

# Kolo 2

## Assembly Instructions

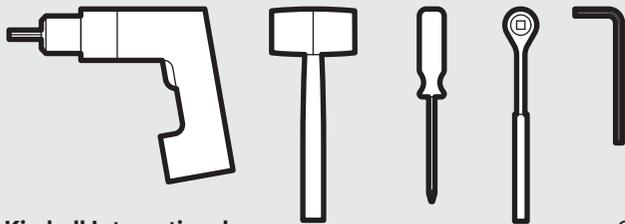
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### HEADS UP!

- If constructing a Pod Kolo for 4 or for 6, then discard these Kolo 2 instructions. Instead, use the Pod Kolo for 4 or for 6 instructions provided by your dispatcher.
- These instructions illustrate a Right-hand Reverse door orientation. For Left-Hand Reverse door orientation instructions, contact Kimball.

### TOOLS REQUIRED

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

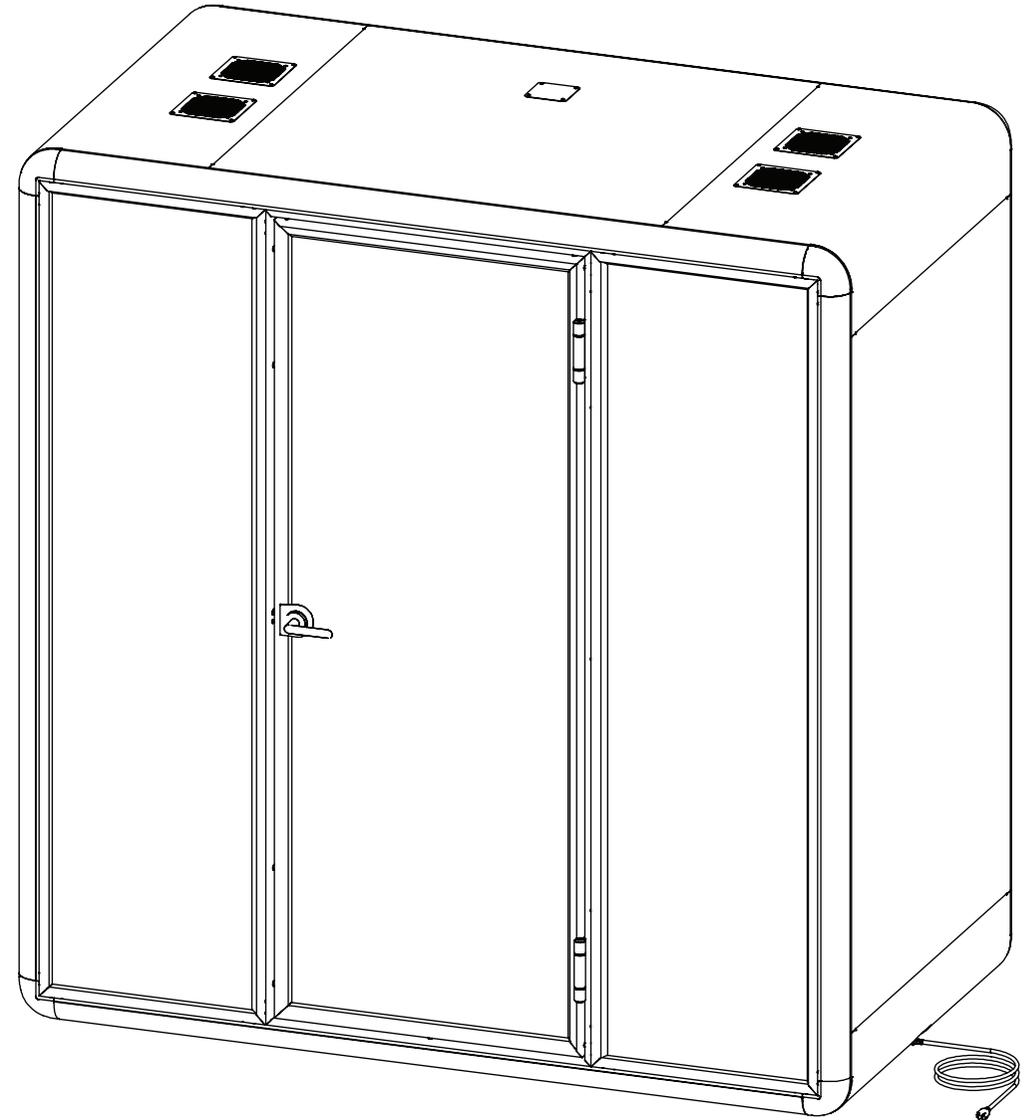


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v23



# 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:

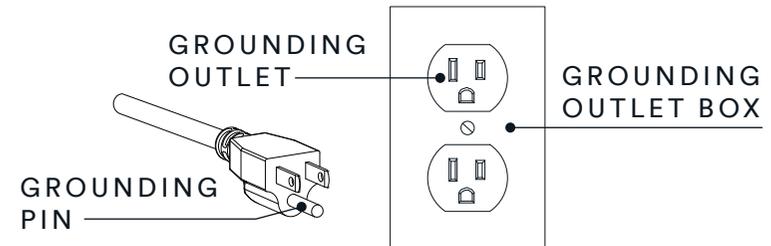
1. Always unplug this furnishing from the electrical outlet before cleaning or servicing.

## 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.



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

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

Model number: PPK2-B22 (Pages 2-31)

PPK4-B22 (Pages 32-59)

PPk6-B22 (Pages 60-89)



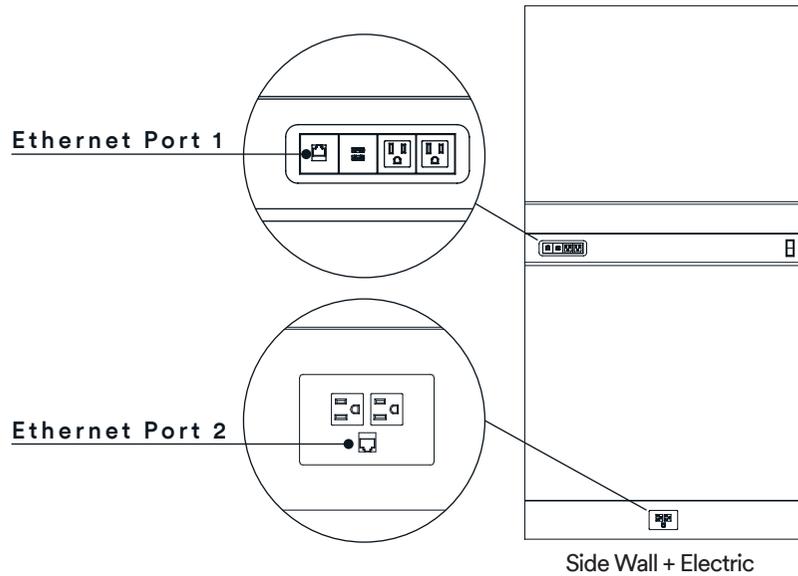
# Kolo 2

## INSTRUCTIONS FOR USE & MAINTENANCE

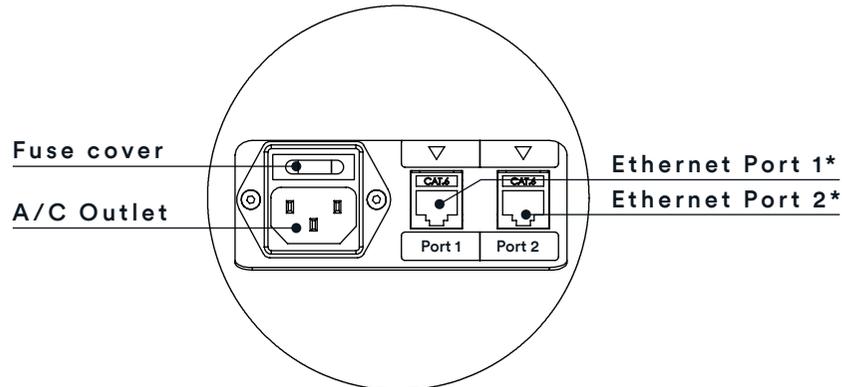
### POD INTERIOR

#### 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



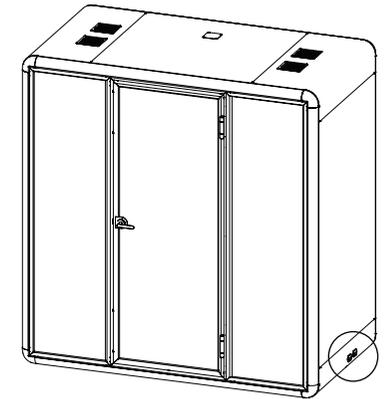
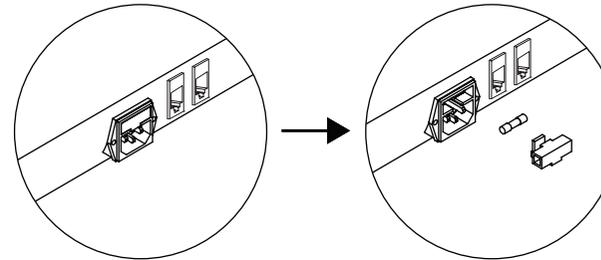
\*Cat6 ethernet cable not included

### 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

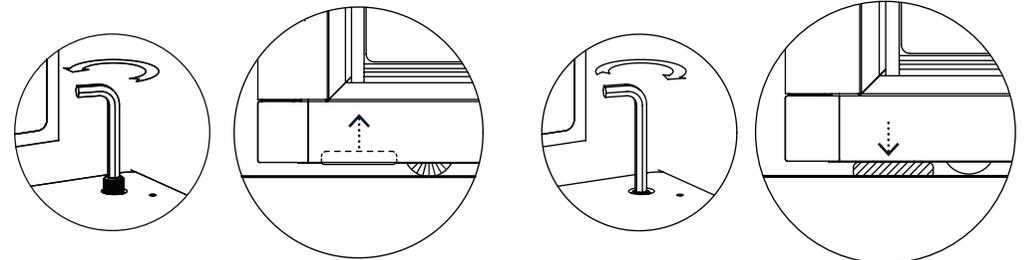
### How to Replace a Blown Fuse

- 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



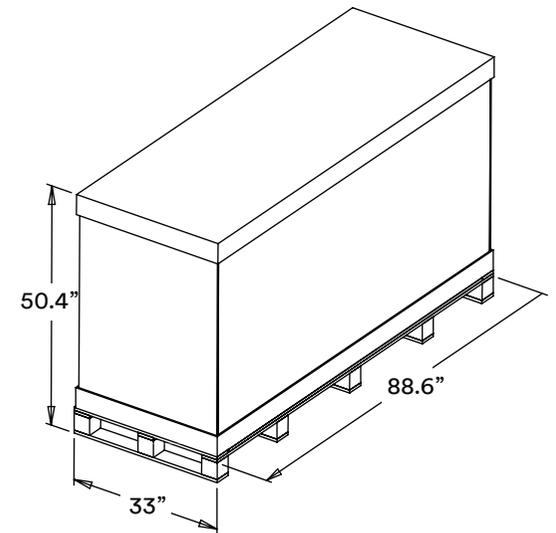
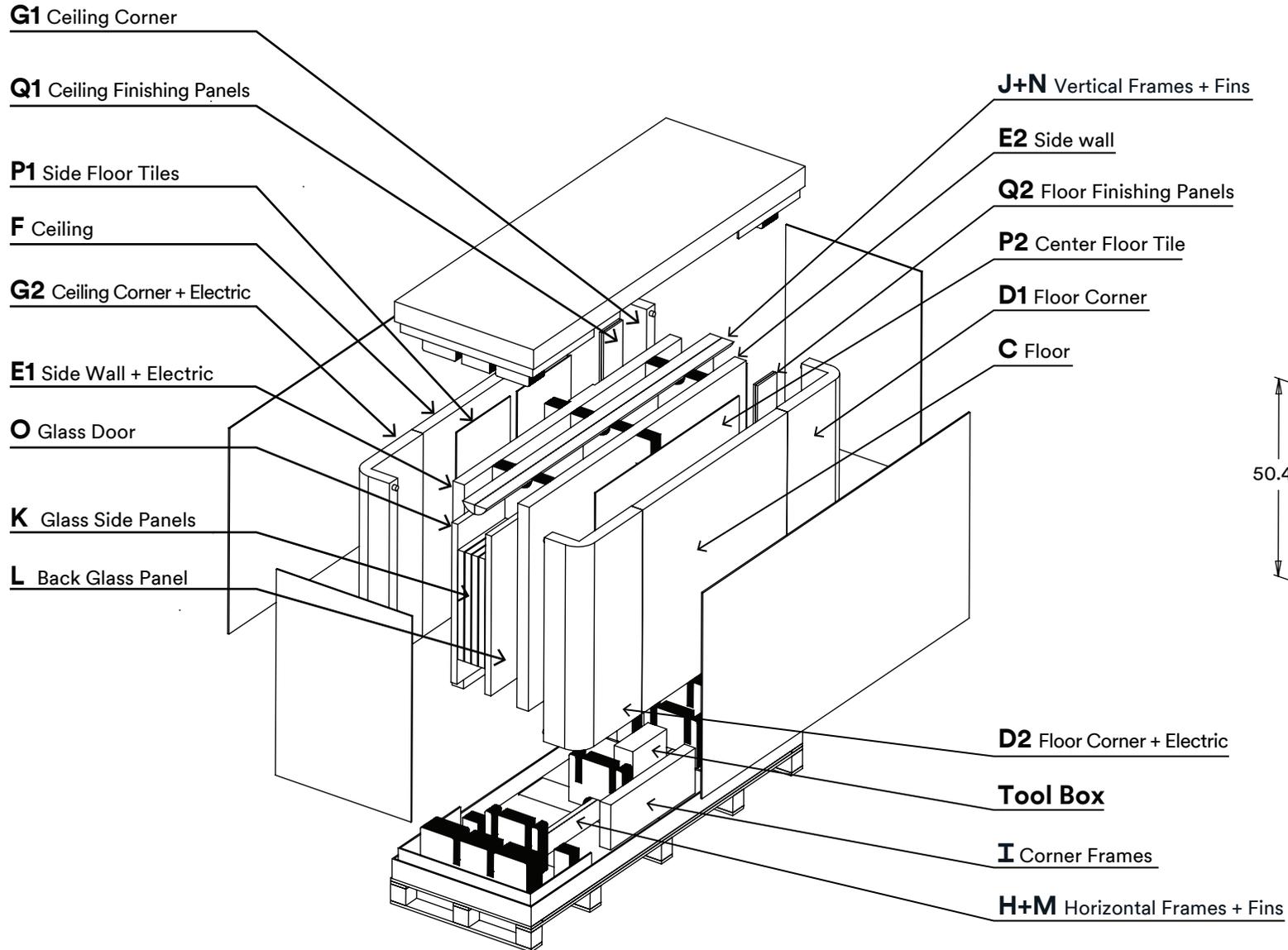
### How to Reposition + Level

- 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 2

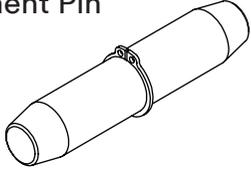
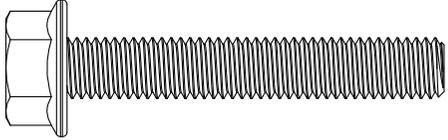
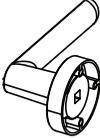
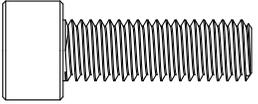
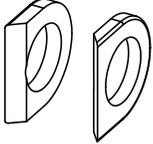
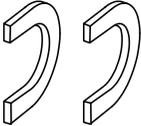
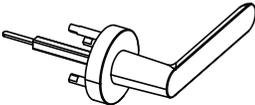
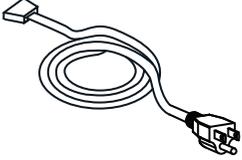
## CARTON PLAN



