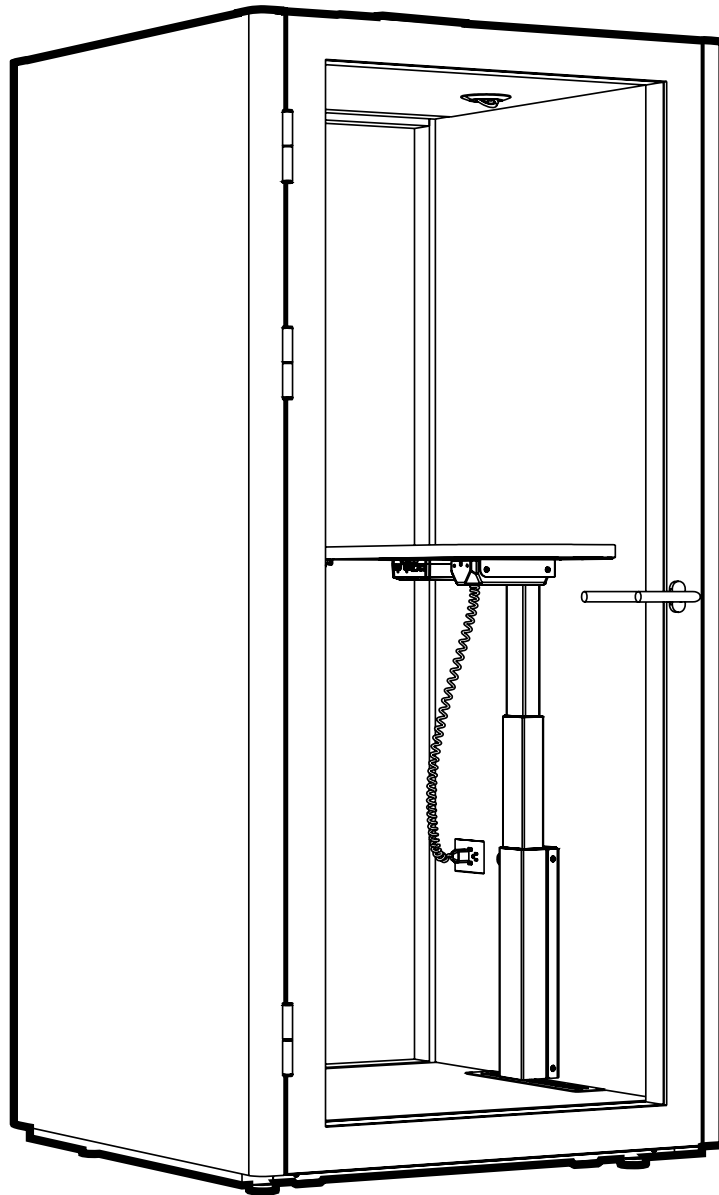


OnePod Office Phone Booth

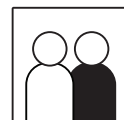
ACU010

UPLIFT[®]DESK

Work better. Live healthier.



Two person
assembly



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OnePod Installation and Warranty Checklist

To ensure the OnePod qualifies for the UPLIFT Desk 15 year warranty, please fill out the form and checklist below, sign the document, take a photo or scan the document, and email to info@upliftdesk.com.

Customer Name: _____

Shipping Address: _____

OnePod Serial Number: _____

Sales Order Number: _____

Installation Company (if applicable): _____

Installation Technician Name: _____

☐ **All installation instructions followed and completed**

- ☐ All hardware received and installed without substitutions
- ☐ Bolts and fasteners tightened
- ☐ Covers and panels properly installed
- ☐ Furniture assembled and securely installed
- ☐ Power cord connected per instructions

☐ **Door properly installed and adjusted**

- ☐ Door vertically centered within frame
- ☐ Door does not swing open on its own
- ☐ Door handle securely installed

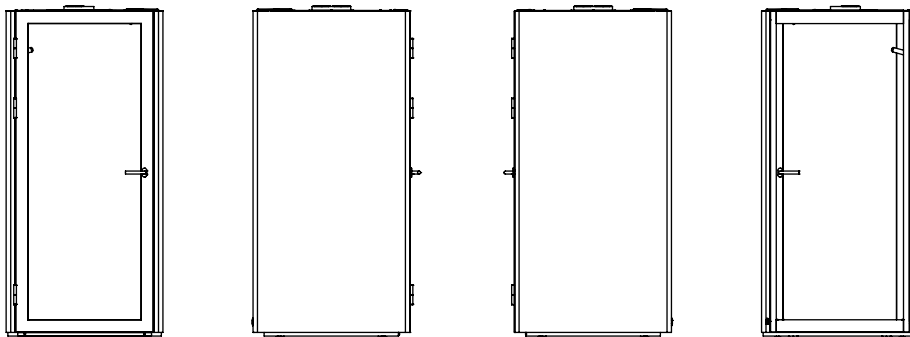
☐ **Occupancy sensor, lights, and fan function properly**

- ☐ Fans activate and run quietly upon entering
- ☐ Light turns on upon entering
- ☐ Fans and light shut down about five minutes after vacating

☐ **OnePod manual read and clearly understood**

- ☐ All product warnings and cautions read and clearly understood

☐ **Using the diagram below, place an "X" on the location of any blemishes.**



- ☐ Confirm that all the information on this form is correct and the OnePod is assembled and functioning properly.

Name: _____

Signature _____

Date: _____

Safety and Warnings



CAUTION: Read all instructions before assembly. Failure to assemble or operate properly may result in damage or personal injury. Retain manual for future reference.



CAUTION: Designate an assembly area and keep area clean of debris.



CAUTION: OnePod Wall, Door, Roof, and Base assemblies are very heavy! Two strong people are needed for assembly. Use caution when lifting. Use the provided Suction Cup Handle tools, one per side, and two people to move each assembly.



CAUTION: Ensure the Base casters do NOT make contact with the floor during assembly. Casters should only be engaged to contact the floor when moving the OnePod. See the Base Preparation (Step 2) for reference.



CAUTION: Before moving the OnePod, ensure leveling feet are raised and casters are engaged. Do not move the OnePod when leveling feet are touching the floor or low enough to catch on thresholds or floor transitions.



CAUTION: Designed for use in dry work environments only. Risk of fire, electric shock, or personal injury if used outdoors or in a damp location. Only use indoors. Do not use outdoors.



CAUTION: Intended for use by one person at a time for short term use each day.



CAUTION: Only use accessories recommended by the manufacturer. Alterations to the OnePod void warranty.



CAUTION: Keep plug away from heated surfaces. Never use a damaged cord or plug. Do not use OnePod if any electrical equipment damage is visible.



CAUTION: Only plug OnePod into properly grounded 120V outlet. Unplug before doing any assembly work or attempting to move the OnePod. Do not use extension cord. Do not use OnePod if there is any electrical equipment damage. Risk of electric shock.



CAUTION: Do not lean on exterior wall of OnePod. Do not climb on top of OnePod or place any load on its roof.



CAUTION: Do not use OnePod if ventilation is not functioning. Ensure ventilation channels are not obstructed by dust, hair, lint, etc. Do not smoke inside OnePod.



CAUTION: Keep fingers and all body parts clear of Door and adjustable height work surface. Ensure exterior power cord is properly wrapped behind the booth to prevent a tripping hazard.



CAUTION: The maximum weight for the adjustable height work surface is 175 pounds. Do not exceed this load.



