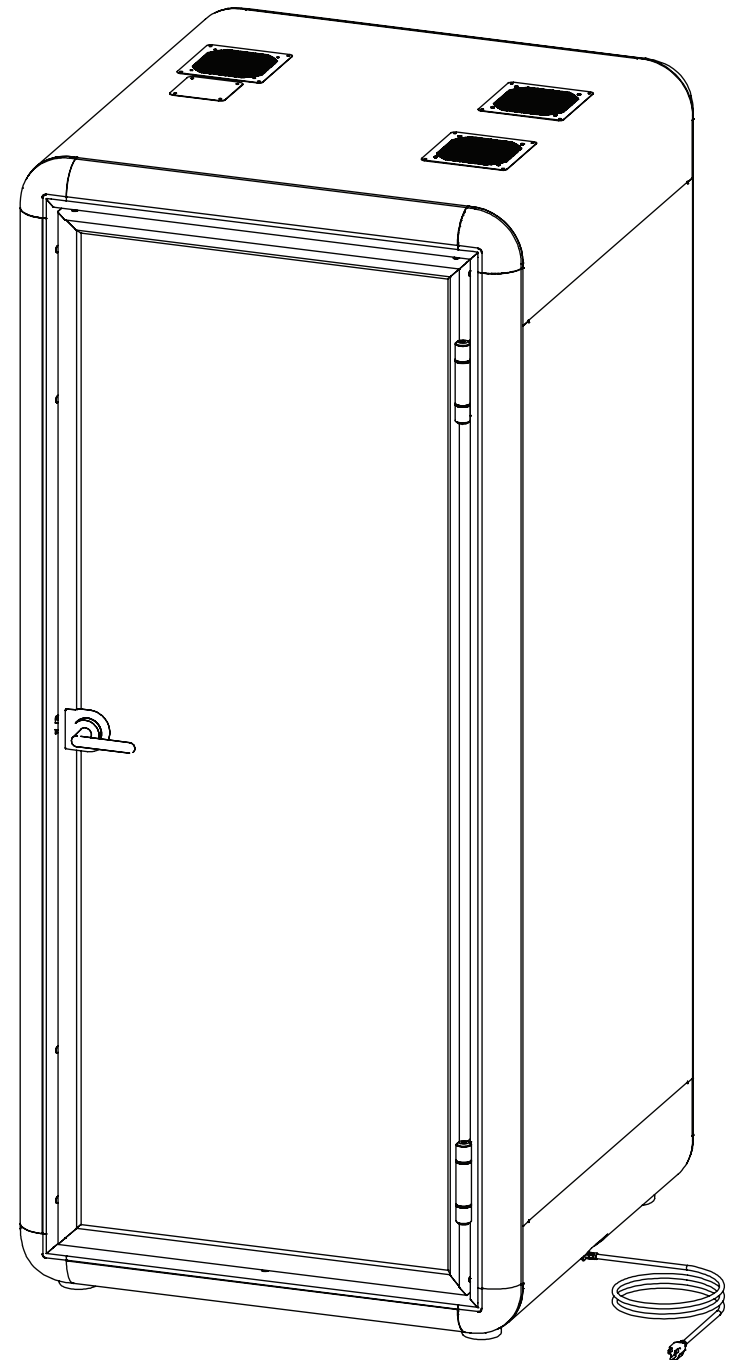
*Provided on demand. Contact your Kimball representative.

Kimball International
1600 Royal Street
Jasper, IN 47546

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CUSTOMER SERVICE
(800) 482-1717

UL_V02_Sep2022



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:

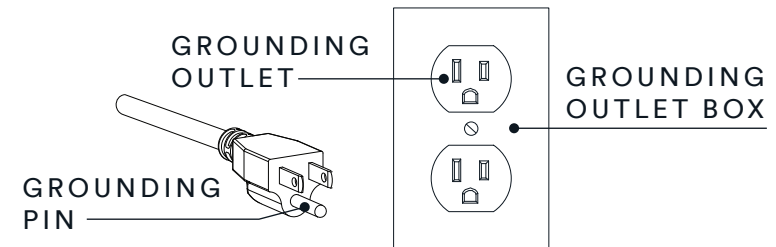
1. Always unplug this furnishing from the electrical outlet before cleaning or servicing.

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.



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: PPK1-B22

Electrical Input: 120VAC, 10A Max, 60Hz



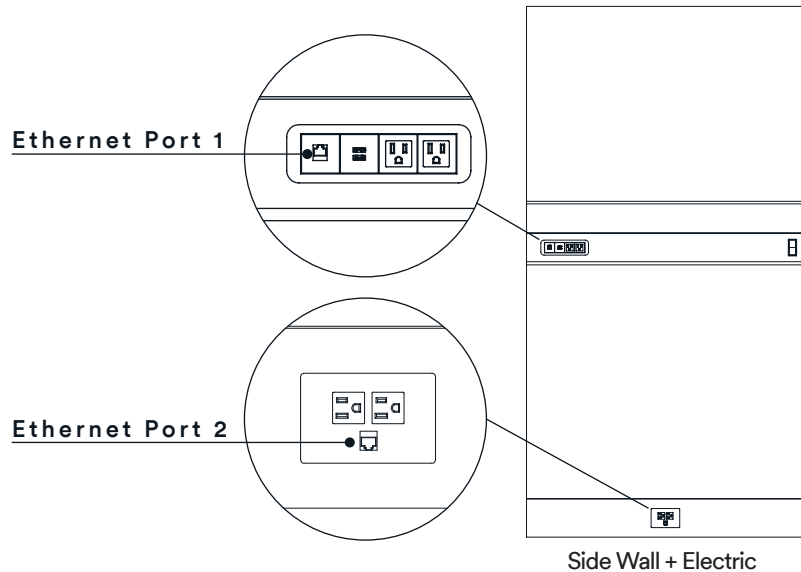
Kolo 1

INSTRUCTIONS FOR USE & MAINTENANCE

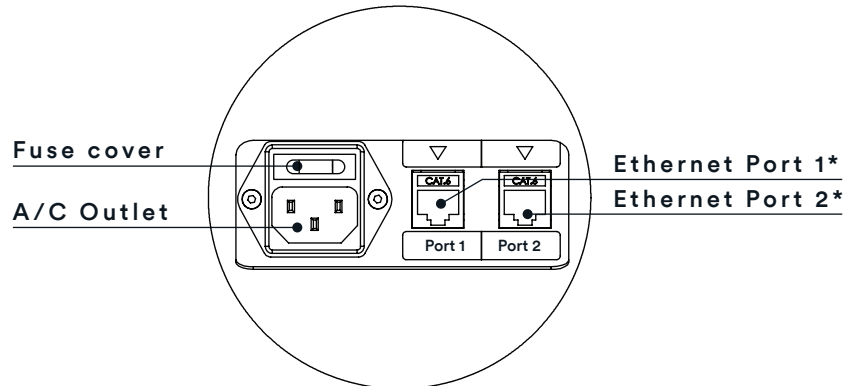
POD INTERIOR

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 brighten 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