**Total Carton weight 1426 lbs**  
**Total Pod weight 1215 lbs**

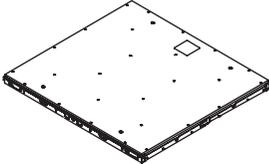
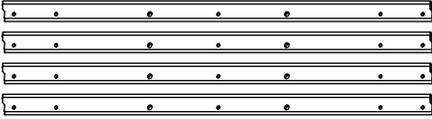
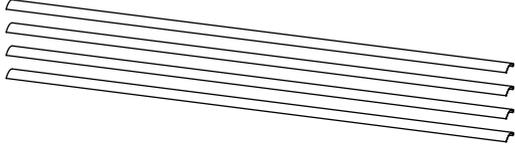
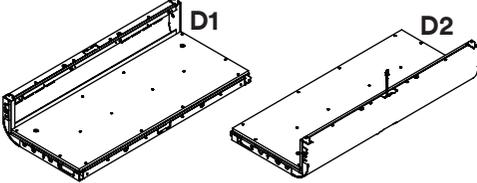
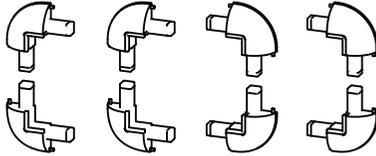
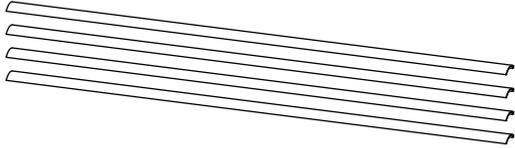
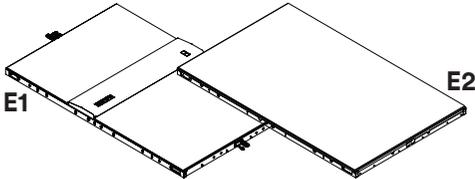
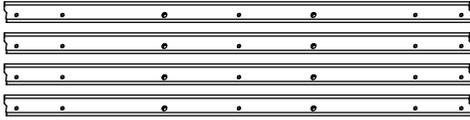
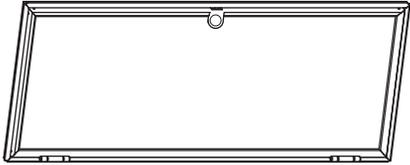
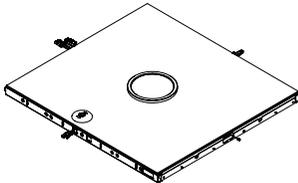
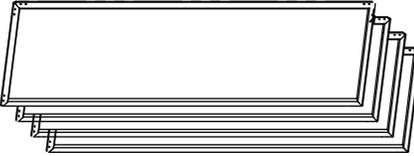
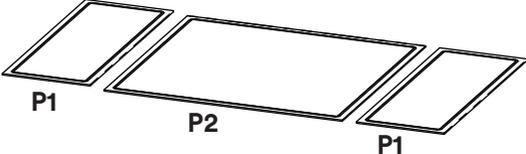
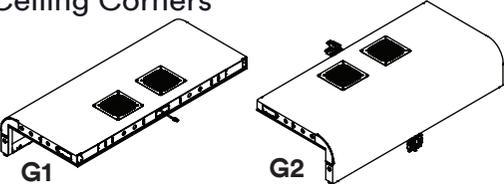
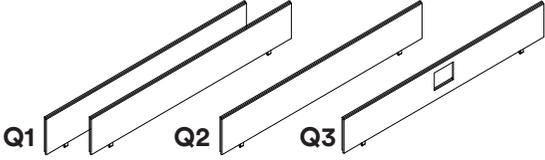
# Kolo 2

## TOOL BOX CONTENTS · SCREWS 1:1

	[blank]	<b>A6</b>	Alignment Pin 	<b>B5</b>	Handle Screws M4 x 40mm 
<b>A2</b>	M8x50 	<b>B1</b>	Interior Handle 		Single Screw Cap 
<b>A3</b>	M8x25 	<b>B2</b>	Handle Bezel 		Double Screw Cap 
<b>A4</b>	Spring Washer 	<b>B3</b>	Handle Gasket 		Floor Cap 
<b>A5</b>	M4 x 25 	<b>B4</b>	Exterior Handle 		Power cord 
		<b>QTY.</b> <b>x8</b>		<b>QTY.</b> <b>x2</b>	
<b>QTY.</b> <b>x24</b>		<b>QTY.</b> <b>x1</b>		<b>QTY.</b> <b>x4</b>	
<b>QTY.</b> <b>x48</b>		<b>QTY.</b> <b>x2</b>		<b>QTY.</b> <b>x12</b>	
<b>QTY.</b> <b>x48</b>		<b>QTY.</b> <b>x2</b>		<b>QTY.</b> <b>x2</b>	
<b>QTY.</b> <b>x11</b>		<b>QTY.</b> <b>x1</b>		<b>QTY.</b> <b>x1</b>	

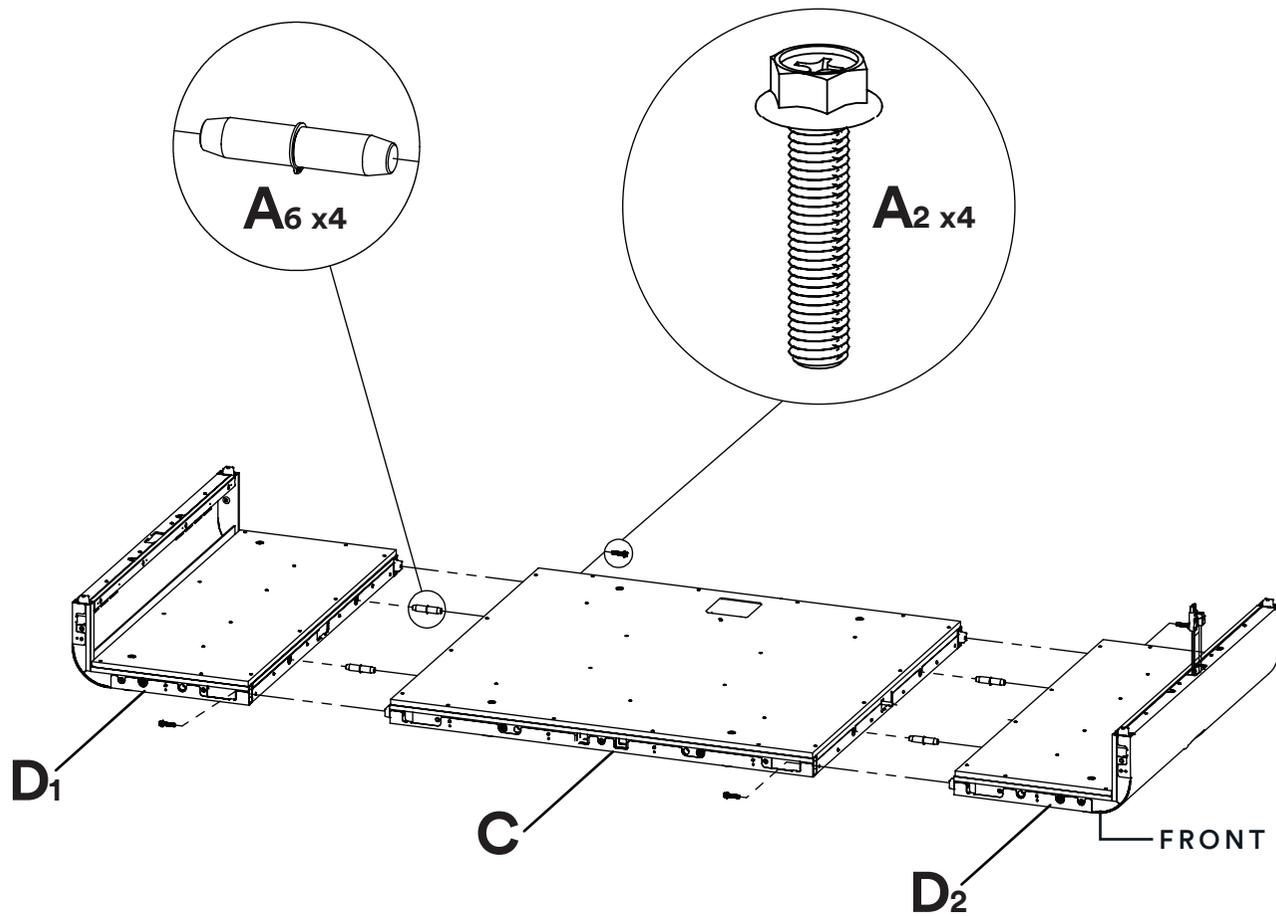
# Kolo 2

## COMPONENTS

<p><b>C</b></p> <p>QTY. x1</p>	<p>Floor</p> 	<p><b>H</b></p> <p>QTY. x4</p>	<p>Horizontal Frames</p> 	<p><b>M</b></p> <p>QTY. x4</p>	<p>Horizontal Fins</p> 
<p><b>D</b></p> <p>QTY. x2</p>	<p>Floor Corners</p> 	<p><b>I</b></p> <p>QTY. x8</p>	<p>Corner Frames</p> 	<p><b>N</b></p> <p>QTY. x4</p>	<p>Vertical Fins</p> 
<p><b>E</b></p> <p>QTY. x2</p>	<p>Side Walls + Electric</p> 	<p><b>J</b></p> <p>QTY. x4</p>	<p>Vertical Frames</p> 	<p><b>O</b></p> <p>QTY. x1</p>	<p>Glass Door</p> 
<p><b>F</b></p> <p>QTY. x1</p>	<p>Ceiling</p> 	<p><b>K</b></p> <p>QTY. x4</p>	<p>Glass Side Panels</p> 	<p><b>P</b></p> <p>QTY. x3</p>	<p>Center + Side Floor Tiles</p> 
<p><b>G</b></p> <p>QTY. x2</p>	<p>Ceiling Corners</p> 	<p><b>L</b></p> <p>QTY. x1</p>	<p>Back Glass Panel</p> 	<p><b>Q</b></p> <p>QTY. x4</p>	<p>Finishing Panels</p> 

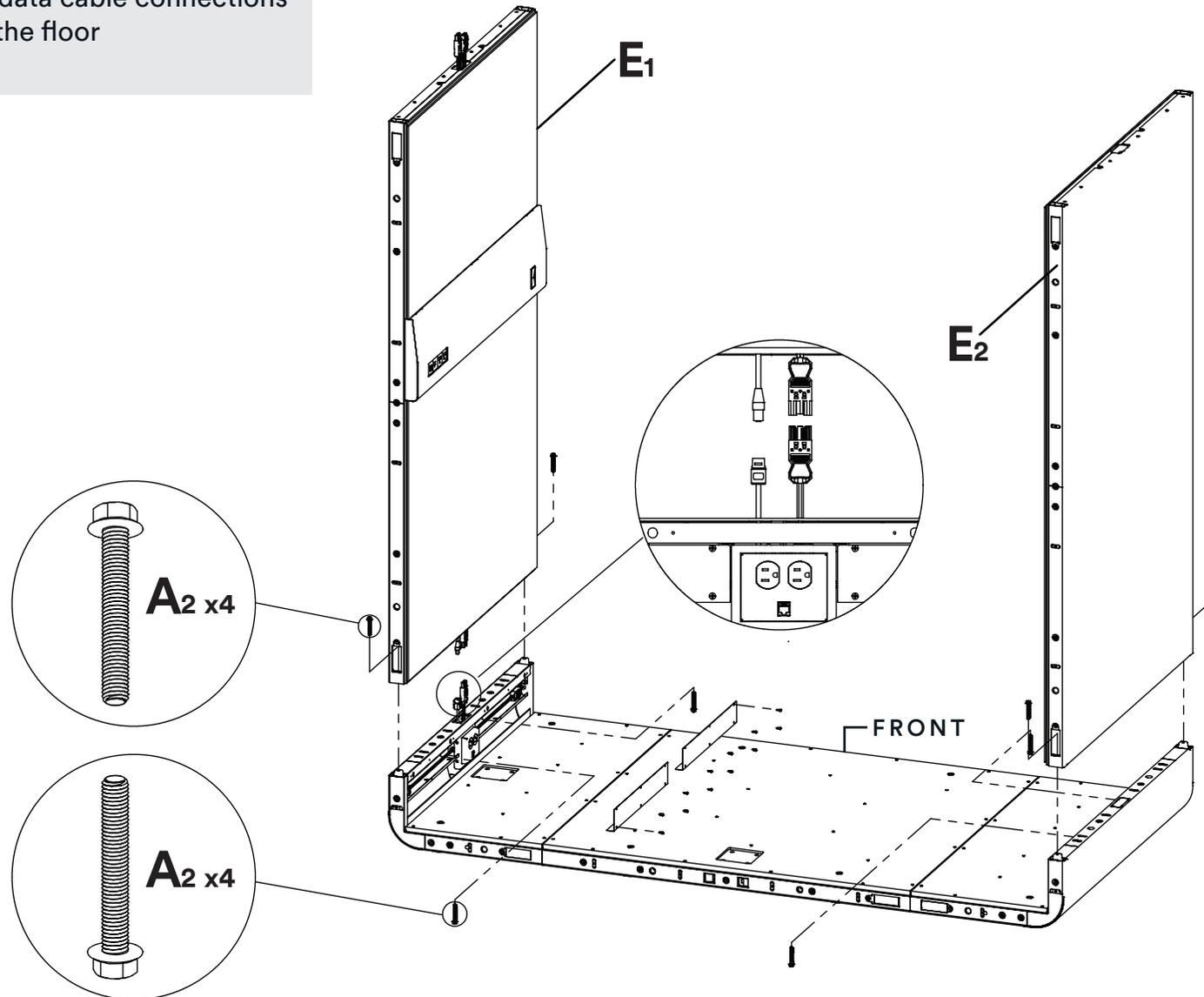
## Kolo 2

- Remove the two screws connecting the floor corners and floor
- Install four alignment pins
- Screw the floor corners and floor together using four screws



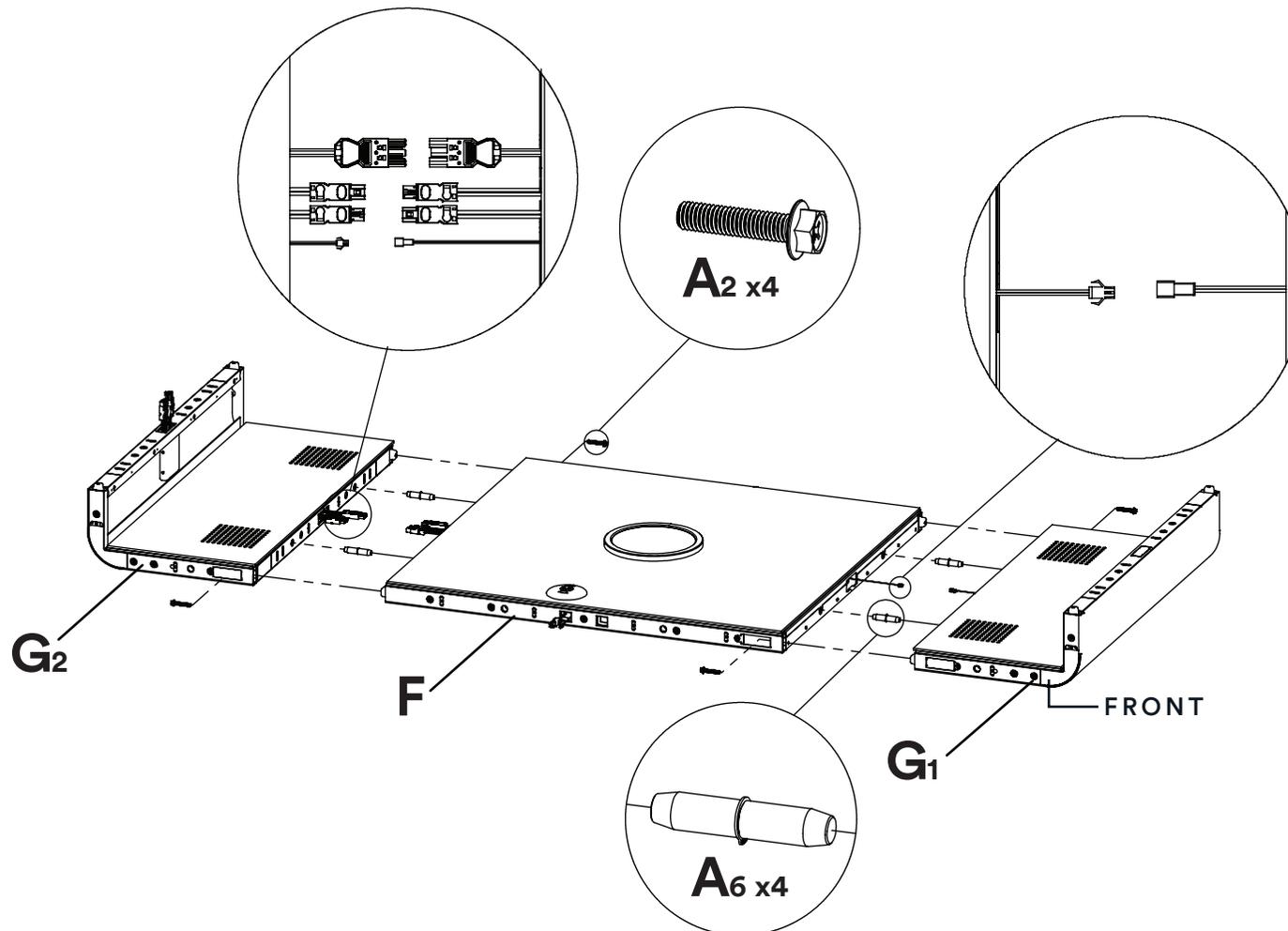
# Kolo 2

- Remove the face plates and set aside
- Expose the cable connectors from the wall and floor sections
- Make the electrical and data cable connections
- Attach the side walls to the floor
- Reinstall the face plates



