

Kolo 2 Add-On

Carton plan + components

HEADS UP

- Use this document to verify carton contents
- Kolo 4 or Kolo 6 assembly instructions are provided by your dispatcher and/or Kimball Project Manager

Kimball International

1600 Royal Street
Jasper, IN 47546

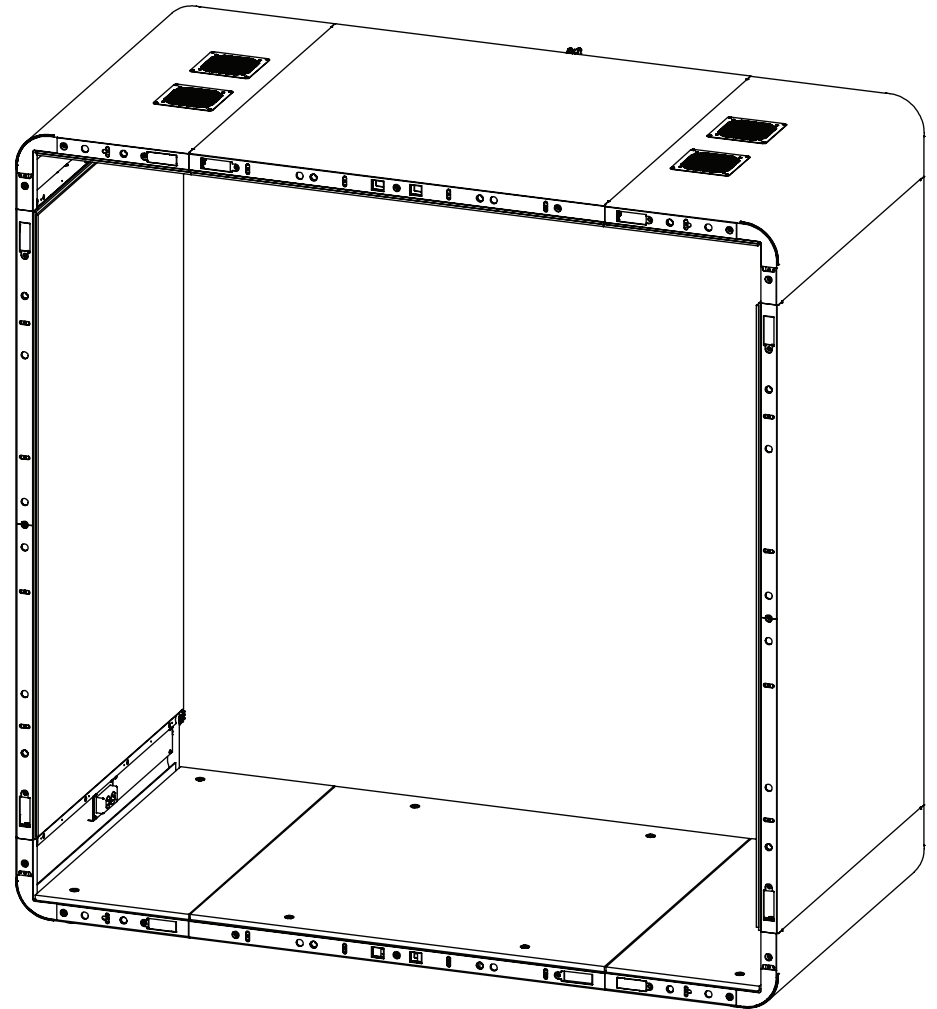
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CUSTOMER SERVICE

(800) 482-1717

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Kolo 2 Add-On

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. Close supervision is necessary when this furnishing is used by, or near children, invalids, or disabled persons.
2. Use this furnishing only for its intended use as described in these instructions. Do not use attachments not recommended by the manufacturer.
3. 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.
4. Keep the cord away from heated surfaces.
5. Never operate the furnishing with the air openings blocked. Keep the air openings free of lint, hair, and the like.
6. Never drop or insert any object into any opening.
7. Do not use outdoors.
8. Do not operate where aerosol (spray) products are being used or where oxygen is being administered.
9. To disconnect, turn all controls to the off position, then remove plug from outlet.
10. Commercial use only and dry location use only.
11. Max load 9A for all receptacles.
12. Mount only approved work surfaces and secondary surfaces in accordance with instructions.
13. Risk of Injury to Persons – Do not use pod walls to mount video equipment such as televisions or computer monitors without Manufacturing approved solution.
14. Smoke developed index over 450.

15. Contact your building manager or city fire Marshall before integrating this Pod into your buildings fire suppression system.

16. When not in use for extended periods of time we recommend disconnecting the power cord.

17. Not more than 2pcs room accessory model PPK2A-B22 for room model PPK2-B22

SAVE THESE INSTRUCTIONS

Kolo Series

Model number: Accessory Model # PPK2A-B22
For Room Model # PPK2-B22

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



Kolo 2 Add-On

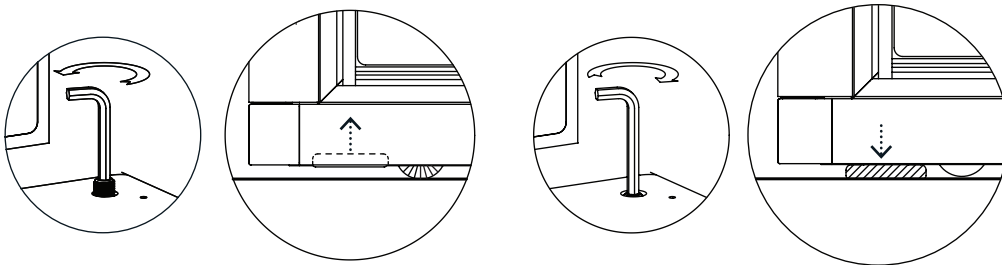
INSTRUCTIONS FOR USE & MAINTENANCE

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

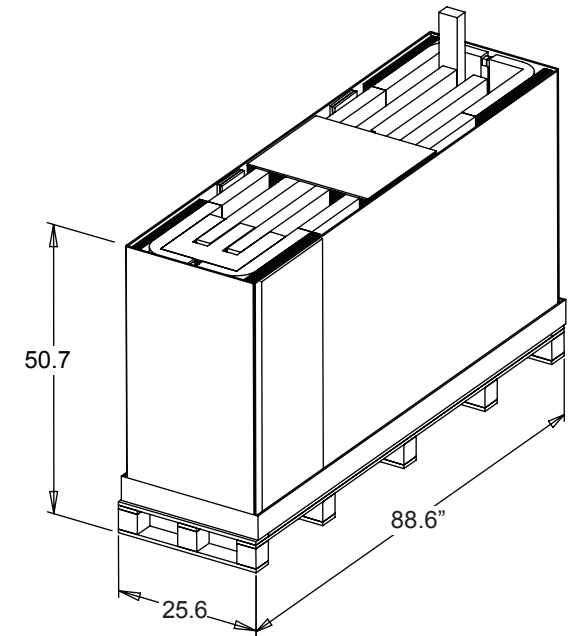
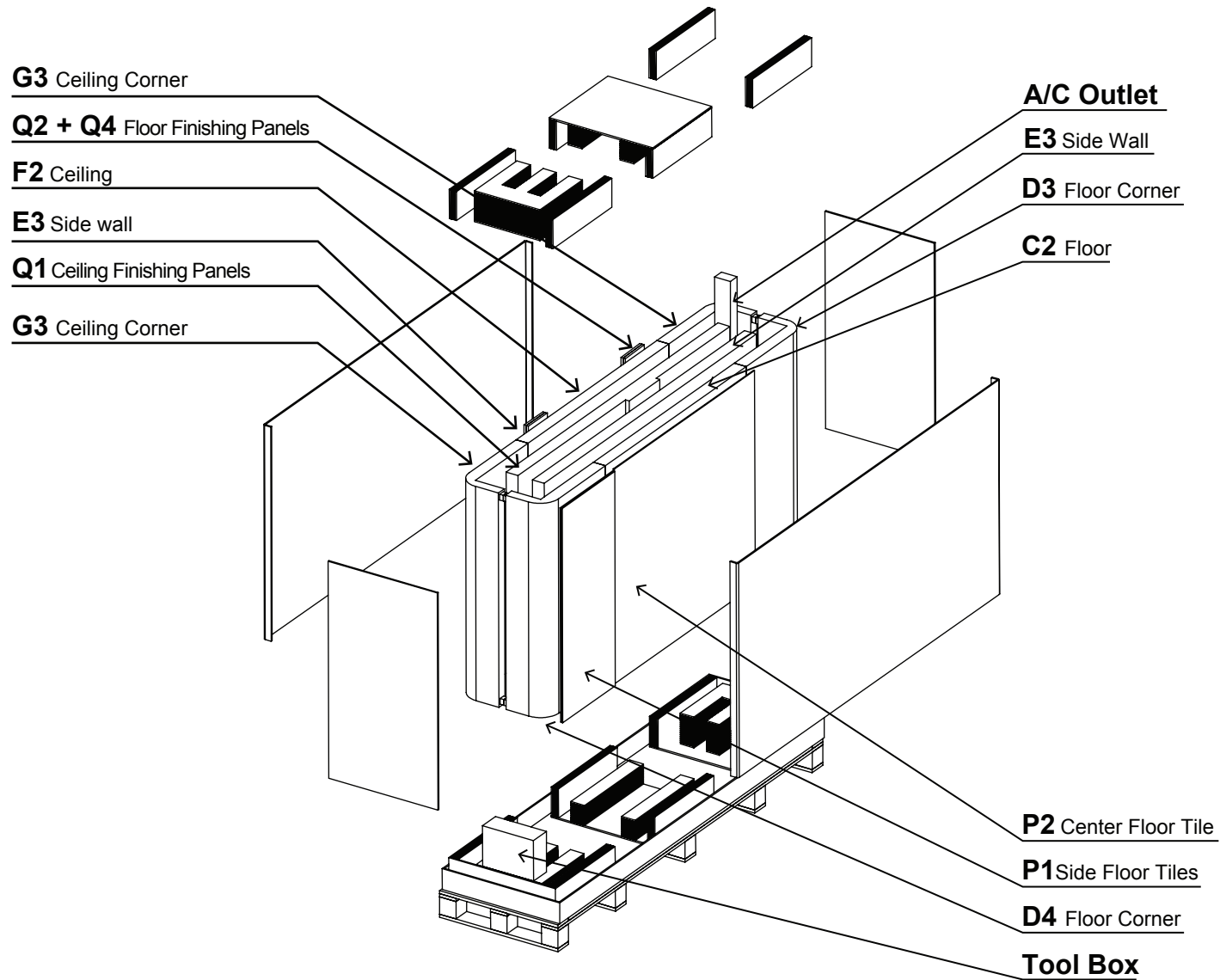
How to Reposition + Level

- 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 Add-On

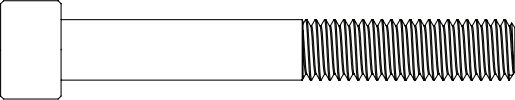
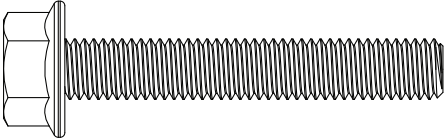
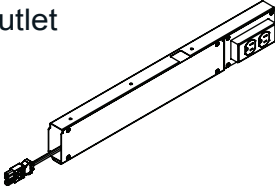
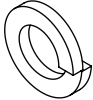
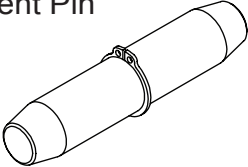

CARTON PLAN



Total Carton weight 763 lbs
Total Pod weight 536 lbs

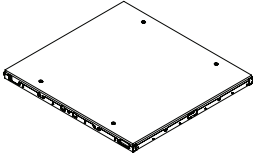
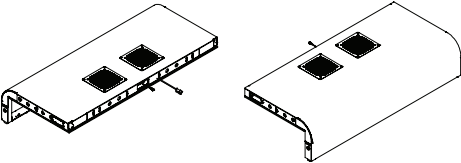
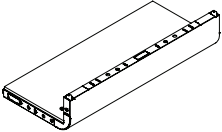
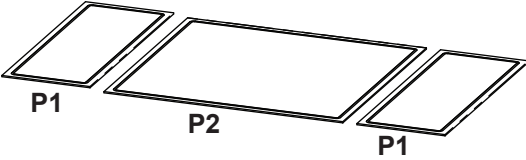
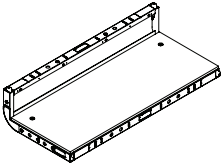
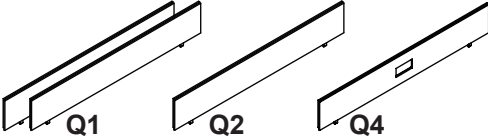
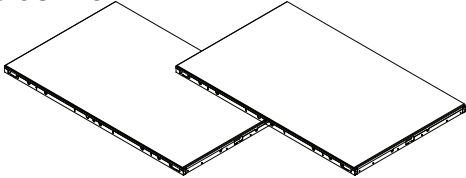
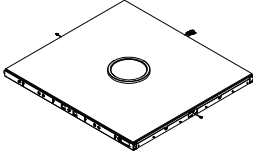
Kolo 2 Add-On

HARDWARE + SCREWS

	[blank]	<div>A8</div> <div>QTY. x4</div>	<div>M8x60mm - Allen</div> <div>  </div>		
<div>A2</div> <div>QTY. x24</div>	<div>M8x50 - Hex</div> <div>  </div>	<div>QTY. x1</div>	<div>A/C Outlet</div> <div>  </div>		
<div>A4</div> <div>QTY. x4</div>	<div>Spring Washer</div> <div>  </div>				
<div>A6</div> <div>QTY. x20</div>	<div>Alignment Pin</div> <div>  </div>				
<div>A7</div> <div>QTY. x16</div>	<div>M8x35mm - Allen</div> <div>  </div>				

Kolo 2 Add-On

COMPONENTS

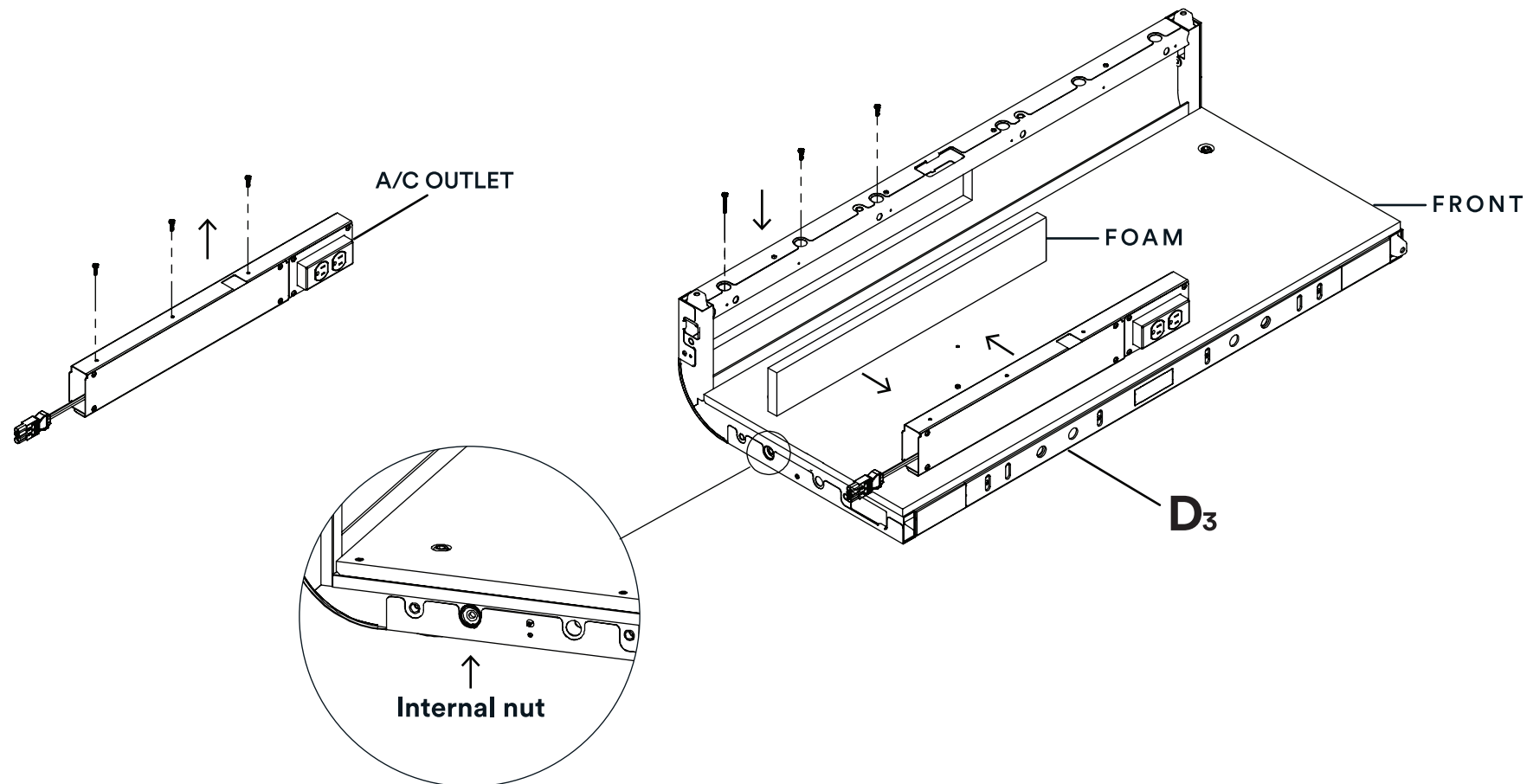
C2 QTY. x1	Floor 	G3 QTY. x2	Ceiling Corners 		
D3 QTY. x1	Floor Corner 	P QTY. x3	Center + Side Floor Tiles 		
D4 QTY. x1	Floor Corner 	Q QTY. x4	Finishing Panels 		
E3 QTY. x2	Side Wall 				
F2 QTY. x1	Ceiling 				

Kolo 2 Add-On Unit

- Remove the two screws connecting the floor corners and floor
- Remove foam and discard
- Remove three screws from the A/C Outlet and use them to install the AC outlet into floor corner **D3**, facing the correct orientation

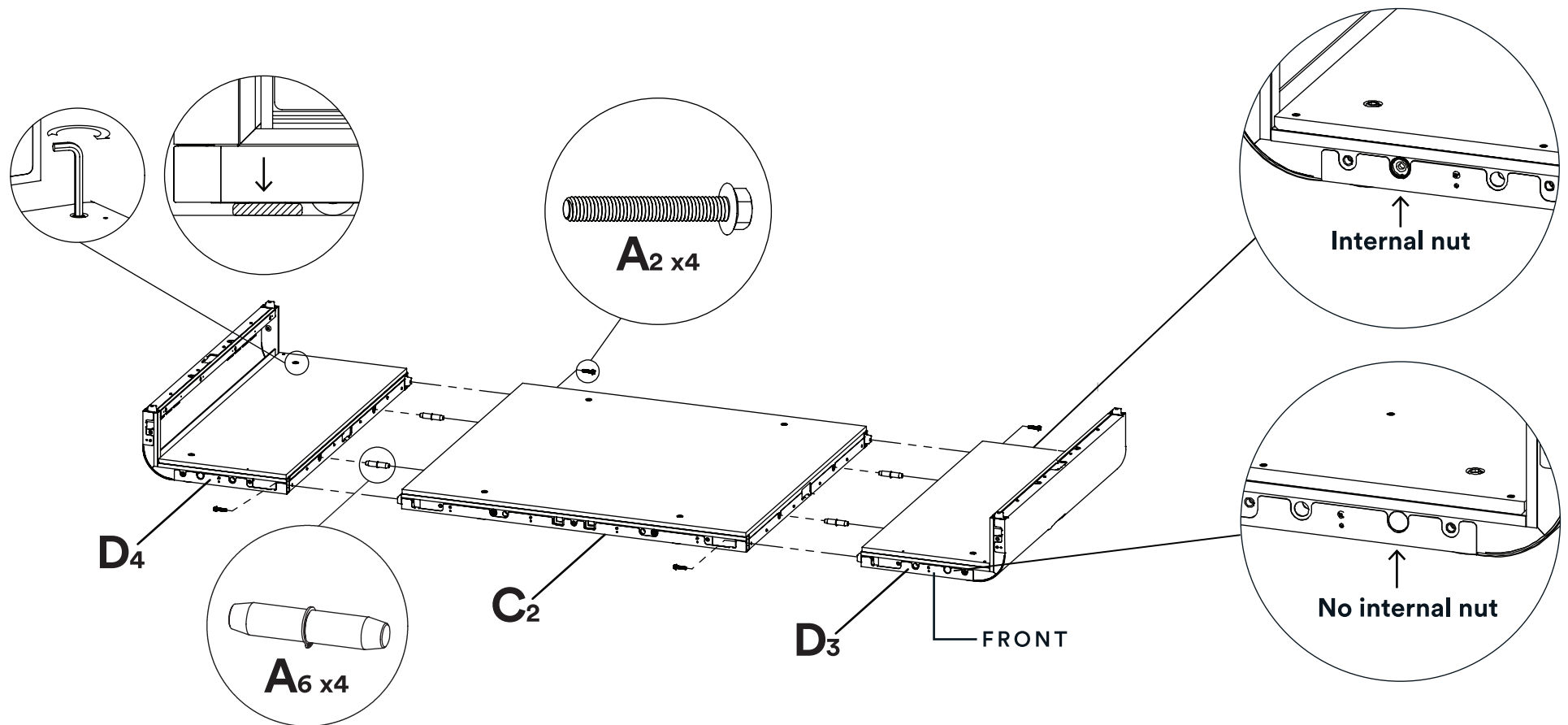
HEADS UP!

- Ensure that the A/C outlet cords are coming out on the side of the floor corner with the internal nut



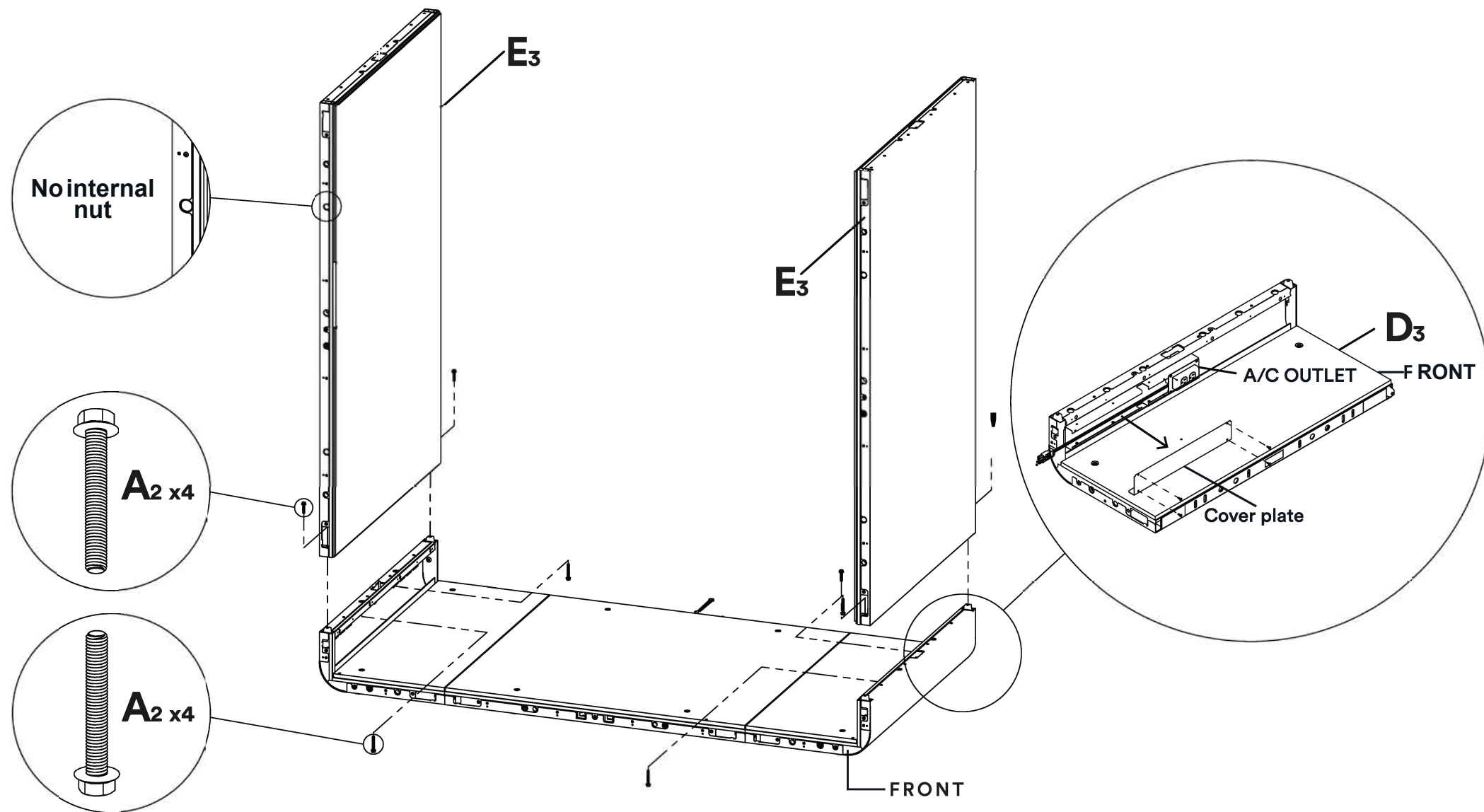
Kolo 2 Add-On Unit

- Orient the floor corners so the internal nut faces the Kolo 2 base unit
- Install four alignment pins
- Screw the floor corners and floor together using four screw
- For stability during assembly, engage the glides



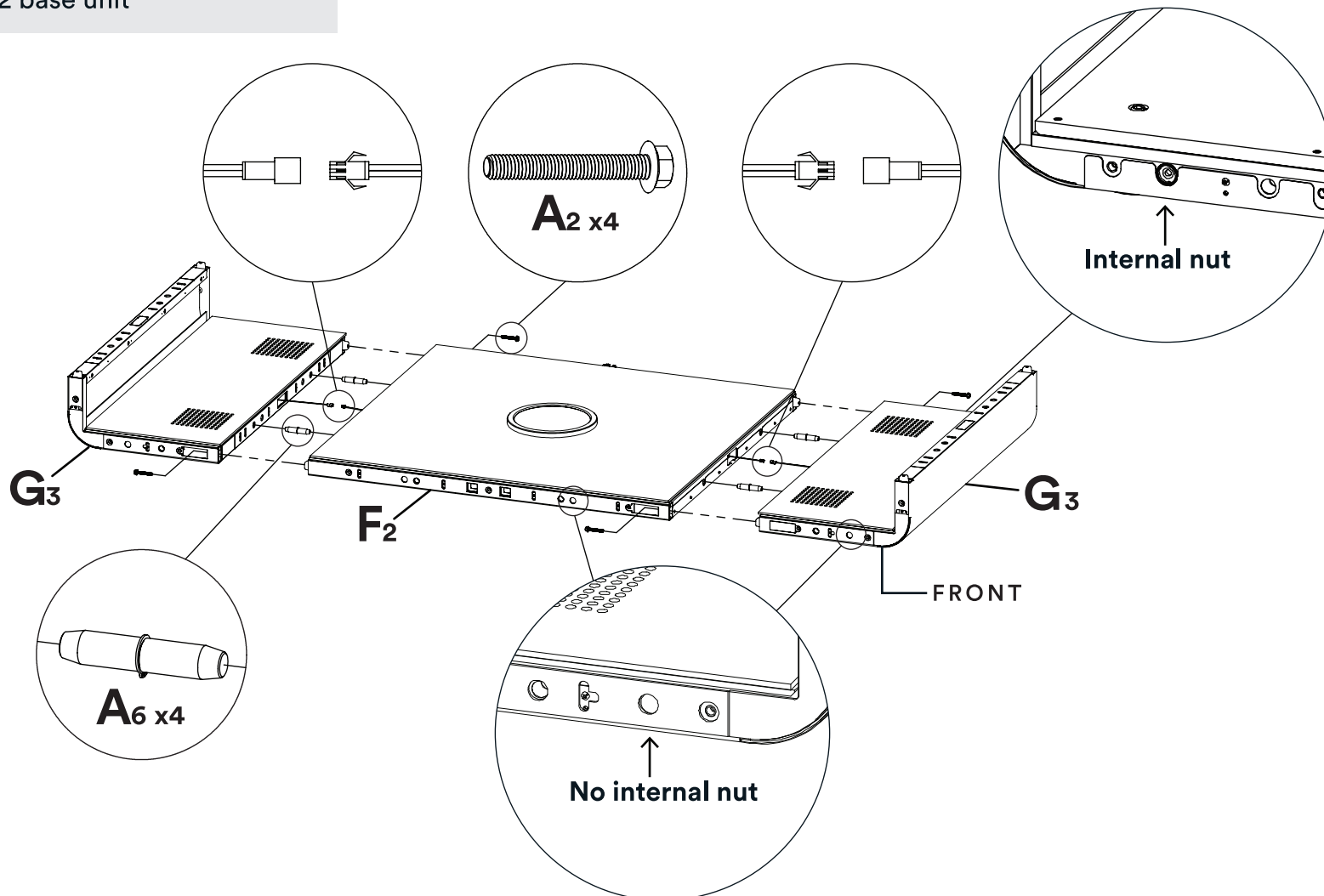
Kolo 2 Add-On Unit

- Remove cover plate from A/C outlet and set aside to reinstall later
- Assemble the walls



Kolo 2 Add-On Unit

- Remove the two screws connecting the ceiling corners and ceiling
- Install four alignment pins
- Screw the ceiling corners and ceiling together using four screws
- Orient the ceiling corners so the internal nuts face the Kolo 2 base unit



Kolo 2 Add-On Unit

- Install the ceiling