POD EXTERIOR



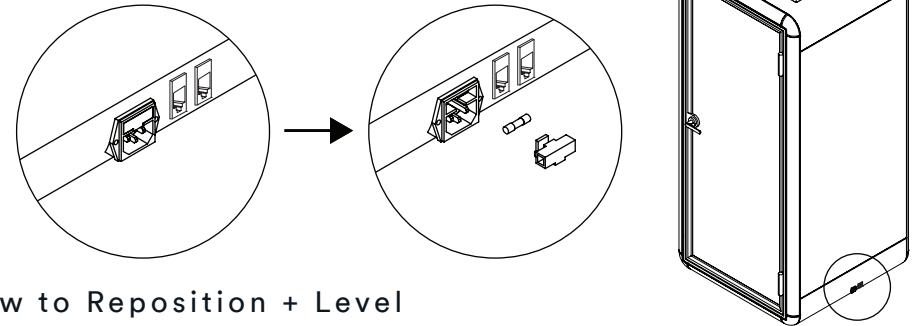
*Cat6 ethernet cable not included

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

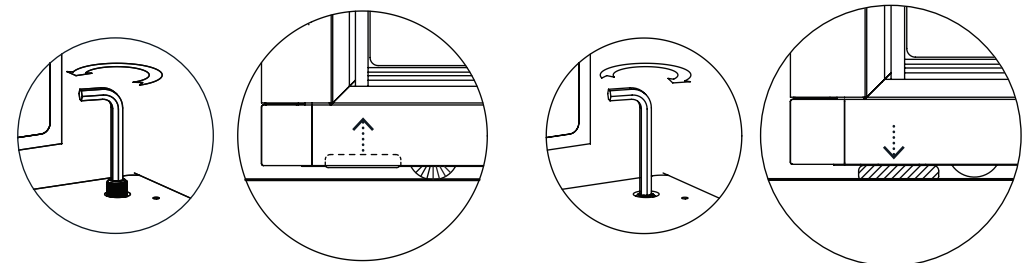
How to Replace a Blown Fuse

- 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



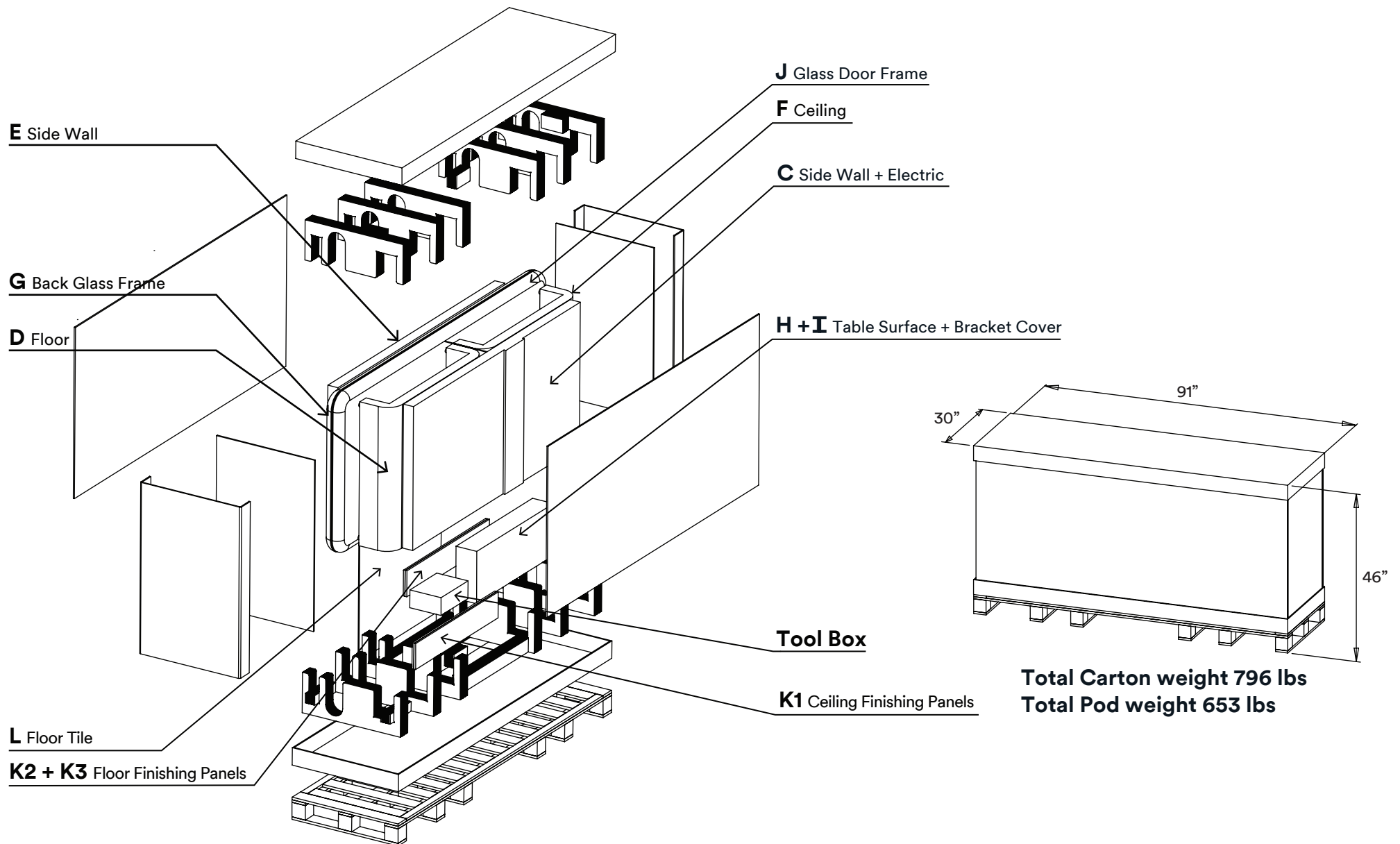
How to Reposition + Level

- 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



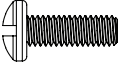
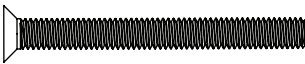
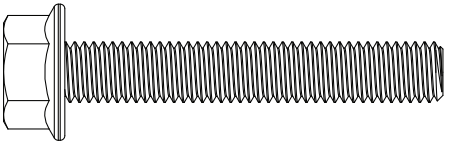
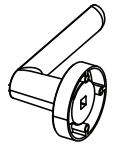

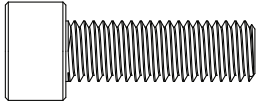
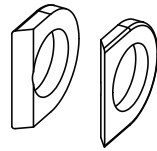

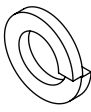
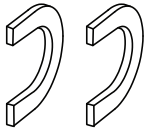
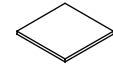

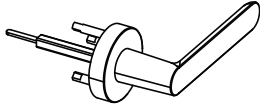
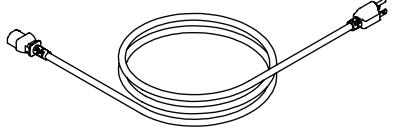
Kolo 1

CARTON PLAN



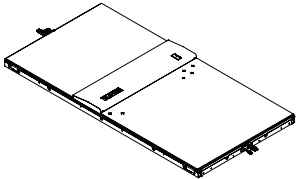
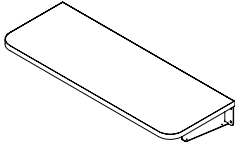
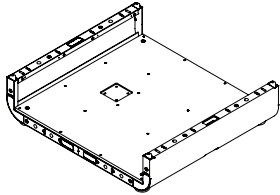
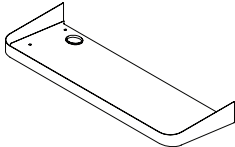
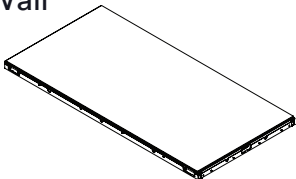
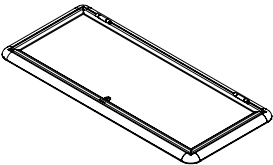
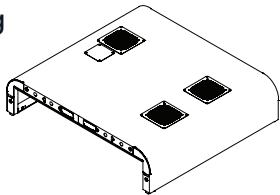
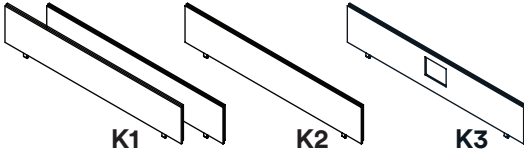
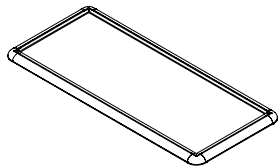
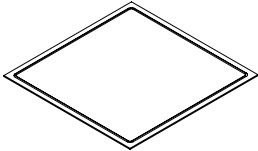
Kolo 1

TOOL BOX CONTENTS · SCREWS 1:1

A1	[blank]	A10	M4X12 	B5	Handle Screws M4 x 40 
A2 QTY. x16	M8x50 	B1 QTY. x1	Interior Handle 	B2 QTY. x2	Spare Single Screw Cap 
A3 QTY. x36	M8x25 	B3 QTY. x2	Handle Bezel 	B4 QTY. x3	Spare Double Screw Cap 
A4 QTY. x36	Spring Washer 	B5 QTY. x2	Handle Gasket 	B6 QTY. x1	Floor Cap 
A9 QTY. x4	1/4-20UNC x 1-1/2 	B7 QTY. x1	Exterior Handle 	B8 QTY. x1	Power cord 