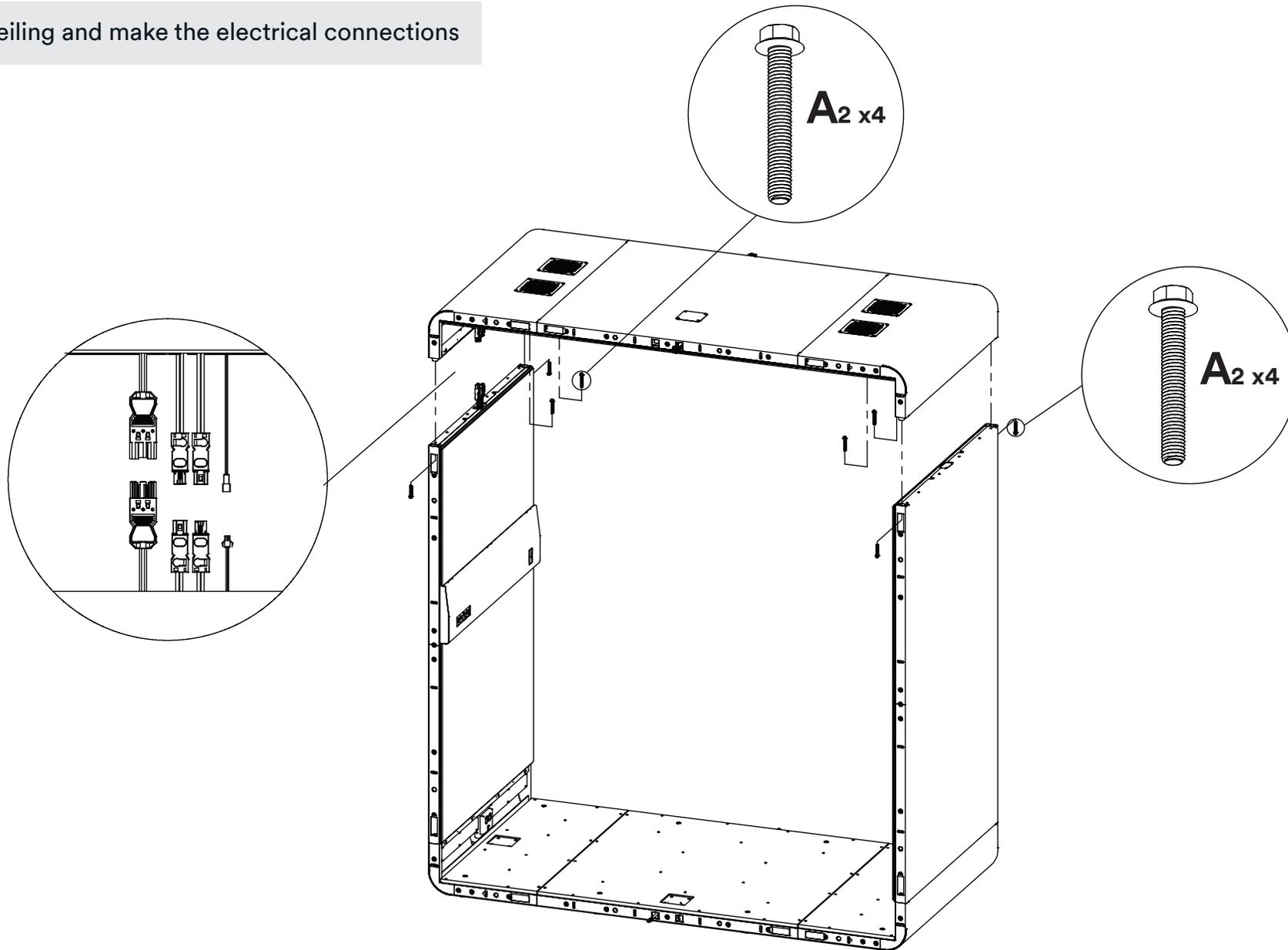
## Kolo 2

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



## Kolo 2

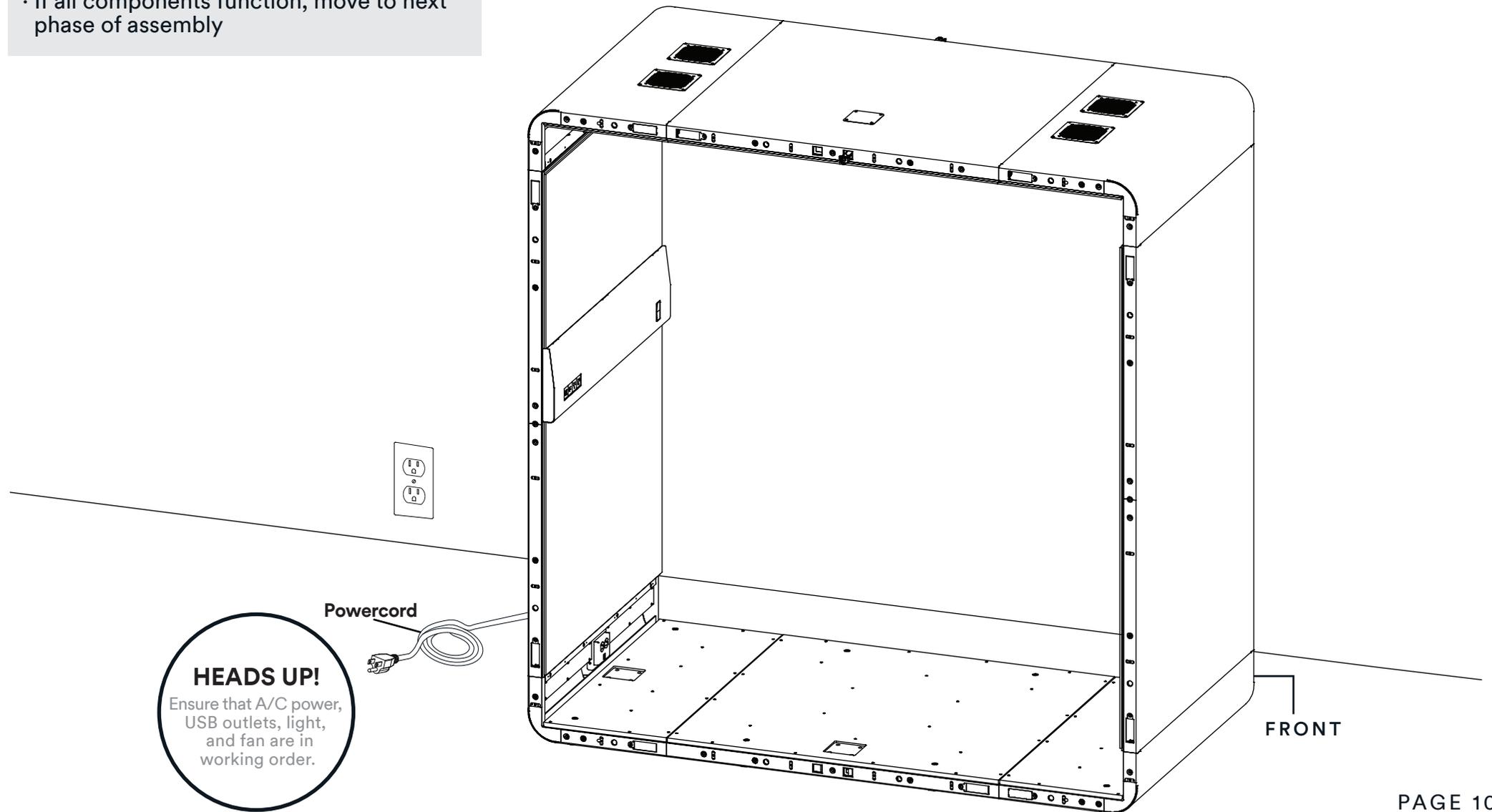
- Install the ceiling and make the electrical connections



# Kolo 2

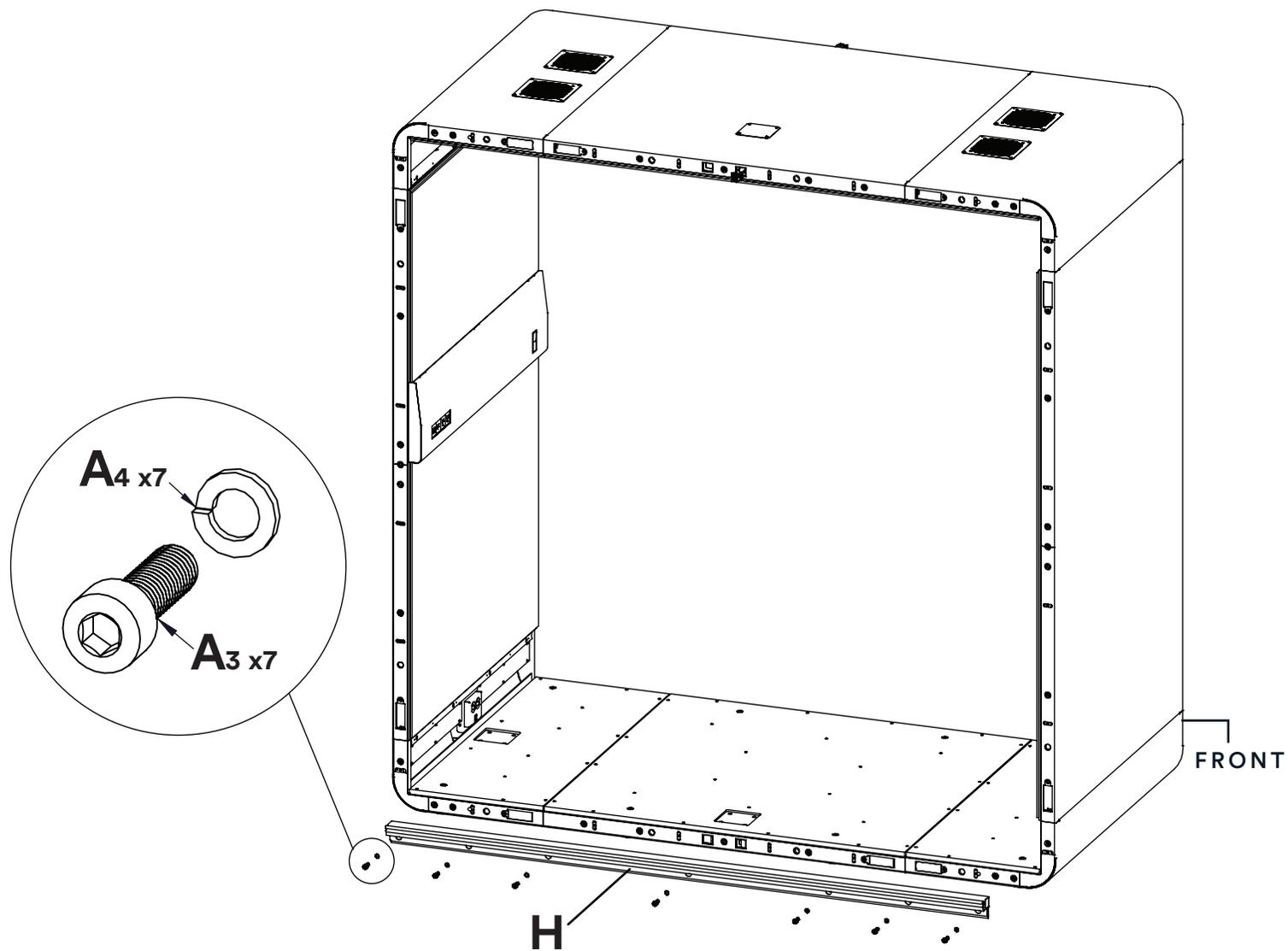
## HEADS UP!

- 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



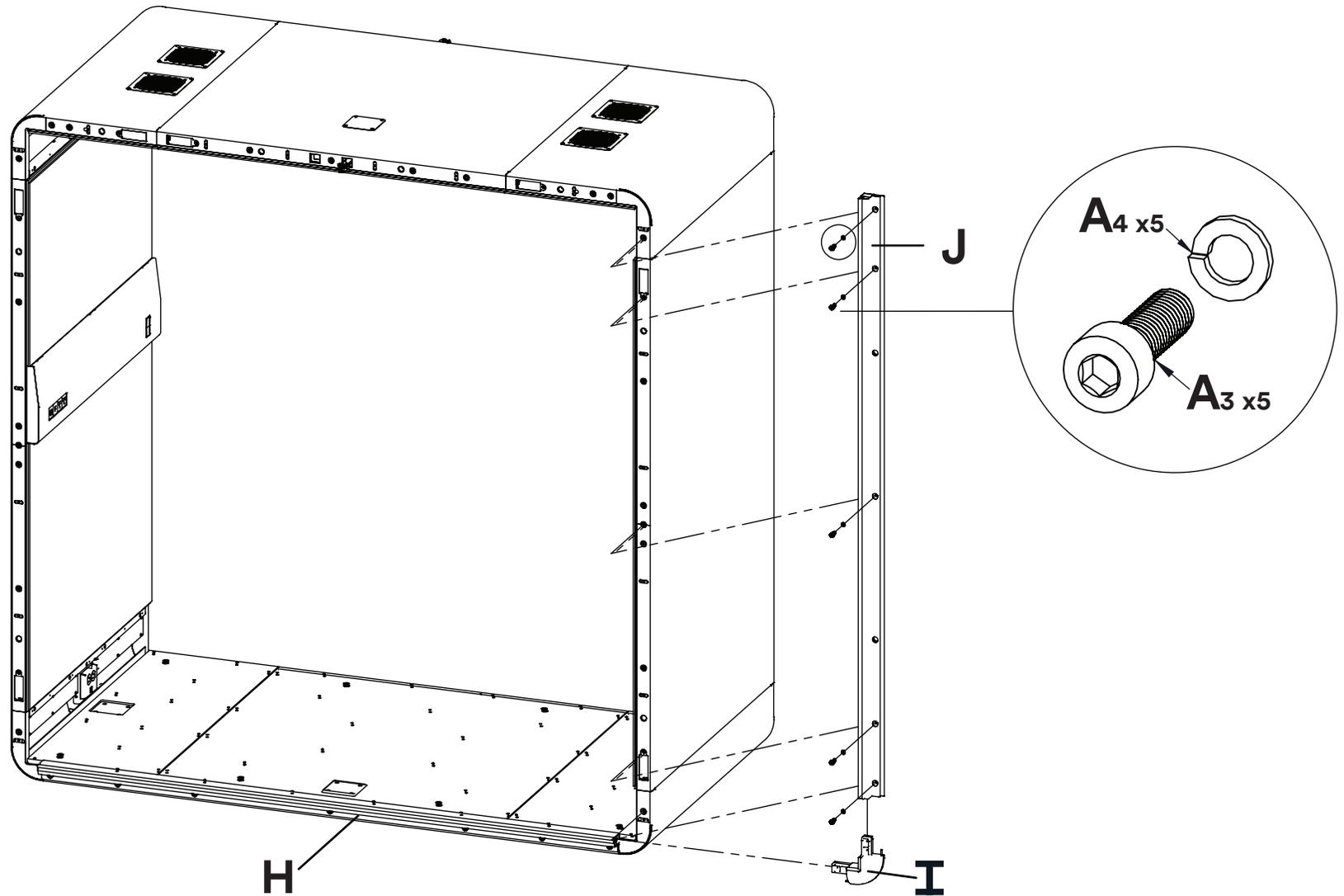
## Kolo 2

· Attach horizontal frame



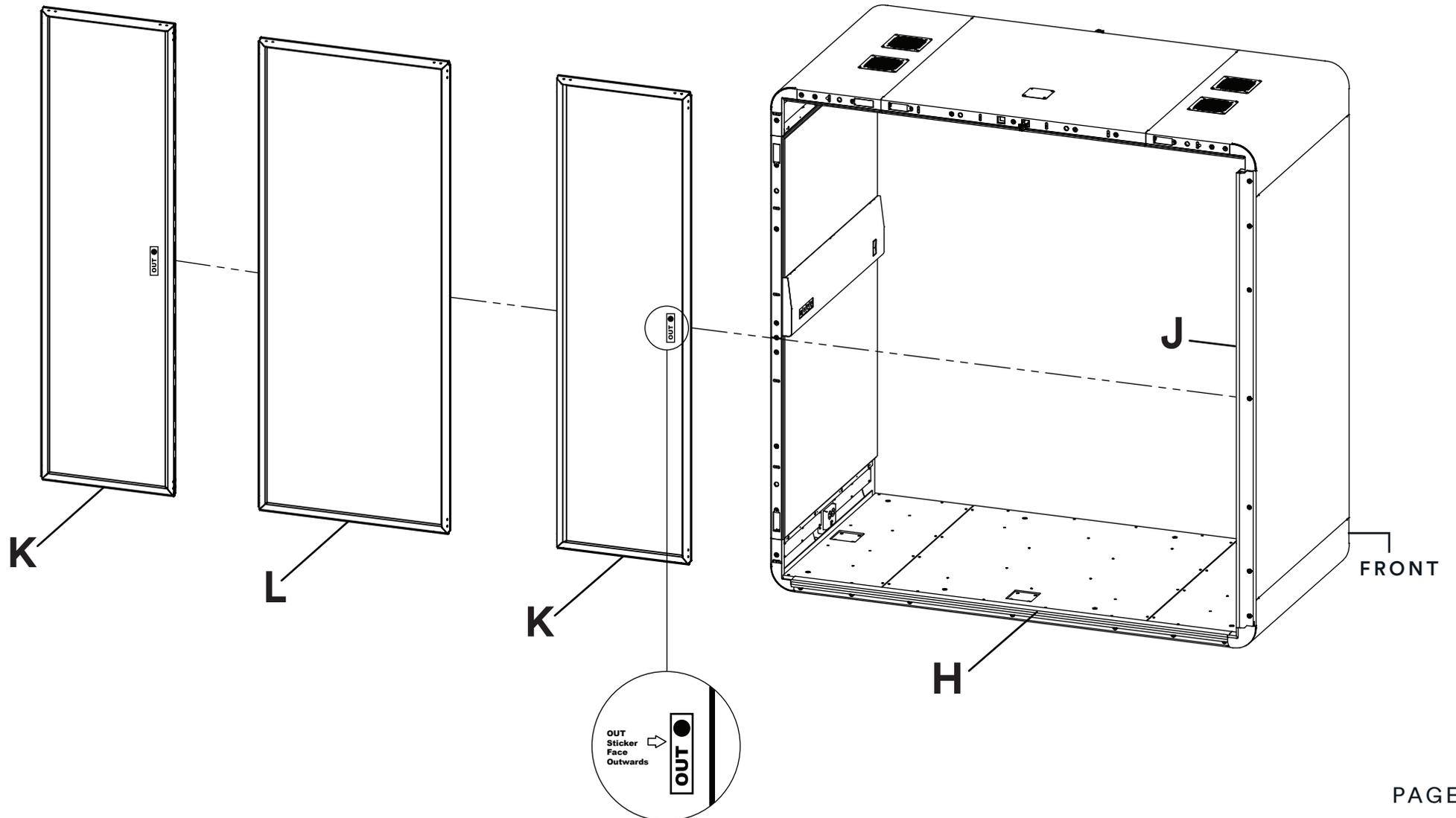
## Kolo 2

- Insert vertical frame onto corner
- Insert this assembled unit, vertical frame and corner, into horizontal frame
- Attach vertical frame



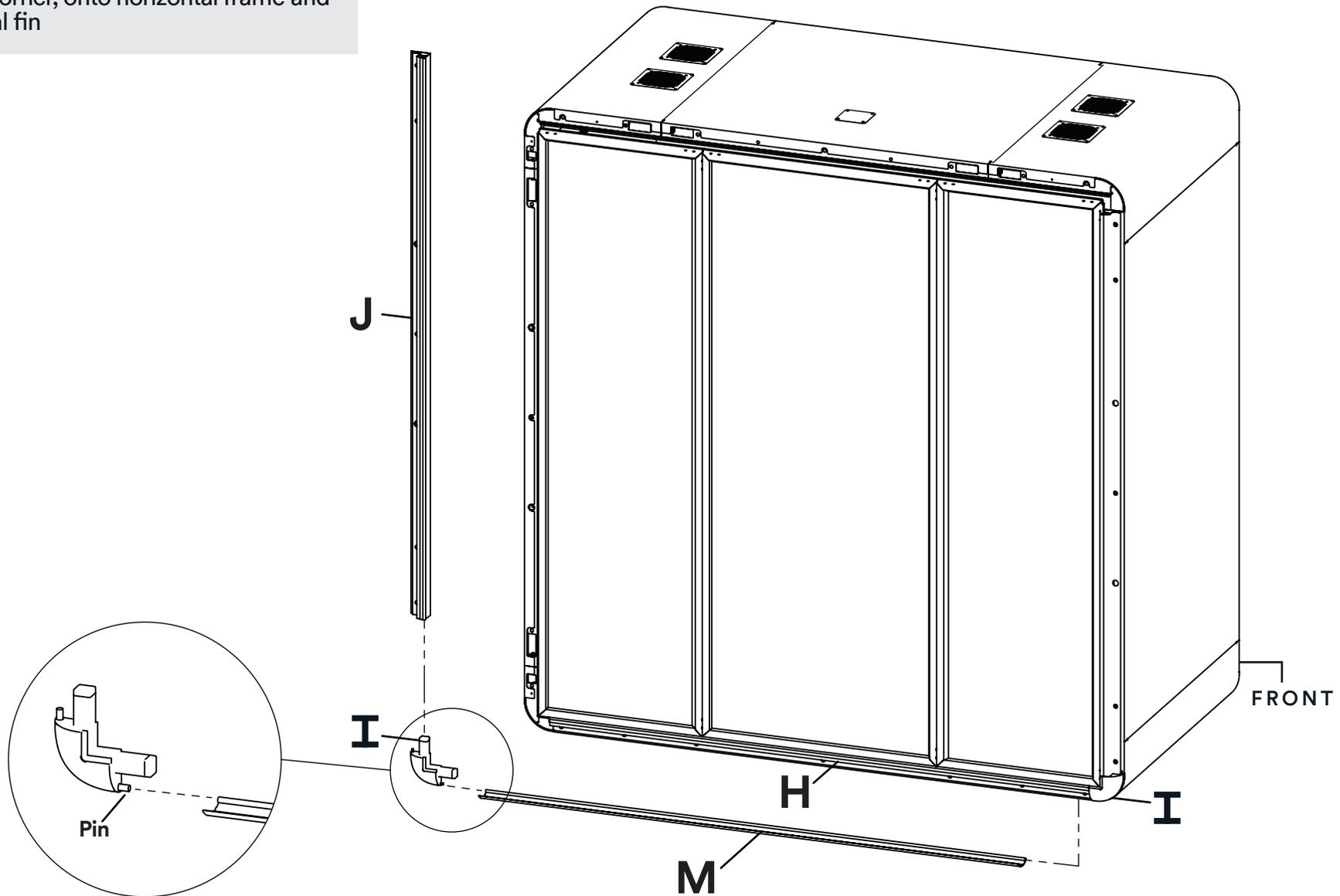
## Kolo 2

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



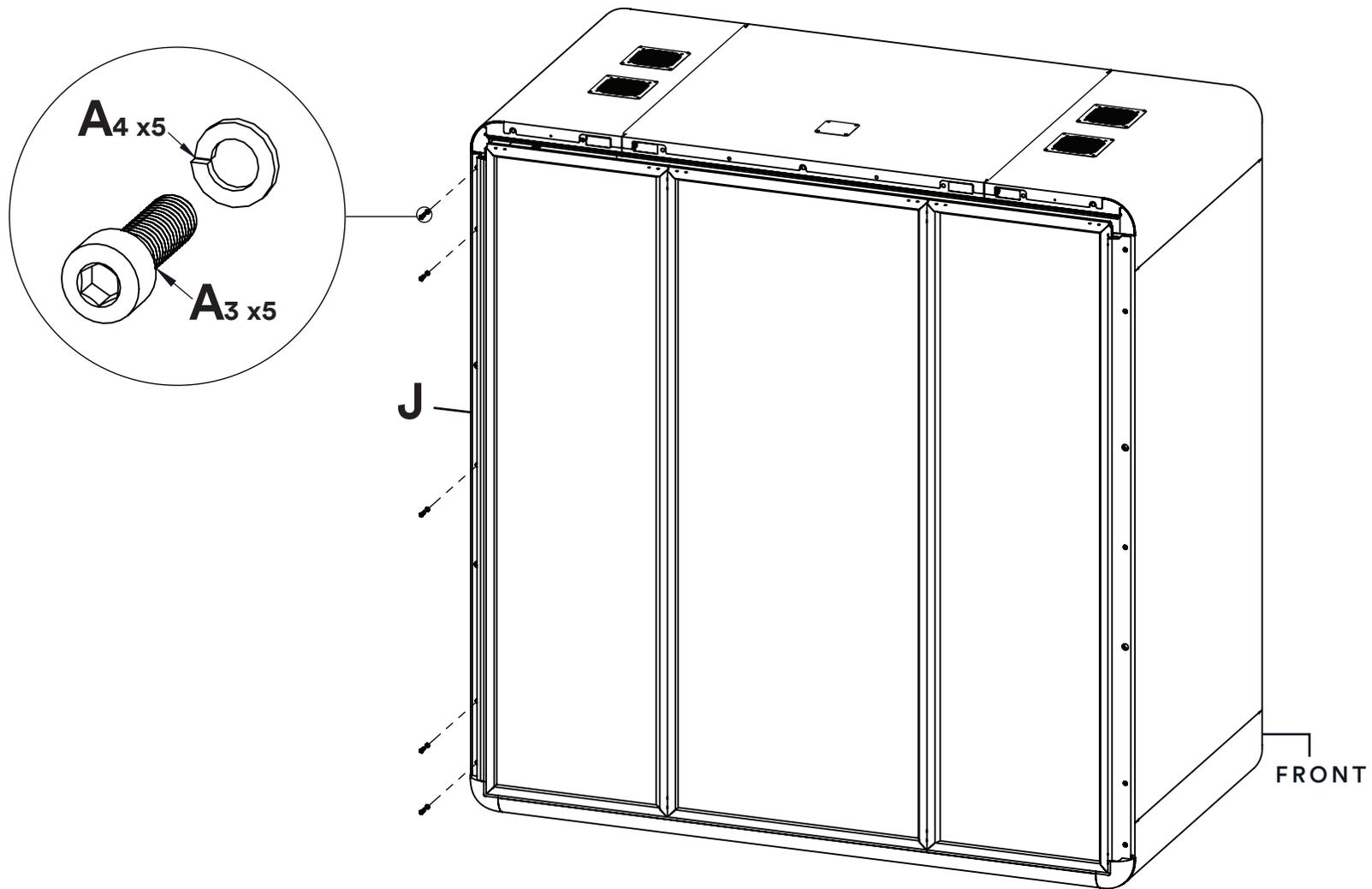
## Kolo 2

- Insert horizontal fin onto right corner
- Insert vertical frame onto left corner
- Insert this assembled unit, vertical frame and left corner, onto horizontal frame and horizontal fin