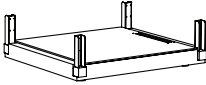
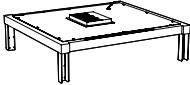



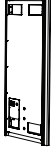
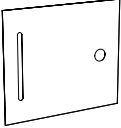


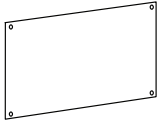
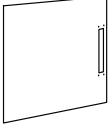
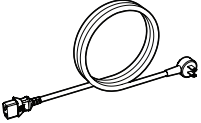

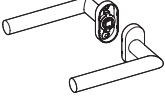
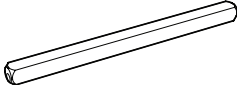


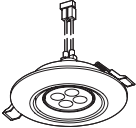
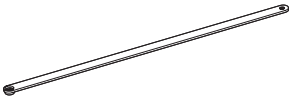
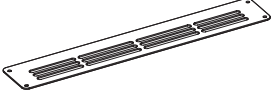
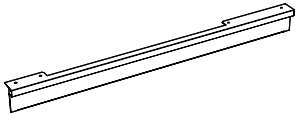
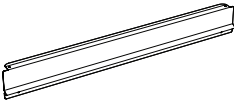
CAUTION: Keep unsupervised children away from exterior and interior of OnePod. Risk of personal injury and electric shock if the OnePod is misused.



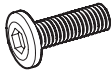
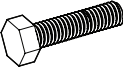
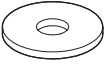
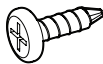
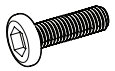
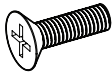



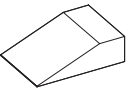
WARNING: To prevent damage to the glass panels, avoid exposing the OnePod to sudden or extreme changes in temperature.

Under no circumstances does the manufacturer accept warranty or liability claims for damages caused from improper use or handling of the OnePod. Provide this manual to any new user.





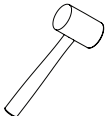

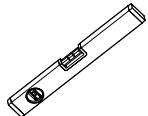
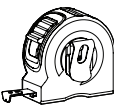
OnePod Components

<p>Base (A2)</p> 	<p>Roof (D2)</p> 	<p>Door (F2)</p> 	<p>Rear Wall (E)</p> 
<p>Left Wall (B2)</p> 	<p>Right Wall (C2)</p> 	<p>Roof Acoustic Panel</p> 	<p>Left Wall Acoustic Panel</p> 
<p>Right Wall Acoustic Panel</p> 	<p>Right Wall Electric Panel</p> 	<p>Carpet</p> 	<p>Power Cord</p> 
<p>Roof Corner Cover qty 4</p> 	<p>Door Handle qty 2</p> 	<p>Door Handle Rod</p> 	<p>Binding Post & Binding Post Screw qty 2</p> 
<p>Wood Accessory Hook & M6 x 40 Threaded Stud</p> 	<p>Light</p> 	<p>Door Closer Strut</p> 	<p>Vent Cover</p> 
<p>Upper Door Trim (A4)</p> 	<p>Door Threshold</p> 		

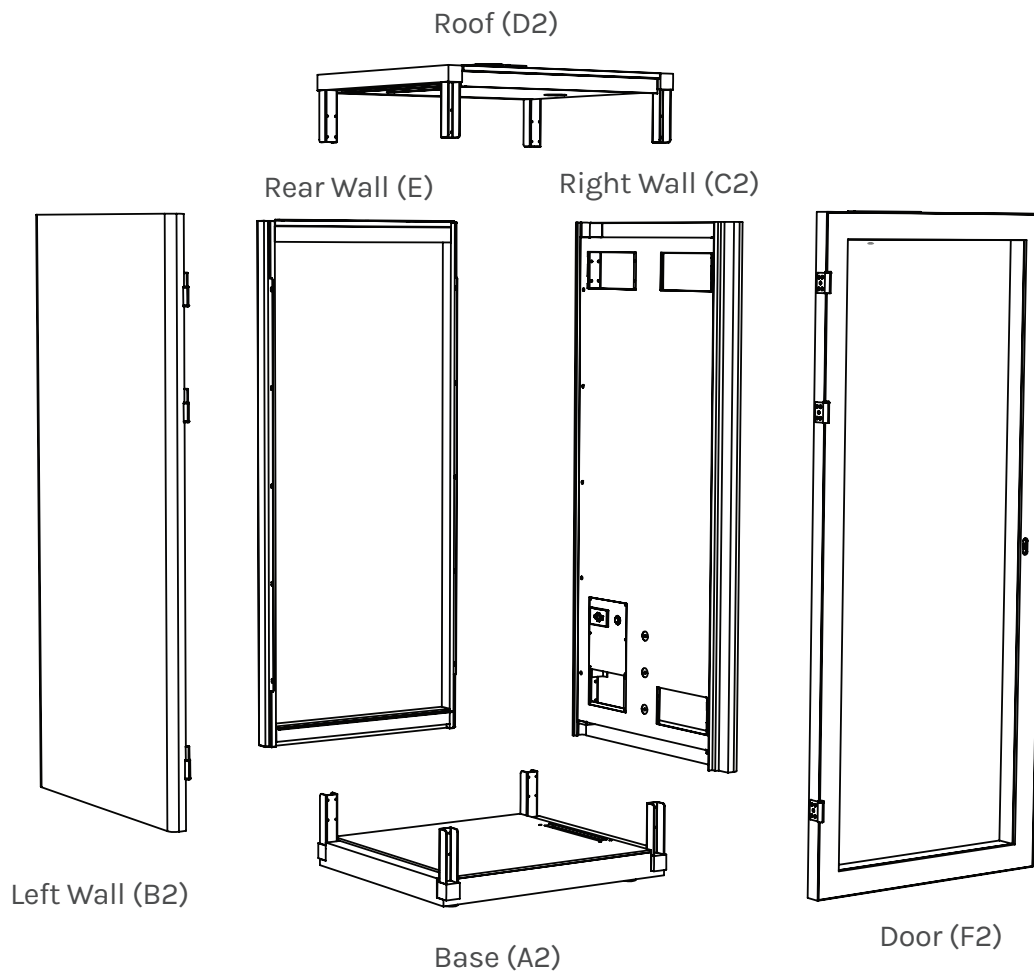
OnePod Hardware

<p>M6 x 15mm Low Profile Socket Head Screw, Blk qty 20</p> 	<p>M6 x 25mm Hex Head Screw qty 32</p> 	<p>M6 (16mm) Flat Washer qty 32</p> 	<p>4.2 x 13mm Phillips Head Self Tapping Screw qty 9</p> 	<p>M5 x 16mm Low Profile Socket Head Screw qty 6</p> 
<p>M5 x 16mm Flat Head Screw qty 4</p> 	<p>Suction Cup Handle qty 2</p> 	<p>8mm Socket & L-Handle</p> 	<p>3mm Allen Wrench 4mm Allen Wrench 5mm Allen Wrench</p> 	<p>Shim qty 2</p> 

Tools Required (not provided)

Crowbar 	Hammer 	Ratchet & 10mm Socket 	Drill 
Mallet 	Ladder qty 2 	Level 	Tape Measure 

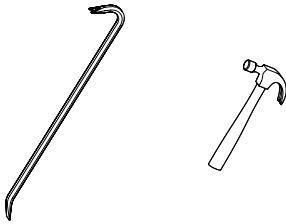
Component Diagram



OnePod Wall, Door, Roof, and Base assemblies are very heavy! Use caution when lifting. Use the provided Suction Cup Handles, one per side, and two people to move each assembly.