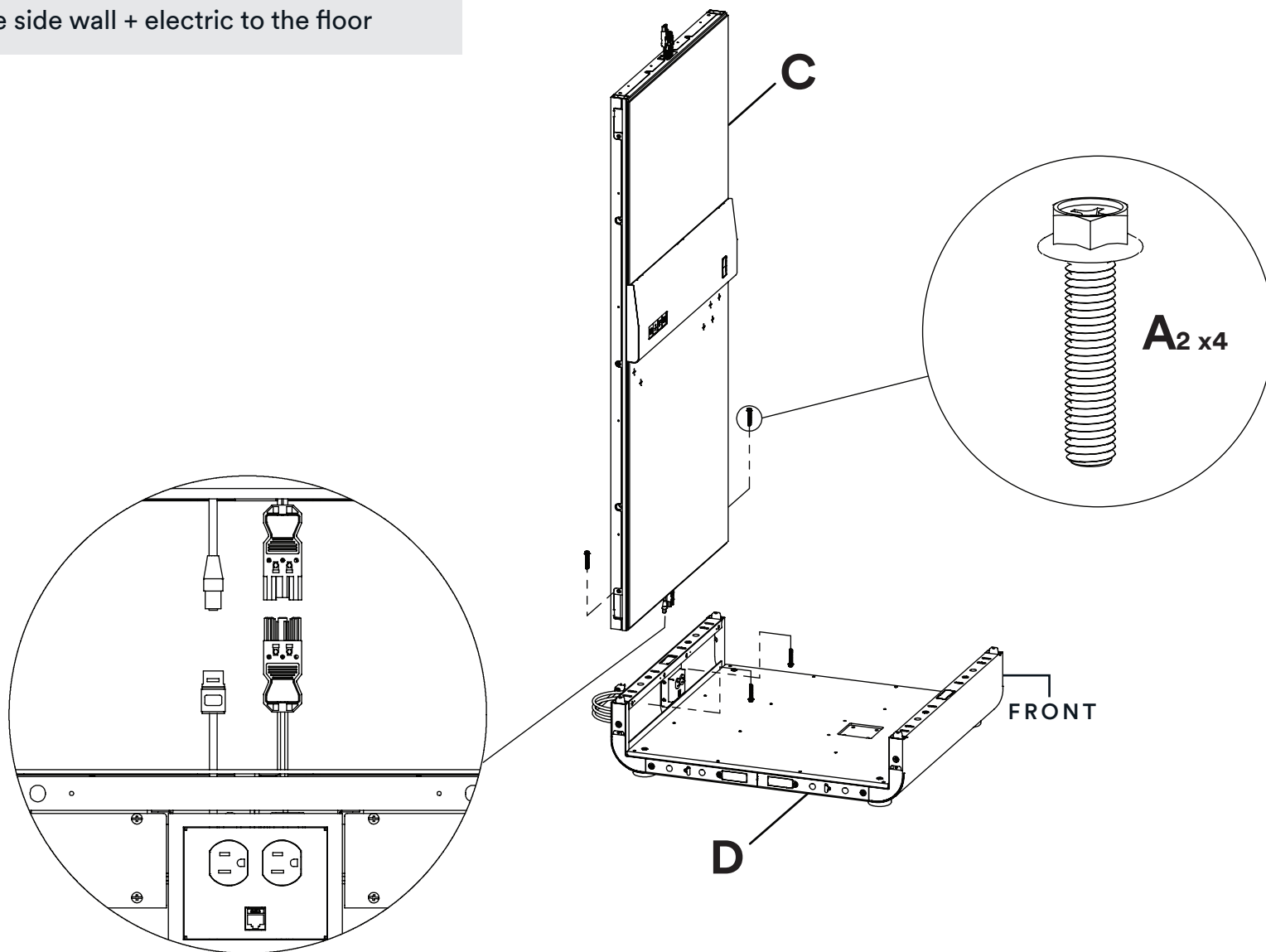
Kolo 1

COMPONENTS

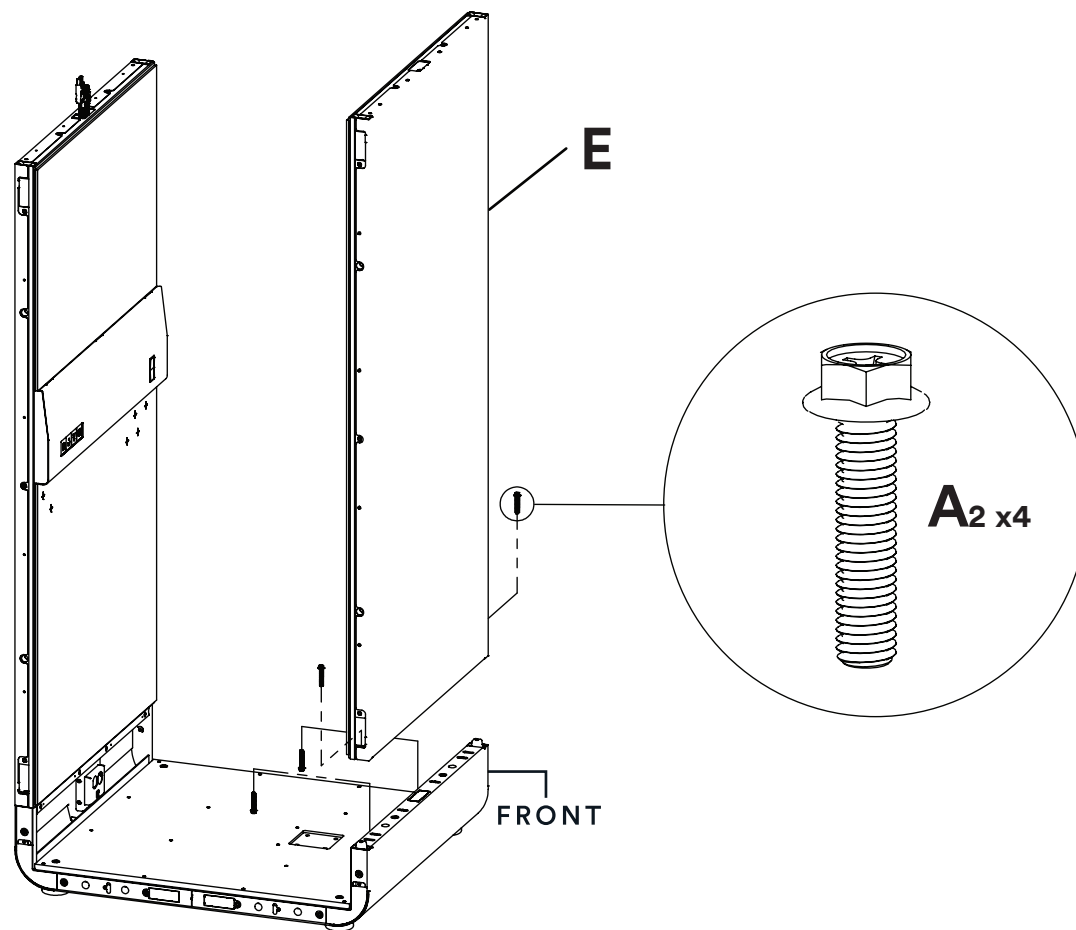
C	Side Wall + Electric 	H	Work Surface + Bracket 		
D	Floor 	I	Bracket Cover 		
E	Side Wall 	J	Glass Door Frame 		
F	Ceiling 	K	Finishing Panels 		
G	Back Glass Frame 	L	Floor Tile 		

Kolo 1

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

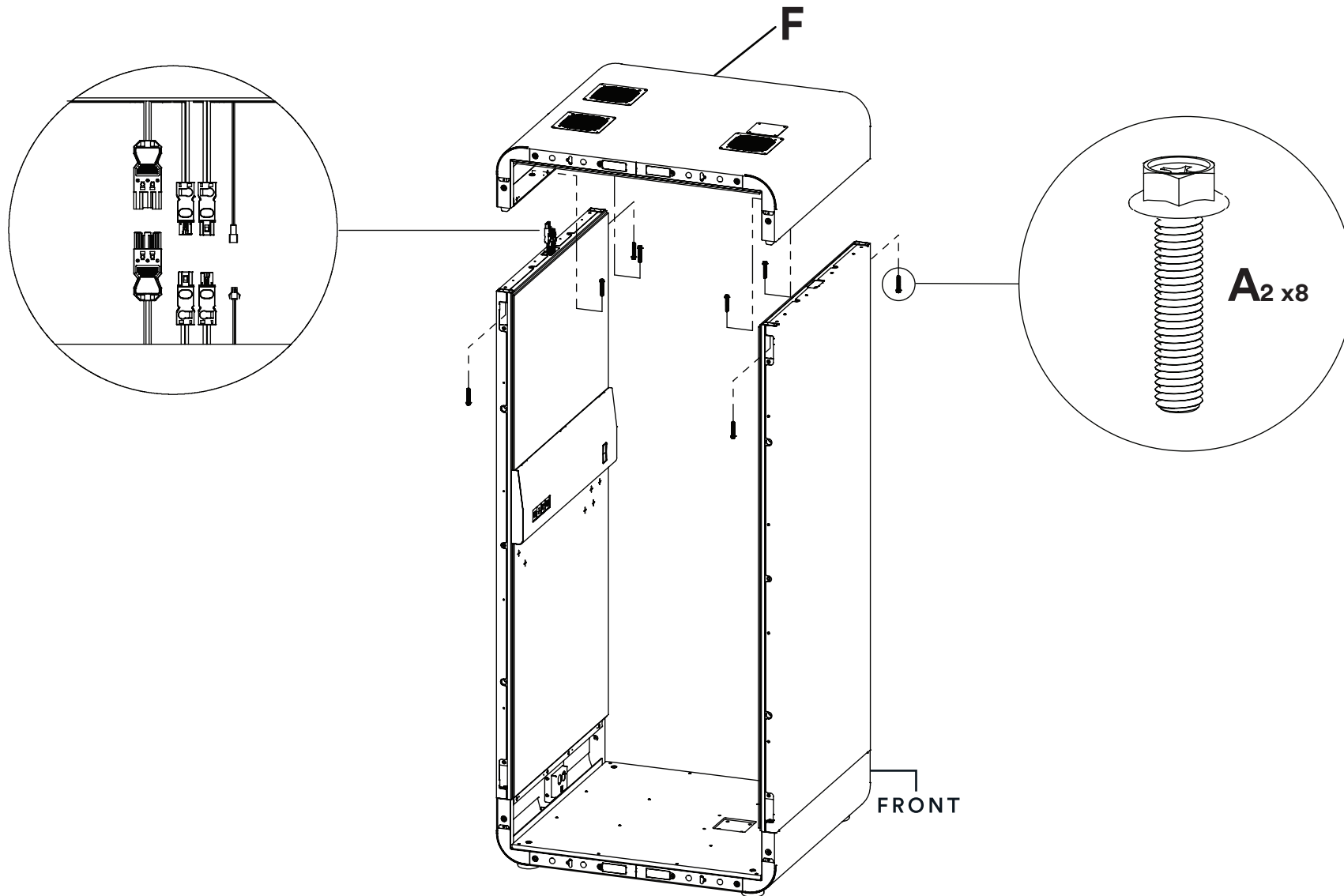


Kolo 1



Kolo 1

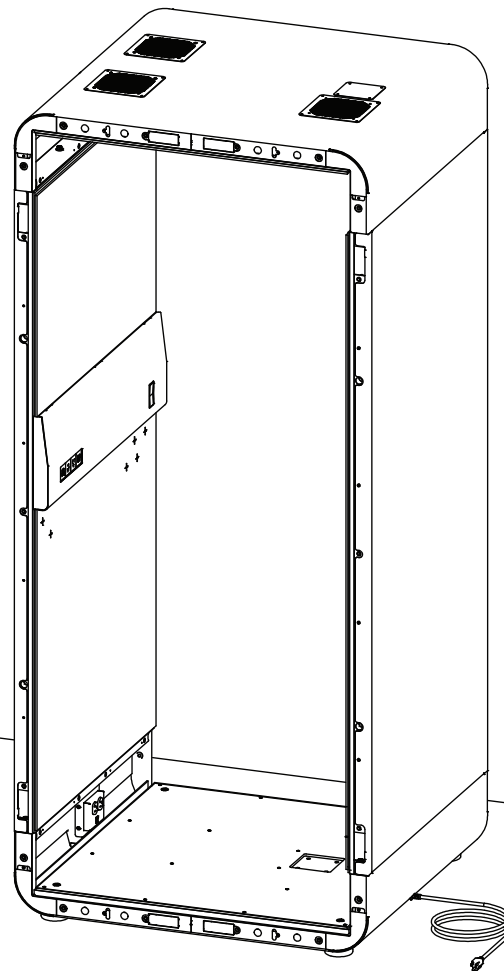
- Install the ceiling and make the electrical connections



Kolo 1

HEADS UP!

- 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.

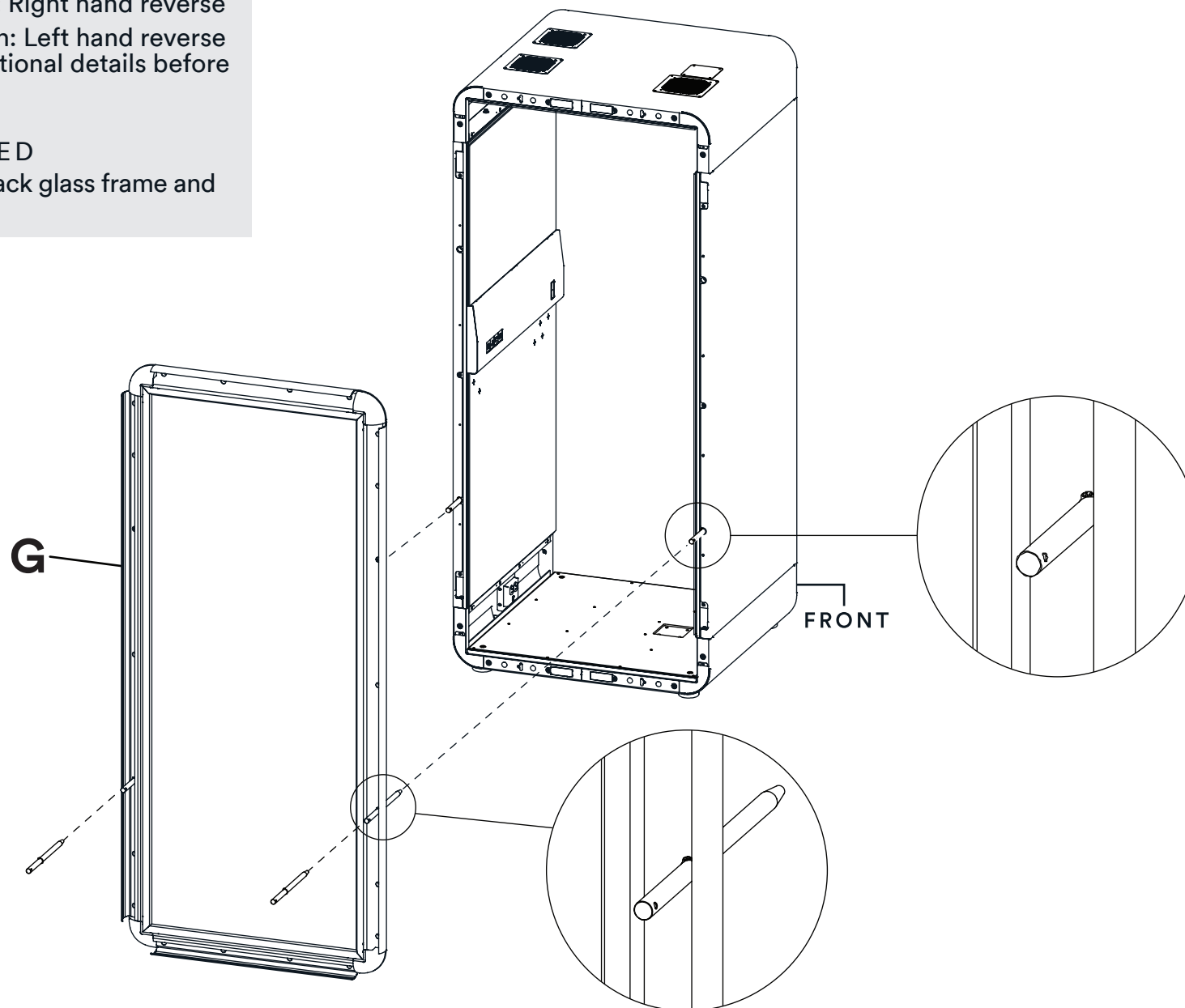


Kolo 1

- Default door orientation: Right hand reverse
- Optional door orientation: Left hand reverse
Contact Kimball for additional details before proceeding further

TEAM LIFT REQUIRED

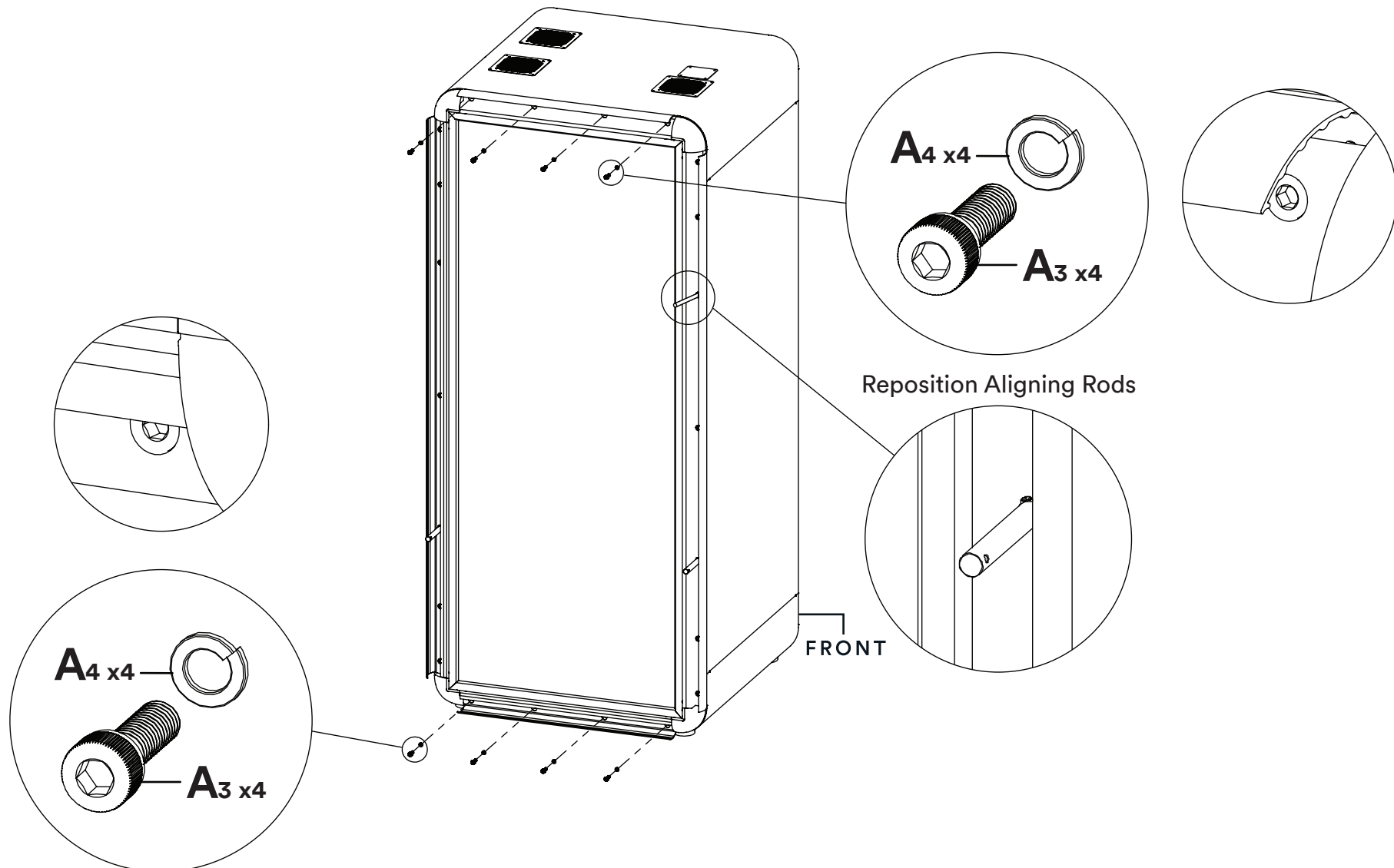
- Use aligning rods to lift back glass frame and align to the structure



Kolo 1

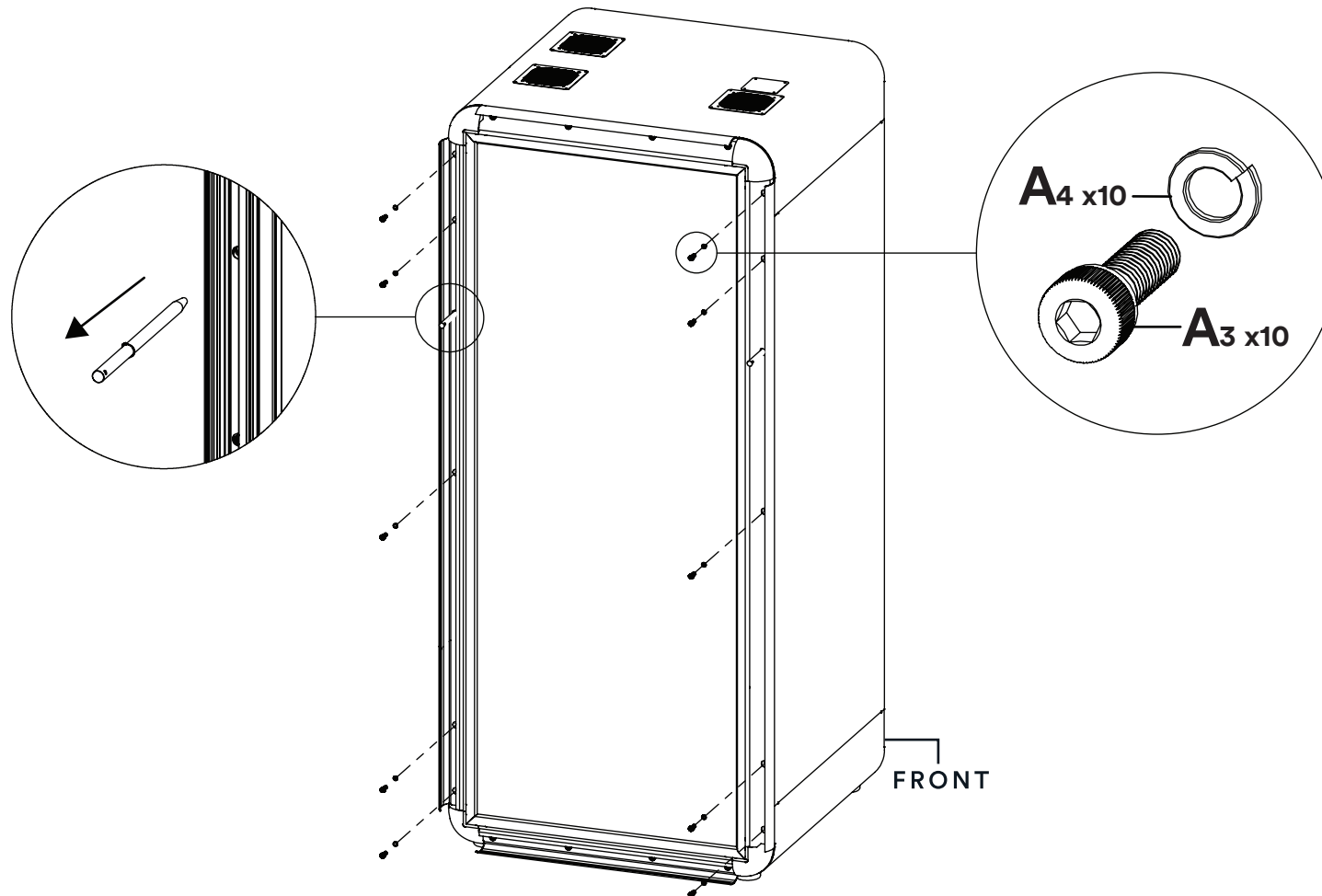
- Install 4 bottom screws first
- Do not tighten fully

- Next, reposition aligning rods
- Install 4 top screws
- Do not tighten fully



Kolo 1

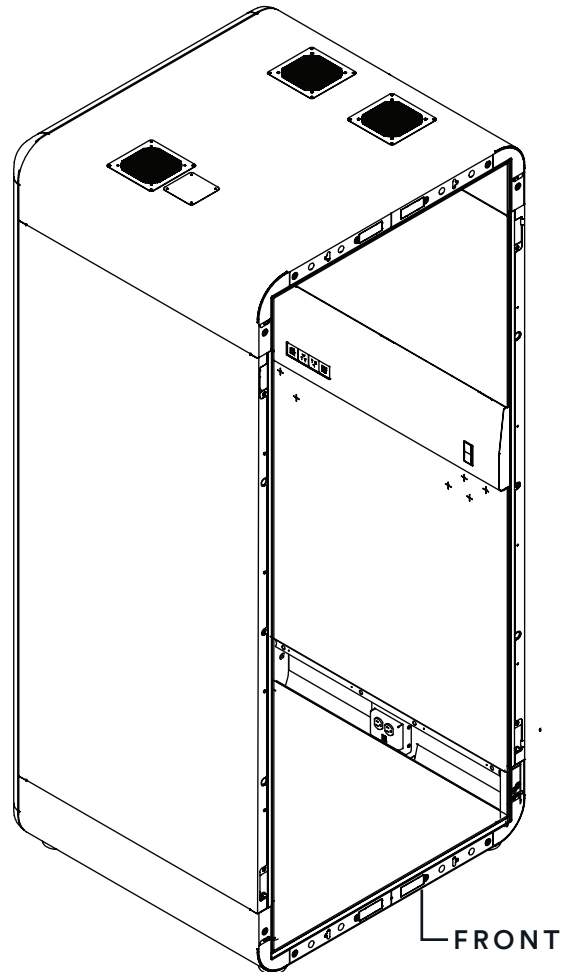
- After installing the last screw, tighten all screws fully
- Remove aligning rods



Kolo 1

HEADS UP!

- If installing the optional Kolo 1 stool, move to that separate installation document now

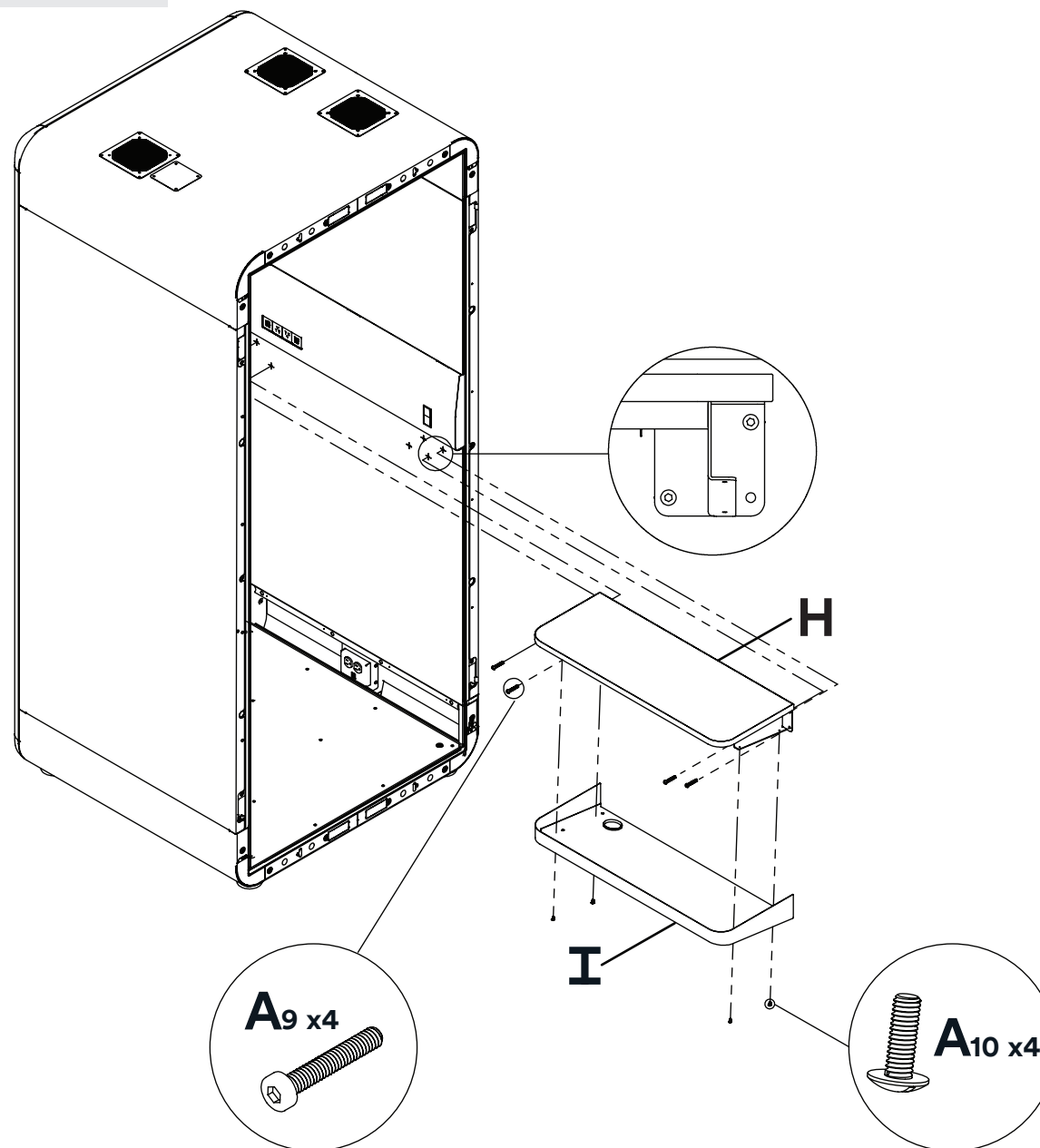


HEADS UP!

If installing the optional Kolo 1 stool, move to that separate installation document now.

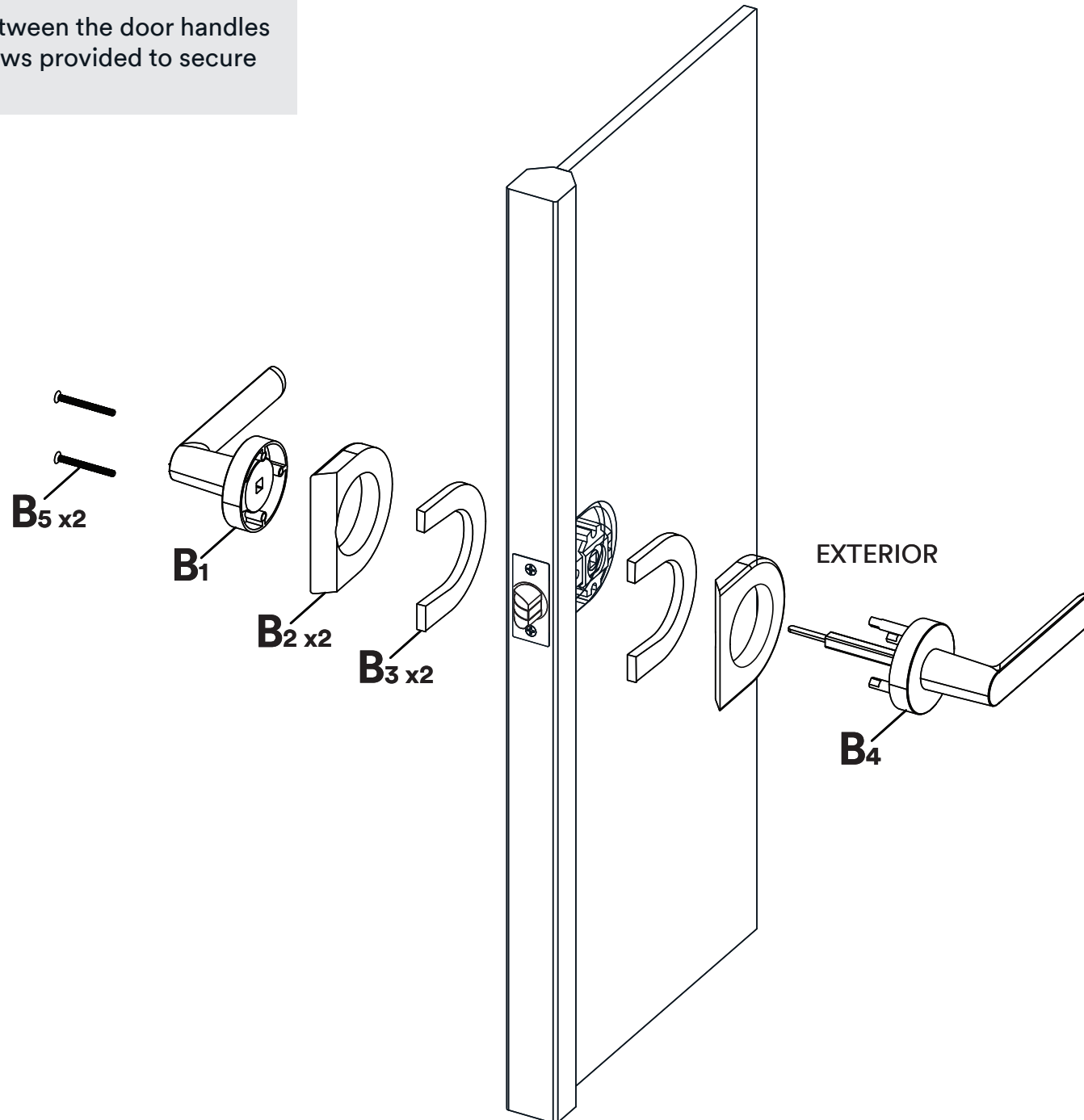
Kolo 1

- Install the work surface and work surface bracket



Kolo 1

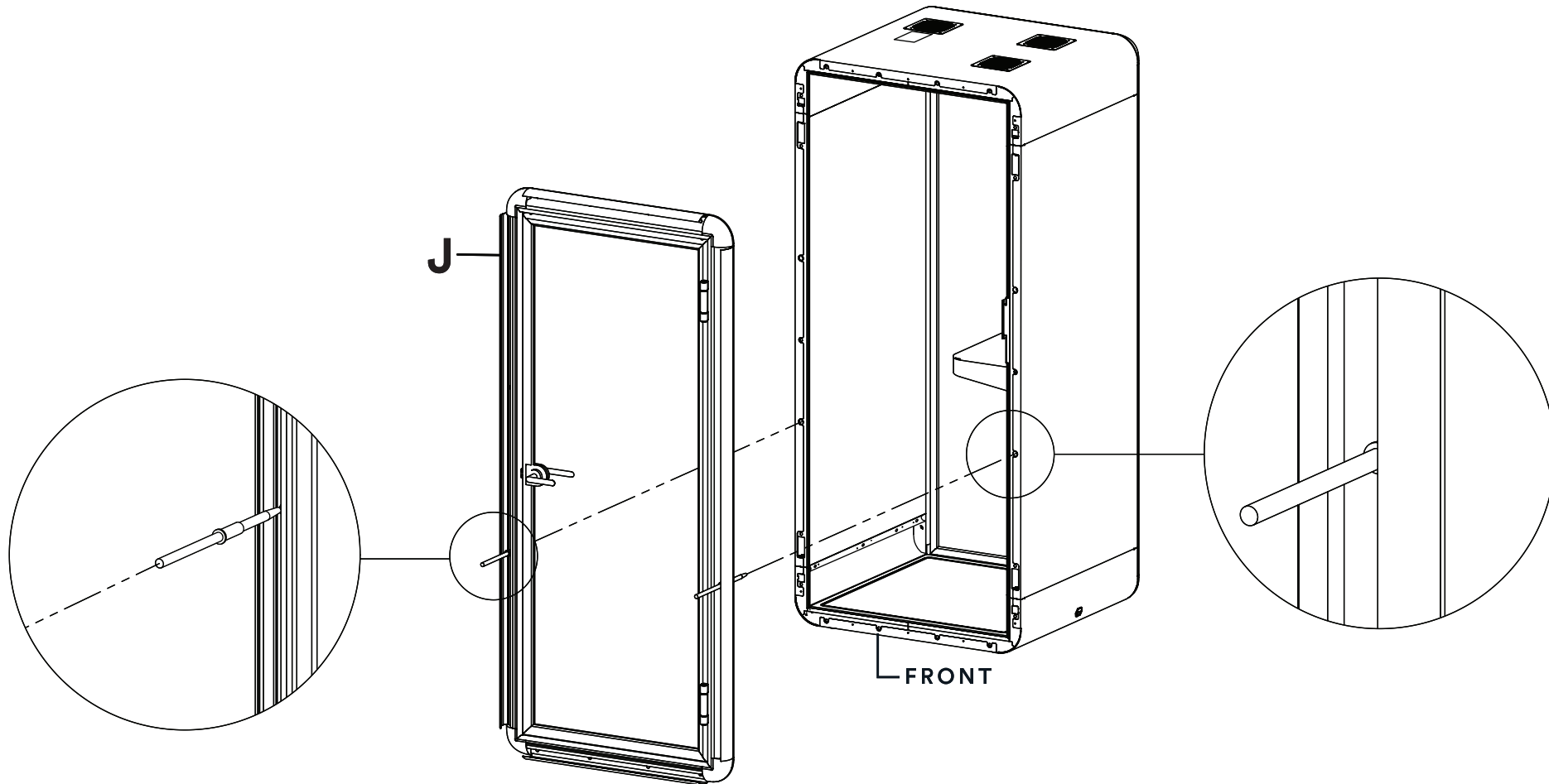
- Fit the bezels between the door handles
- Use the two screws provided to secure the handle



Kolo 1

TEAM LIFT REQUIRED

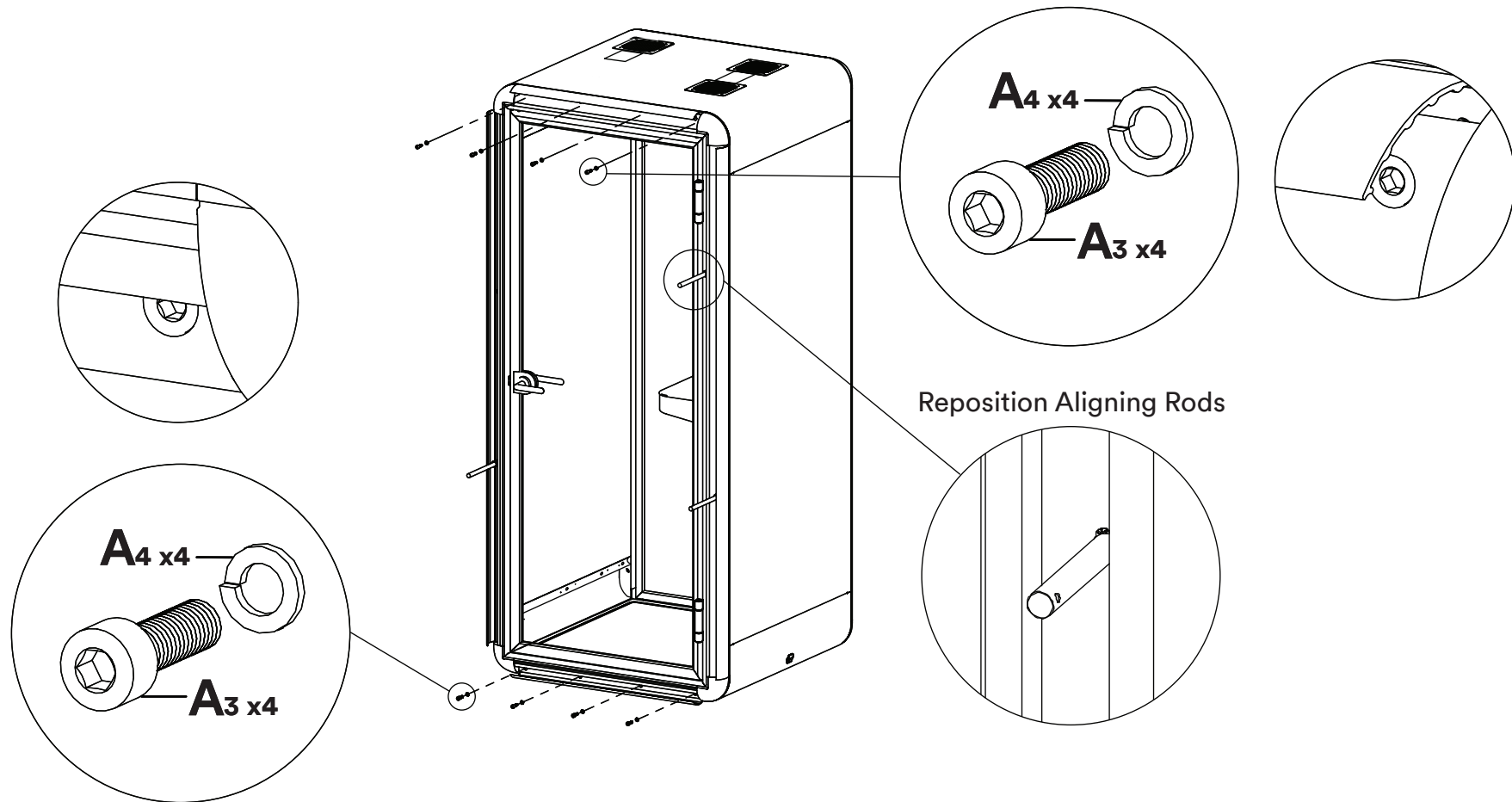
- Use aligning rods to lift glass door frame and align to structure
- Be careful not to damage the door handle



Kolo 1

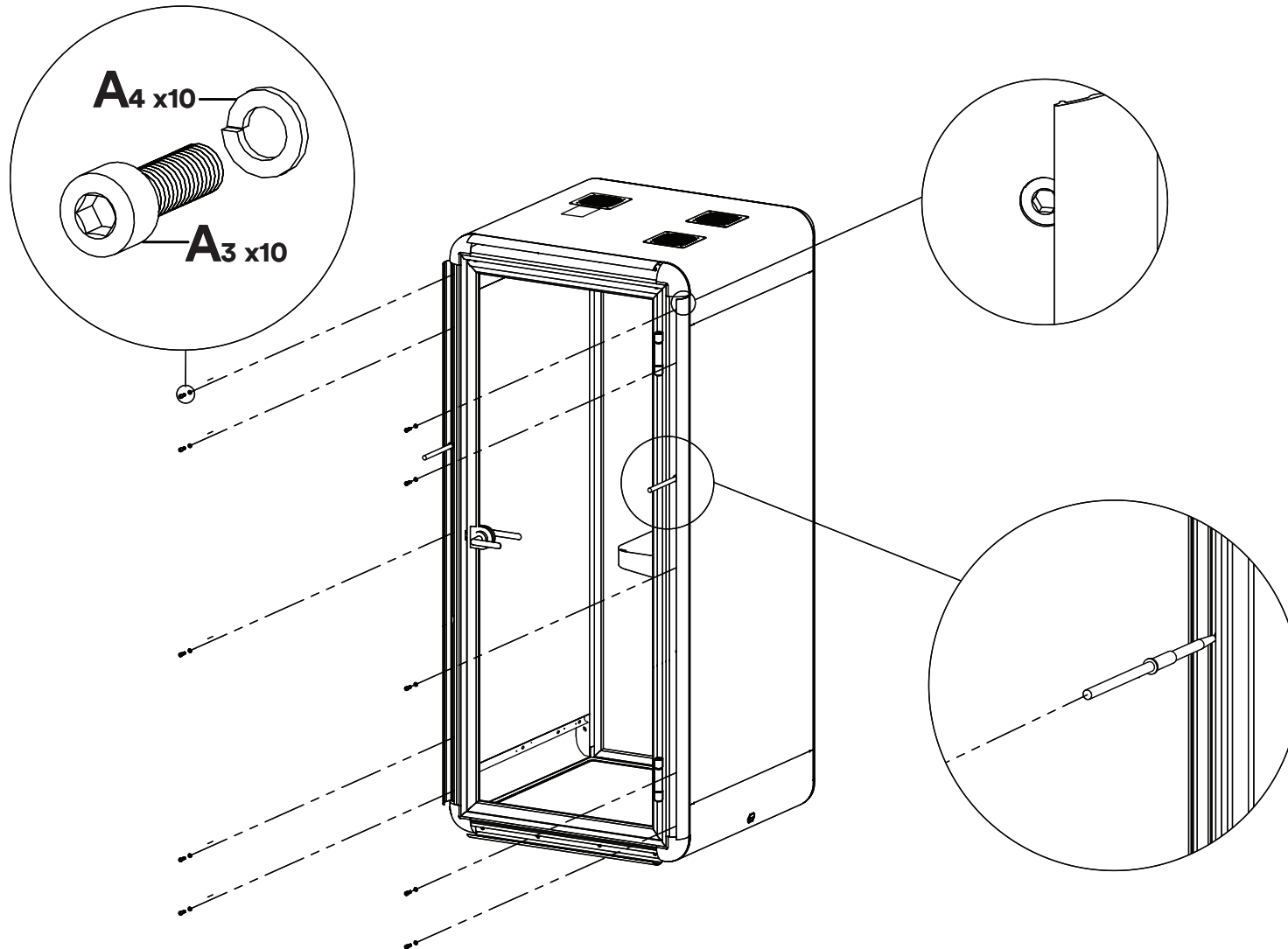
- Install 4 bottom screws first
- Do not tighten fully

- Next, reposition aligning rods
- Install 4 top screws
- Do not tighten fully



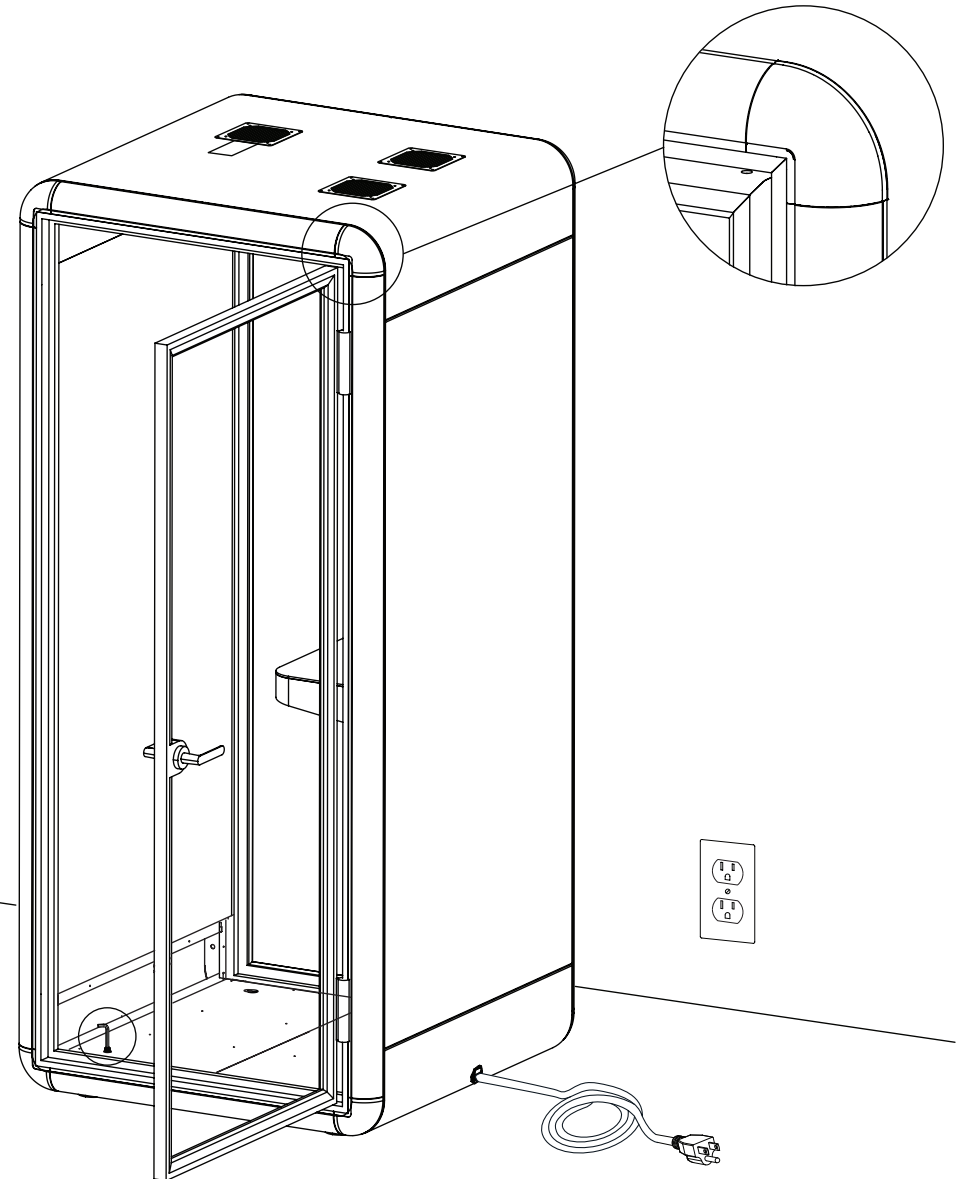
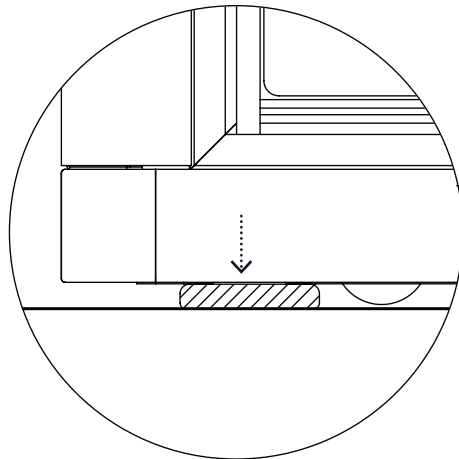
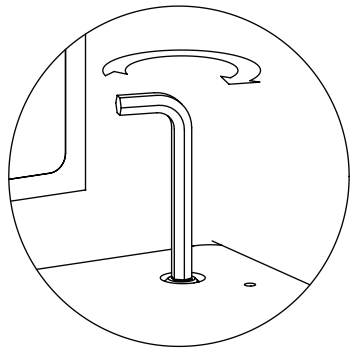
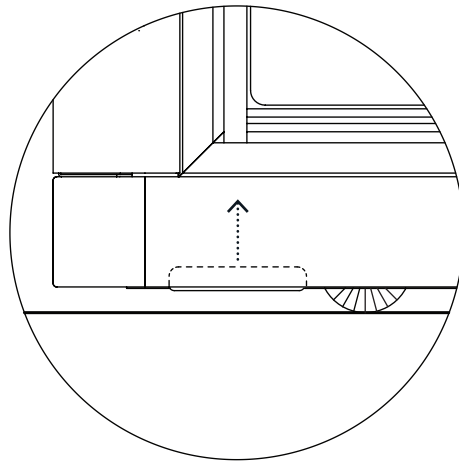
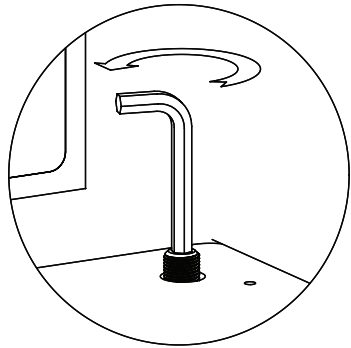
Kolo 1

- After installing the last screw, tighten all screws fully
- Remove aligning rods



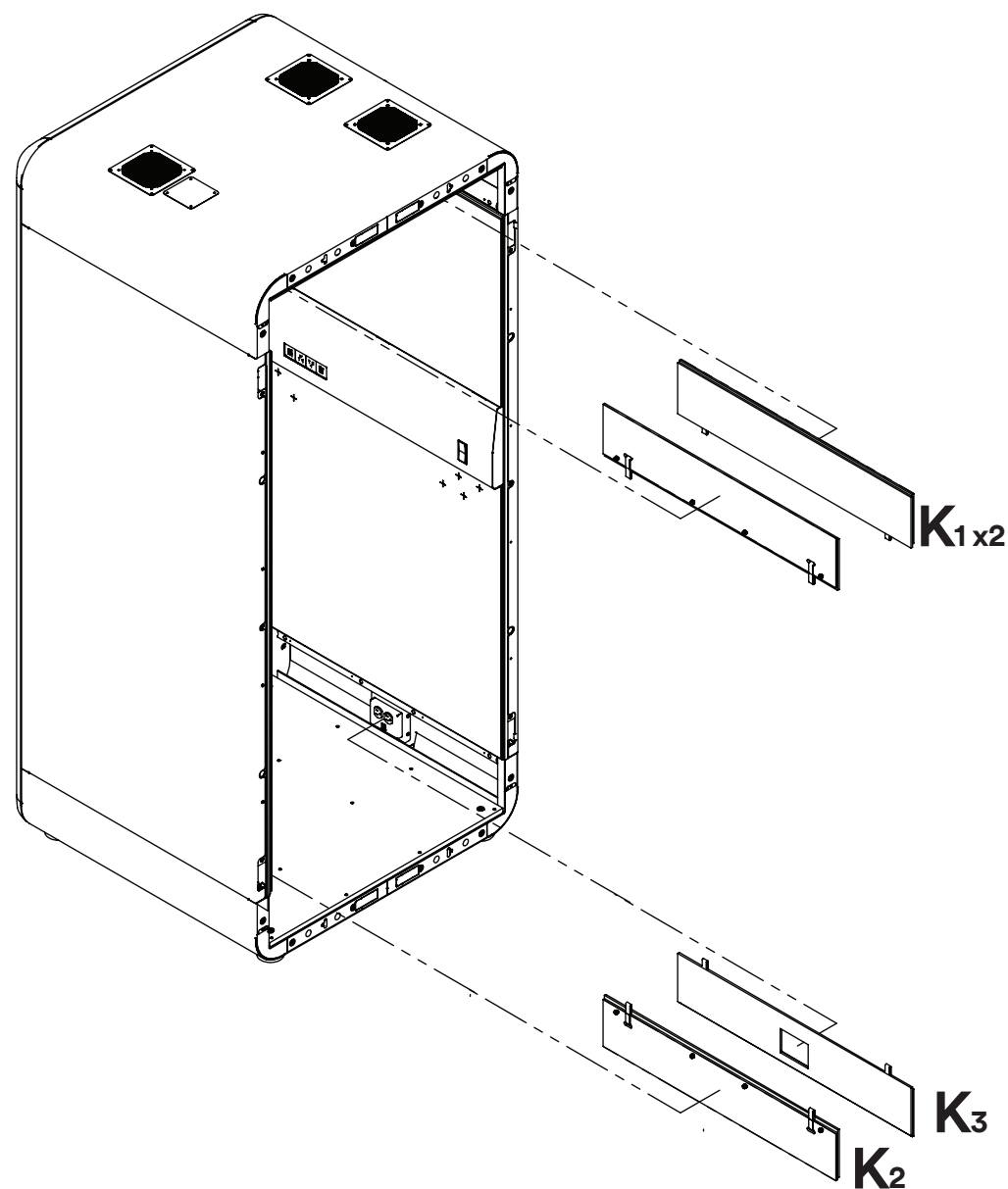
Kolo 1

- Use mallet to close all the hinged screw access fins
- 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



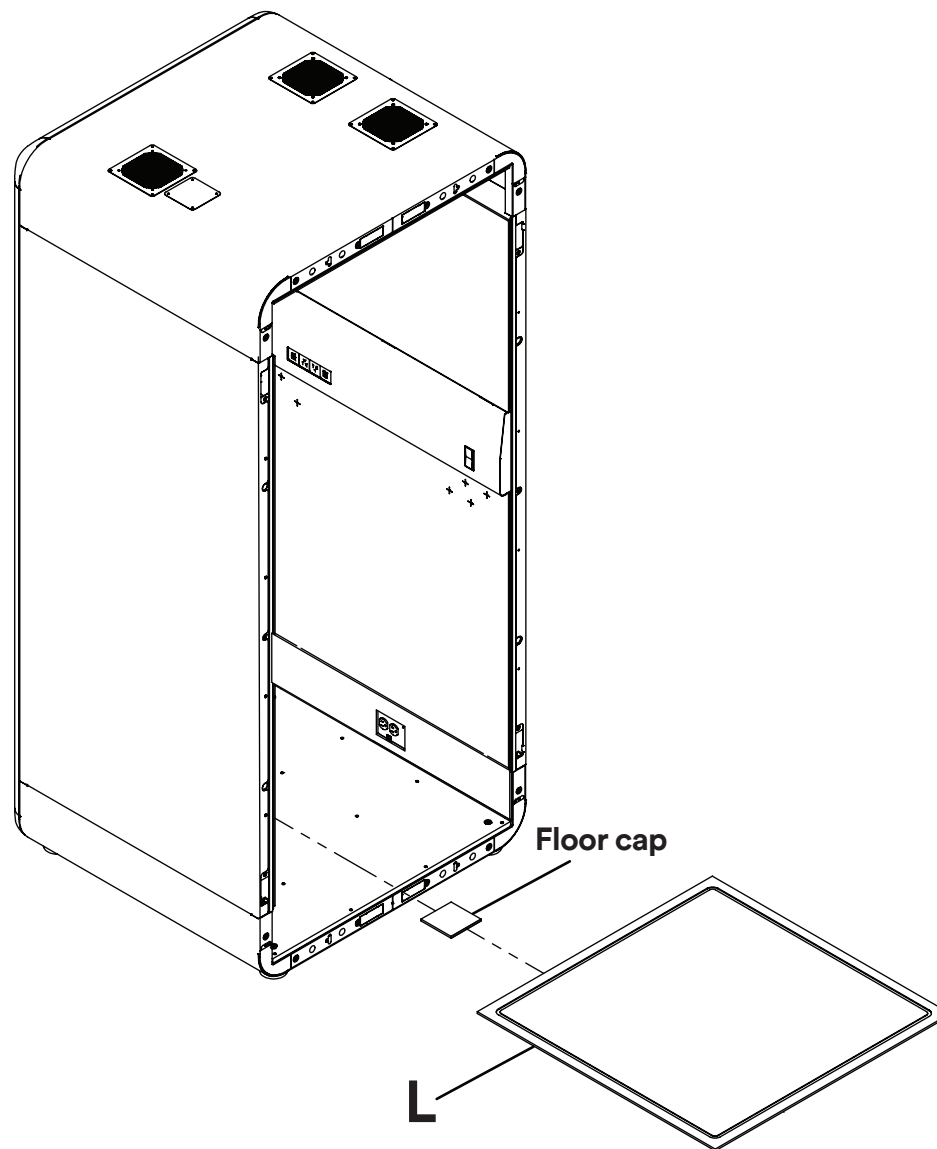
Kolo 1

· Press finishing panels in place



Kolo 1

- Install the Floor cap and floor tile

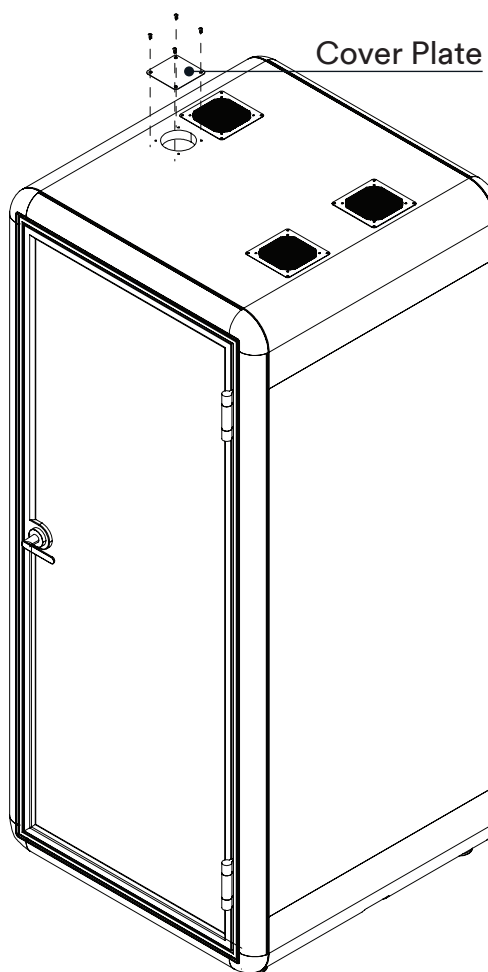


Kolo 1

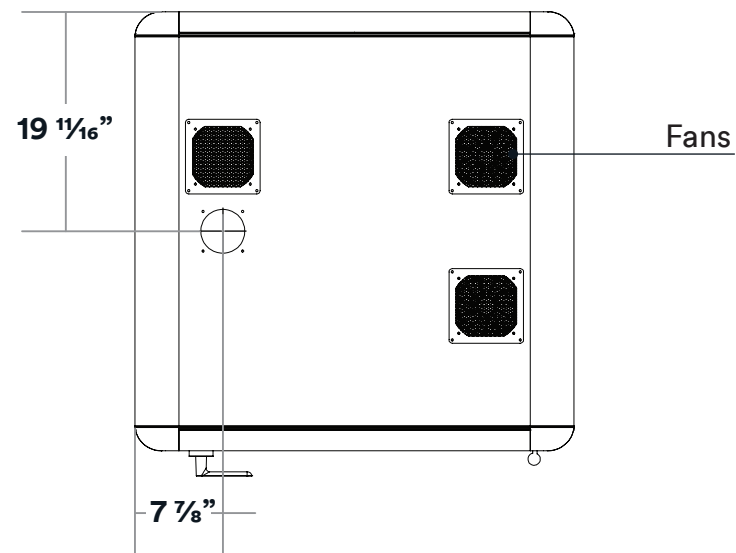
HEADS UP!

Sprinkler installation **optional**

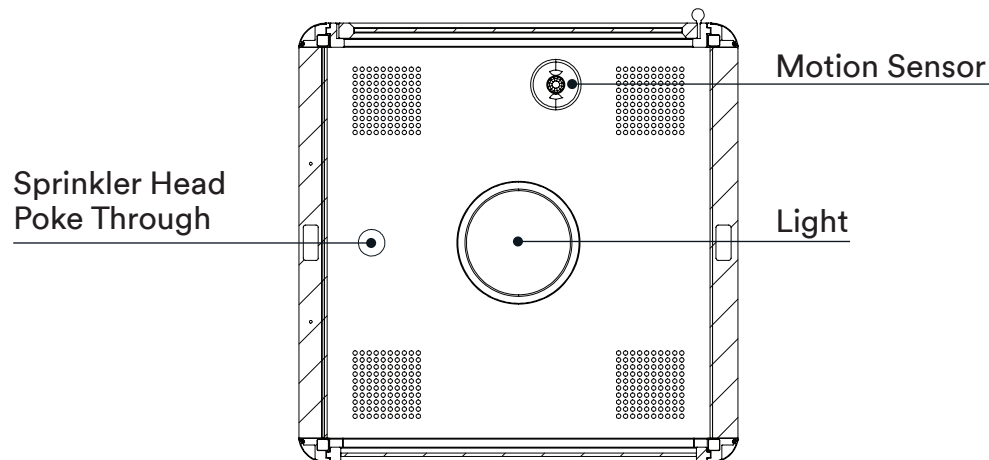
- Unplug the power cord
- Remove the cover plate
- Drill a pilot hole from the exterior
- Use a 2 3/8" hole saw from interior
- Install grommet, plumbing and sprinkler head guard (not provided)



CEILING EXTERIOR VIEW
SPRINKLER COVER PANEL REMOVED



CEILING INTERIOR VIEW



Kolo 1

- Plug in the Pod