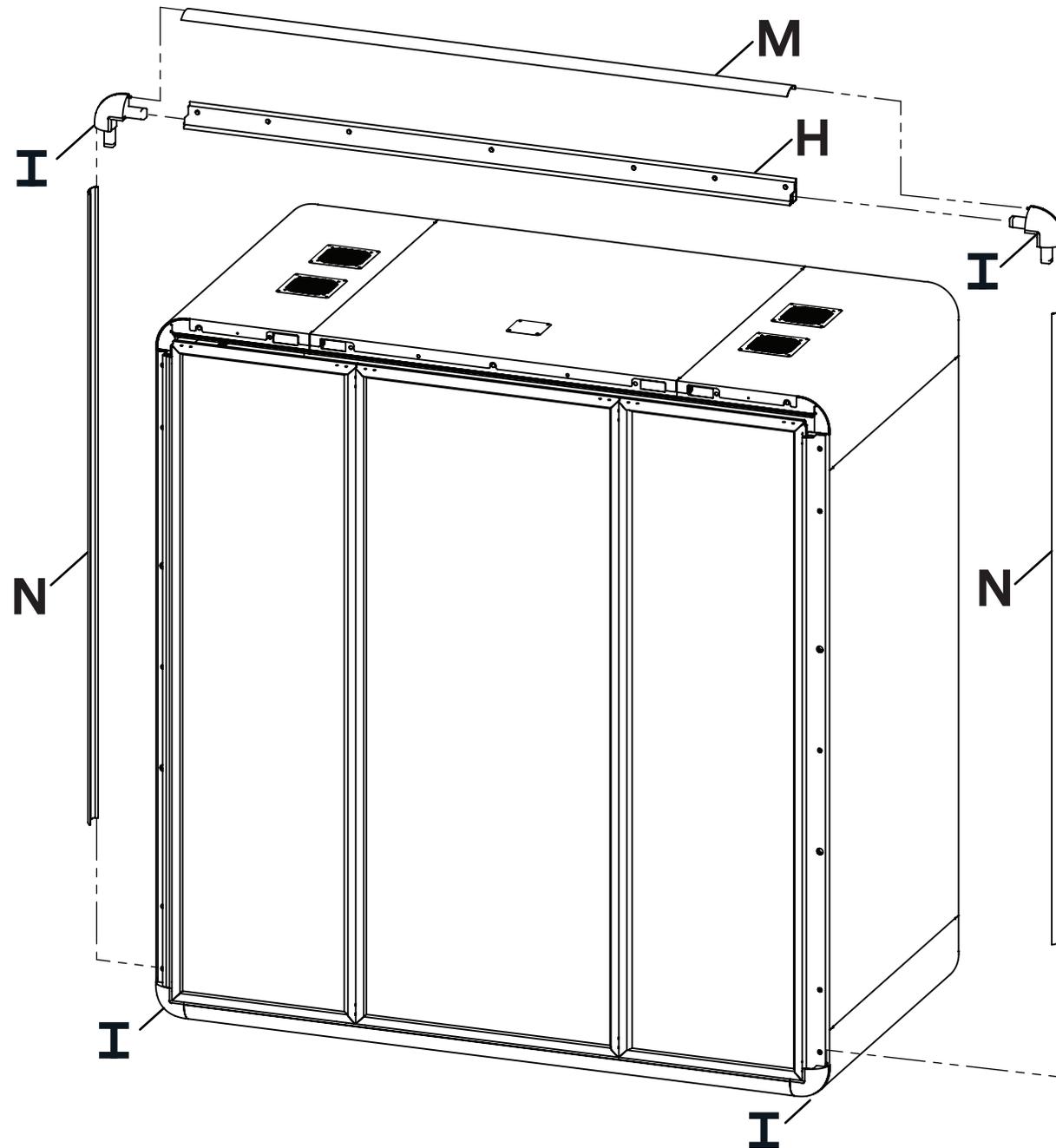
# Kolo 2

· Attach vertical frame



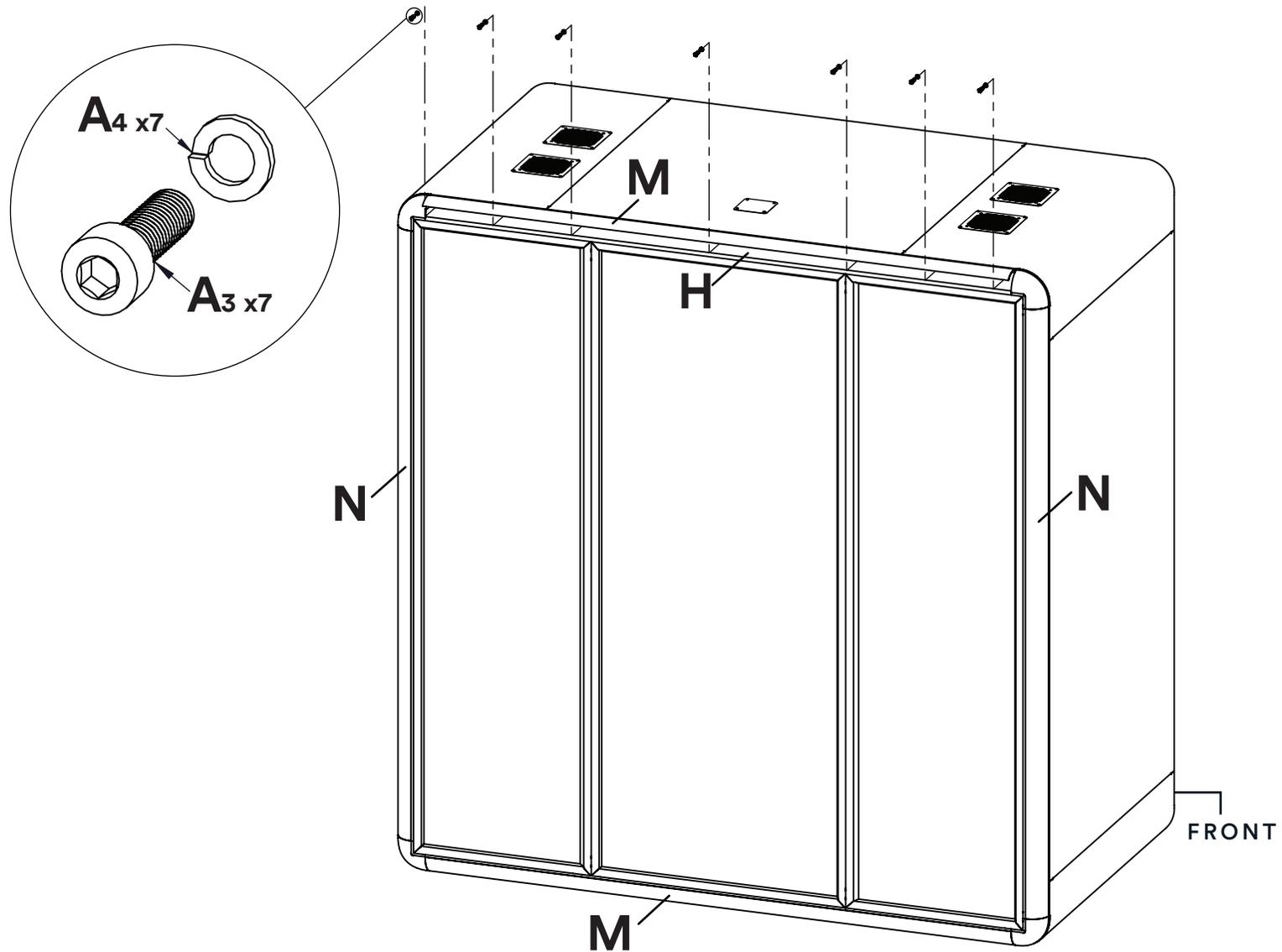
## Kolo 2

- Assemble corners onto horizontal frame and horizontal fin
- Lower this assembled unit into place, while also inserting vertical fins into corners



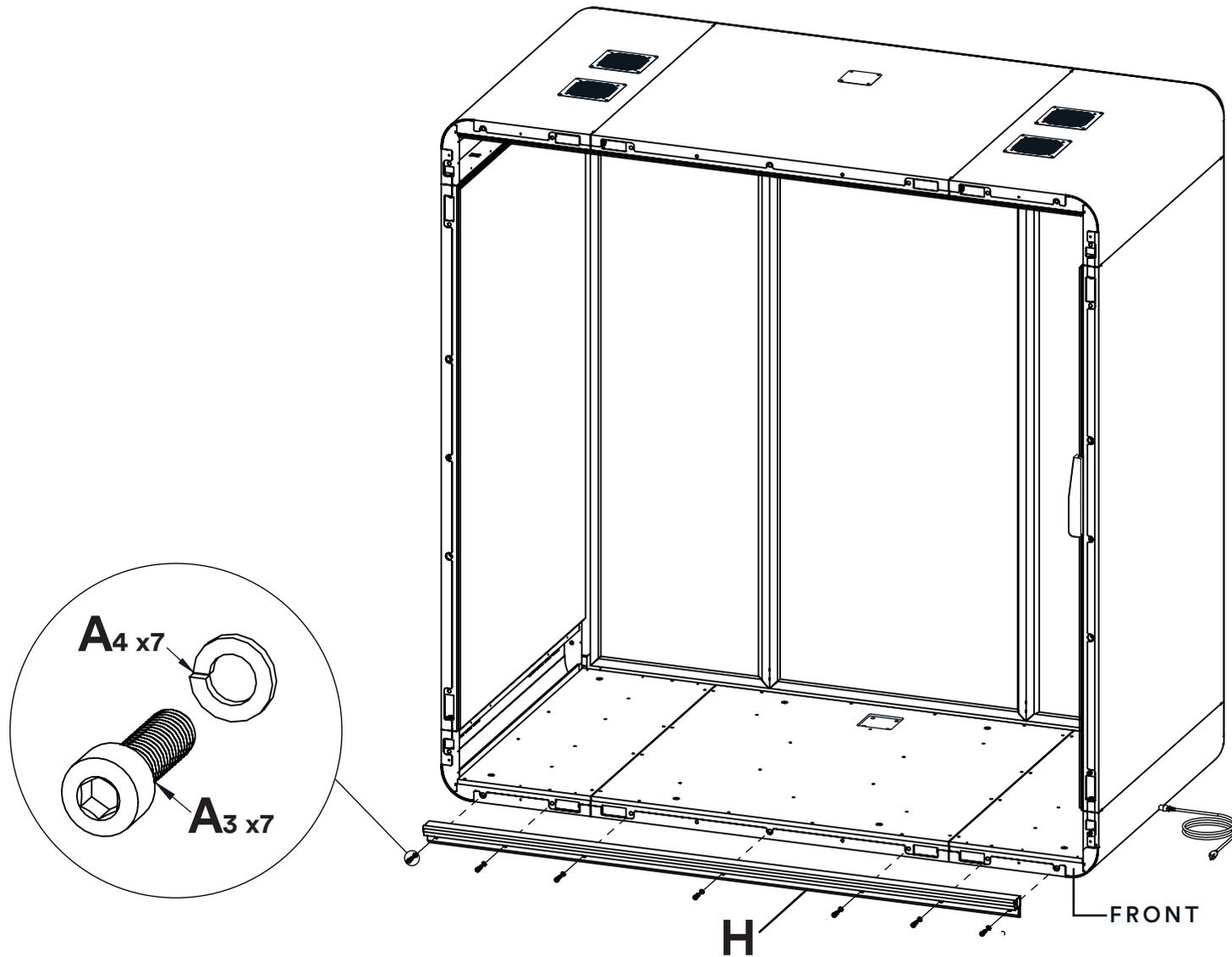
## Kolo 2

- Attach horizontal frame
- Use a mallet to close the vertical and horizontal fins



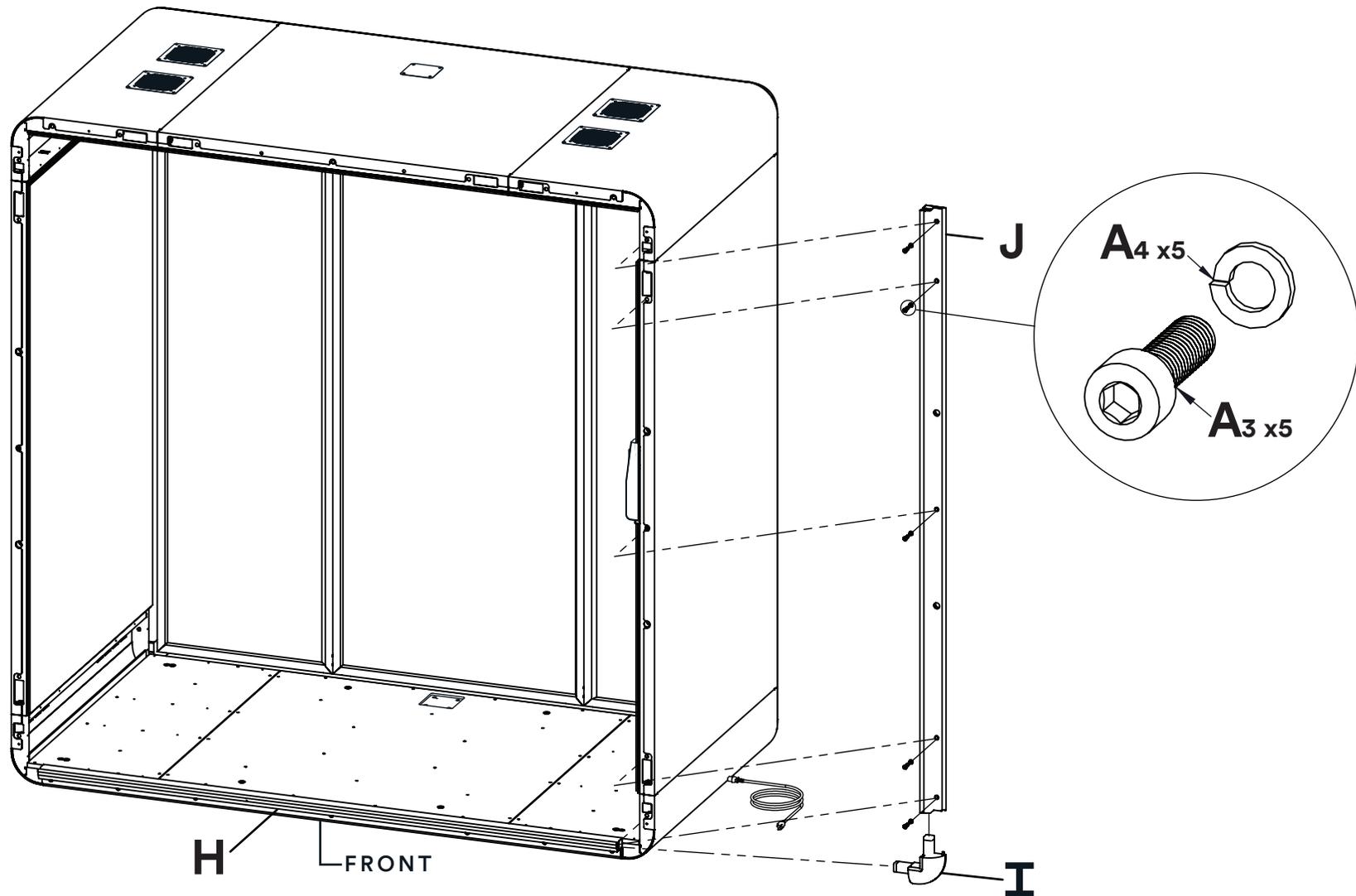
## Kolo 2

- Begin front face assembly
- Attach horizontal frame



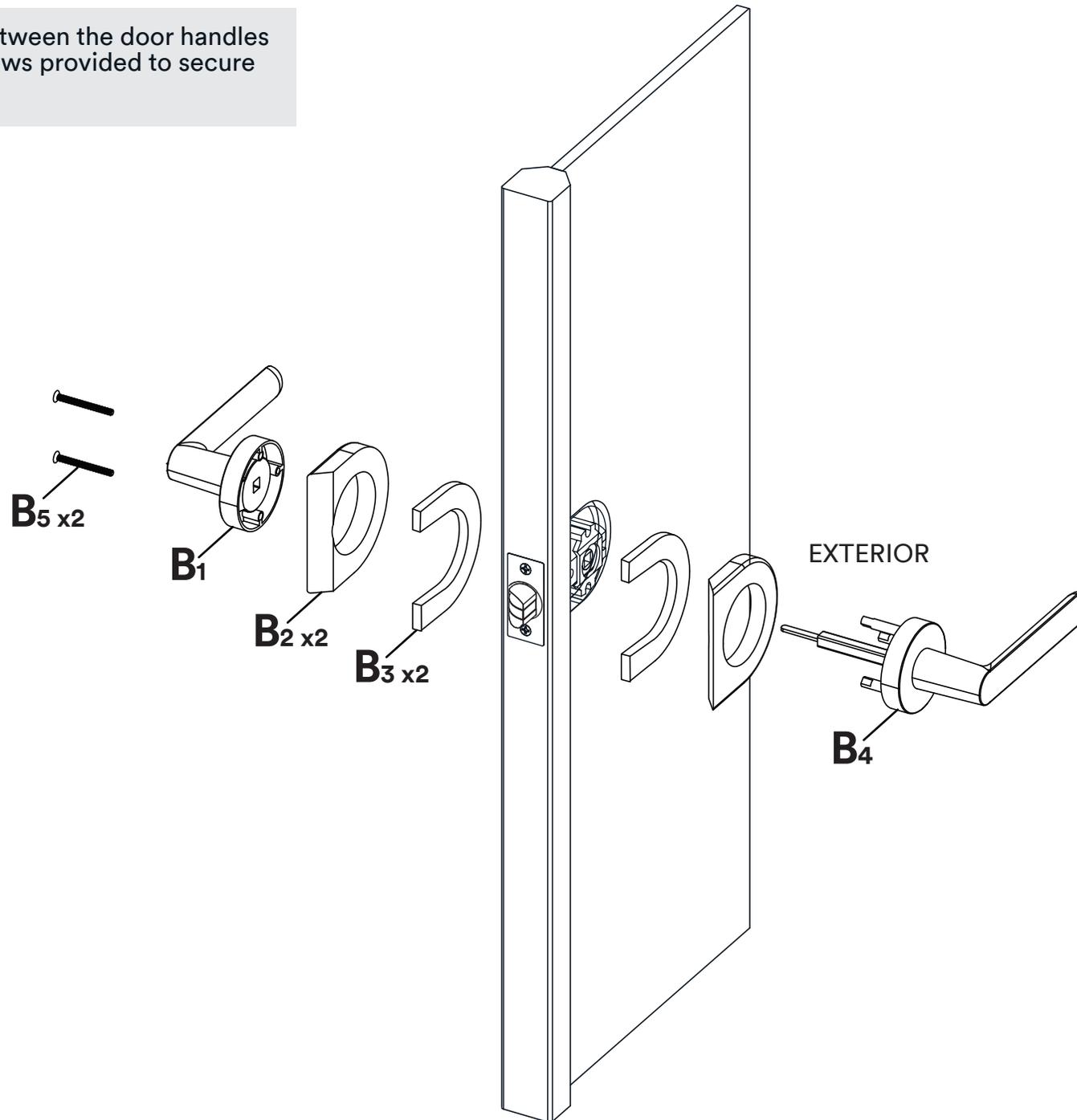
## Kolo 2

- Insert vertical frame onto corner
- Insert this assembled unit, vertical frame and corner, into horizontal frame
- Attach vertical frame



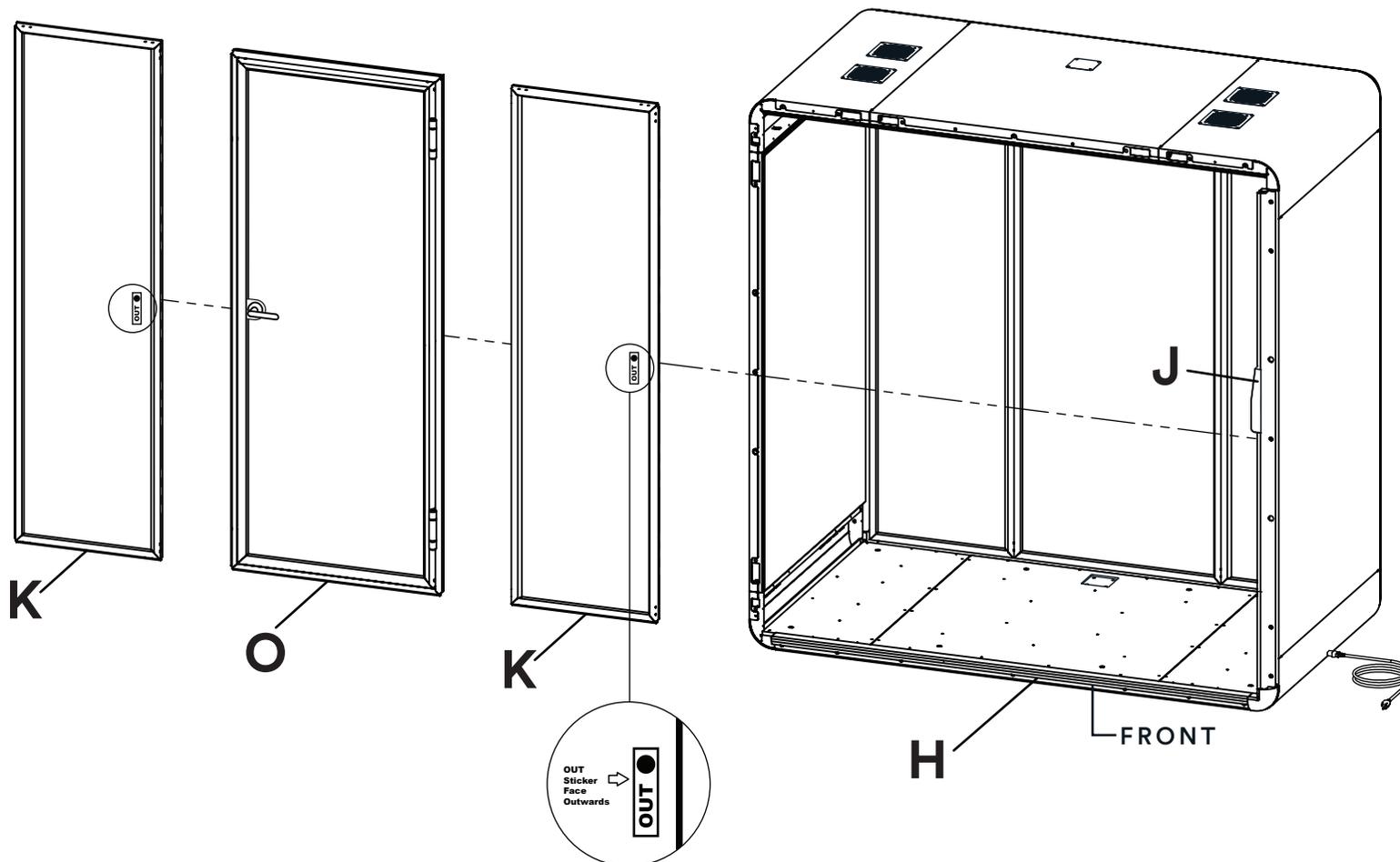
## Kolo 2

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



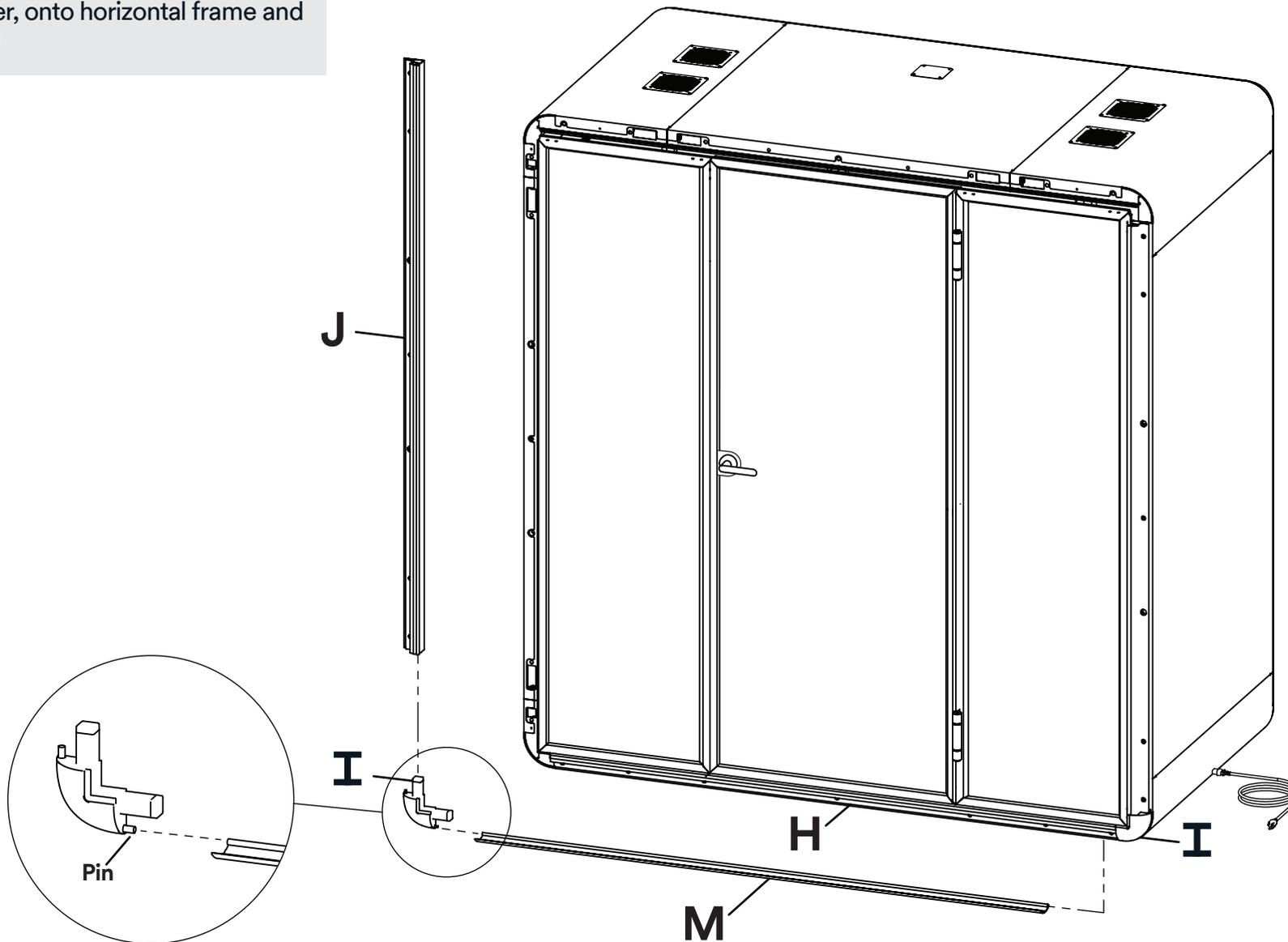
## Kolo 2

- Default door orientation: Right hand reverse
- Optional door orientation: Left hand reverse  
Contact Poppin for additional details before proceeding further
- Orient panels outward
- Slide the glass panels into horizontal frame
- Engage with vertical frame



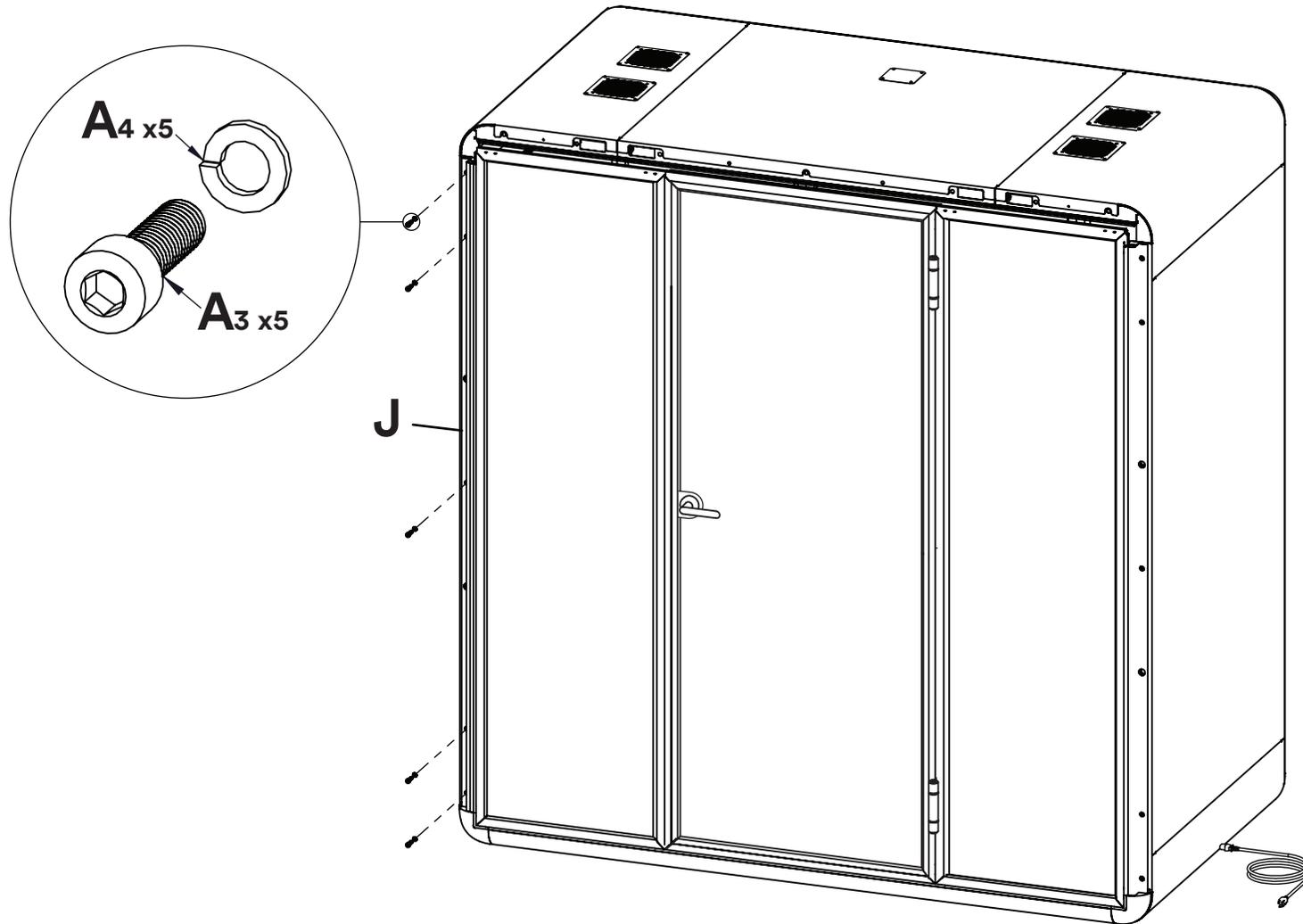
## Kolo 2

- Insert horizontal fin onto right corner
- Insert vertical frame onto left corner
- Insert this assembled unit, vertical frame and left corner, onto horizontal frame and horizontal fin



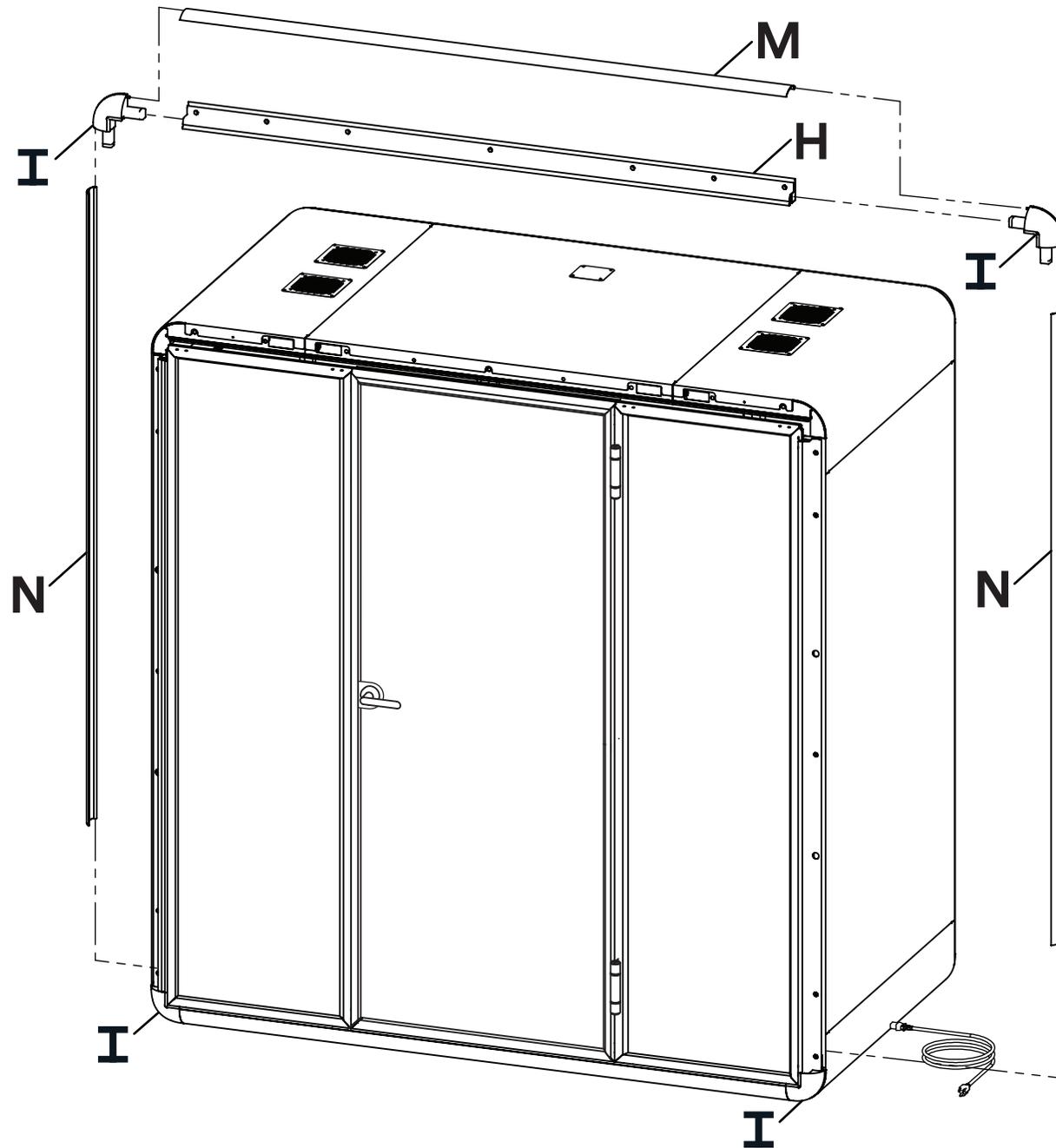
# Kolo 2

· Attach vertical frame



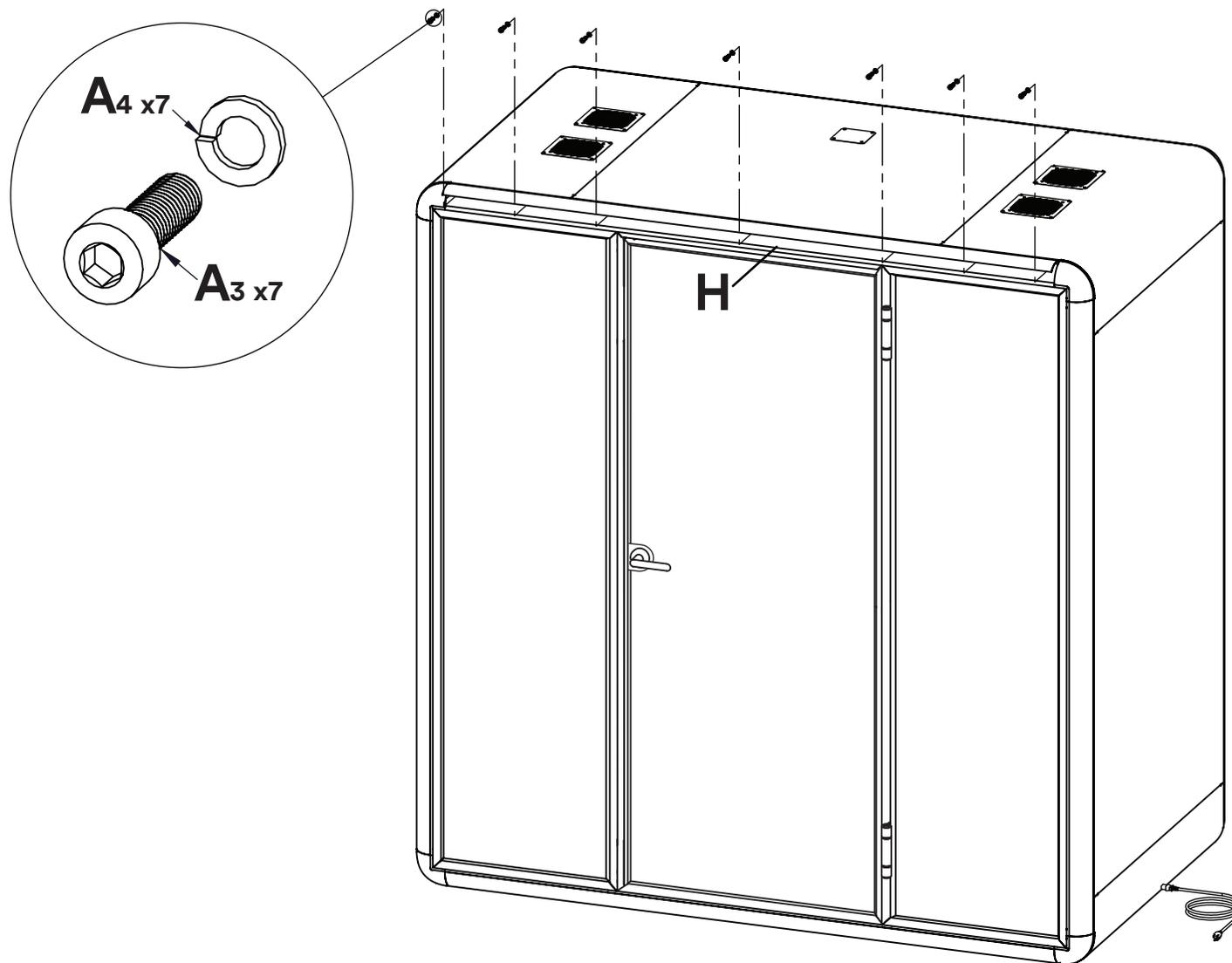
## Kolo 2

- Assemble corners onto horizontal frame and horizontal fin
- Lower this assembled unit into place, while also inserting vertical fins into corners

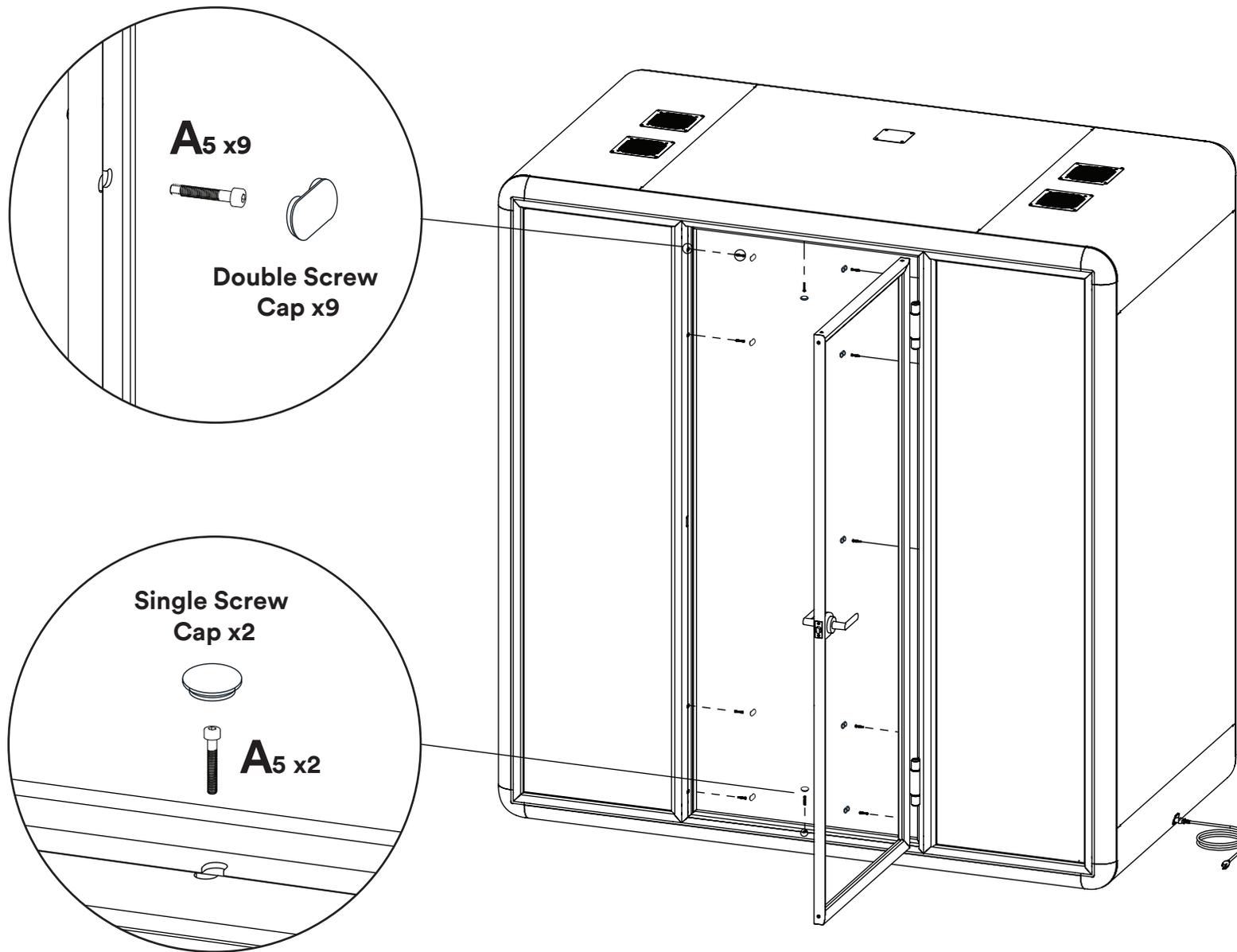


## Kolo 2

· Attach horizontal frame

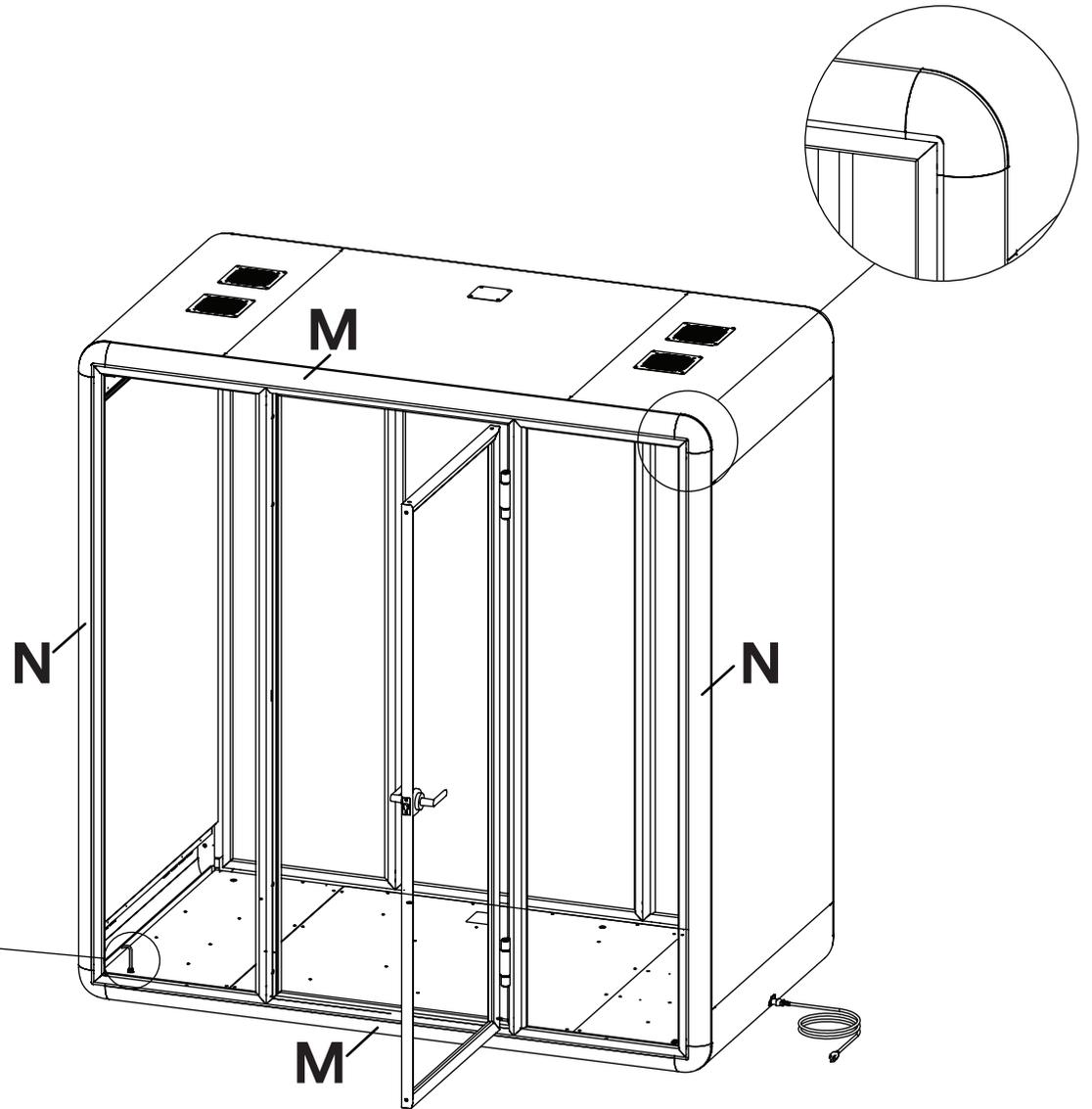
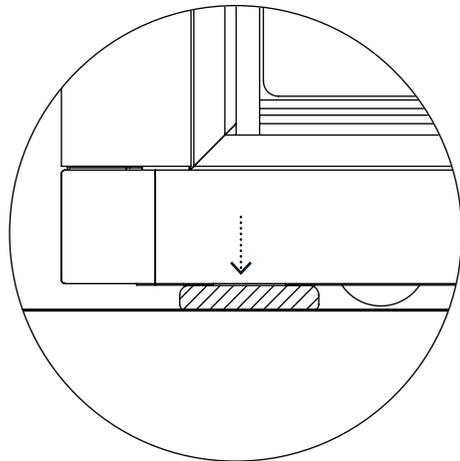
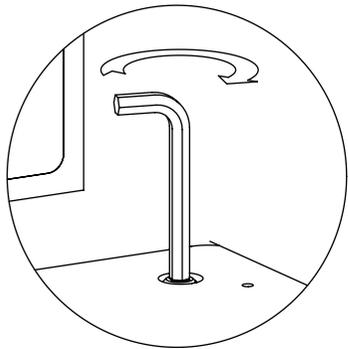
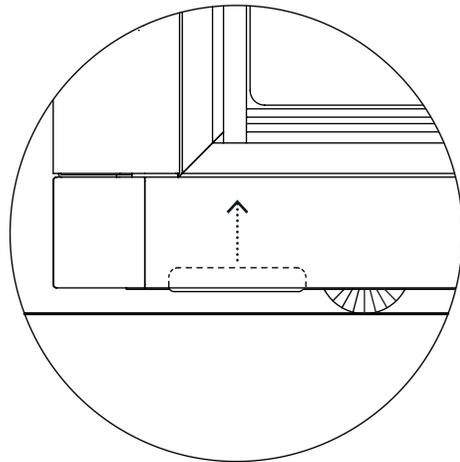
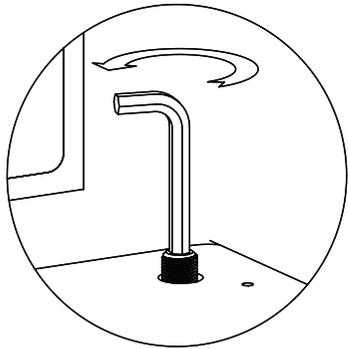


# Kolo 2



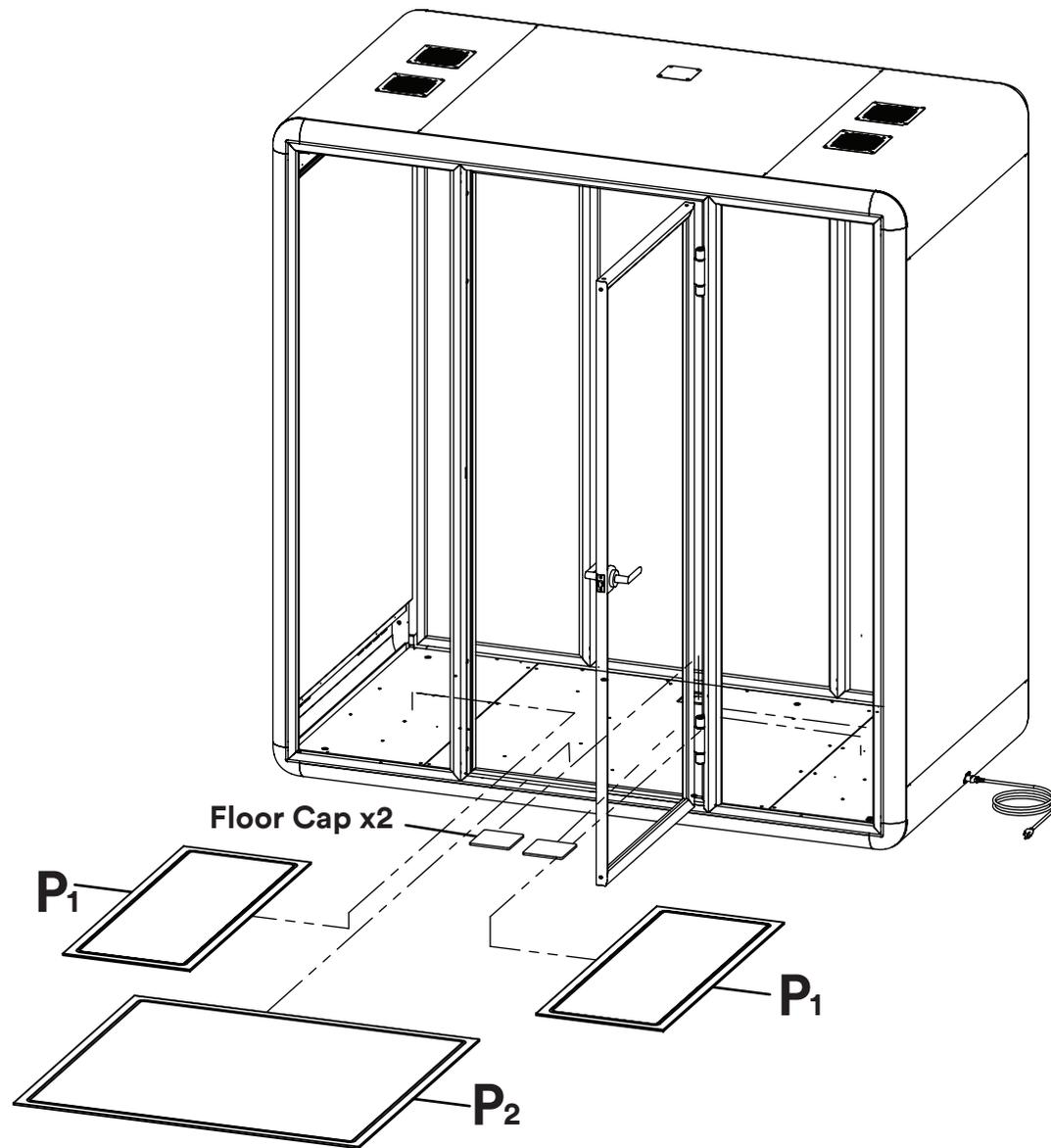
## Kolo 2

- Use a mallet to close the four hinged fins
- Use an allen wrench to disengage the glides
- Roll the Pod to it's desired location
- Adjust each of the 8 glides, leveling the Pod so that the seams and shadow lines are square



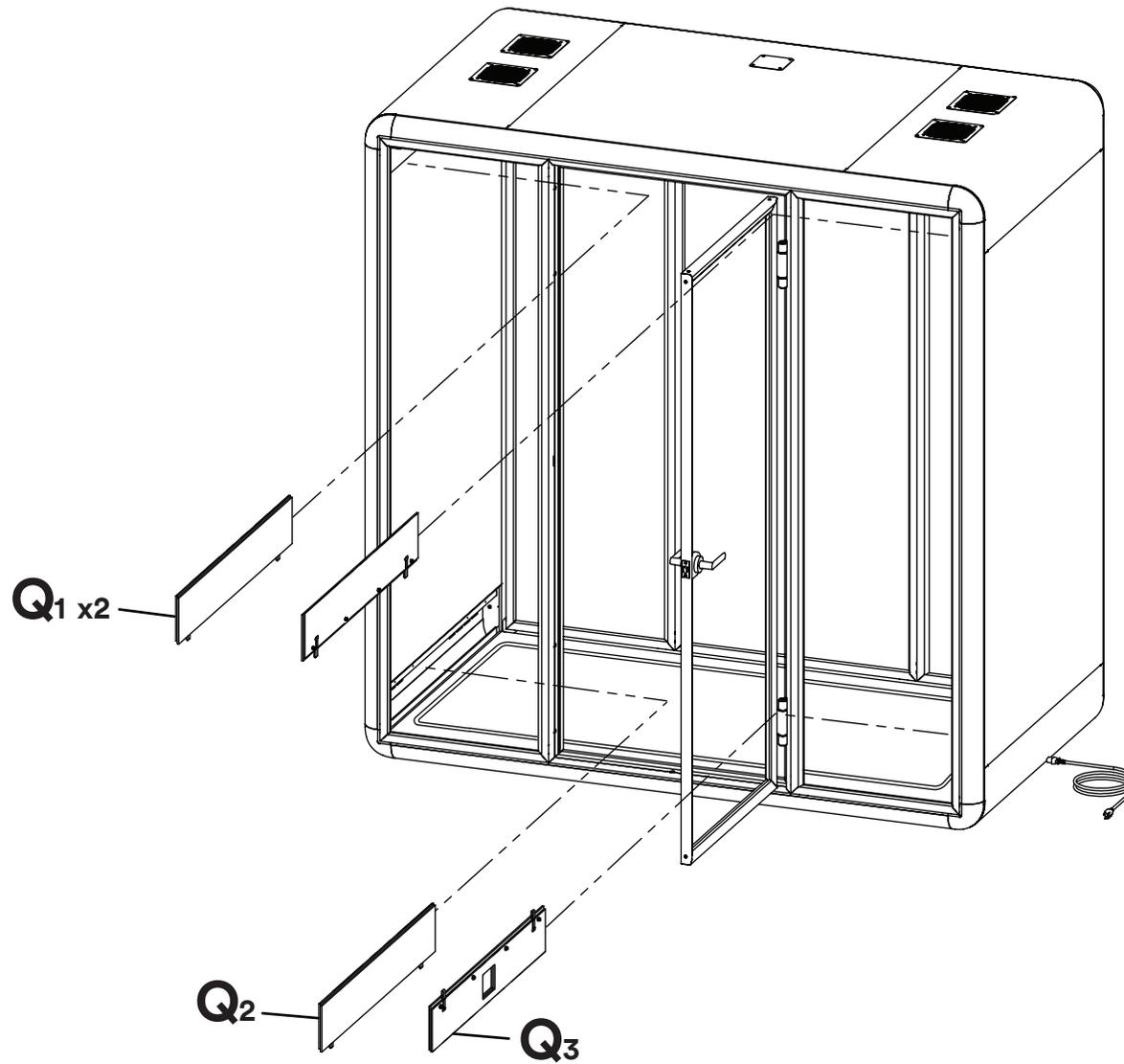
## Kolo 2

- Install Floor Caps
- Install Floor tiles



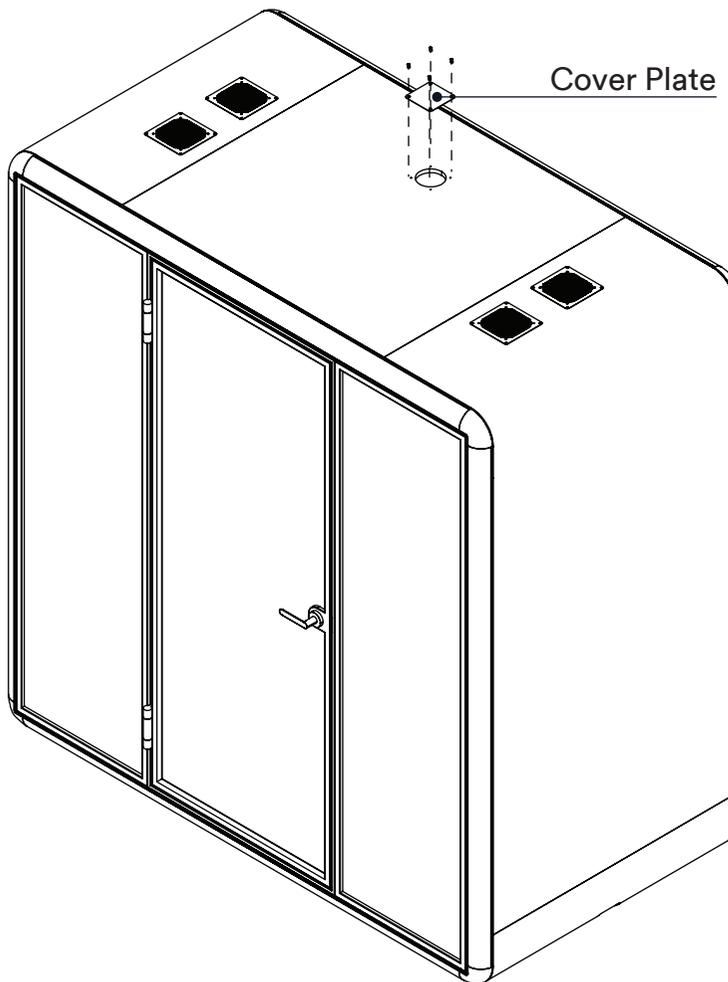
# Kolo 2

· Press finishing panels into place

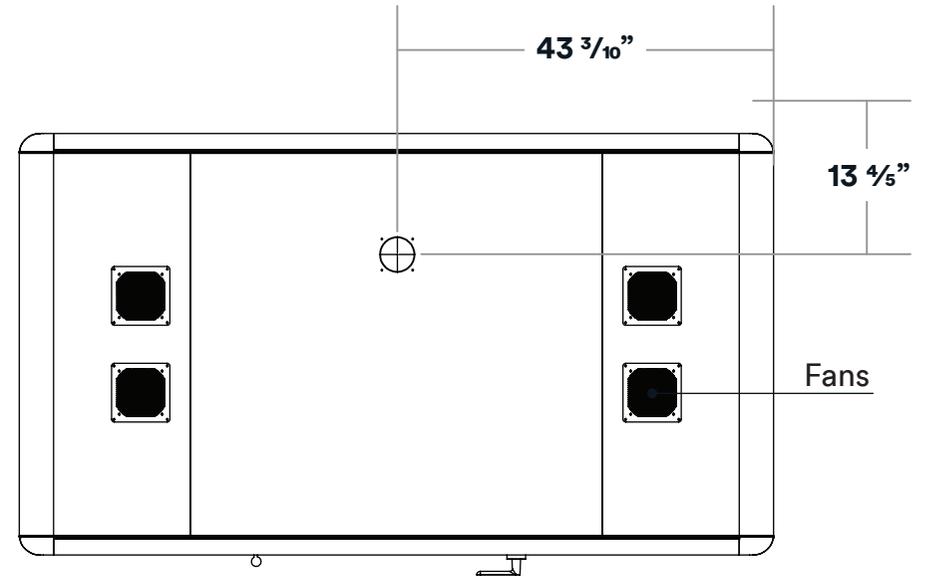


## Kolo 2

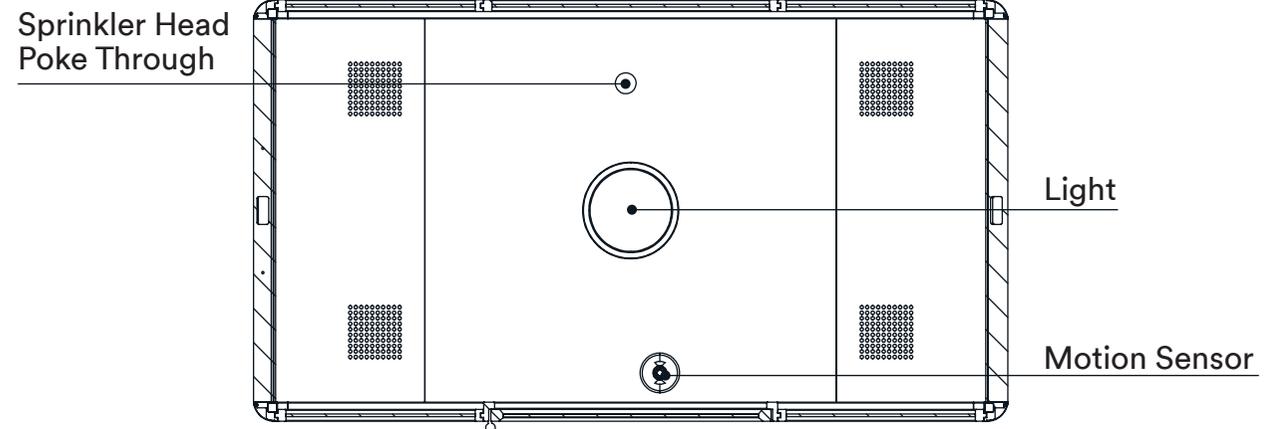
- Unplug the power cord
- Remove the cover plate
- Drill a pilot hole from the exterior
- Use a 2 3/8" hole saw from interior
- Install grommet, plumbing and sprinkler head guard (not provided)



CEILING EXTERIOR VIEW  
SPRINKLER COVER PANEL REMOVED

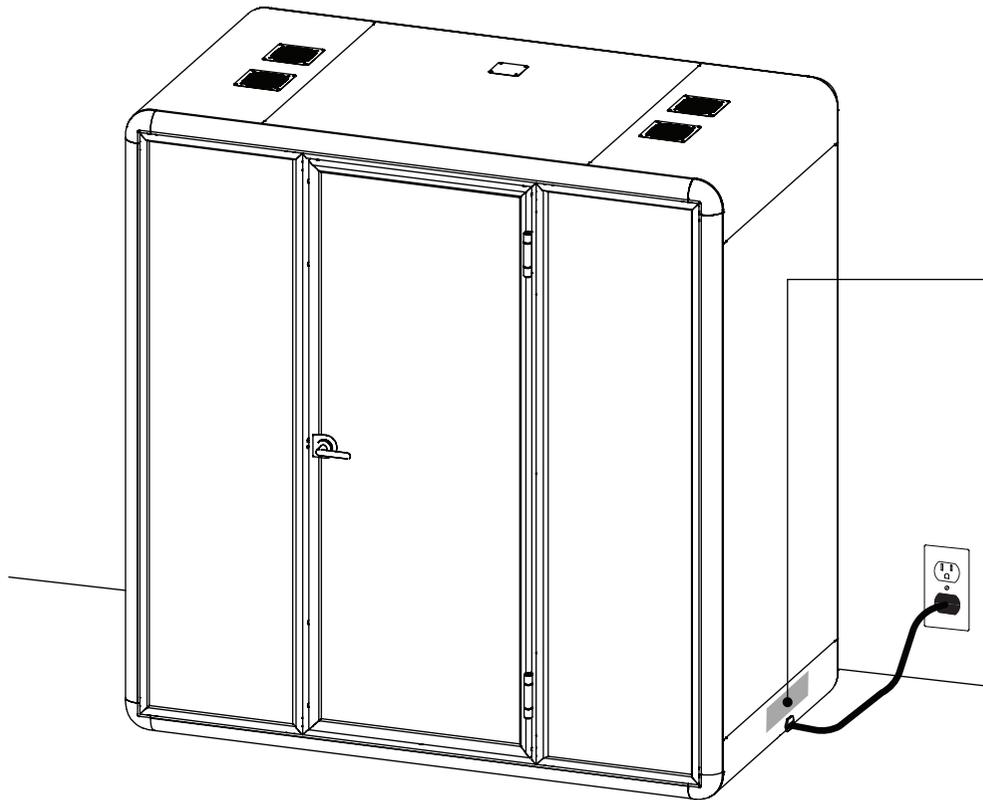


CEILING INTERIOR VIEW



# Kolo 2

- Plug in the Pod
- Use a permanent marker to check the **PPK2-B22 Box** on the UL Label
- UL label is located above the A/C outlet



<b>⚠ WARNING</b>	
<b>COMMERCIAL USE ONLY AND DRY LOCATION USE ONLY</b>	
RISK OF FIRE AND SHOCK, MAX LOAD 9A FOR ALL RECEPTACLES	<b>REVIEW THE ASSEMBLY INSTRUCTION TO CONFIRM THAT THE APPROPRIATE CRITICAL COMPONENTS AND ACCESSORIES ARE BEING USED WITH THE FURNISHING.</b>
RISK OF FIRE AND SHOCK, USE ONLY SJT TYPE, MIN 14 AWG, 80 DEGREE C VW-1 CORD	
<b>CAUTION</b> RISK OF FIRE - FOR CONTINUED PROTECTION AGAINST RISK OF FIRE, DISCONNECT POWER BEFORE REPLACING FUSES, REPLACE ONLY WITH 250VAC, 10A FUSE.	<b>UL LISTED</b> POWERED FURNITURE E527826
BEFORE SERVICING OR REPLACING THE FUSE, DISCONNECT THE POWER CORD.	
SMOKE DEVELOPED INDEX OVER 450	
<b>Kolo Series</b> Model number: <input checked="" type="checkbox"/> PPK2-B22 <input type="checkbox"/> PPK4-B22 <input type="checkbox"/> PPK6-B22	
Electrical Input: 120VAC, 10A Max, 60Hz Date of Manufacture: XXX XXXX	
<b>Kolo</b> WHITE PO: xxxxxx	
SKU: 108951 COO: Taiwan	