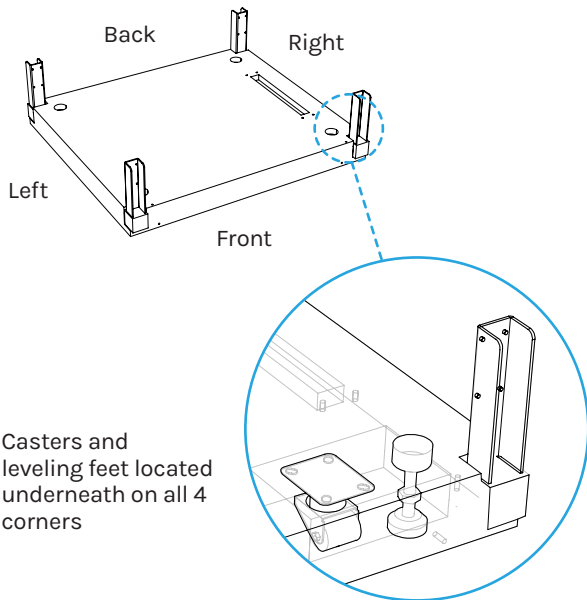
Step 1 - Find a suitable location for the OnePod

- The assembly area required for the OnePod is approximately 10' wide x 10' deep x 9' high. Ensure at least this much space is available. We recommend an area of at least 4' wide x 7' deep be arranged for the OnePod and door opening space.
- Ensure the top of the OnePod is at least 18" below any sprinkler deflector or discharge.
- Ensure that there is room for the door to open.
- Ensure that there is at least 2" of space on the sides of the pod for proper air circulation.



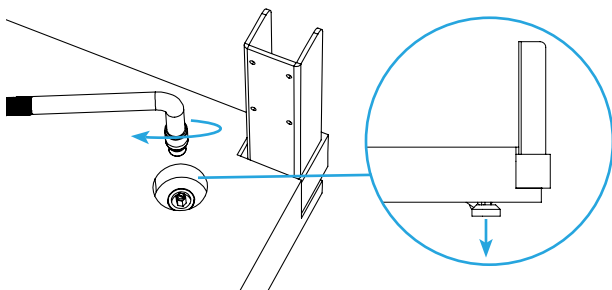
Step 2 - Uncrating the OnePod

- Wear steel toed shoes, gloves, and safety glasses.
- Use a crowbar and hammer to open the crate.
- Remove the OnePod components from the crate and remove protective packing from each piece before installation.

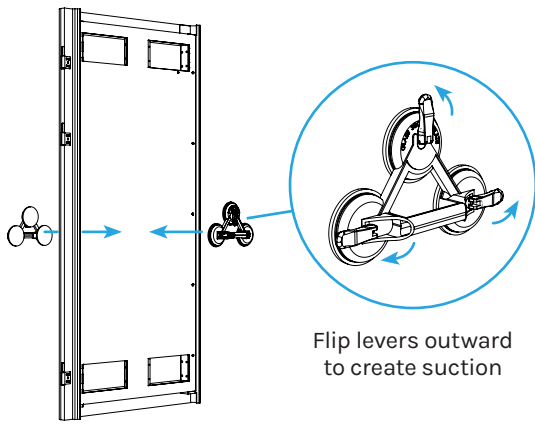


Step 3 - Base Preparation

- Place the Base on the ground near where the OnePod will be located with the four corner posts facing up and the front of the OnePod facing the desired direction. See diagram.
- The OnePod Base is equipped with casters and leveling feet on the bottom at each corner. Casters should be making contact with the floor ONLY when the OnePod is being moved. For safety reasons, do not assemble the OnePod if the casters are making contact with the floor.



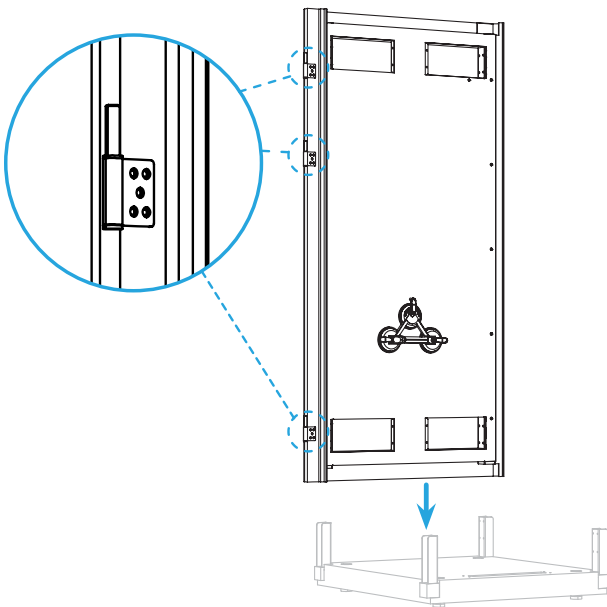
- Using the 8mm Socket & L-Handle, turn the four hex head bolts located in the holes in the top of the Base in a clockwise direction just enough so that all four leveling feet are making contact with the floor. Do not lower the leveling feet more than necessary.
- Place a Level on the base and adjust each hex head bolt slightly until the top surface of the Base is level from front to back and from left to right.
- Push on the Base to ensure it is stable and won't move.



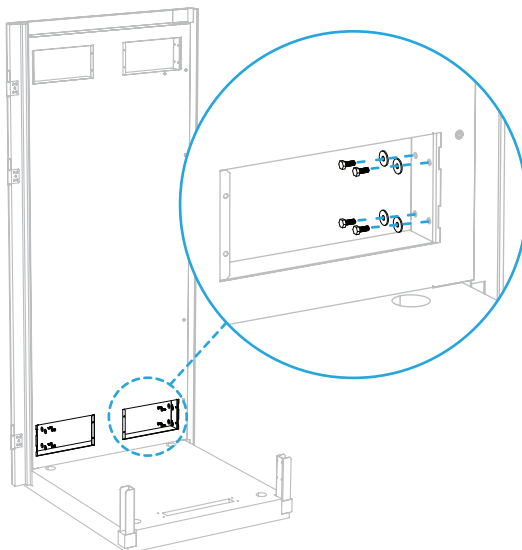
Step 4 - Left Wall Installation

Caution: The Left Wall weighs over 160 lb and requires the use of the Suction Cup Handles, one per side, and two people to lift it onto the Base posts. When lifting, use caution and proper ergonomic lifting techniques keeping the load close to your body and bending at your knees instead of your back.

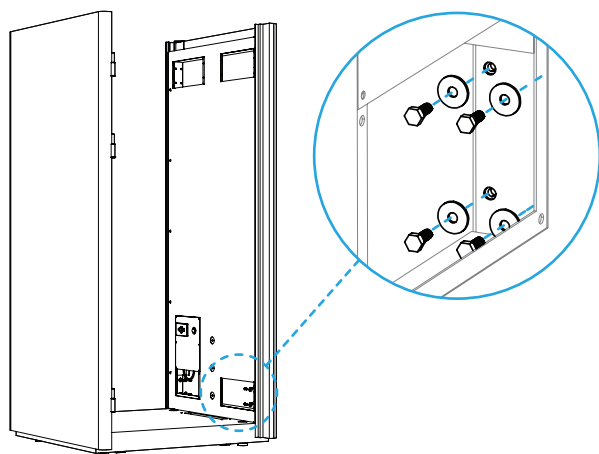
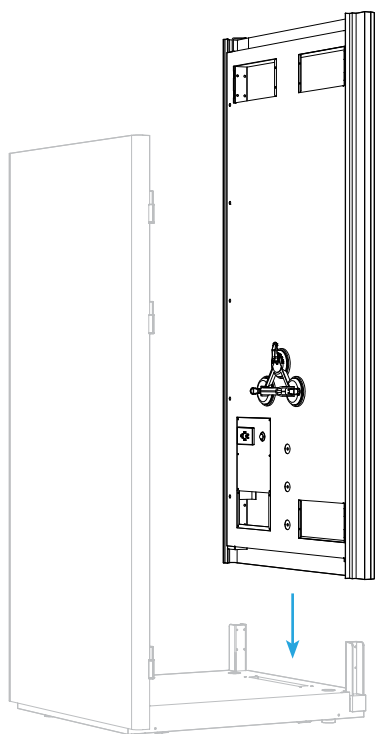
- Identify and orient the Left Wall as shown noting the location of the door hinge pins.
- Remove the protective film from the outside of the wall to allow the Suction Cup Handles to attach securely.
- Place one Suction Cup Handle to each side of the wall near the center at a height of about 25" to 30" from the floor to allow each person to lift the wall using their legs instead of their back. Flip the levers outward to create suction. Ensure each suction cup is securely attached.



- The Left Wall needs to be oriented with the hinge pins in the direction as shown in relation to the front of the OnePod.
- With one person on each side of the wall, grip the Suction Cup Handles firmly and slowly raise the wall above the posts on the left side of the Base. Gently lower the wall onto the posts until it is resting on the floor of the Base.



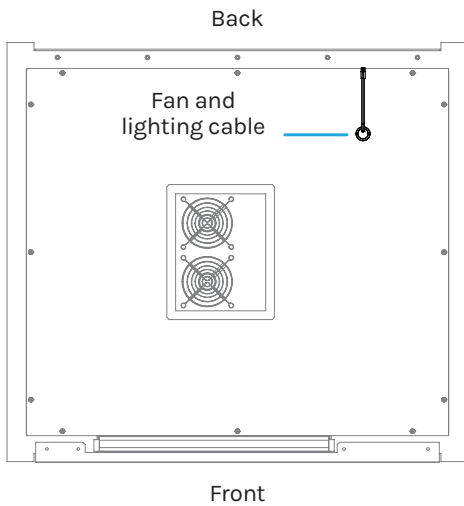
- There are the four holes inside the two rectangular access pockets at the bottom of the wall as shown. In each hole, insert one M6 x 25mm Hex Head Screw and one M6 Flat Washer (a total of eight each) and use a ratchet with a 10mm socket to start each screw. **Important:** DO NOT completely tighten the screws yet.



Step 5 - Right Wall Installation

Caution: The Right Wall weighs over 160 lb and requires the use of the Suction Cup Handles, one per side, and two people to lift it onto the Base posts. When lifting, use caution and proper ergonomic lifting techniques keeping the load close to your body and bending at your knees instead of your back.

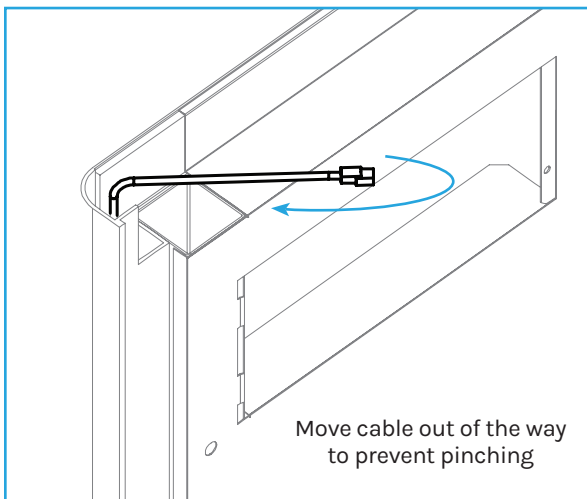
- Identify and orient the Right Wall as shown noting the location of the three mounting holes in the center of the wall and the electric access opening.
- Use a piece of masking or painter's tape to secure the electrical cable at the top of the wall to prevent it from falling into the wall channel.
- Remove the protective film from the outside of the wall to allow the Suction Cup Handles to attach securely.
- Place one Suction Cup Handle to each side of the wall near the center at a height of about 25" to 30" from the floor to allow each person to lift the wall using their legs instead of their back. Flip the levers outward to create suction. Ensure each suction cup is securely attached.
- The Right Wall includes three mounting holes for the UPLIFT Wall Mounted Standing Desk Frame in the center and the electrical access opening at the lower left side. Orient the Right Wall with the mounting holes in the direction shown in relation to the front of the OnePod.
- With one person on each side of the wall, grip the Suction Cup Handles firmly and slowly raise the wall above the posts on the right side of the Base. Gently lower the wall onto the posts until it is resting on the floor of the Base.
- There are four holes inside the two rectangular access pockets at the bottom of the wall as shown. In each hole, insert one M6 x 25mm Hex Head Screw and one M6 Flat Washer (a total of eight each) and use a ratchet with a 10mm socket to start each screw. **Important:** DO NOT completely tighten the screws yet.



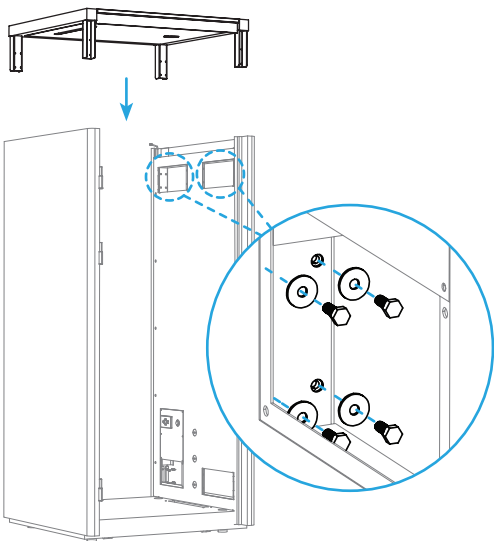
Step 6 - Roof Installation

Caution: The Roof weighs over 80 lb and requires two people to lift it onto the Left and Right posts. When lifting, use caution and proper ergonomic lifting techniques keeping the load close to your body and bending at your knees instead of your back.

- A. Orient the Roof so the fan and lighting cable is located at the back, right corner of the OnePod as shown.

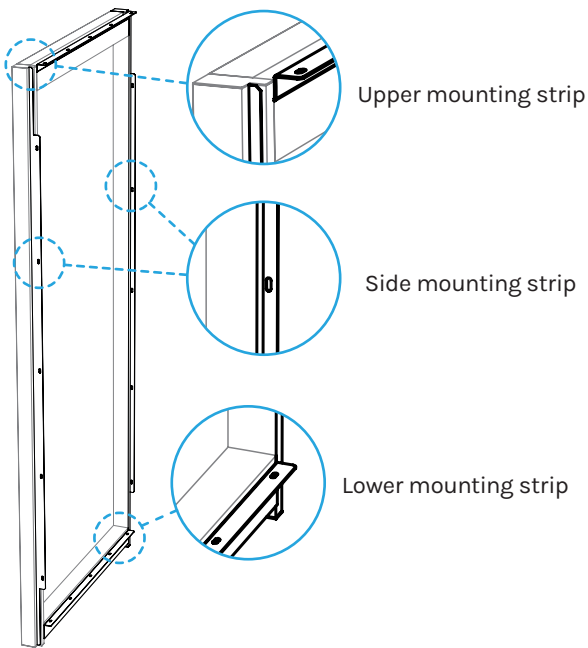


- B. **Important:** Ensure the cable is positioned at the top of the Right Wall so it's clear of the tubes and Roof post to prevent damage when lowering the Roof onto the wall.

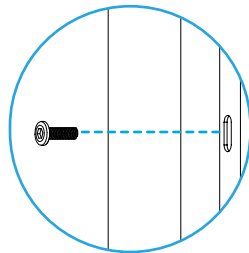
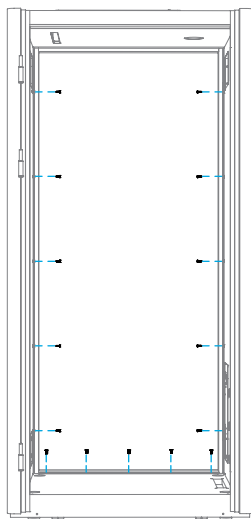
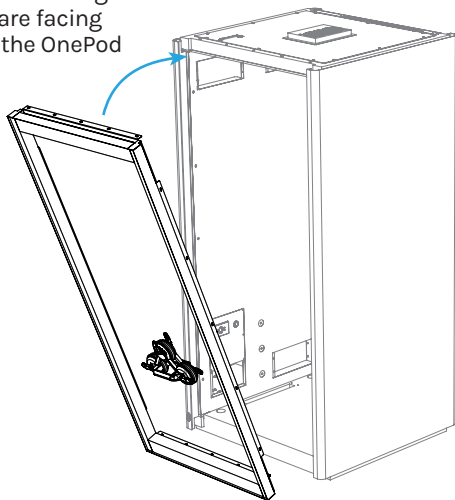


- C. With one person at the back of the Roof and another at the front, carefully raise the Roof and position it as shown above the Left and Right Walls.
- D. Slowly lower the Roof so the posts slide into the openings at the top of the Left and Right Walls. **Important:** Lower the Roof as evenly as possible ensuring all four posts slide into the tubes at the same rate to prevent them from binding
- E. Use a Level to check that the top surface of the Base is still level from front to back and from left to right. Adjust the leveling feet if needed.
- F. There are four holes inside the two rectangular access pockets at the top of the Left and Right Walls as shown. In each hole, insert one M6 x 25mm Hex Head Screw and one M6 Flat Washer (a total of 16 each) and use a ratchet with a 10mm socket to start each screw. **Important:** DO NOT completely tighten the screws yet.

Note: 10 extra screws and washers have been provided in case you happen to drop any into the opening between the wall and inner frame.



Ensure mounting strips are facing towards the OnePod



Step 7 - Rear Wall Installation

Caution: The Rear Wall weighs over 145 lb and requires two people to lift it into place at the back of the OnePod. When lifting, use caution and proper ergonomic lifting techniques keeping the load close to your body and bending at your knees instead of your back.

A. The Rear Wall has upper, lower, and side mounting strips for attachment to the Roof, Base, Left Wall, and Right Wall. Face the mounting strips toward the OnePod with the upper mounting strip (top of wall) facing up toward the Roof as shown.

B. Place one Suction Cup Handle to each side of the wall near the center at a height of about 25" to 30" from the floor to allow each person to lift the wall using their legs instead of their back. Flip the levers outward to create suction. Ensure each suction cup is securely attached.

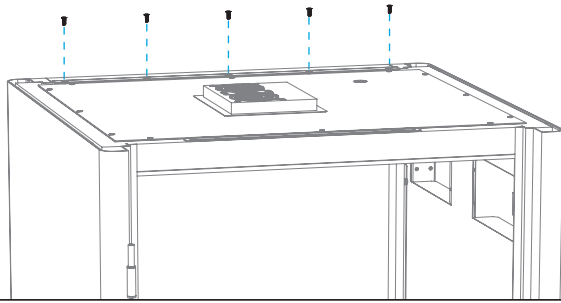
C. Position the cable at the top of the Right Wall so that it is out of the way and won't get damaged when installing the Rear Wall.

D. With one person on each side of the wall, grip the Suction Cup Handles firmly and slowly raise the wall with the mounting strips facing the OnePod.

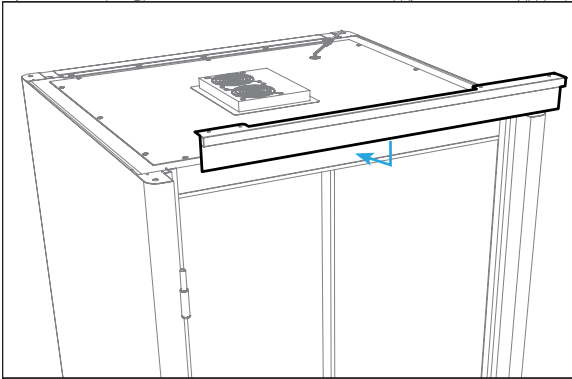
E. Position the lower mounting strip on the top surface of the Base then tilt the wall into place so the upper mounting strip is over the Roof.

F. There will be five screws installed through each side mounting strip and five screws installed through the lower mounting strip. With one person holding the Rear Wall in place from the outside, use the 4mm Allen Wrench to insert the M6 x 15mm Low Profile Socket Head Screws through each of the holes in the mounting strips and into the Base and Walls on the inside of the OnePod.

Important: DO NOT completely tighten the screws yet.

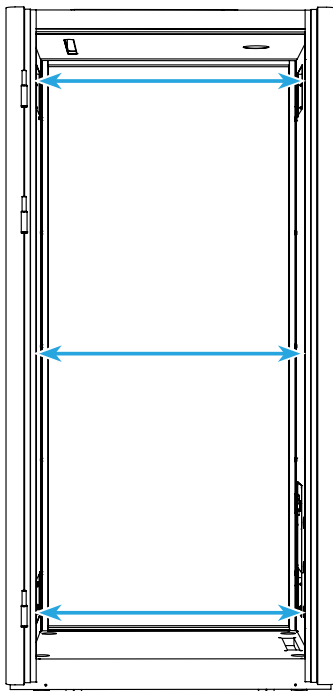
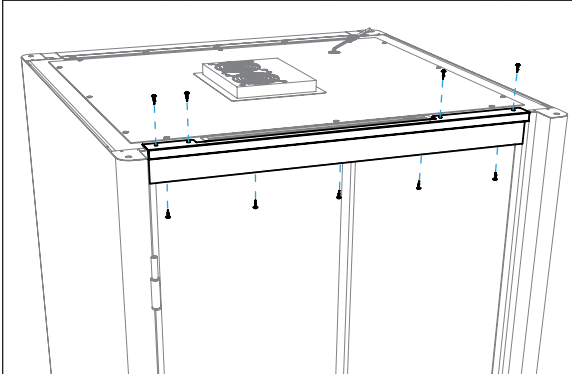


- G. Insert five more M6 x 15mm Low Profile Socket Head Screws through the upper mounting strip and into the Roof using the 4mm Allen Wrench. DO NOT completely tighten the screws yet.



Step 8 - Upper Door Trim Installation

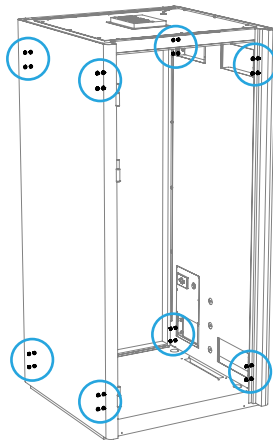
- A. Align the Upper Door Trim at the top of the door opening as shown.
- B. Install the nine 4.2 x 13mm Phillips Head Self Tapping Screws as shown using a Phillips head screwdriver. To prevent stripping, be careful to not overtighten the screws.



Step 9 - Wall Alignment and Screw Tightening

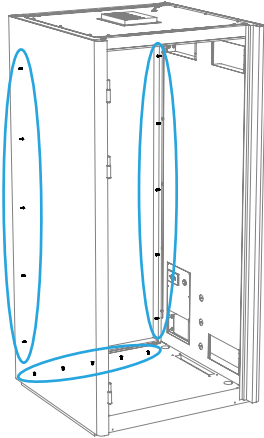
IMPORTANT! This step is important to ensure the OnePod is plumb and the door will properly close.

- A. Use a Level to ensure the Left Wall and Right Wall are straight.
- B. Measure the width of the doorway opening at the top, center, and bottom. The opening should measure the same at all three locations (36.75" to 37").
- C. If the measurements are not the same, have one person push against the Right or Left Wall to straighten until each of the three locations measures the same, about 36.75" to 37". Hold the wall in place.

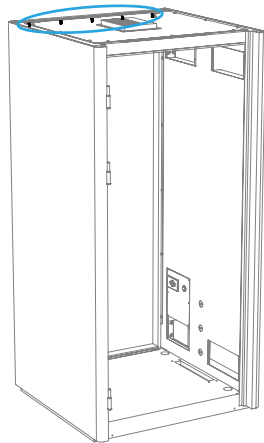


D. While the walls are being held straight, tighten all screws from previous steps.

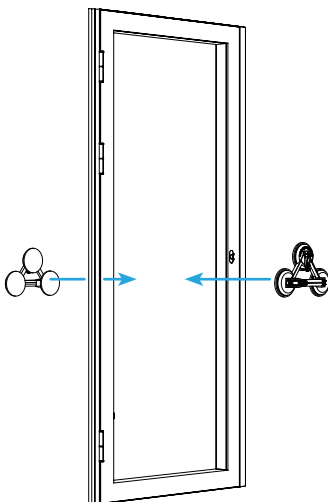
- Qty 32 M6 x 25mm Hex Head Screws located in the access pockets located at the inside top and bottom of the Left and Right Walls.



- Qty 15 M6 x 15mm Low Profile Socket Head Screws located along the inside bottom and sides of the Rear Wall.



- Qty 5 M6 x 15mm Low Profile Socket Head Screws for the Rear Wall located on top of the Roof.

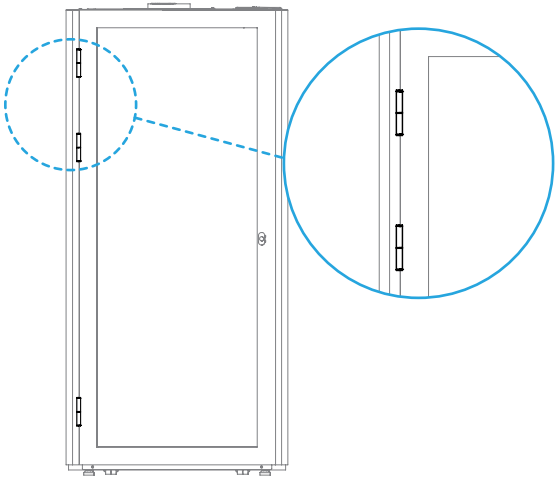


Step 10 - Door Installation

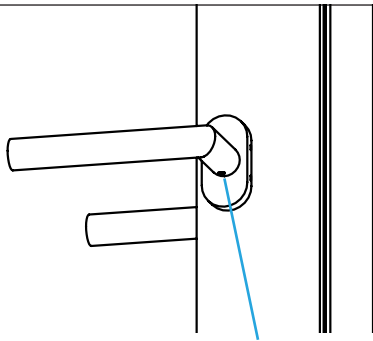
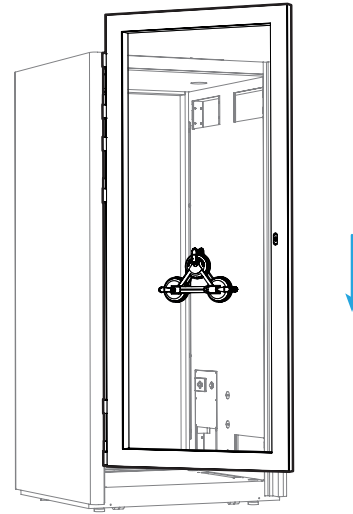
Caution: The Door weighs over 140 lb and requires two people to lift it onto the hinge pins on the Left Wall. When lifting, use caution and proper ergonomic lifting techniques keeping the load close to your body and bending at your knees instead of your back.

- A. Place one Suction Cup Handle to each side of the Door near the center at a height of about 25" to 30" from the floor to allow each person to lift the wall using their legs instead of their back. Flip the levers outward to create suction. Ensure each suction cup is securely attached.

- B. The Door has three hinges located along the left side and a hole for the Door Handle on the right. Orient the Door so that the two hinges that are closer together should be at the upper left when looking at the OnePod from the front.



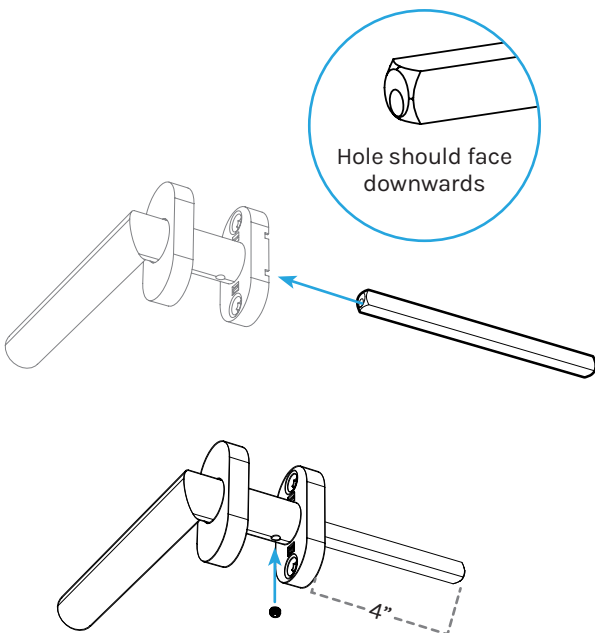
- C. With one person on each side of the Door, grip the Suction Cup Handles firmly and slowly raise the Door to align the hinges on the Door with the hinge pins on the Left Wall. Gently lower the Door until all three of the hinges are completely seated on the hinge pins. **Important:** DO NOT close the Door until the Door Handle is installed in the next step.



Door Handles will point toward the middle of the Door and set screws will face down.

Step 11 - Door Handle Installation

- A. After installation, the Door Handles will point toward the middle of the Door and the set screws will face down as shown.

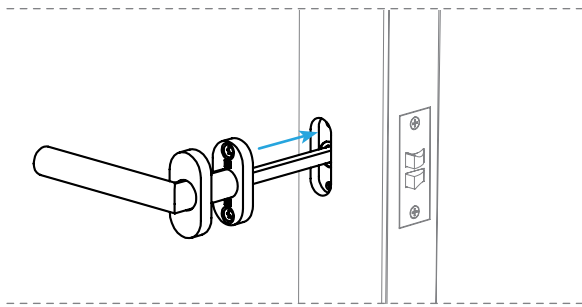


- B. Align the Door Handle Rod so that the side with the hole going through it will be facing towards the set screws in the bottom of the handles once inserted.

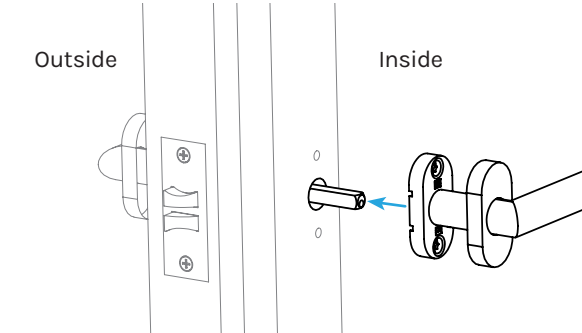
- C. Insert the Door Handle Rod into the Door Handle half as shown so that 4" of the rod is still exposed.

Note: The Door Handle Rod may be pre-installed in the Door Handle.

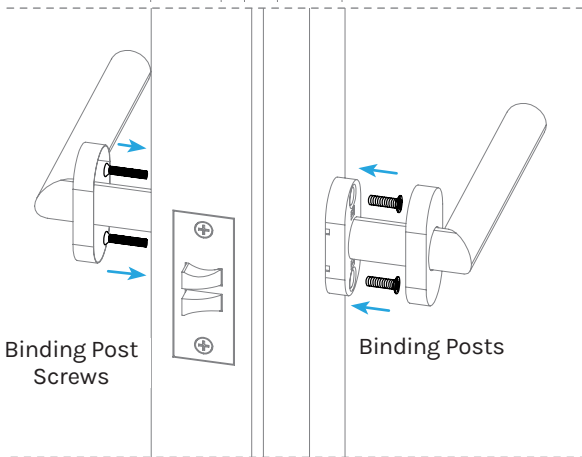
- D. Tighten the set screw in the bottom of the Door Handle using the 3mm Allen Wrench to hold the rod firmly in place.



- E. Insert the square Door Handle Rod through the hole in the outside of the door with the end of the handle pointing towards the hinges and the set screw facing the floor.

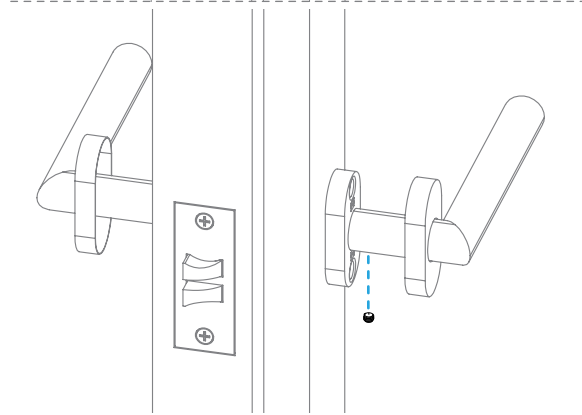


- F. Slide the other handle onto the Door Handle Rod on the inside of the OnePod with the end of the handle pointing toward the hinges and the set screw facing the floor.

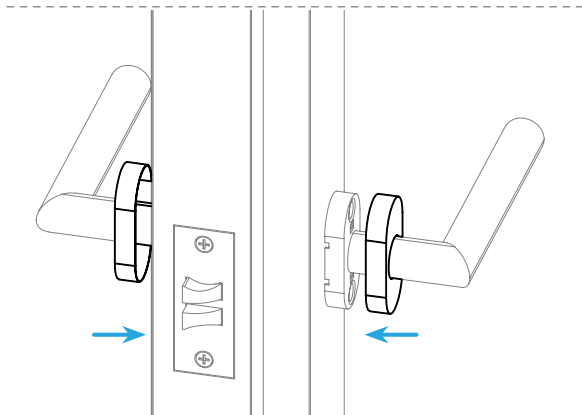


- G. Insert the two Binding Posts through the holes in the handle on the outside of the Door.
H. Insert the two Binding Post Screws through the holes in the handle on the inside of the Door.
I. Tighten the Binding Post Screws using a Phillips head driver, being careful to not over-tighten them.

Note: If the handle sticks and does not spring back when pressed up or down, slightly loosen the Binding Post Screws until the handle moves freely and does not stick.



- J. Tighten the set screw on the bottom of the handle inside the OnePod with the 3mm Allen Wrench.

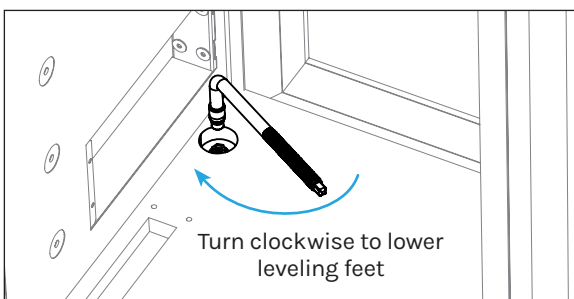
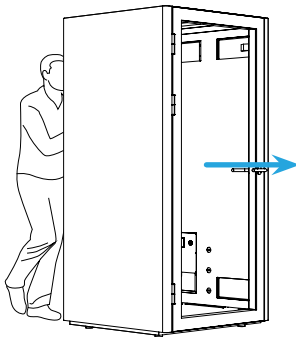
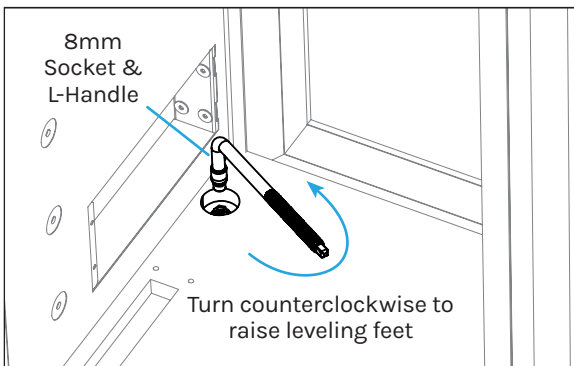
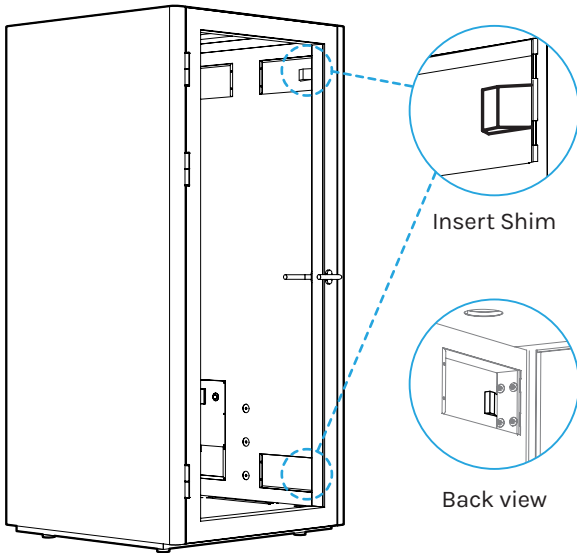


- K. Press the covers into place over each of the Door Handle bases and against the Door to cover the Binding Posts and Binding Post Screws.

Step 12 - Door Close Check

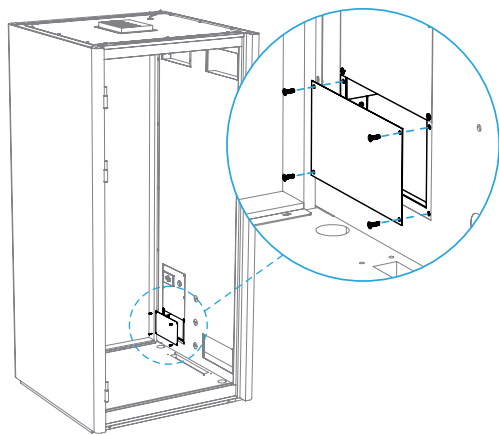
- A. Close the Door of the OnePod.
- B. If the door closes and latches properly, skip to the next step.
- C. If the Door Handle does not latch, check the following:
 - Use a Level to check that the OnePod Walls are straight and the width of the door opening is 37".
 - Examine the top of the Door to ensure it is flush with the Left and Right Walls with no visible gaps along the top or bottom edges.
 - Check if the Door rubs against the Right or Left Wall when closing.
- D. If the walls are not straight, the door width is not 37", or there are gaps along the top edge of the door and walls, loosen the screws noted in Step 9C and then follow the instructions to align the walls again.
- E. If the Door rubs against the Right or Left Wall when closing, use a mallet to install a Shim inside the top and/or bottom access pocket between the inner wall frame and outer wall panel on the side the Door is rubbing, as shown. Insert the Shim(s) just enough to eliminate the rubbing of the Door against the Right Wall.

Note: A Shim may be pre-installed, but an additional Shim can be added if needed



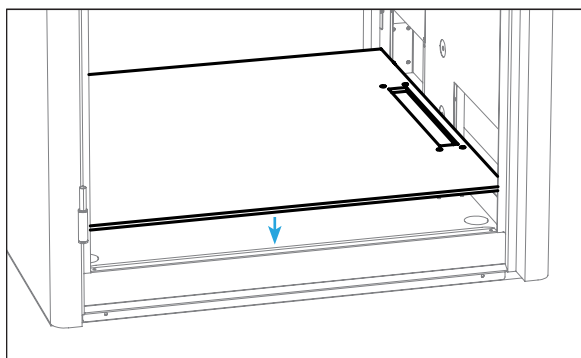
Step 13 - Final OnePod Positioning

- A. If the OnePod is located exactly where you want it, skip to the next step.
- B. Raise the leveling feet by using the 8mm Socket & L-Handle to turn the four hex head bolts located in the holes in the top of the Base counterclockwise until the leveling feet are raised and all four casters are making contact with the floor.
- C. Carefully roll the OnePod to its intended location.
- D. Using the 8mm Socket & L-Handle, turn the four hex head bolts located in the holes in the top of the Base in a clockwise direction just enough so that all four leveling feet are making contact with the floor. Do not lower the leveling feet more than necessary.
- E. Place a Level on the base and adjust each hex head bolt slightly until the top surface of the Base is level from front to back and from left to right.
- F. Push on the OnePod to ensure it is stable and won't move.



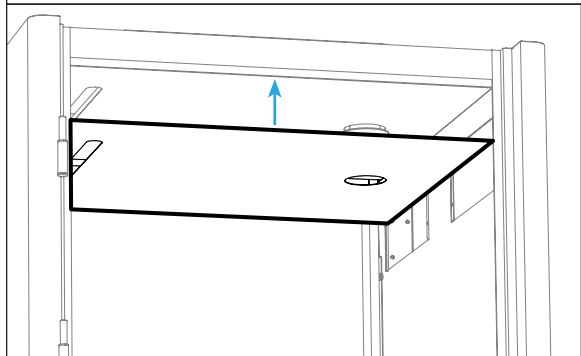
Step 14 - Install Right Wall Electric Panel

- A. Align Right Wall Electric Panel with holes in the lower left access pocket of the Right Wall below the panel with the power outlets and motion sensor.
- B. Install four M5 x 16mm Flat Head Screws using a Phillips head screwdriver to secure the wall panel.

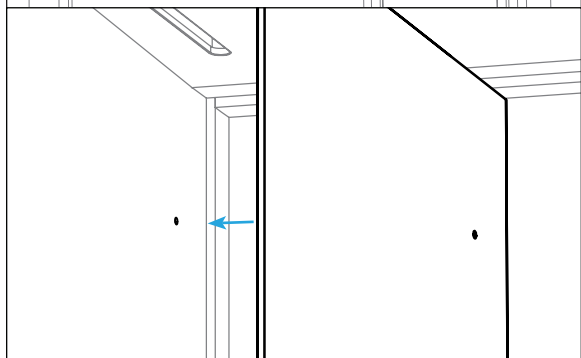


Step 15 - Carpet and Acoustic Panel Installation

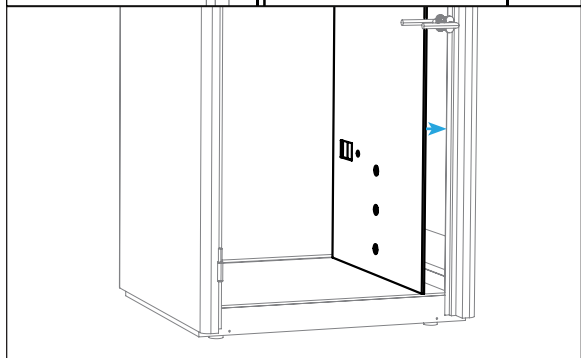
- A. Lay the Carpet on the Base floor so the cutout for the ventilation slot is aligned with the ventilation slot in the Base near the Right Wall as shown.



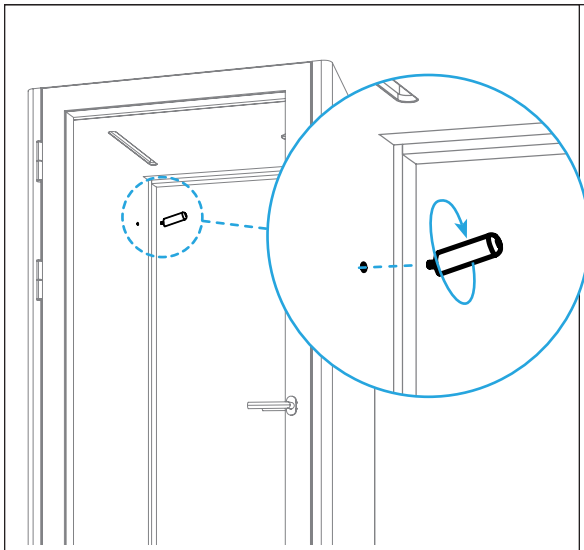
- B. Acoustic Panels have magnetic strips attached to the back to allow them to stick to the Walls and Roof. Install the Roof Acoustic Panel with the round hole for the Light toward the Right Wall and the ventilation slot toward the Left wall. Pull the cable for the light through the round hole of the Roof Acoustic Panel so it's accessible.



- C. Install the Left Side Acoustic Panel with the small hole for the Accessory Hook toward the top and closer to the Rear Wall.

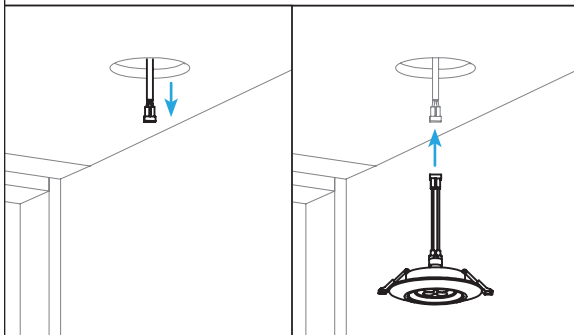


- D. Install the Right Side Acoustic Panel with the three holes for attaching the UPLIFT Wall Mounted Standing Desk Frame and cutouts for the power outlets and motion sensor located at the bottom.
- E. Press each panel against the walls and roof so they are flush and all magnet strips are making contact with the walls and roof.



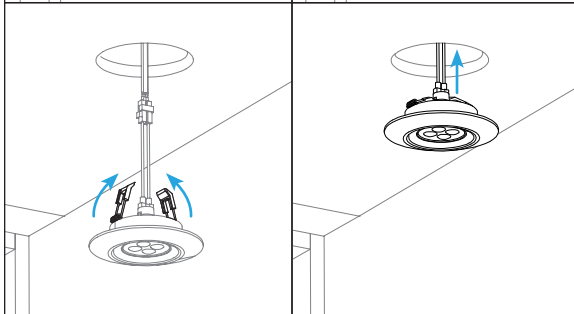
Step 16 - Accessory Hook Installation

- Install the M6 x 40mm Threaded Stud into the Wooden Accessory Hook.
- Align the Threaded Stud on the Accessory Hook with the threaded hole in the Left Wall through the hole in the Left Side Acoustic Panel.
- Rotate the Accessory Hook clockwise to thread it into the hole in the wall.
- Once the base of the Accessory Hook makes contact with the acoustic panel, continue to turn it until the hook is angled upward toward the Roof of the OnePod. If the hook feels loose, continue to make additional turns until it is snug and angled upward.

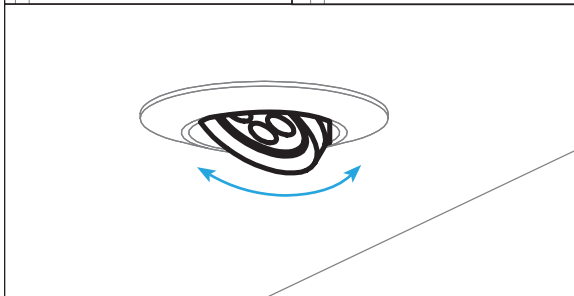


Step 17 - