

Kolo 4

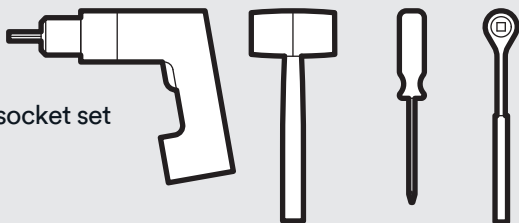
Assembly Instructions

HEADS UP!

- Review the Space Planning illustration on page 33 before building Kolo 6 units
- 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



TOOLS PROVIDED

- 4 ft Drill bit

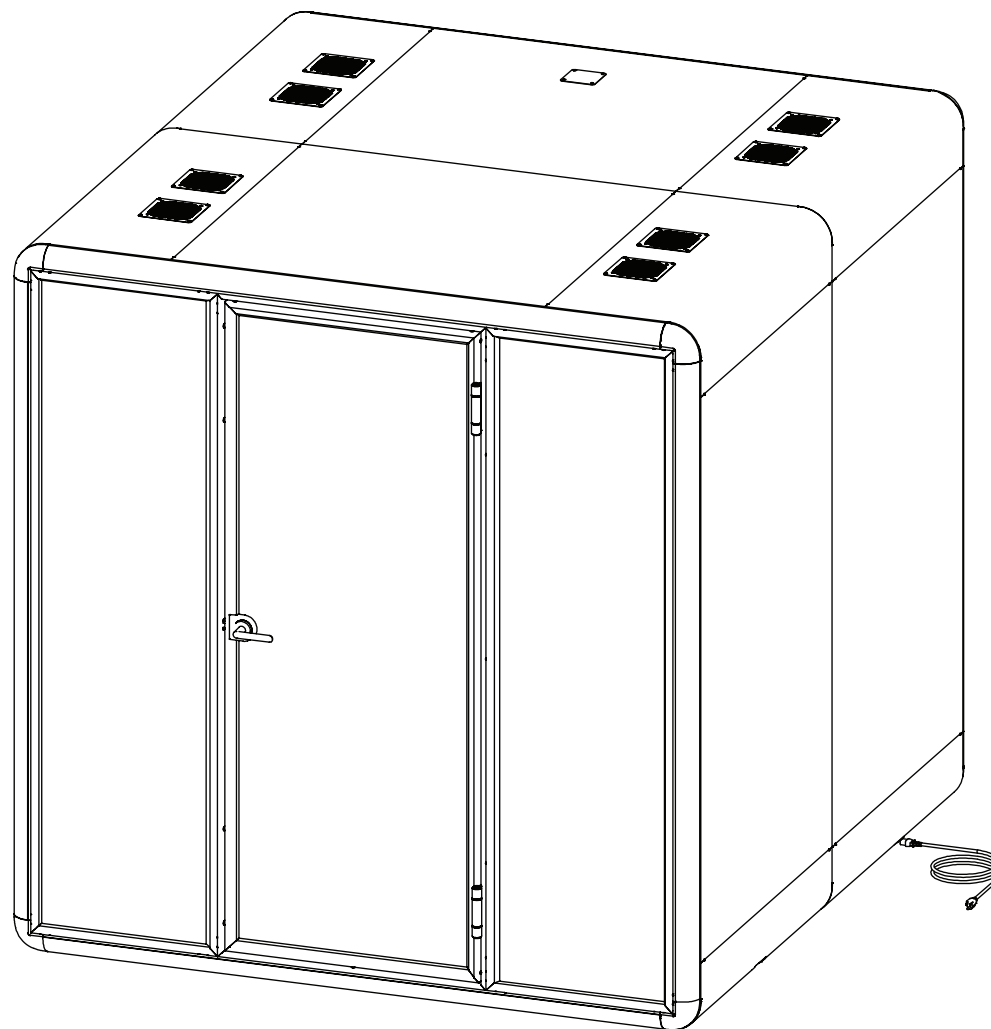


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v24



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:

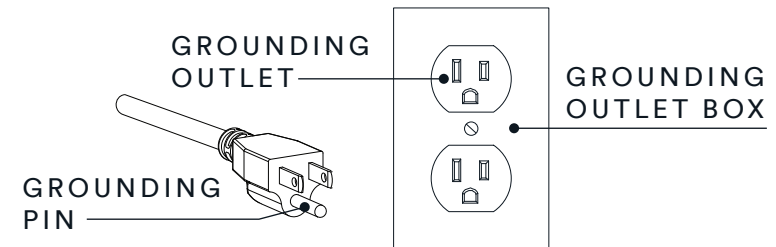
1. Always unplug this furnishing from the electrical outlet before cleaning or servicing.

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)



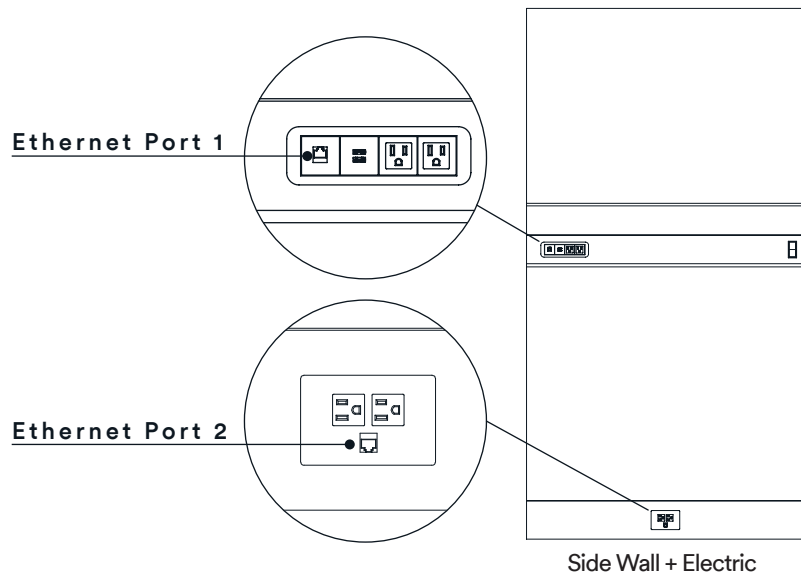
Kolo 4

INSTRUCTIONS FOR USE & MAINTENANCE

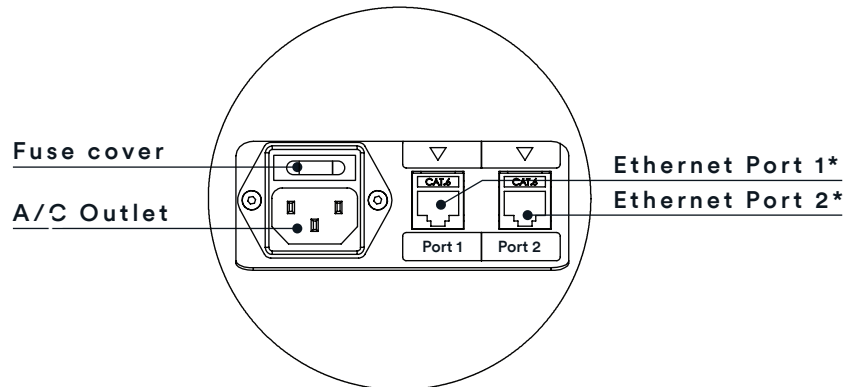
POD INTERIOR

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



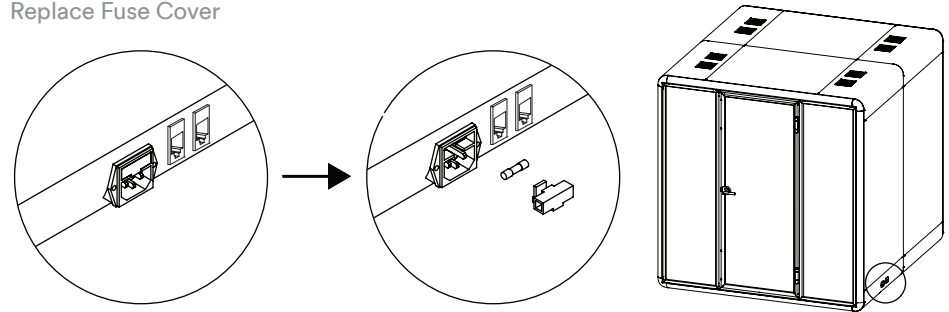
*Cat6 ethernet cable not included

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

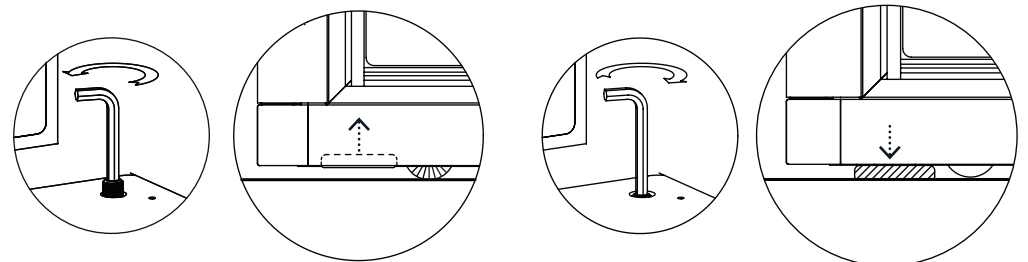
How to Replace a Blown Fuse

- 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

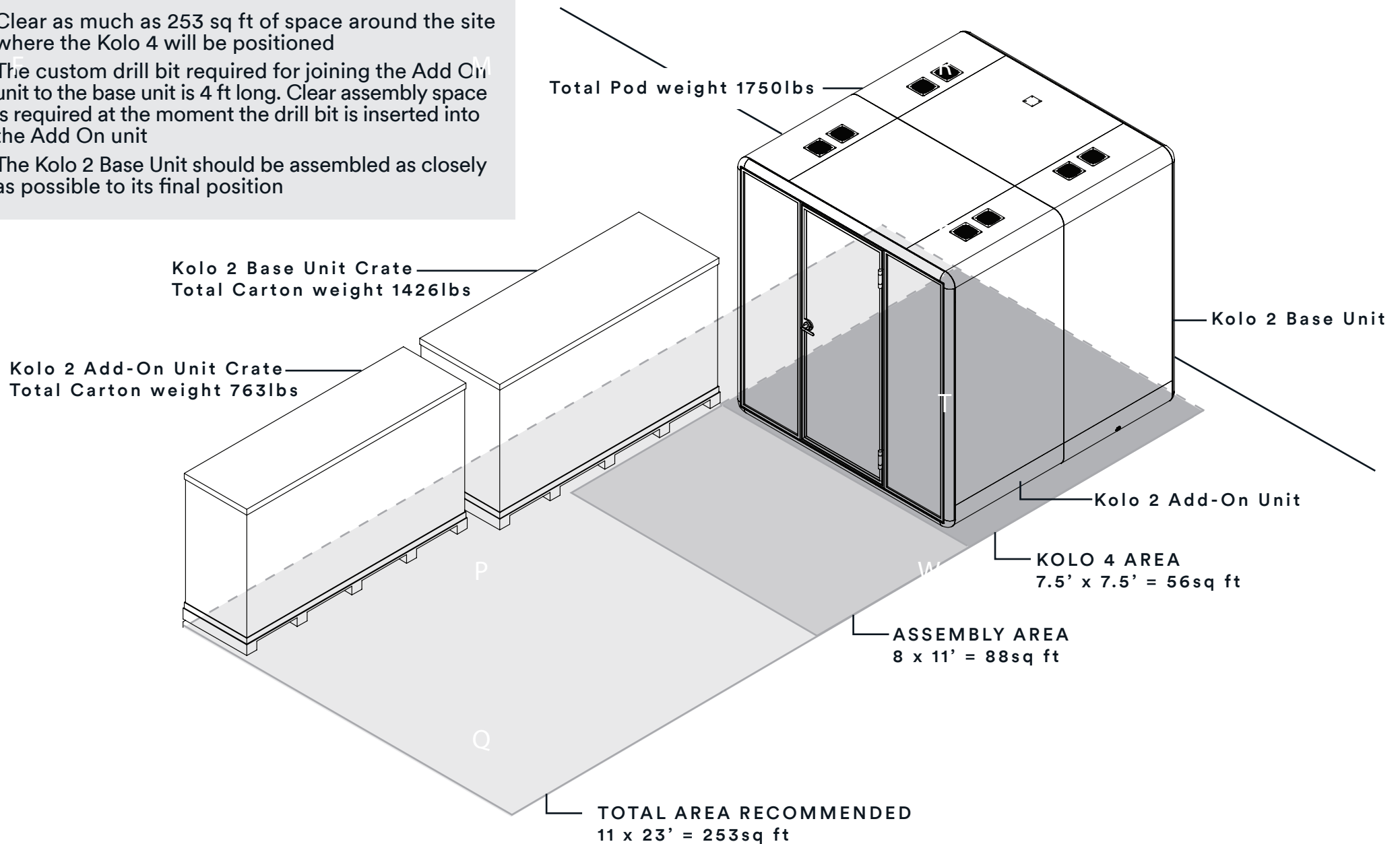
- Use an allen wrench to disengage the glides
- Roll the Pod to it's desired location
- Adjust each of the 4 glides, leveling the Pod so that the seams and shadow lines are square



Kolo 4

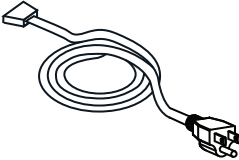
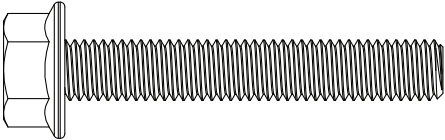
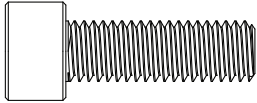
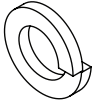
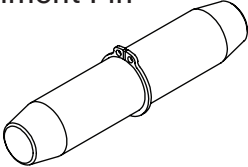
SPATIAL REFERENCE

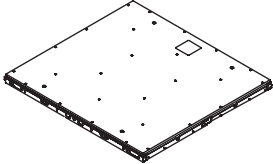
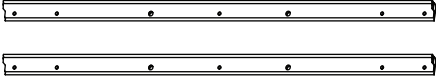
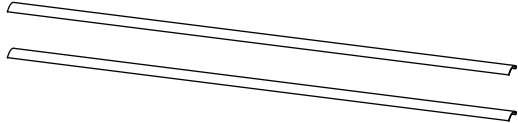
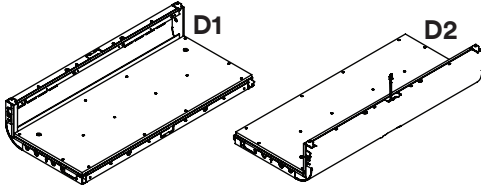
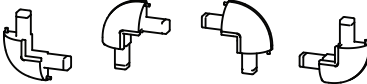
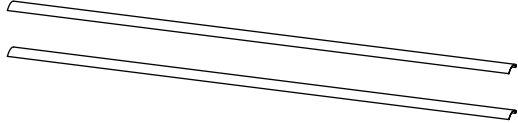
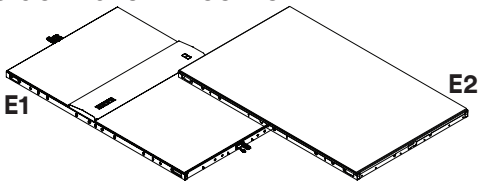
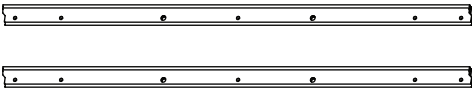
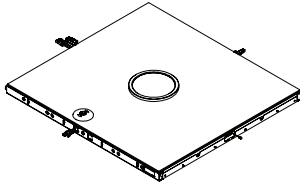
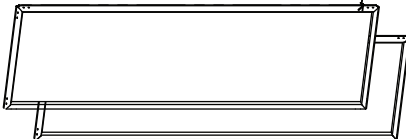
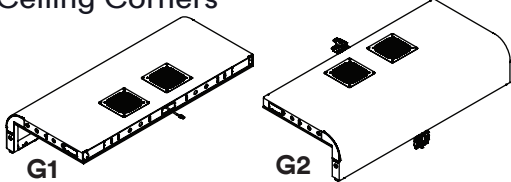

- Clear as much as 253 sq ft of space around the site where the Kolo 4 will be positioned
- The custom drill bit required for joining the Add On unit to the base unit is 4 ft long. Clear assembly space is required at the moment the drill bit is inserted into the Add On unit
- The Kolo 2 Base Unit should be assembled as closely as possible to its final position



Kolo 2 Base Unit

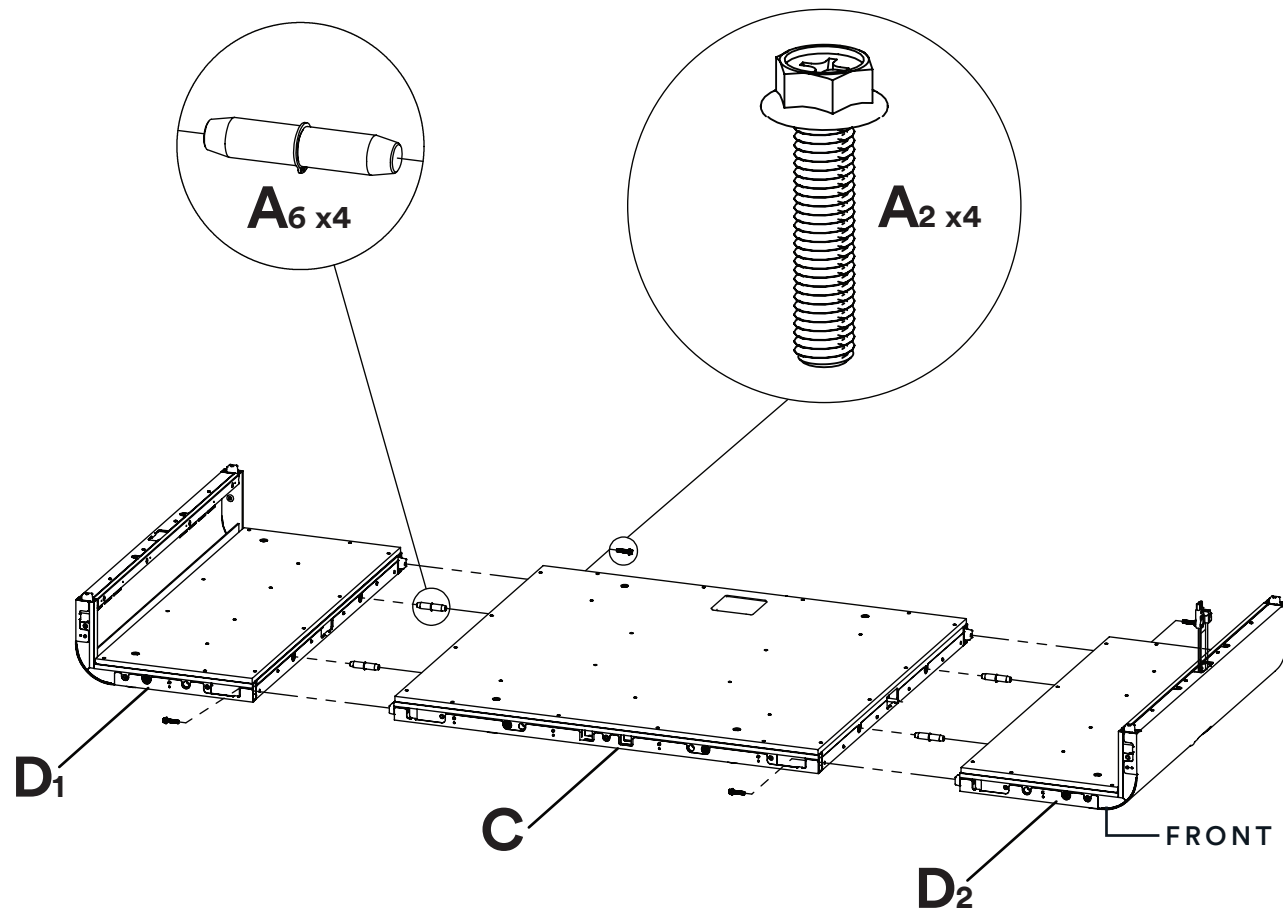
HARDWARE · SCREWS

	[blank]	QTY. x1	Power cord 		
A2 QTY. x24	M8x50 				
A3 QTY. x24	M8x25 				
A4 QTY. x24	Spring Washer 				
A6 QTY. x8	Alignment Pin 				

C QTY. x1	Floor 	H QTY. x2	Horizontal Frames 	M QTY. x2	Horizontal Fins 
D QTY. x2	Floor Corners 	I QTY. x4	Corner Frames 	N QTY. x2	Vertical Fins 
E QTY. x2	Side Walls + Electric 	J QTY. x2	Vertical Frames 		
F QTY. x1	Ceiling 	K QTY. x2	Glass Side Panels 		
G QTY. x2	Ceiling Corners 	L QTY. x1	Back Glass Panel 		

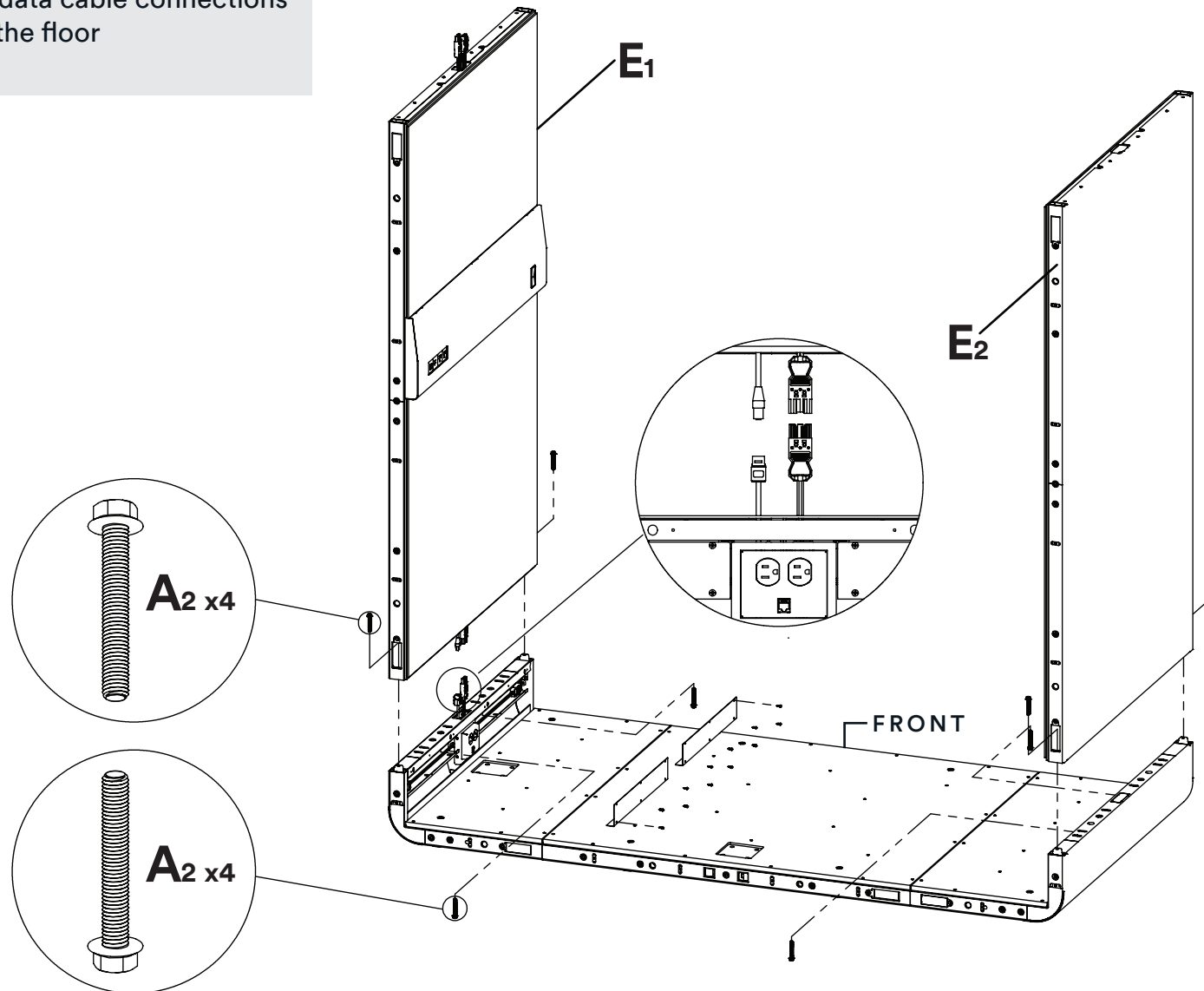
Kolo 2 Base Unit

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



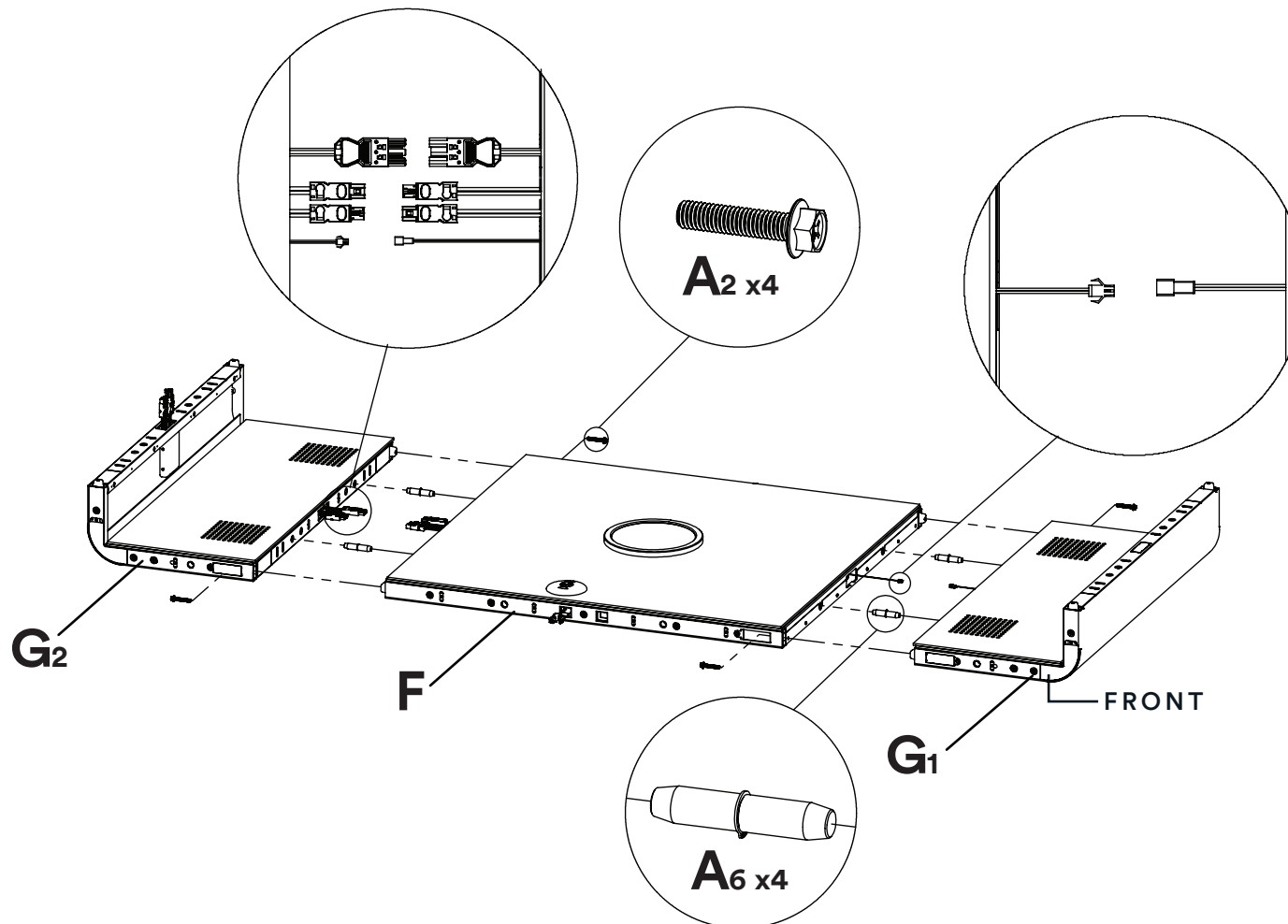
Kolo 2 Base Unit

- 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



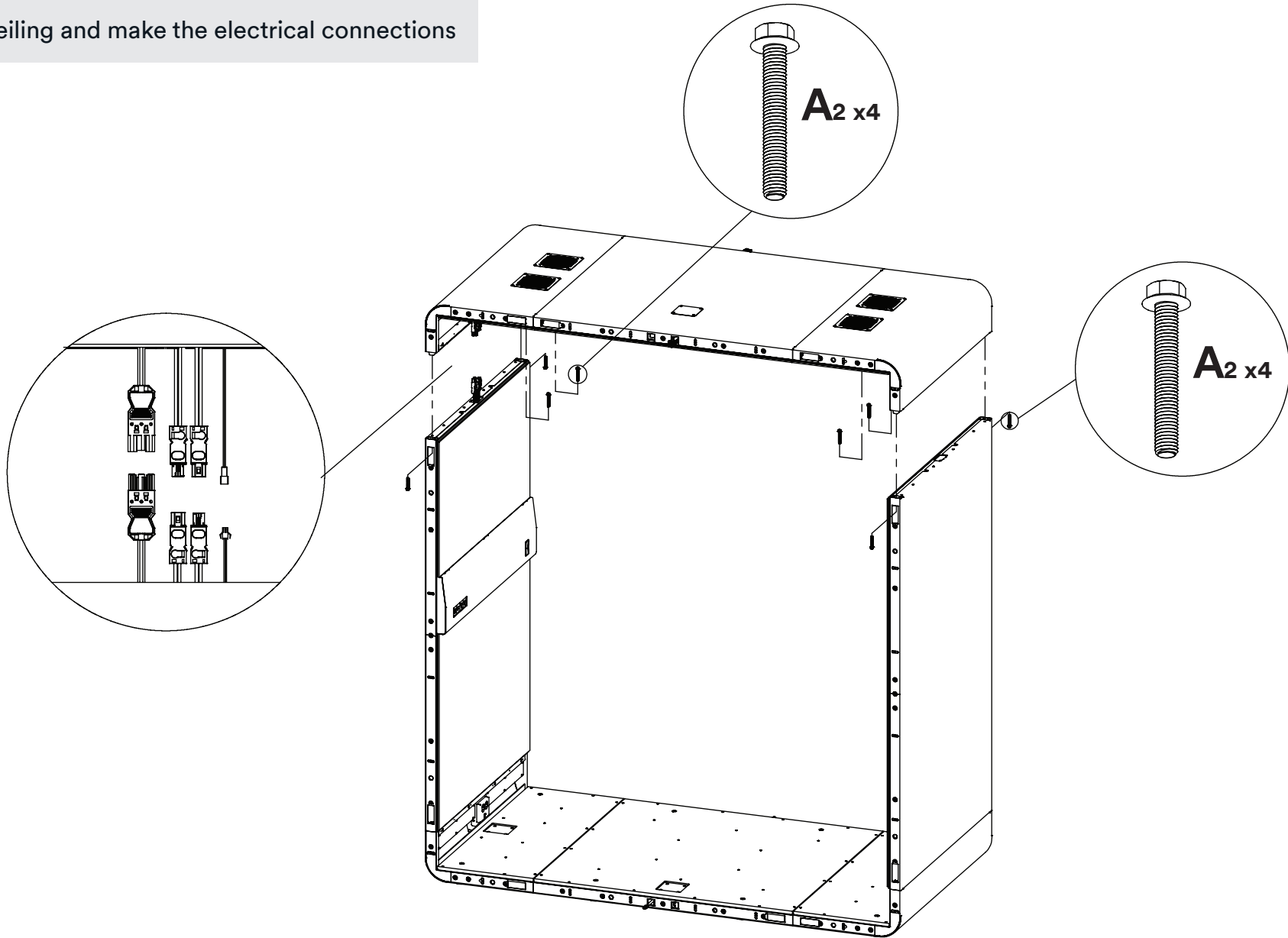
Kolo 2 Base Unit

- 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 Base Unit

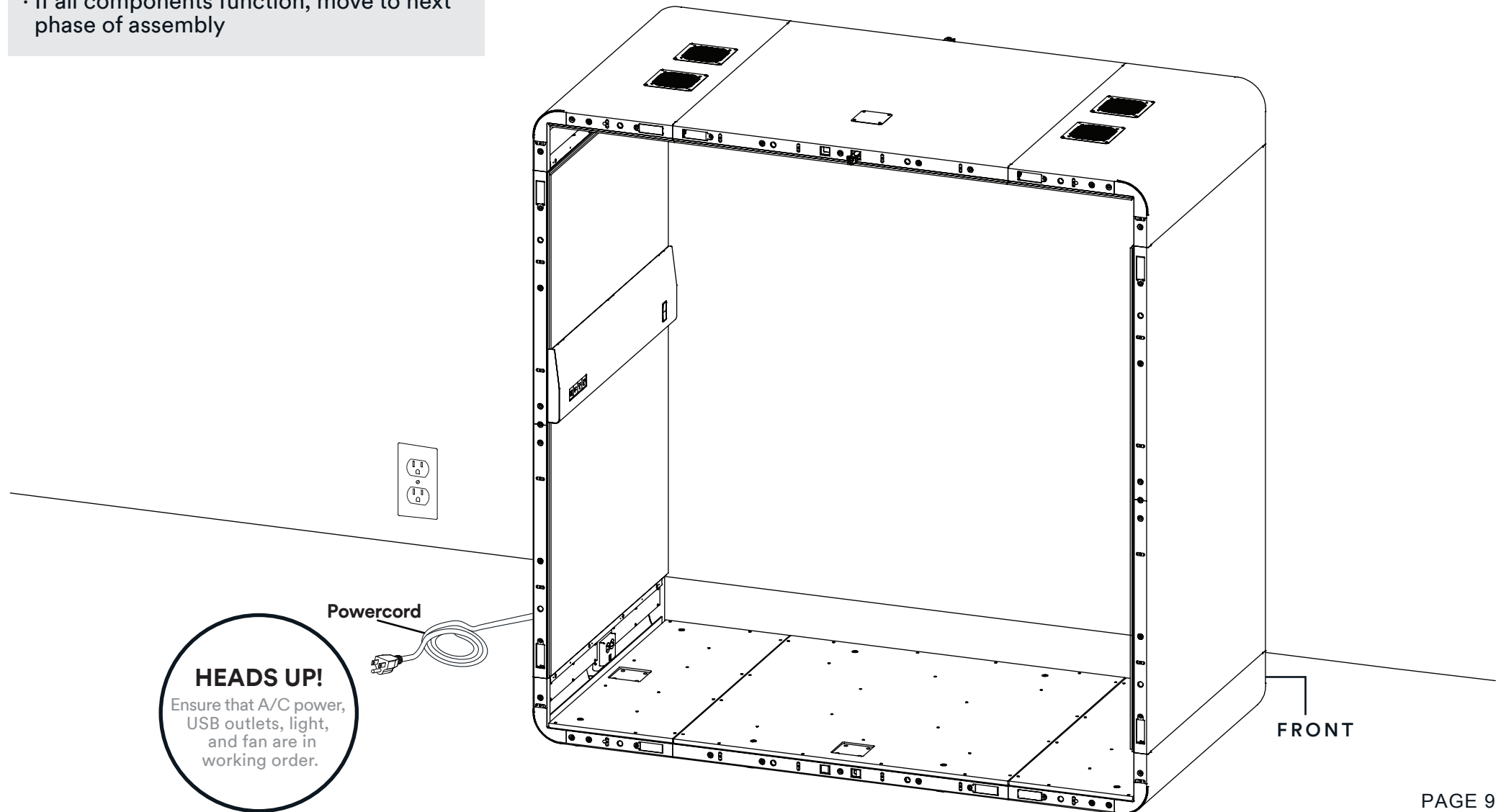
- Install the ceiling and make the electrical connections



Kolo 2 Base Unit

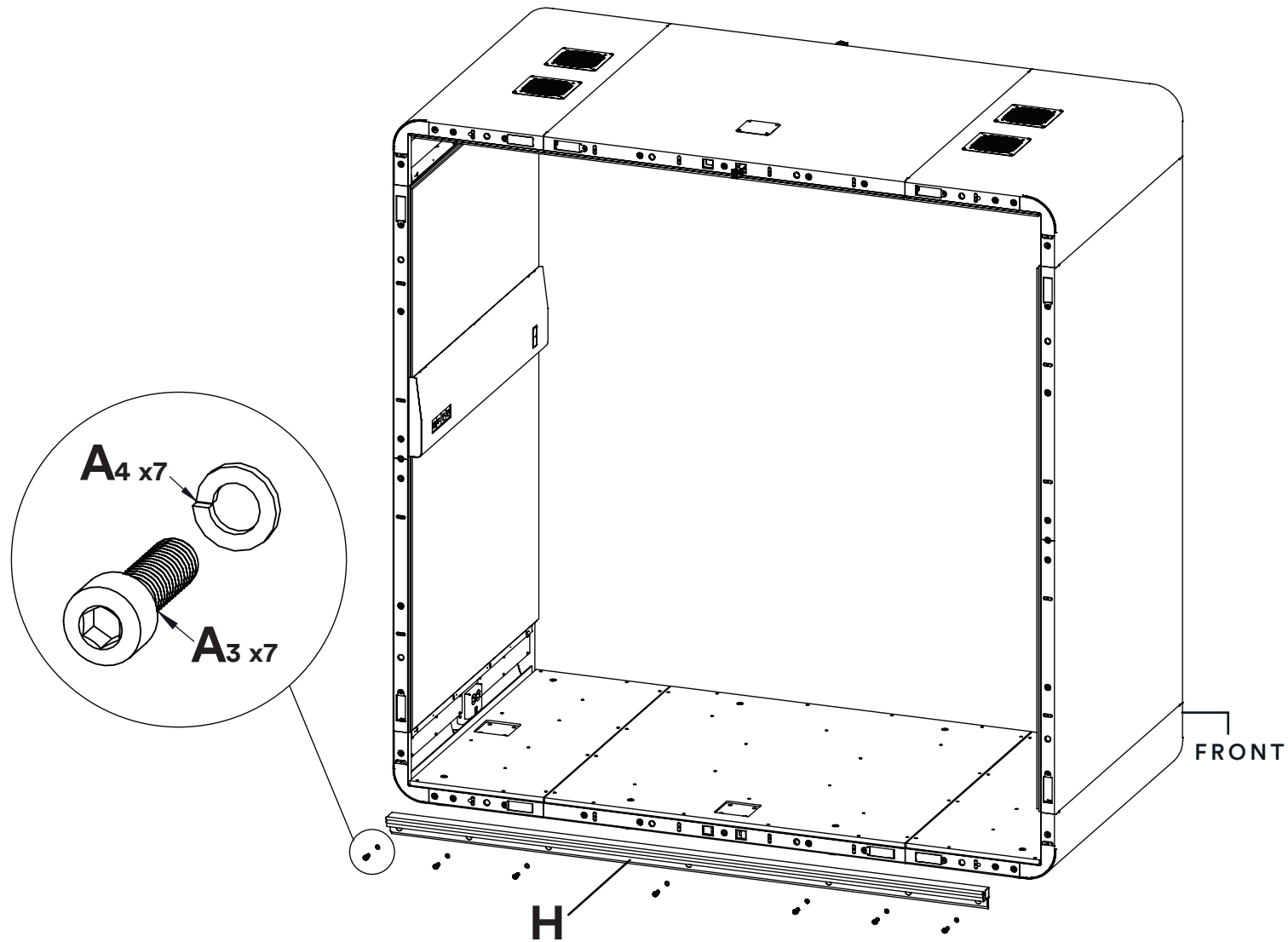
HEADS UP!

- 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



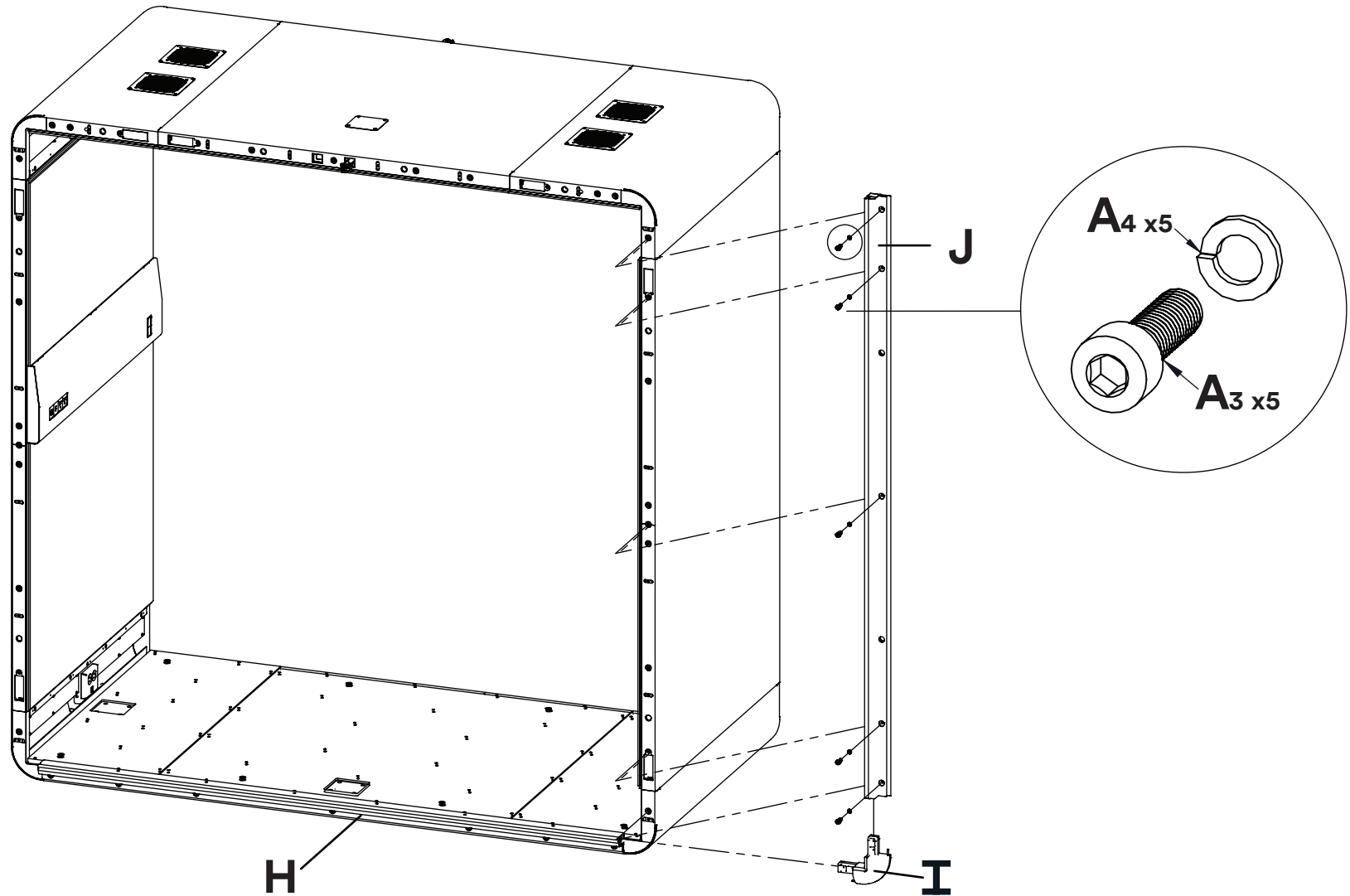
Kolo 2 Base Unit

- Attach horizontal frame



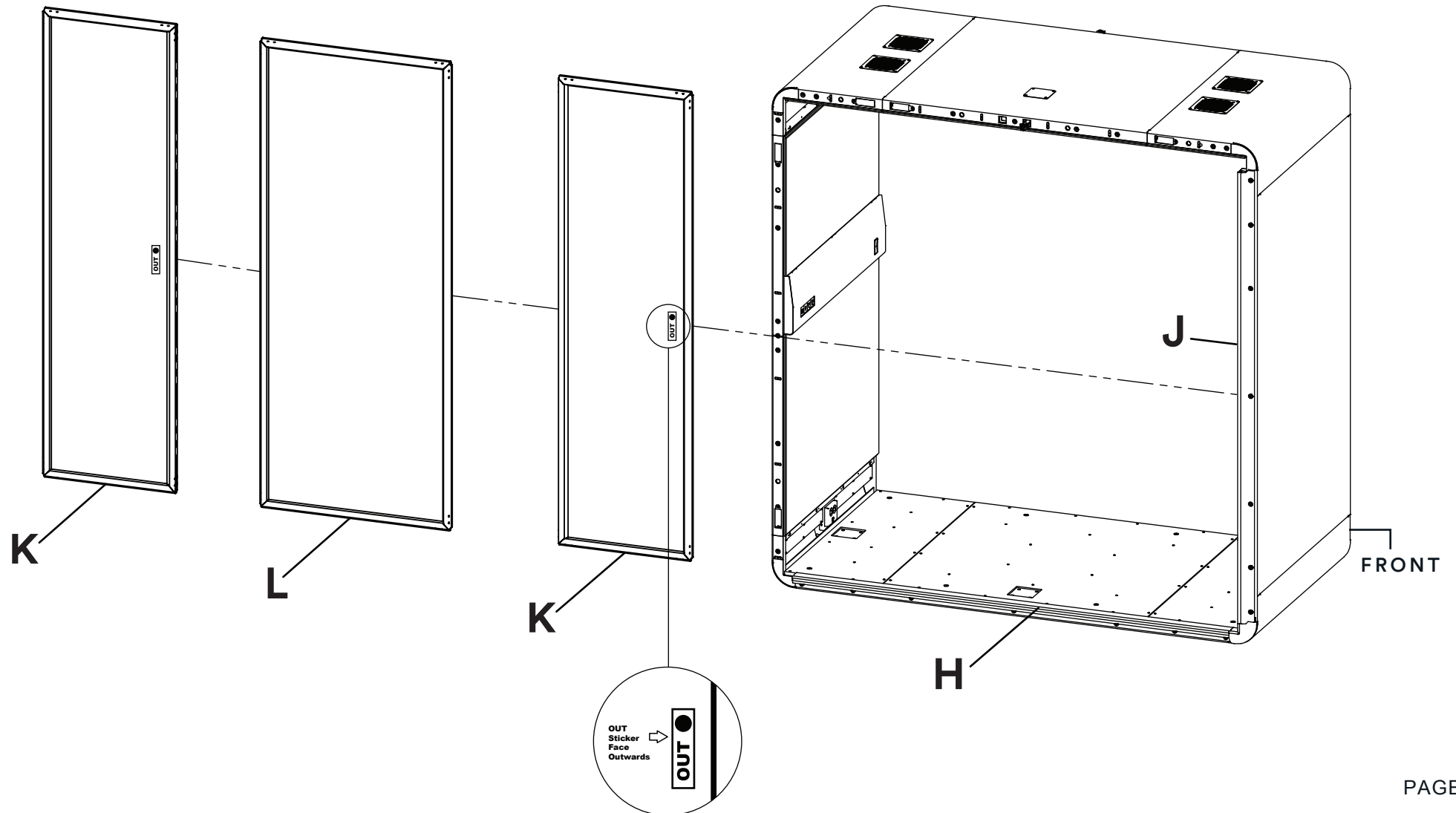
Kolo 2 Base Unit

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



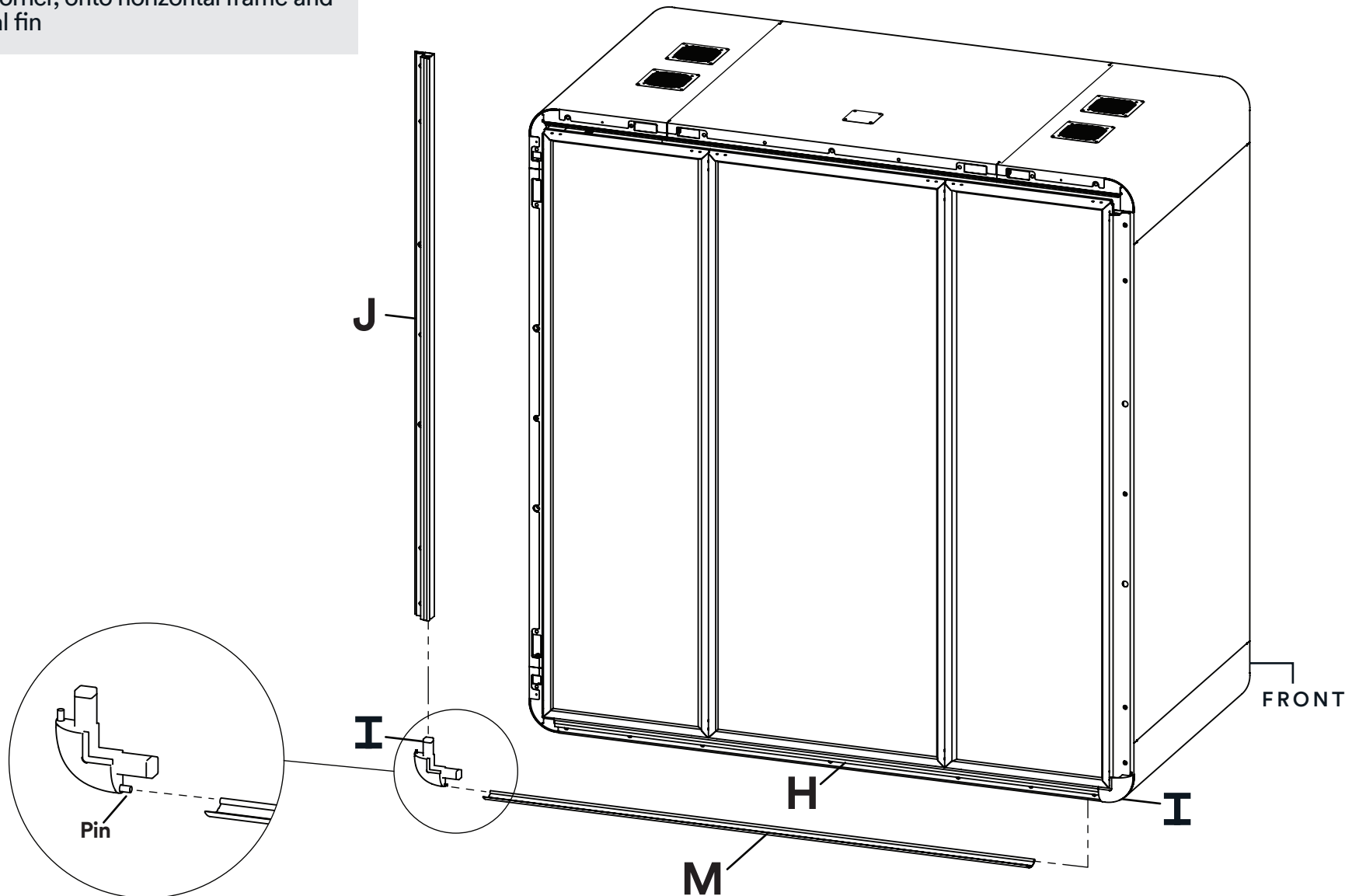
Kolo 2 Base Unit

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



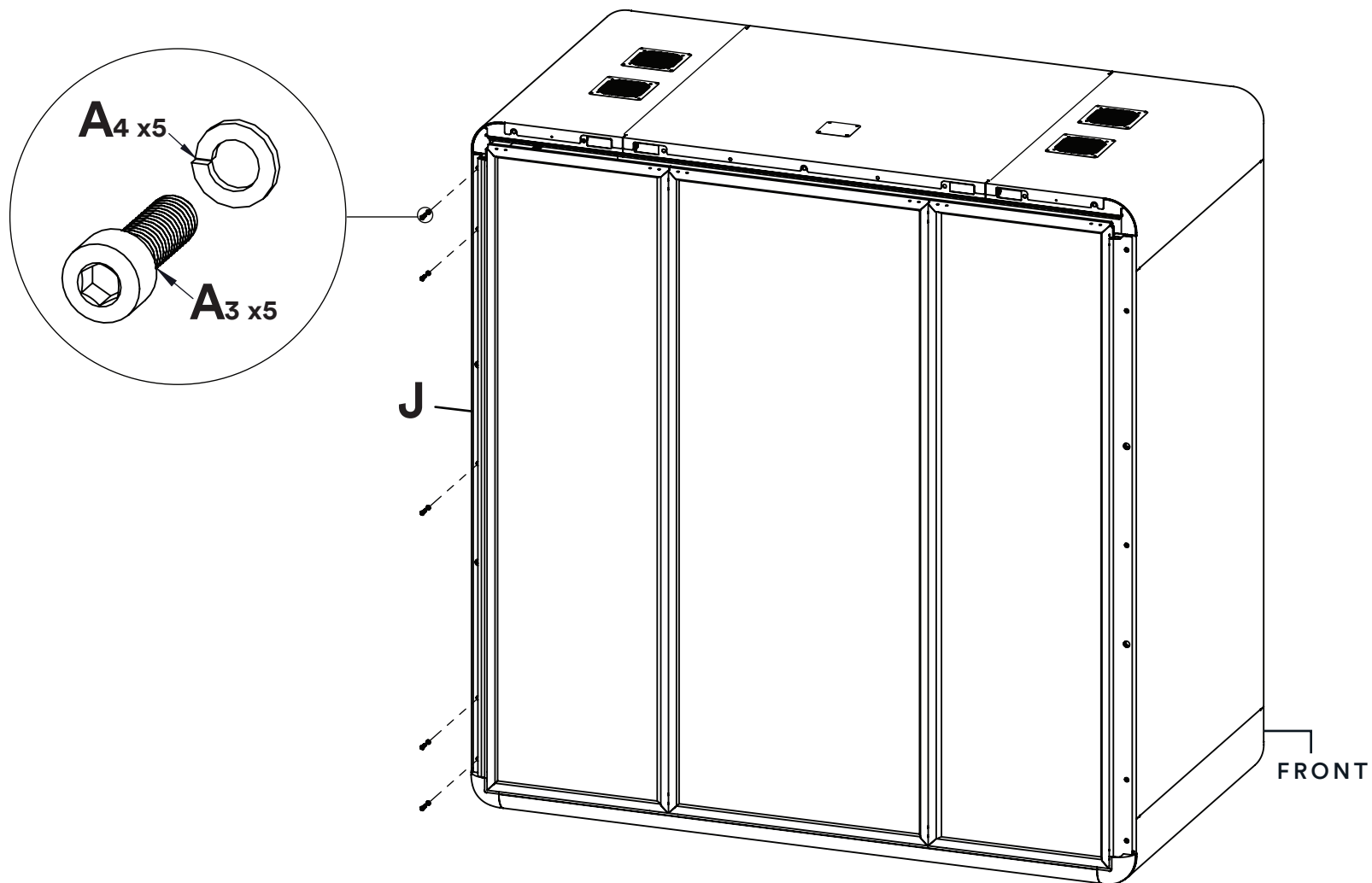
Kolo 2 Base Unit

- 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



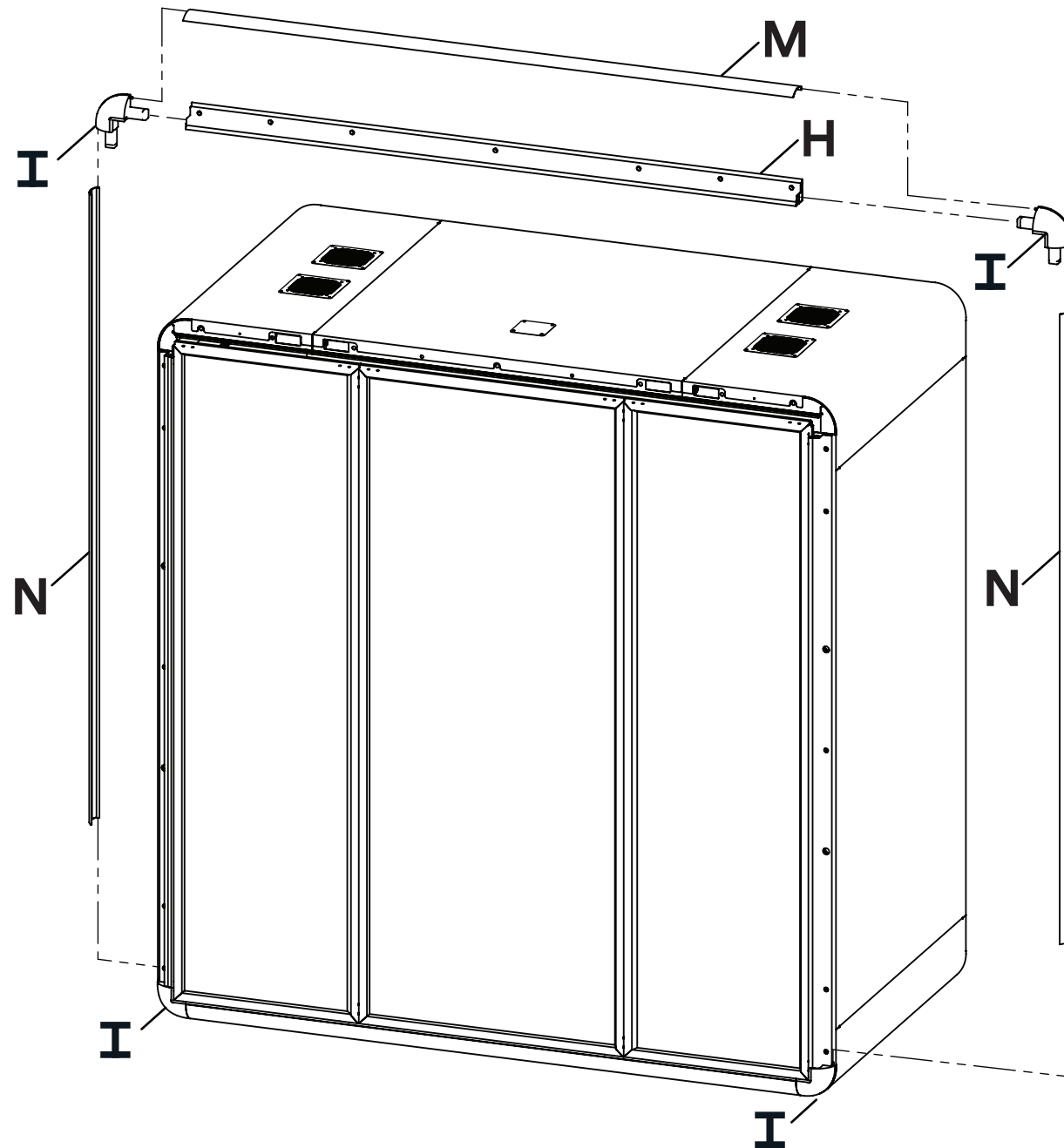
Kolo 2 Base Unit

· Attach vertical frame



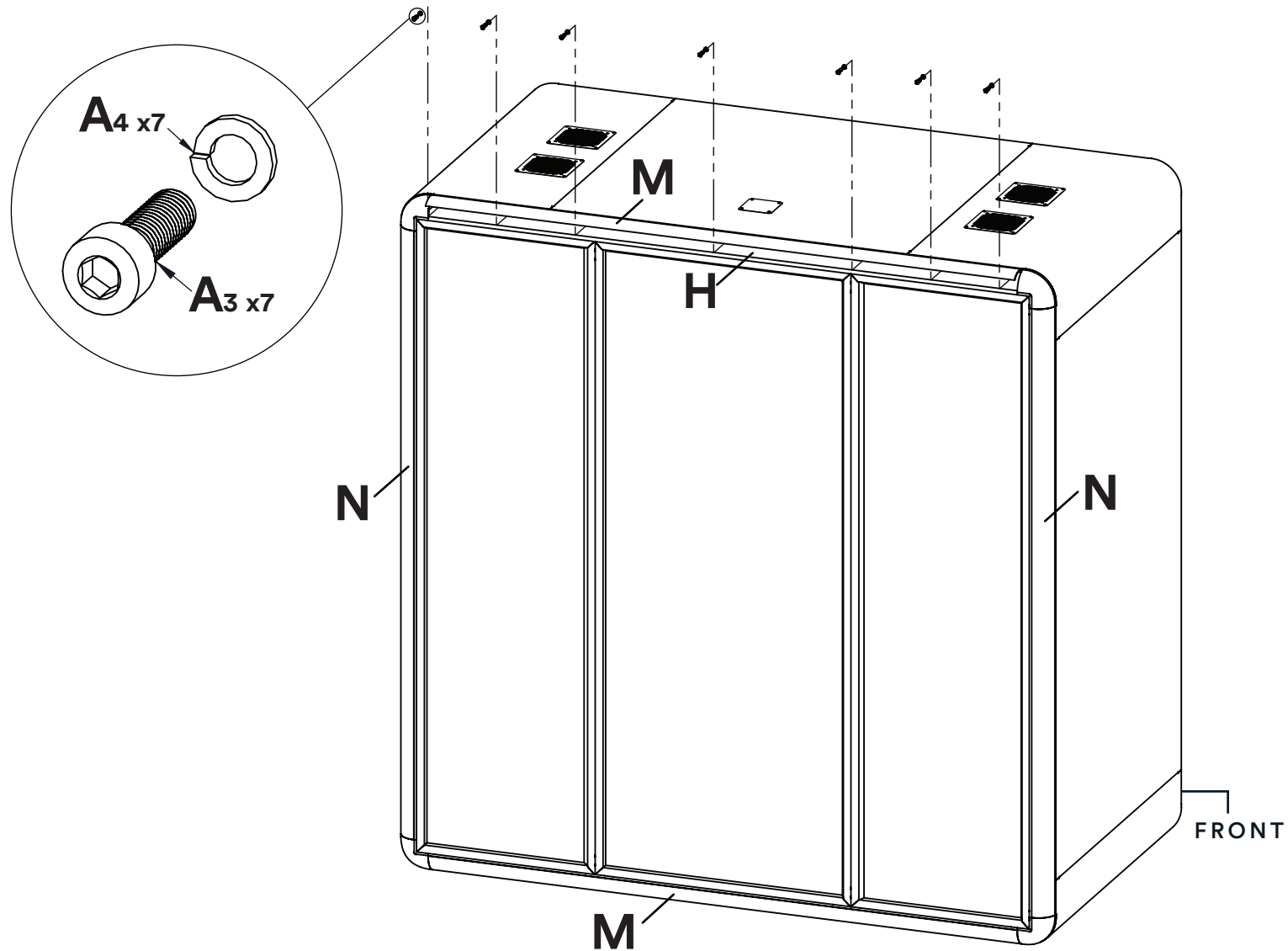
Kolo 2 Base Unit

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



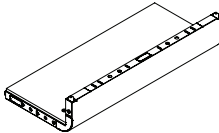
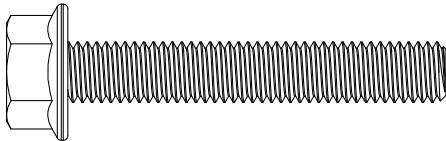
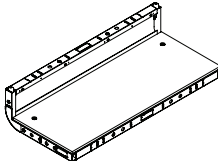
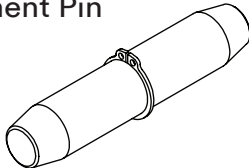
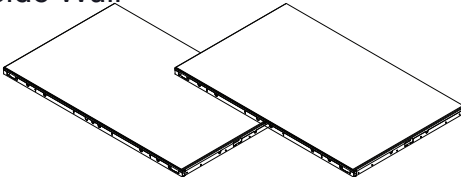
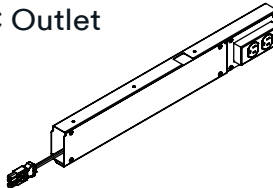
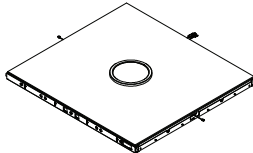
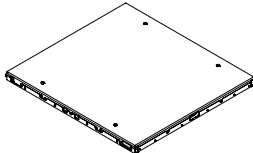
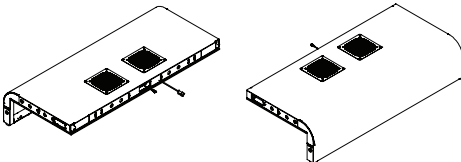
Kolo 2 Base Unit

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



Kolo 2 Add-On Unit

HARDWARE + COMPONENTS NEEDED · SCREWS

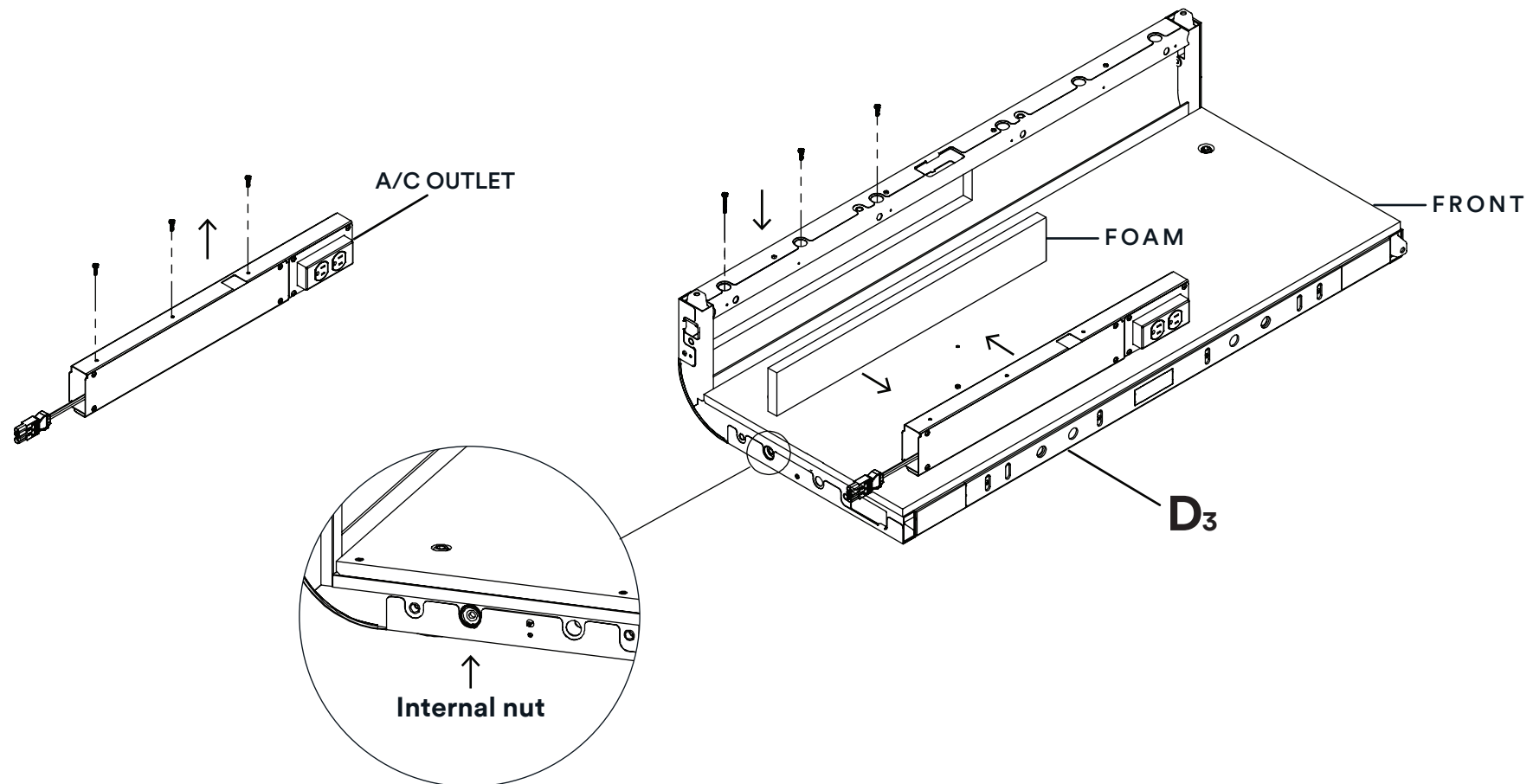
	[blank]	D3	Floor Corner		
		QTY. x1			
A2	M8x50	D4	Floor Corner		
QTY. x24		QTY. x1			
A6	Alignment Pin	E3	Side Wall		
QTY. x8		QTY. x2			
	A/C Outlet	F2	Ceiling		
QTY. x1		QTY. x1			
C2	Floor	G3	Ceiling Corners		
QTY. x1		QTY. x2			

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

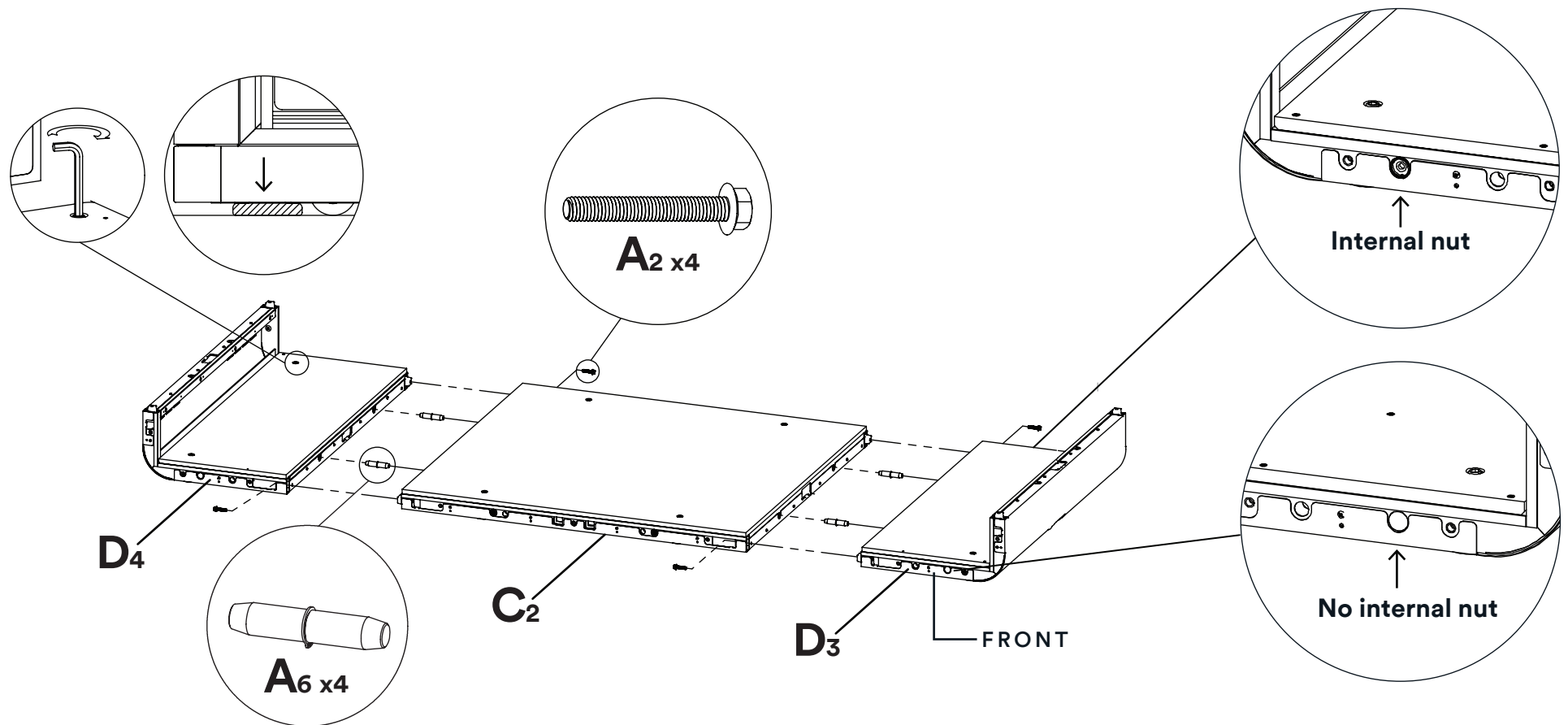
HEADS UP!

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



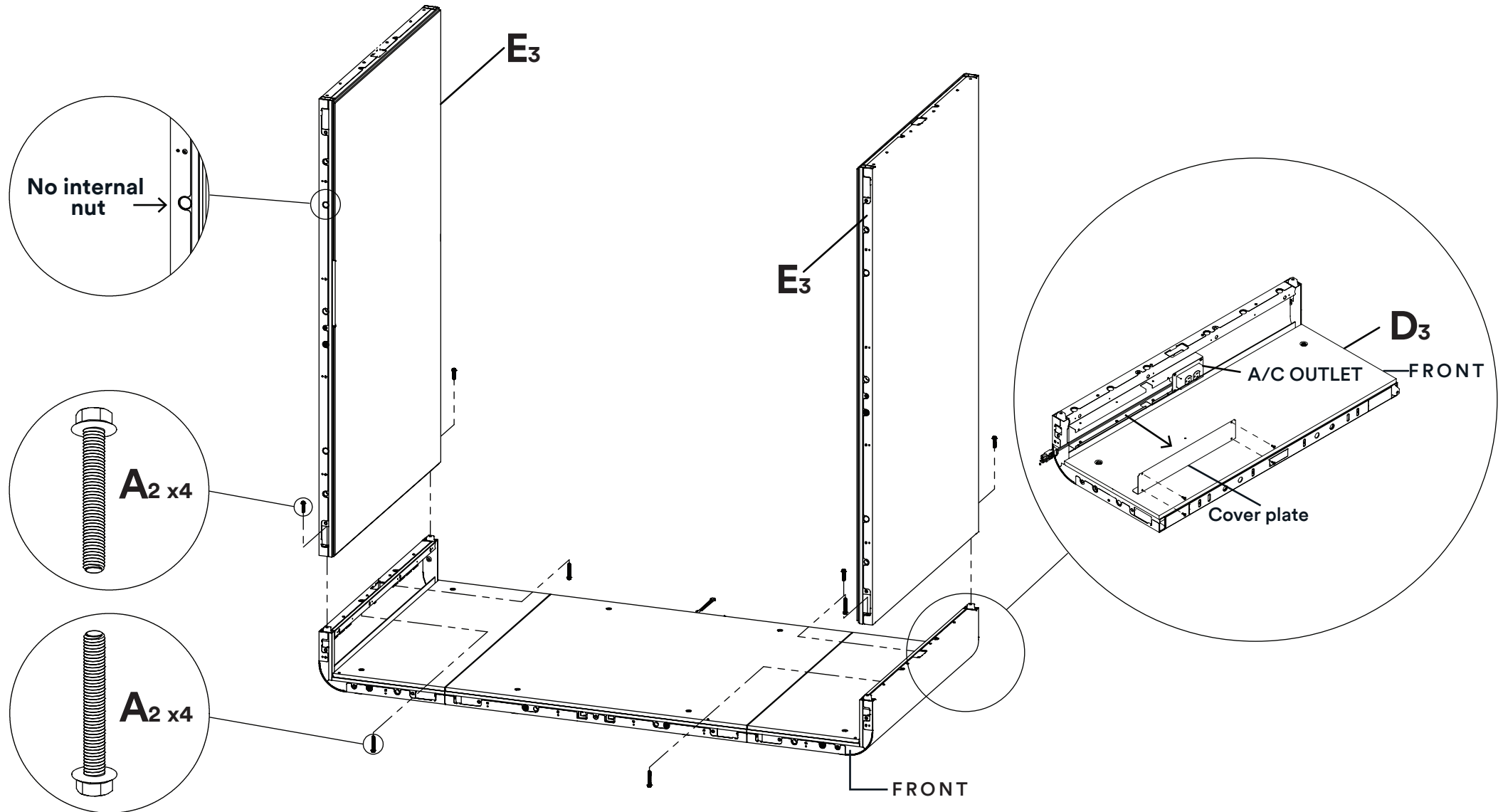
Kolo 2 Add-On Unit

- 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



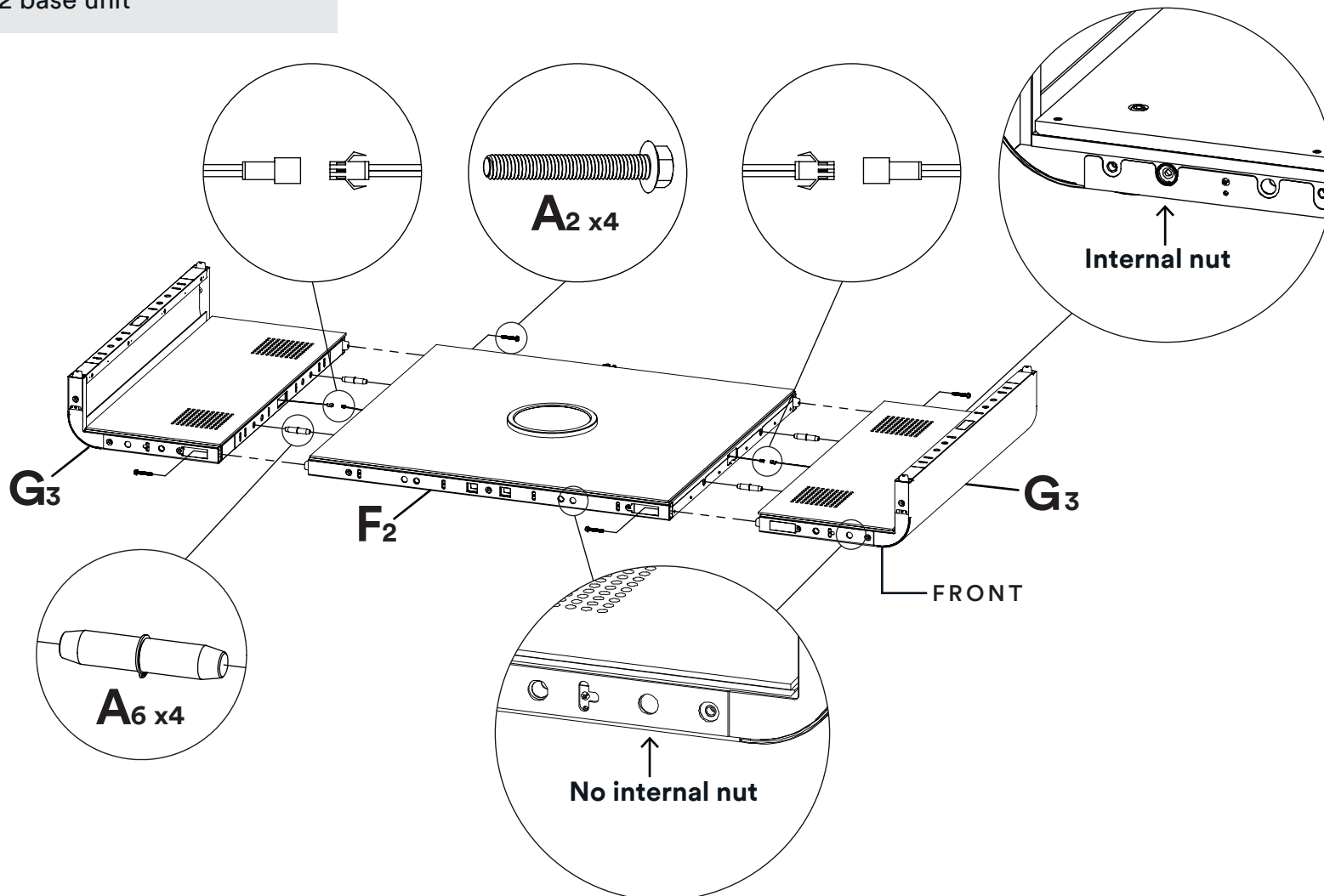
Kolo 2 Add-On Unit

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



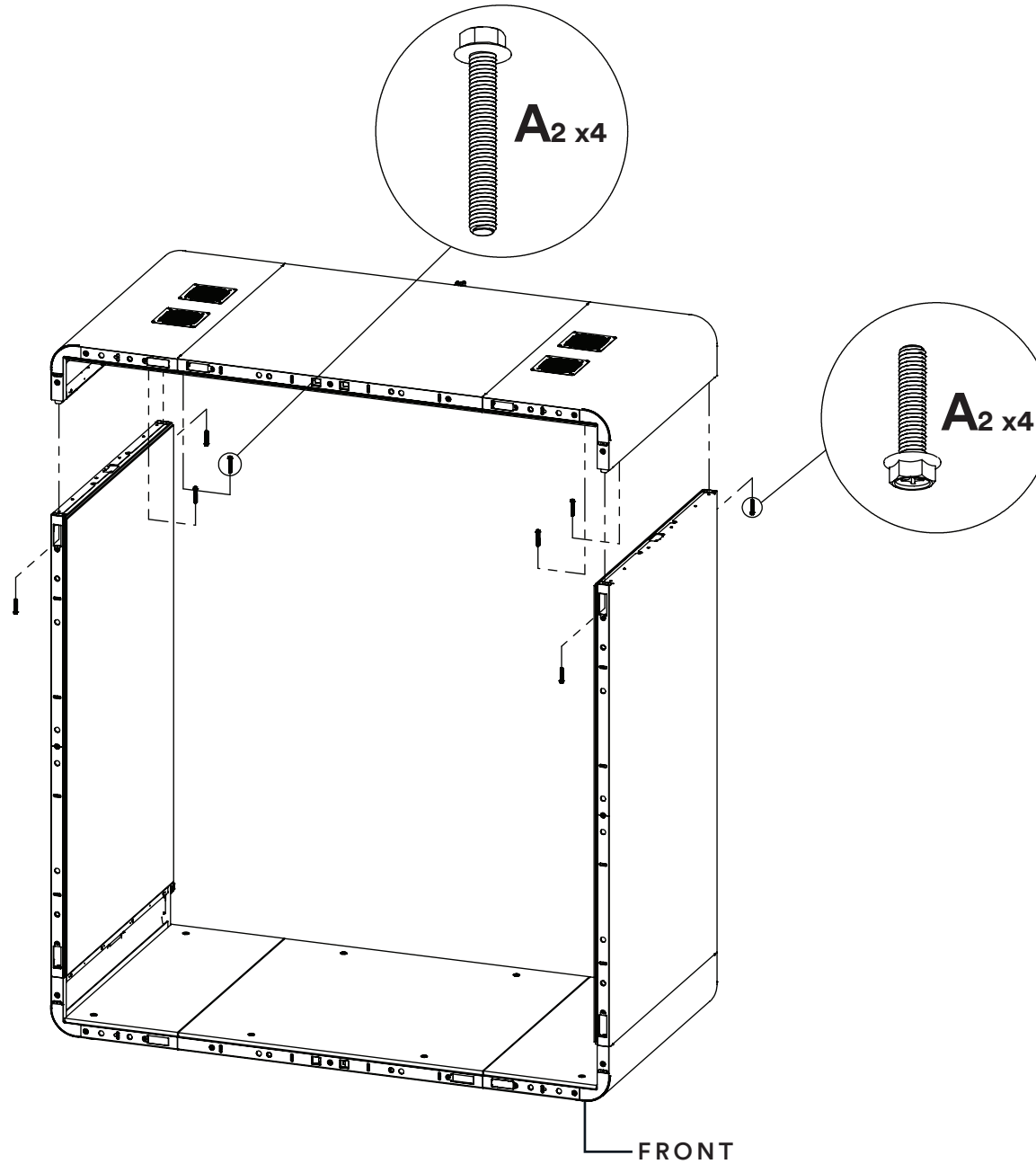
Kolo 2 Add-On Unit

- 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



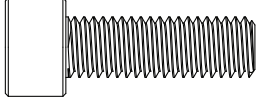
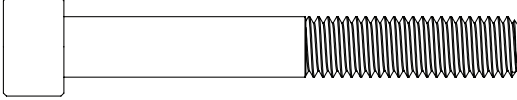

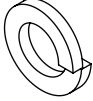
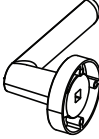


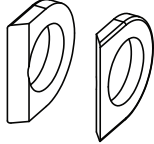

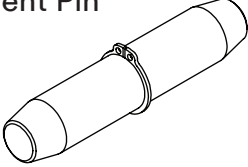
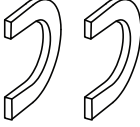


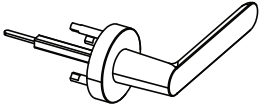
Kolo 2 Add-On Unit

- Install the ceiling



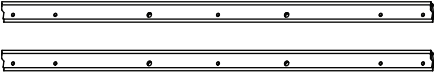
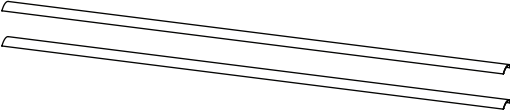
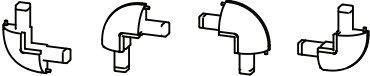
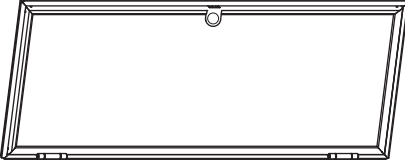
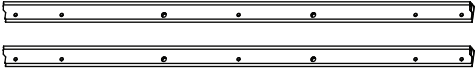
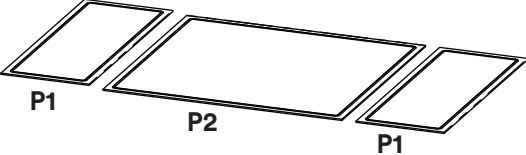
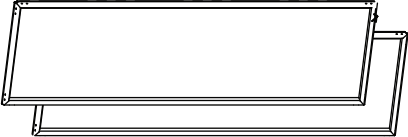
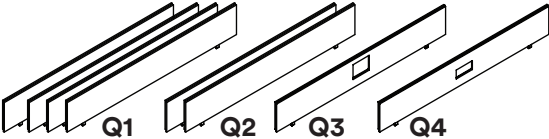
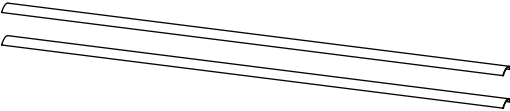
Kolo 4

REMAINING HARDWARE · SCREWS

A3 QTY. x24	M8x25 	A8 QTY. x4	M8x60 	B5 QTY. x2	Handle Screws M4 x 40mm 
A4 QTY. x28	Spring Washer 	B1 QTY. x1	Interior Handle 	QTY. x4	Single Screw Cap 
A5 QTY. x11	M4 x 25 	B2 QTY. x2	Handle Bezel 	QTY. x12	Double Screw Cap 
A6 QTY. x12	Alignment Pin 	B3 QTY. x2	Handle Gasket 	QTY. x2	Floor Cap 
A7 QTY. x16	M8x35 	B4 QTY. x1	Exterior Handle 		

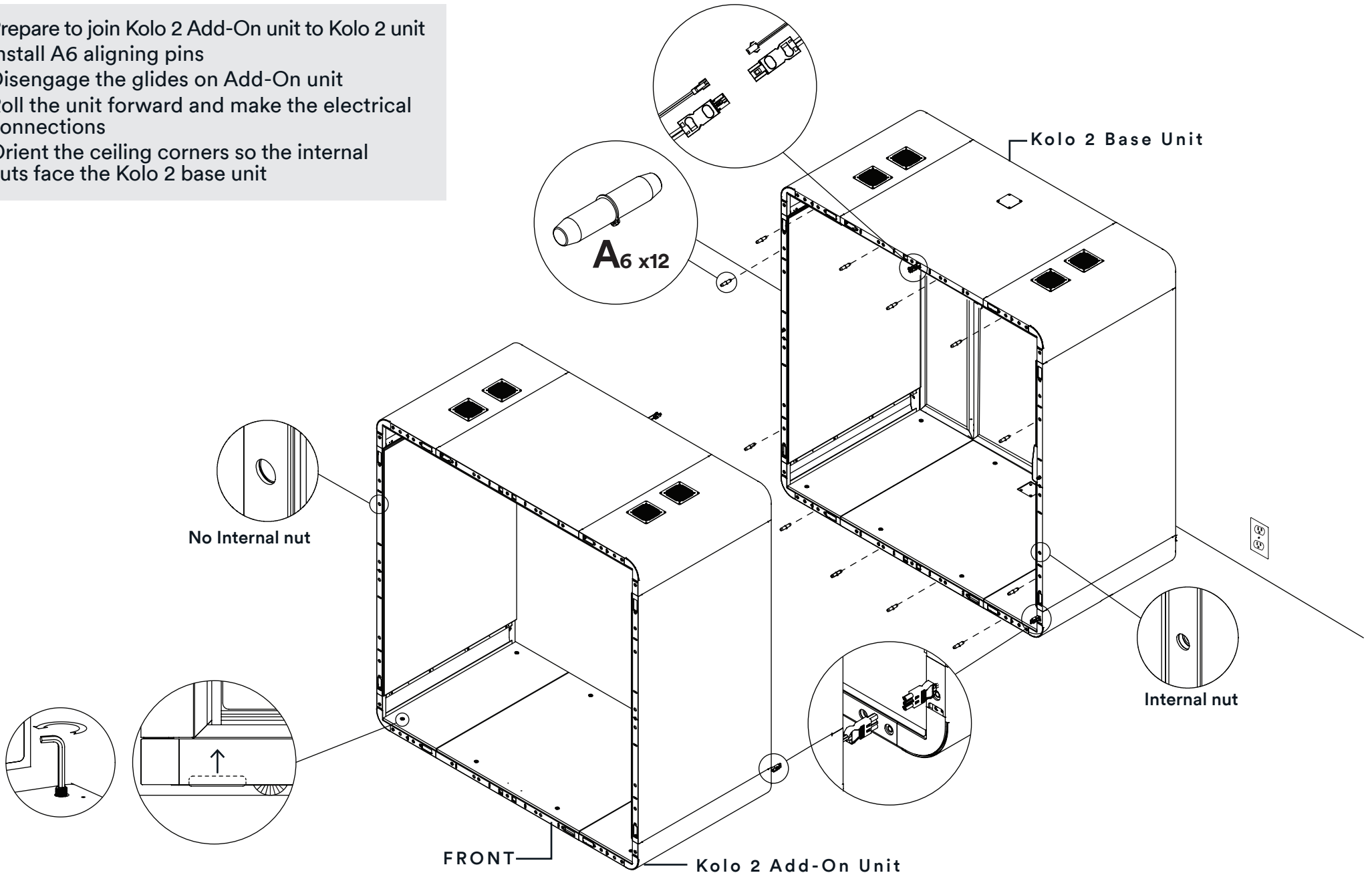
Kolo 4

REMAINING COMPONENTS

<div>H</div> <div>Horizontal Frames</div> <div>  </div> <div>QTY. x2</div>	<div>N</div> <div>Vertical Fins</div> <div>  </div> <div>QTY. x2</div>		
<div>I</div> <div>Corner Frames</div> <div>  </div> <div>QTY. x4</div>	<div>O</div> <div>Glass Door</div> <div>  </div> <div>QTY. x1</div>		
<div>J</div> <div>Vertical Frames</div> <div>  </div> <div>QTY. x2</div>	<div>P</div> <div>Center + Side Floor Tiles</div> <div>  </div> <div>QTY. x6</div>		
<div>K</div> <div>Glass Side Panels</div> <div>  </div> <div>QTY. x2</div>	<div>Q</div> <div>Finishing Panels</div> <div>  </div> <div>QTY. x8</div>		
<div>M</div> <div>Horizontal Fins</div> <div>  </div> <div>QTY. x2</div>			

Kolo 4

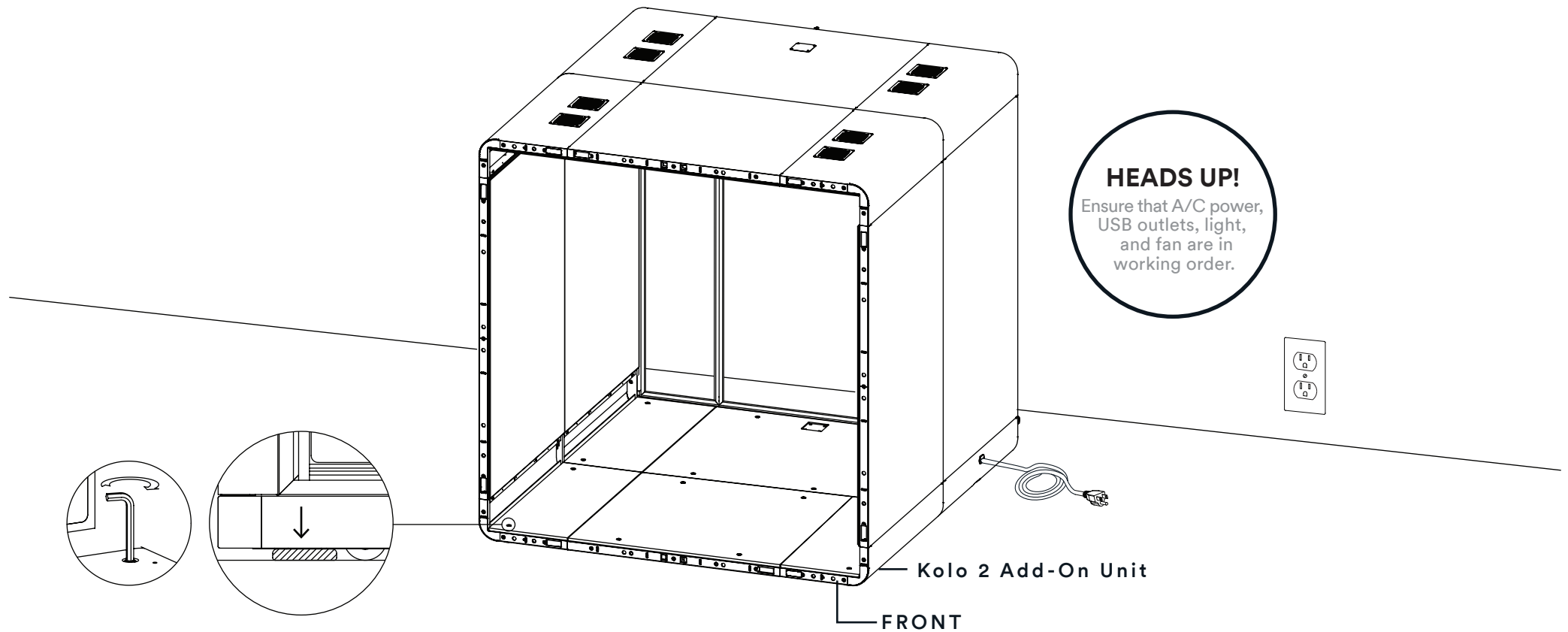
- Prepare to join Kolo 2 Add-On unit to Kolo 2 unit
- Install A6 aligning pins
- Disengage the glides on Add-On unit
- Roll the unit forward and make the electrical connections
- Orient the ceiling corners so the internal nuts face the Kolo 2 base unit



Kolo 4

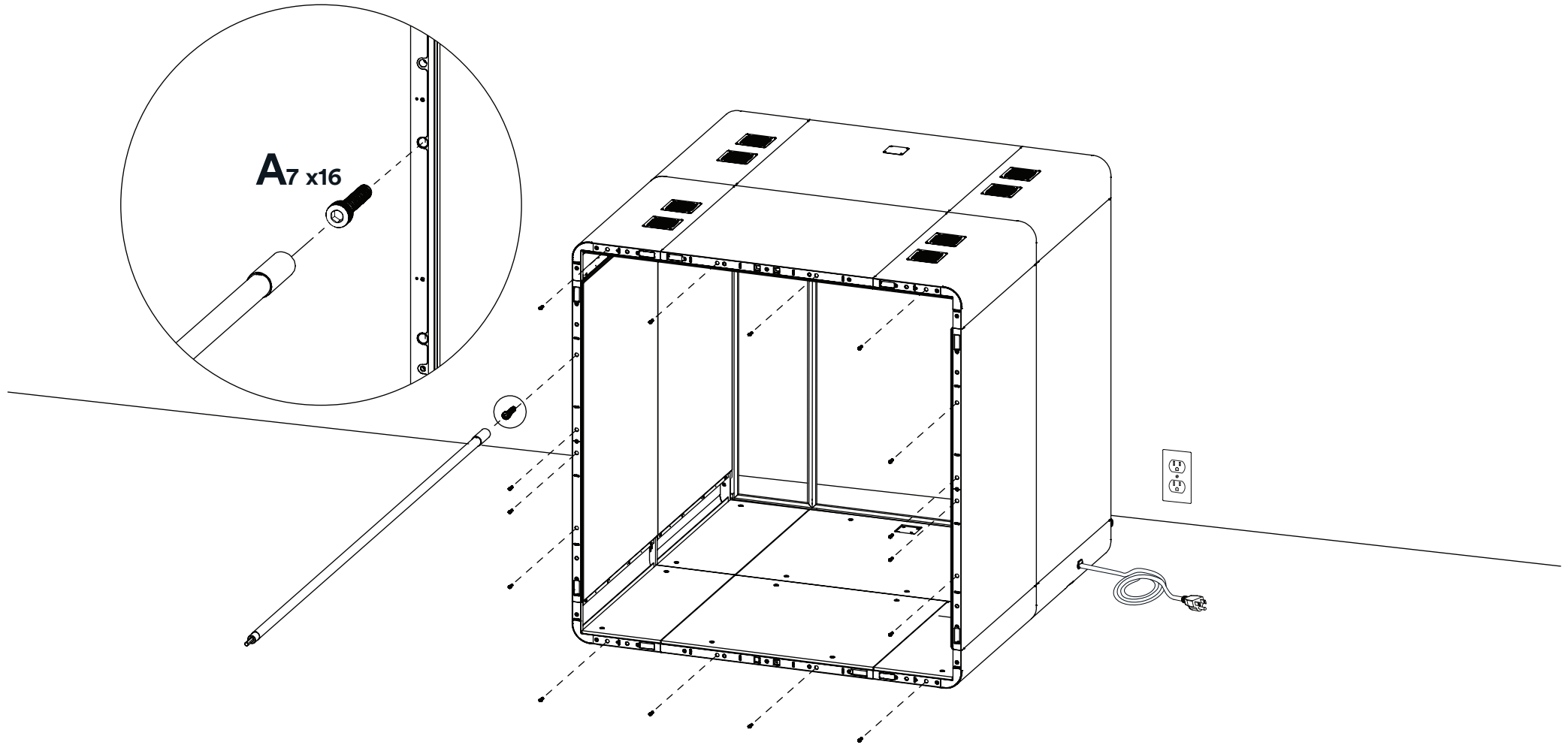
HEADS UP!

- Ensure that A/C power, USB outlets, light, and fan are in working order
- If failure, recheck all connection points
- If successful, Unplug the pod and engage the glides on the Add-On unit



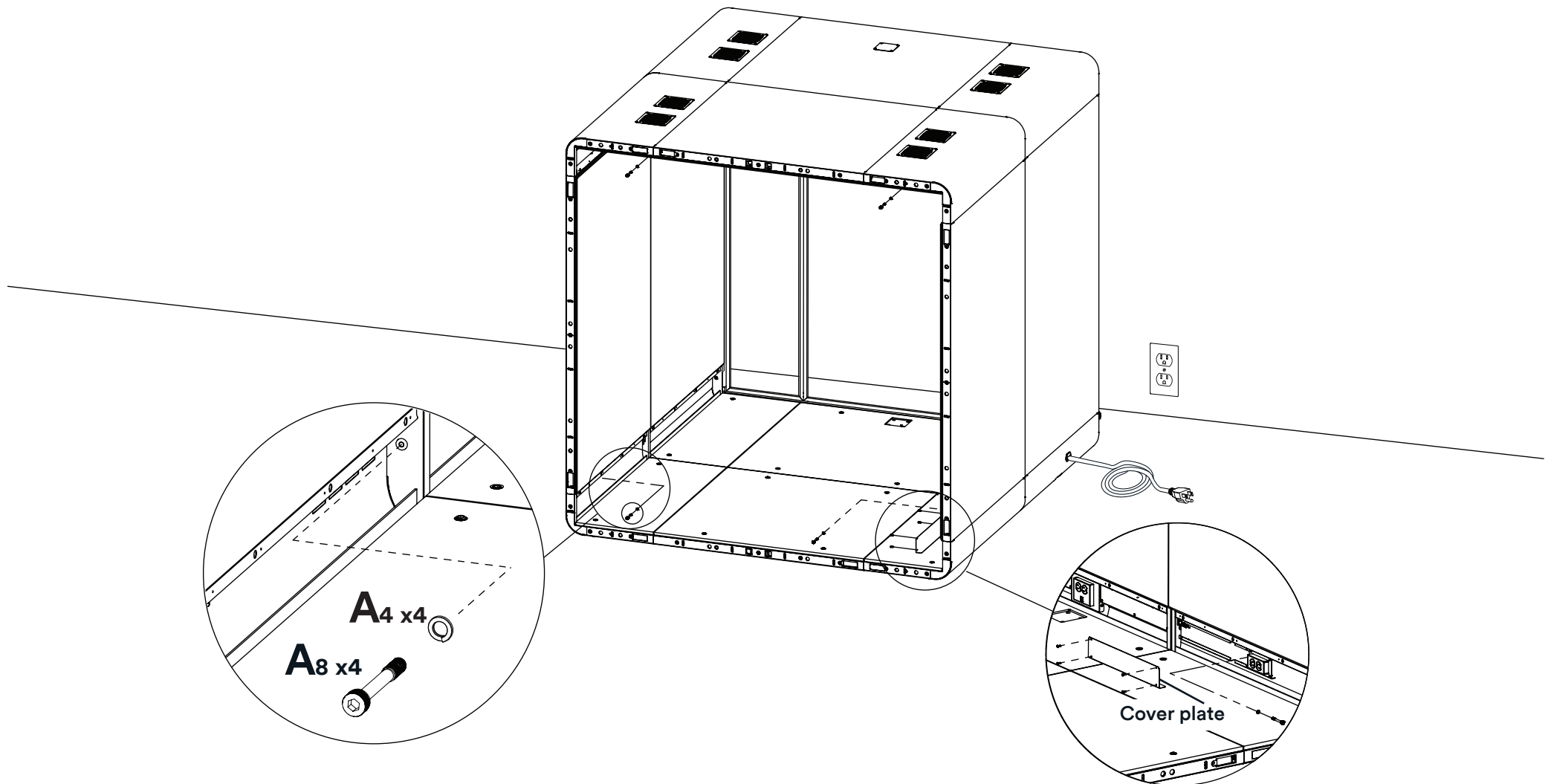
Kolo 4

- Join the units using a drill with the 4ft drill bit



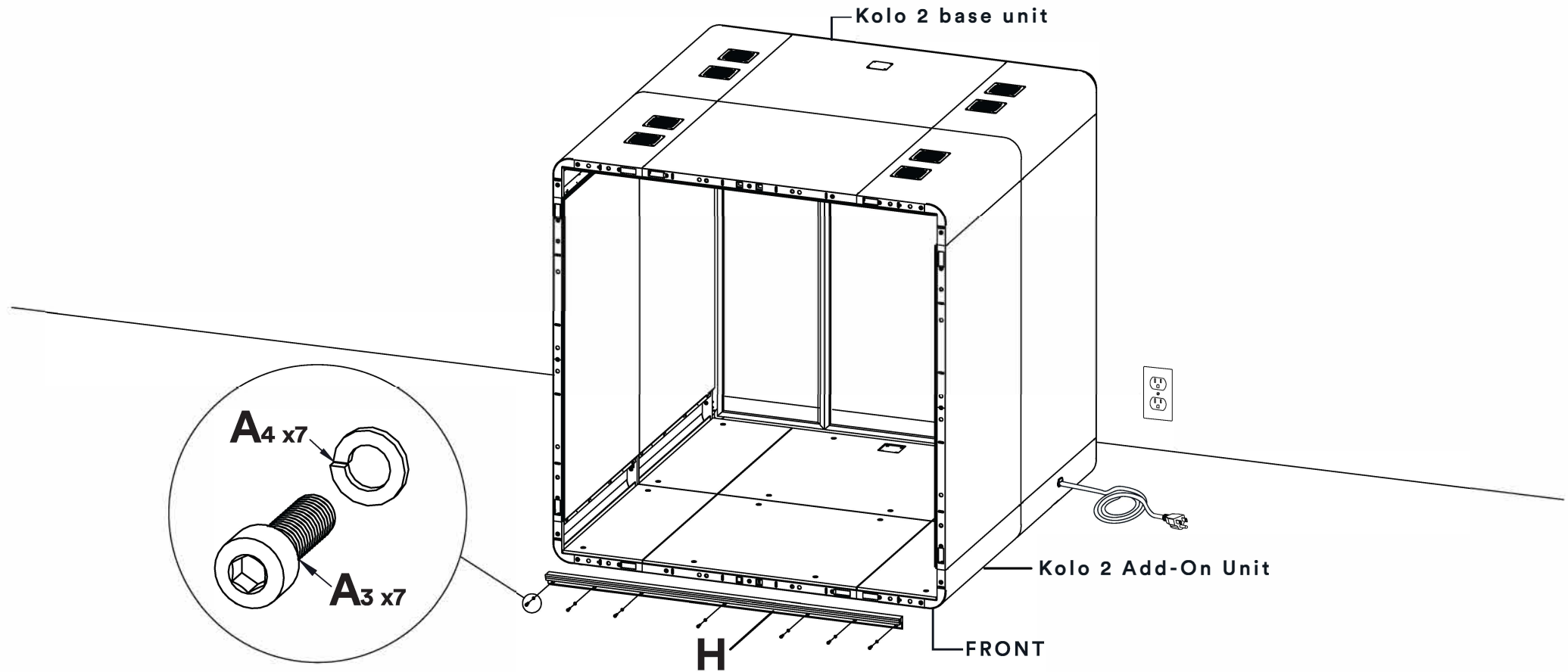
Kolo 4

- Complete the connection at each corner, accessible inside the pod
- Reinstall the cover plate on the A/C outlet



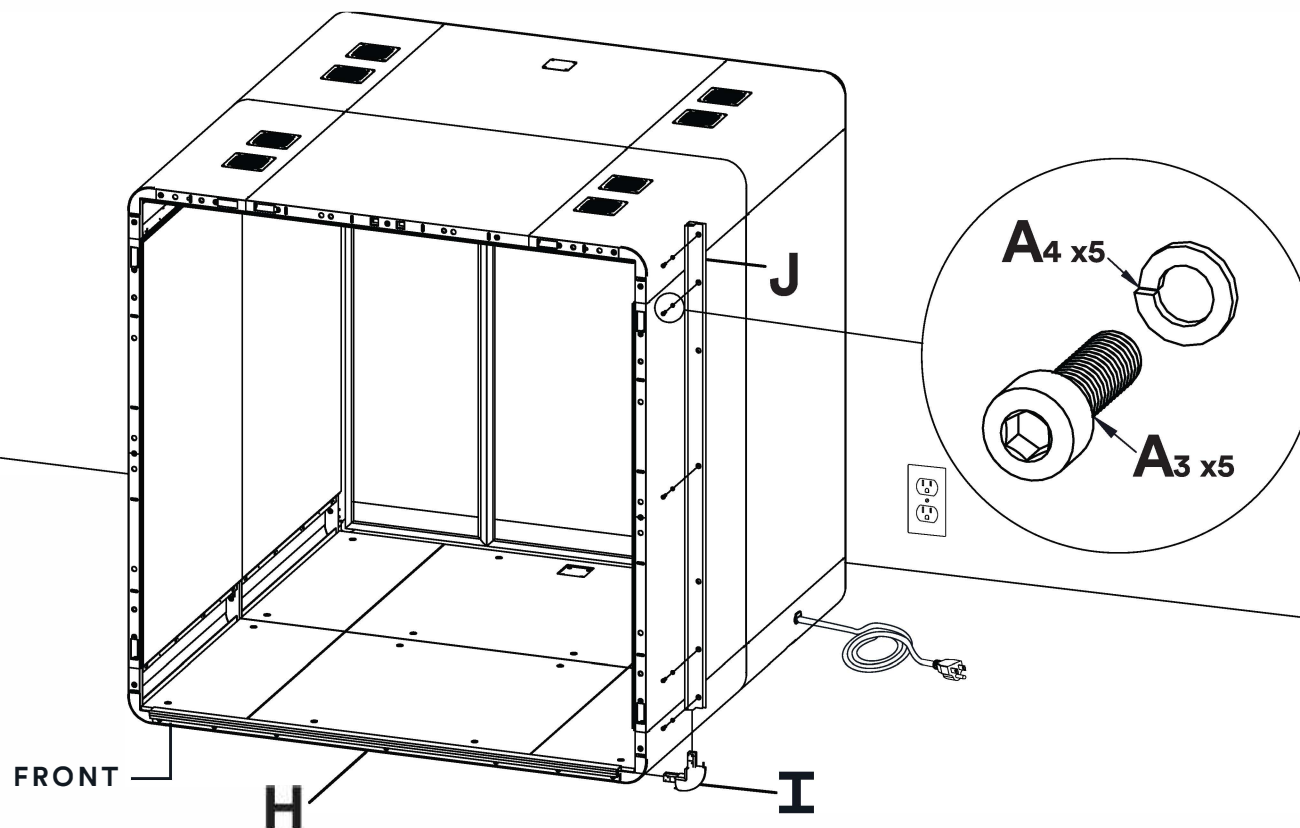
Kolo 4

- Begin front face assembly
- Attach horizontal frame



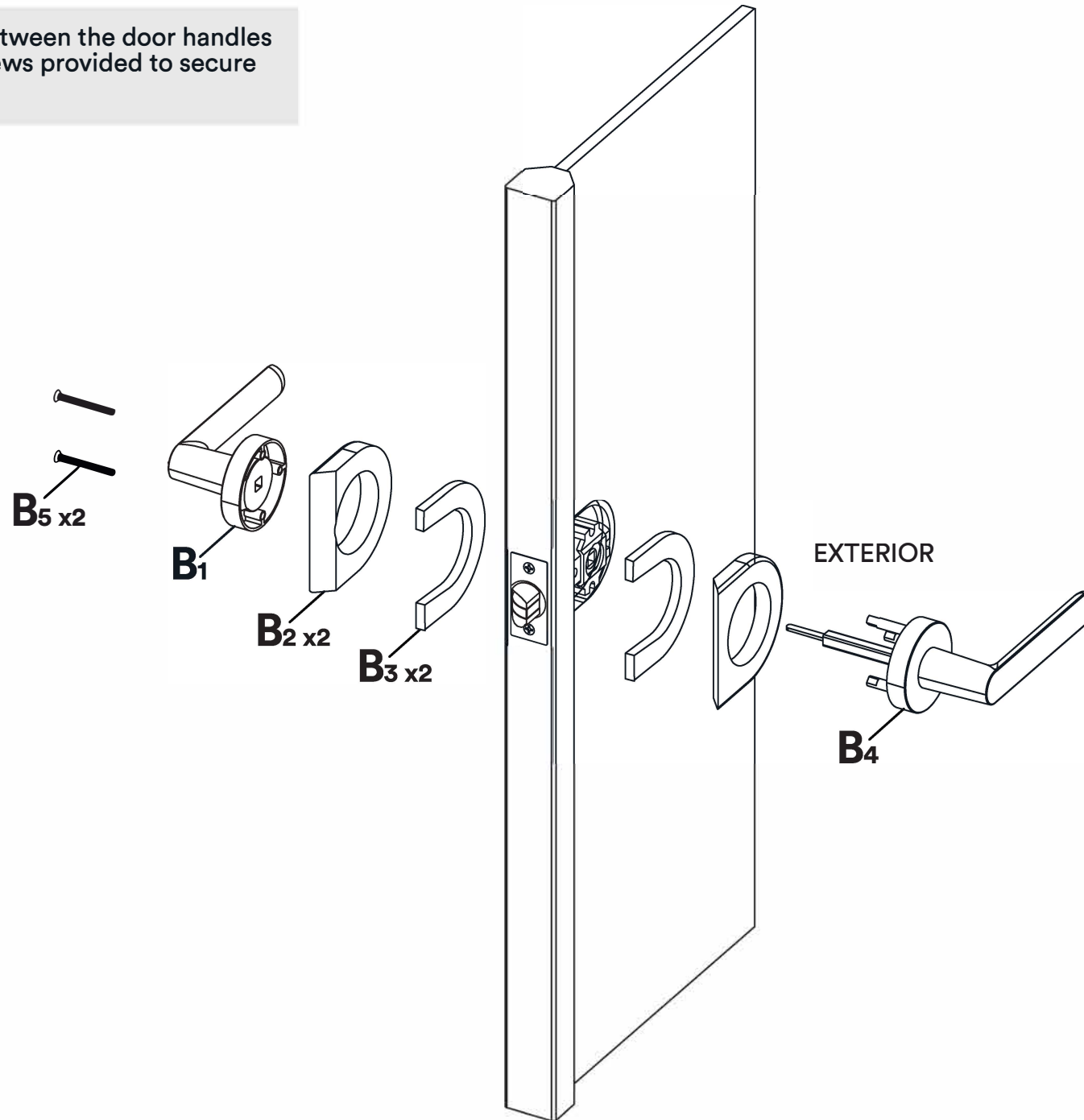
Kolo 4

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



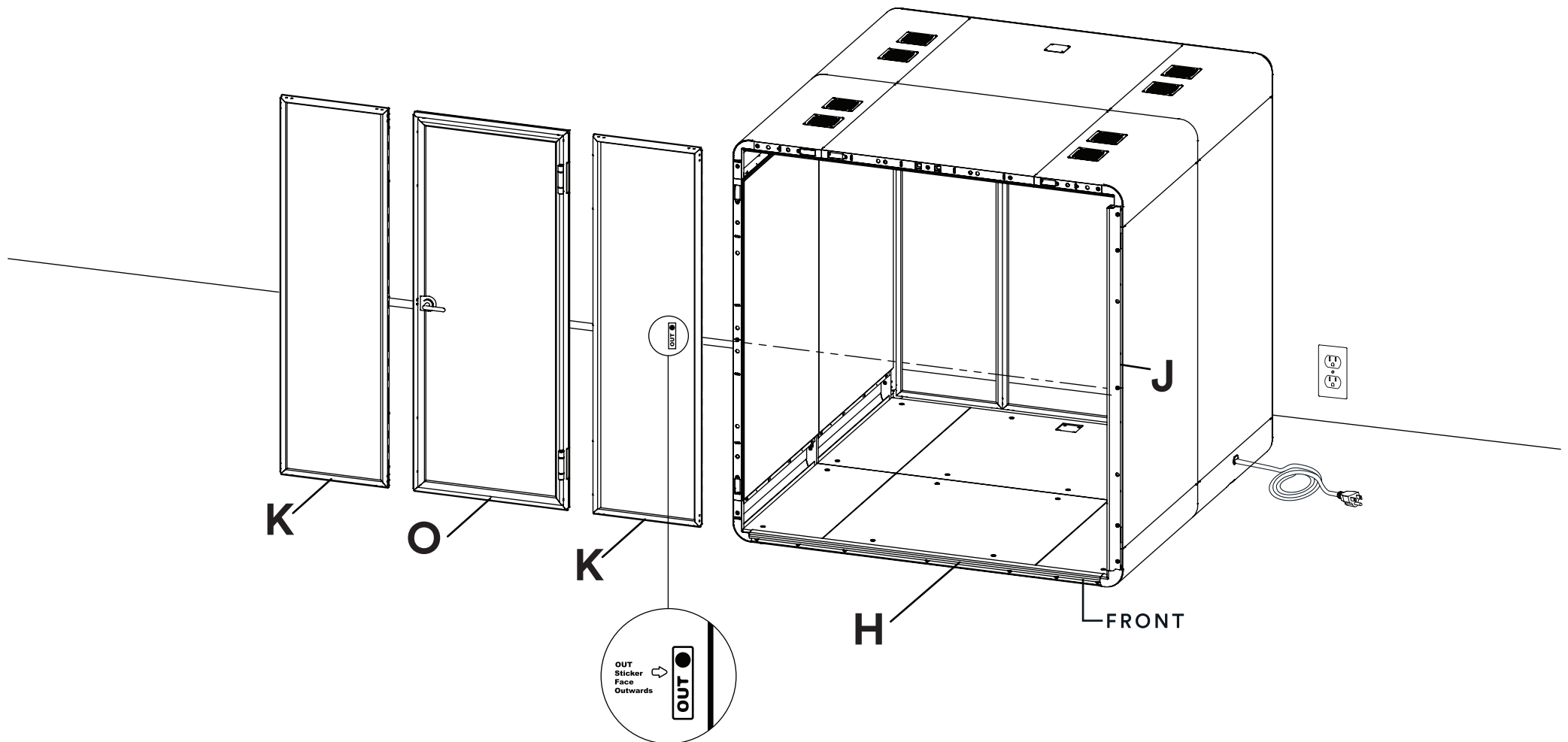
Kolo 4

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



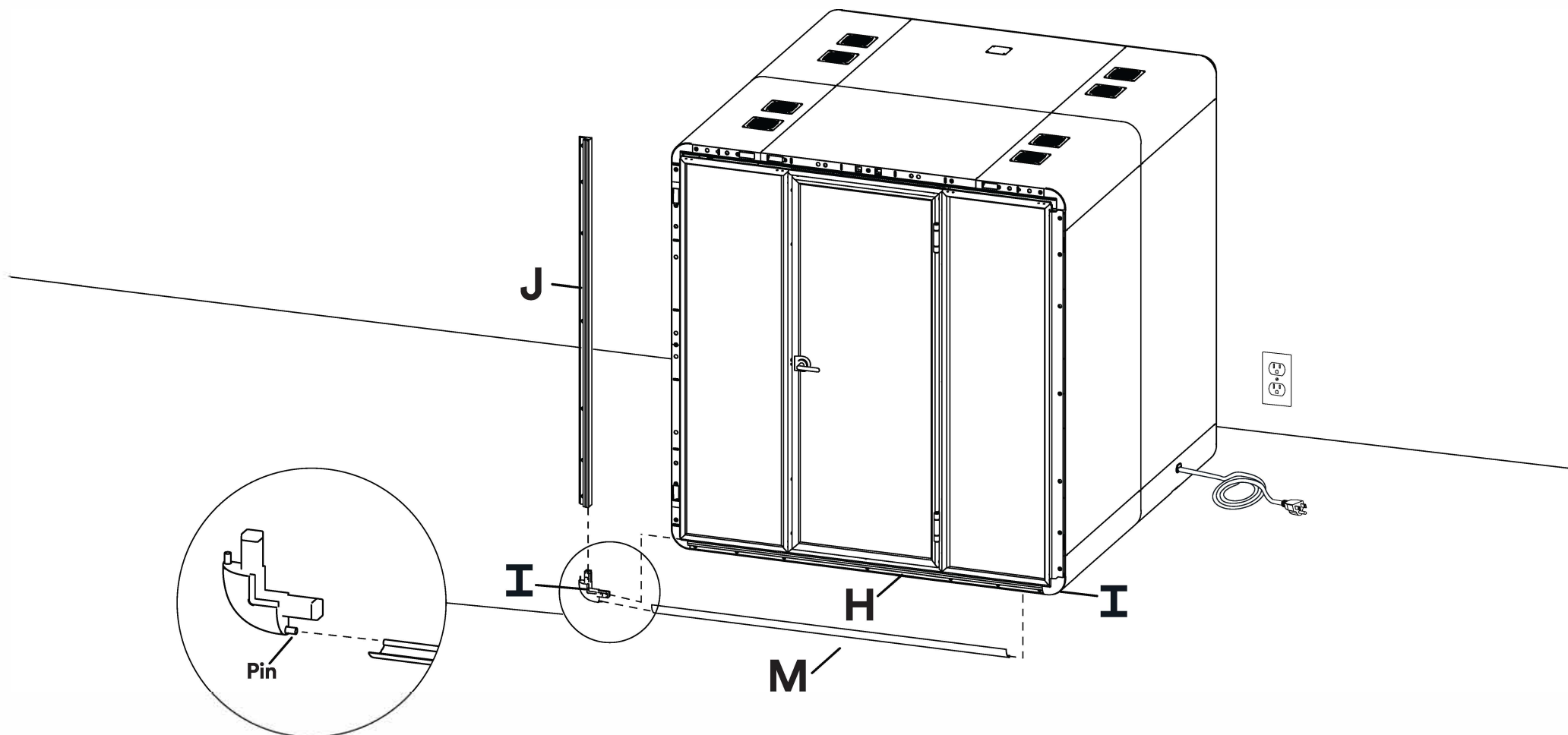
Kolo 4

- Default door orientation: Right hand reverse
- Optional door orientation: Left hand reverse
Contact Kimball International Customer Service for additional details
- Orient panels outward
- Slide the glass panels into horizontal frame
- Engage with vertical frame



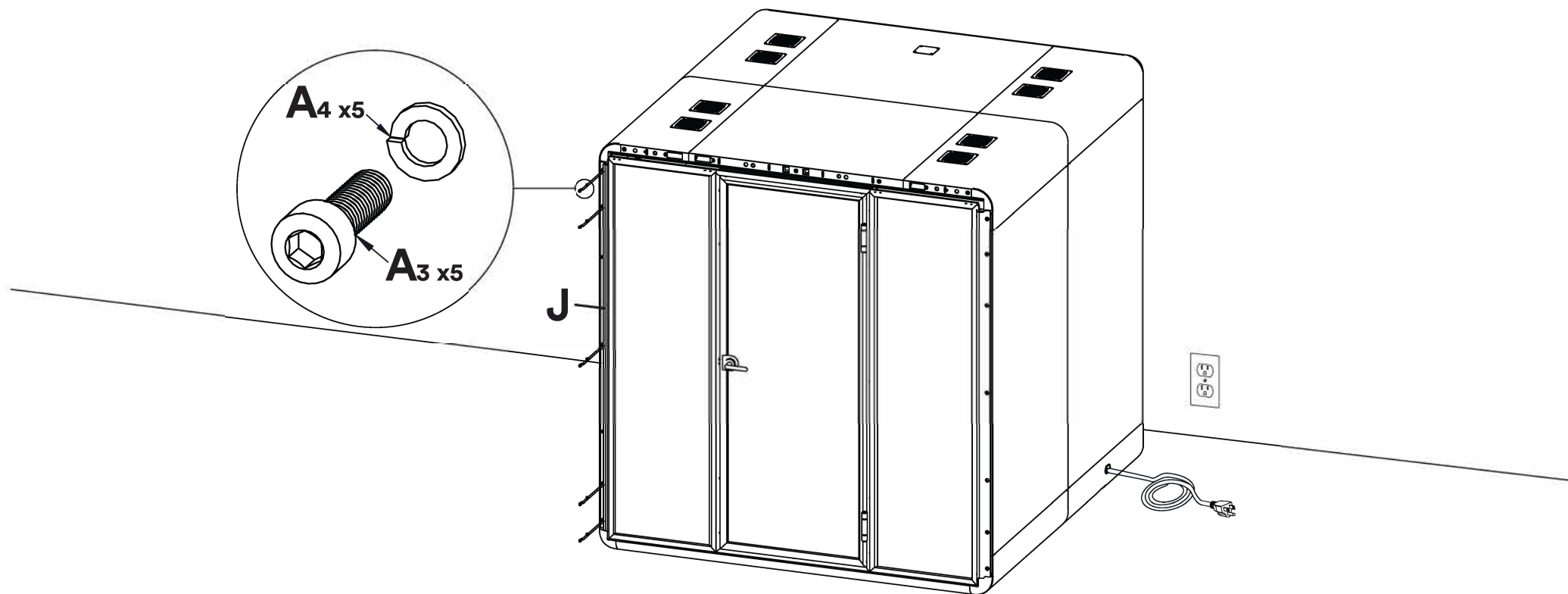
Kolo 4

- 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



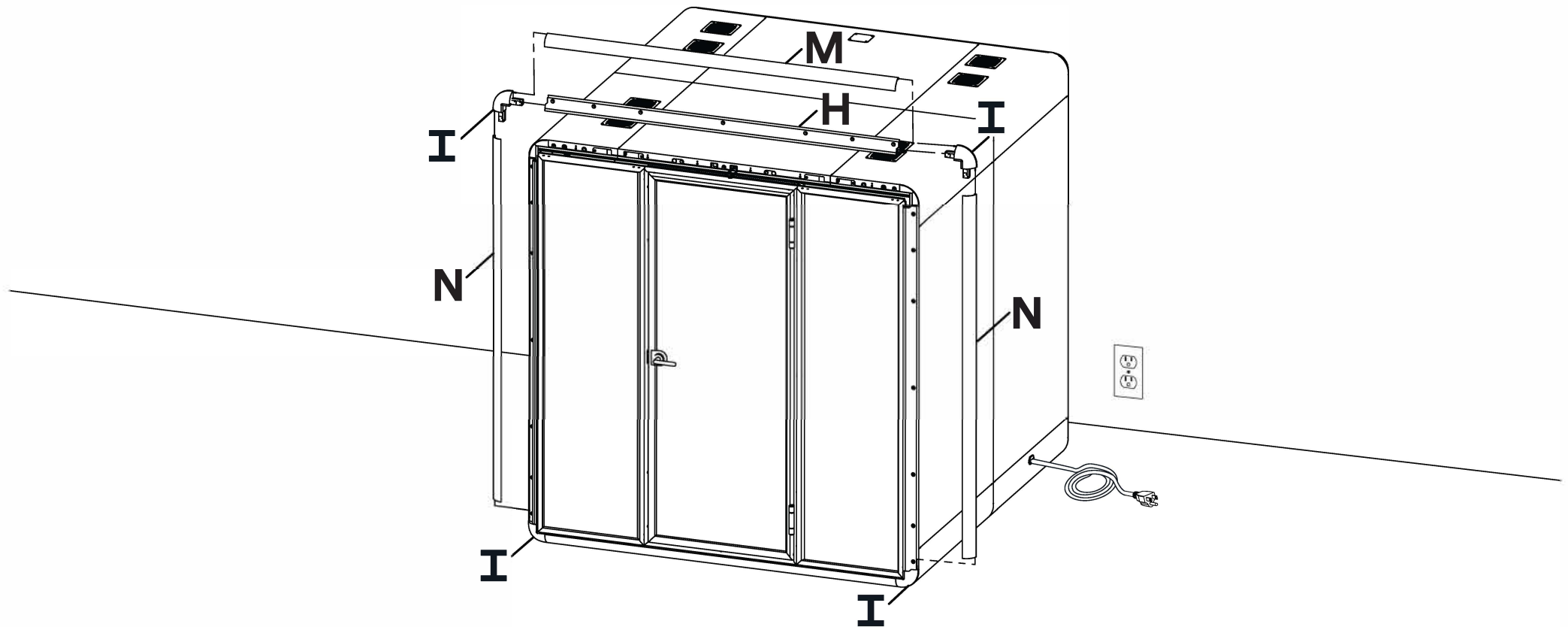
Kolo 4

- Attach vertical frame



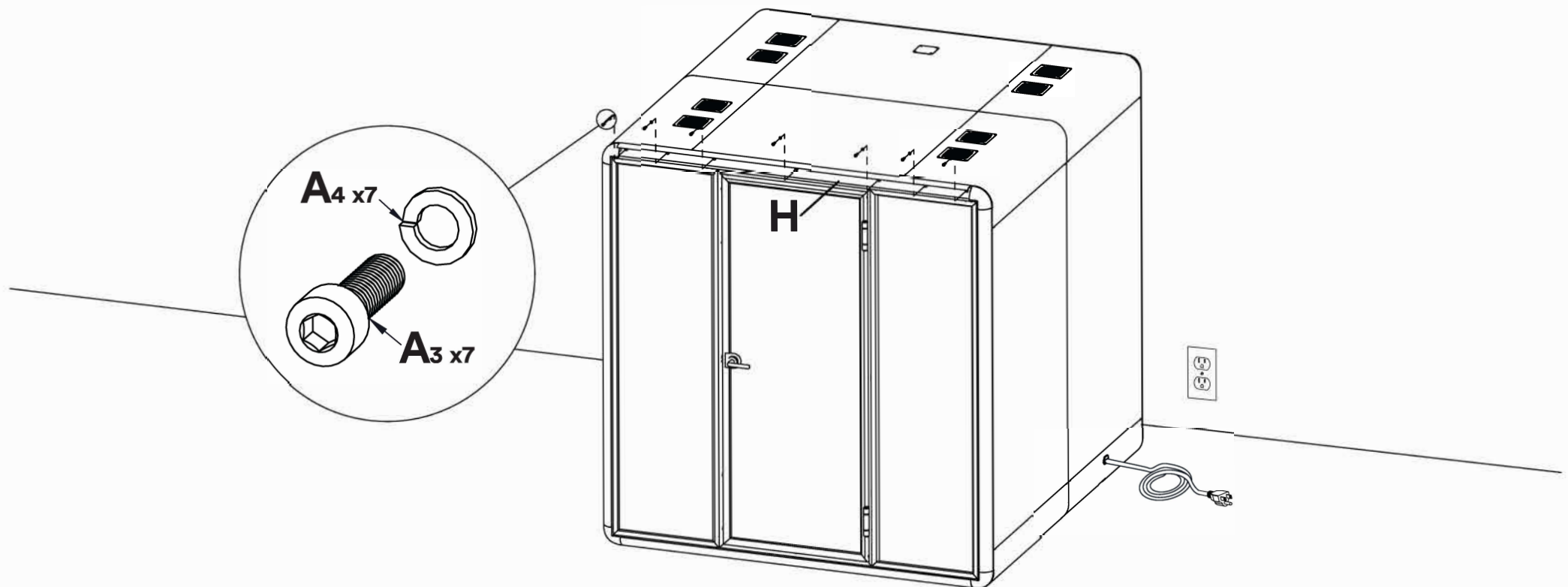
Kolo 4

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

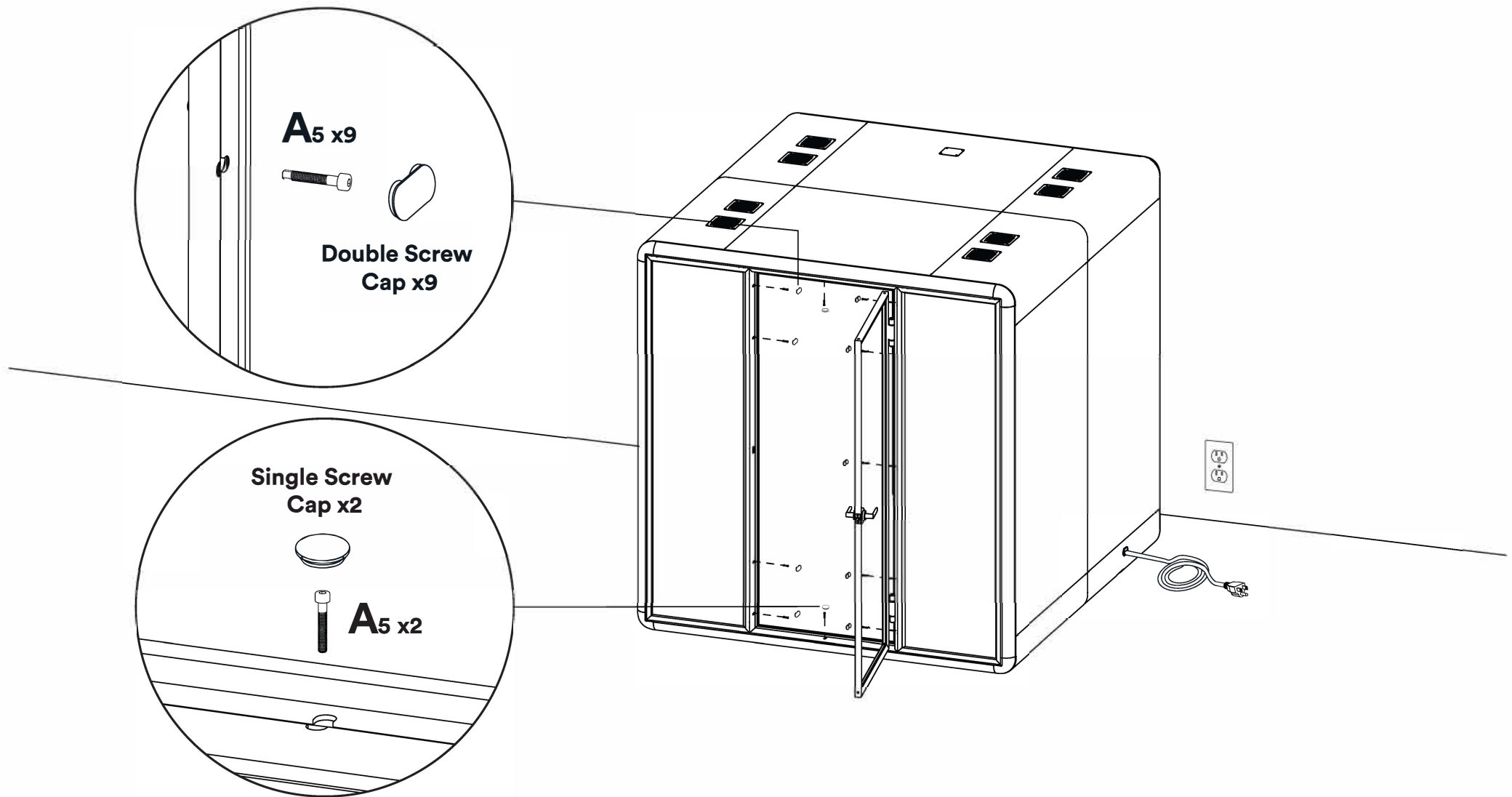


Kolo 4

- Attach horizontal frame

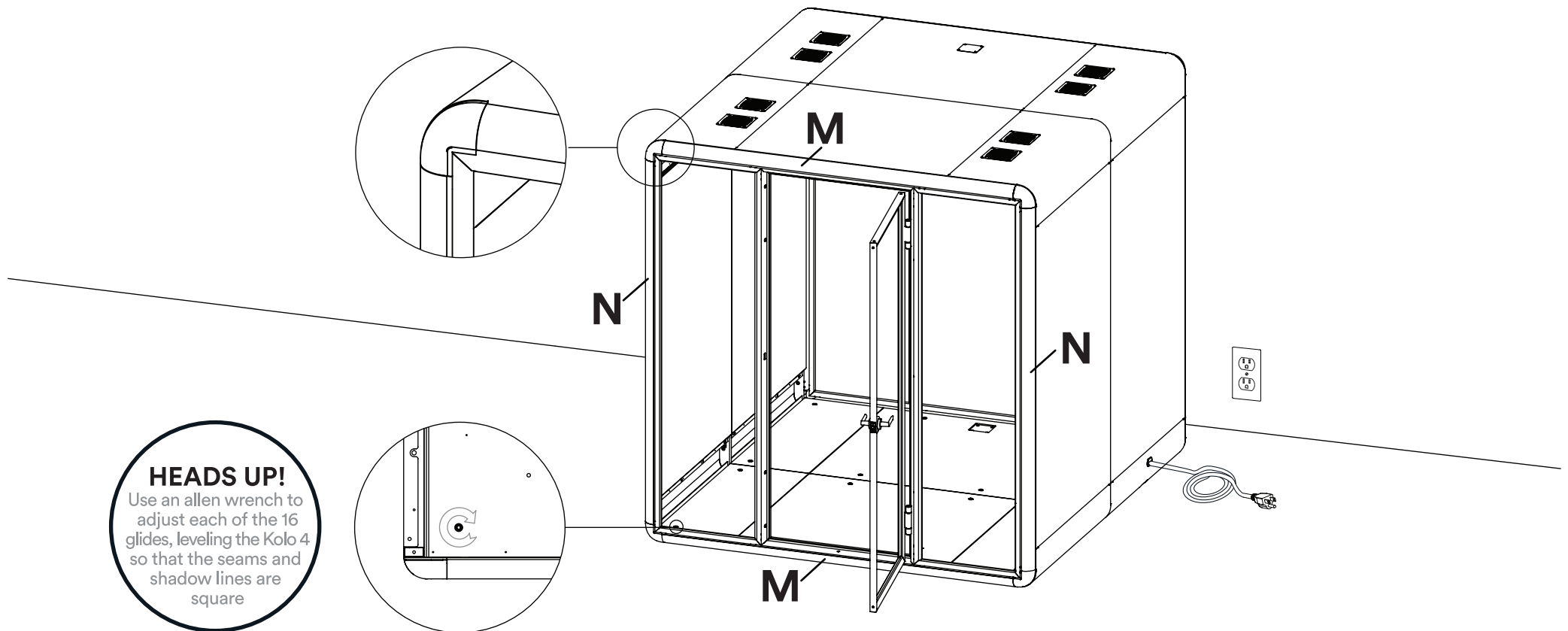


Kolo 4



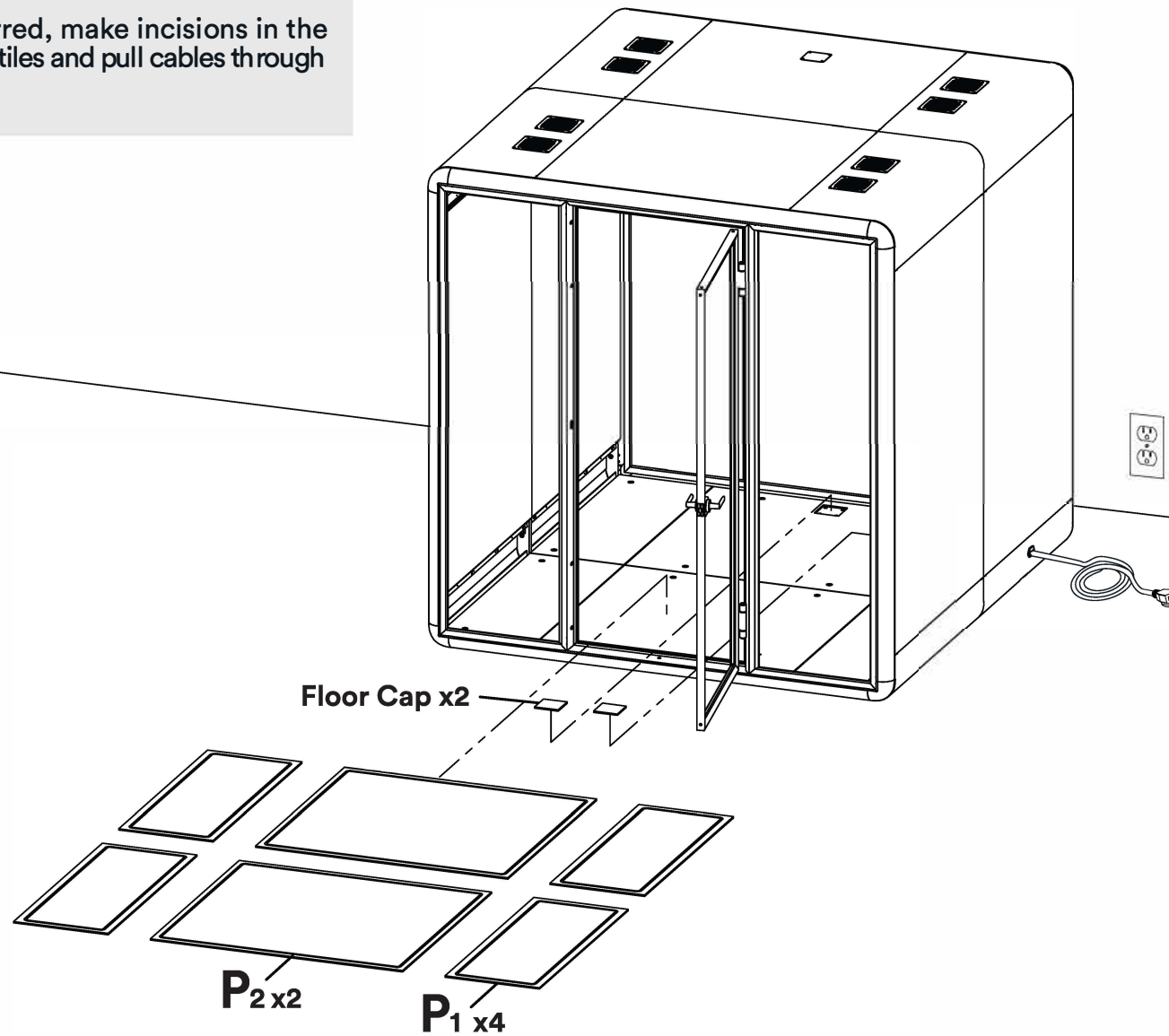
Kolo 4

- Use a mallet to close the four hinged fins
- Remove 4 "OUT" orientation stickers
- Position the Kolo Pod into final location



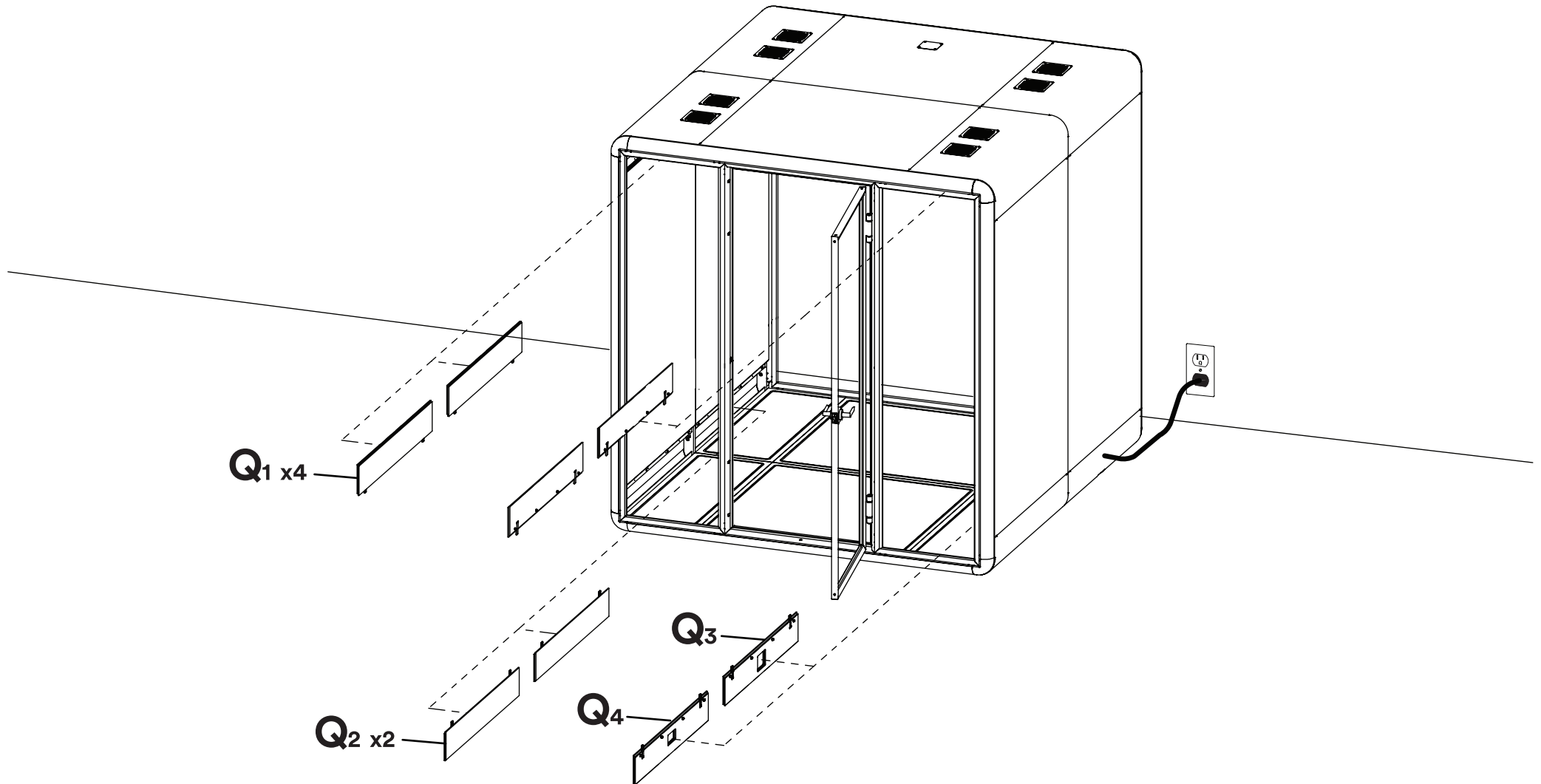
Kolo 4

- Install floor caps if not using the plug points in the floor
- If plug access is preferred, make incisions in the PET floor caps and floor tiles and pull cables through
- Install floor tiles



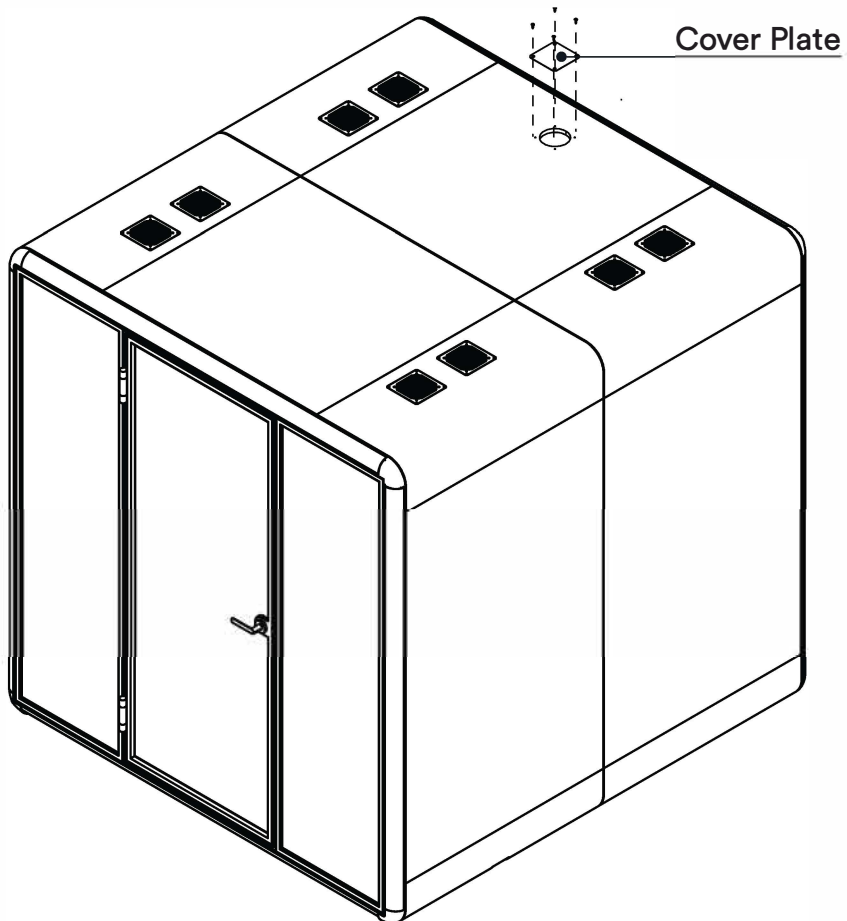
Kolo 4

- Press finishing panels into place
- Plug in the Kolo Pod
- Check function of all electrical components

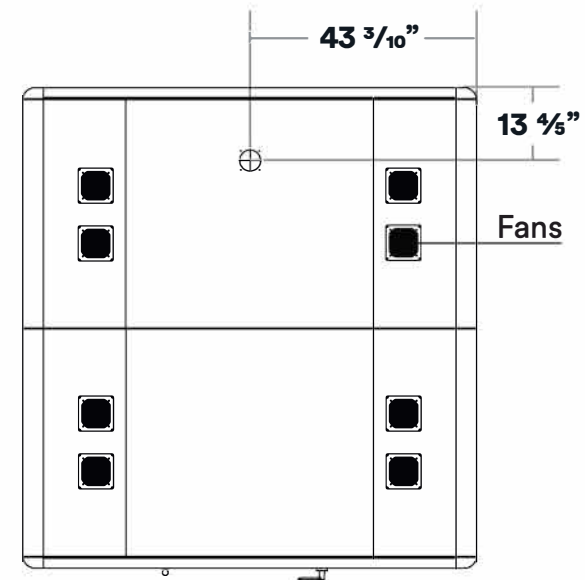


Kolo 4

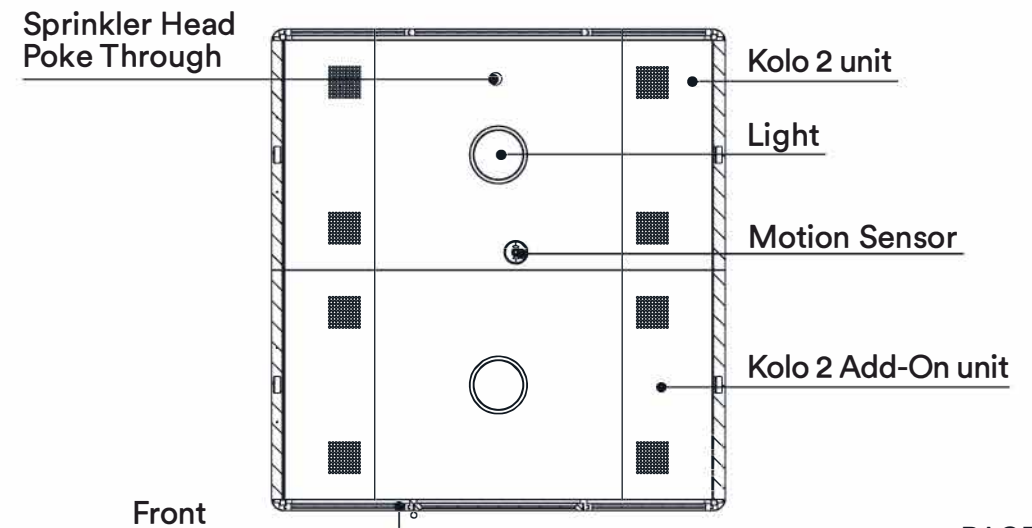
- Unplug the power cord
- Remove the cover plate
- Drill a pilot hole from the exterior
- Use a 2 3/8" hole saw from interior
- Install grommet, plumbing and sprinkler head guard (not provided)



CEILING EXTERIOR VIEW
SPRINKLER COVER PANEL REMOVED



CEILING INTERIOR VIEW



Kolo 4

- Plug in the Kolo Pod
- Use a permanent marker to check the **PPK4-B22 Box** on the UL label
- UL label is located above the AC outlet

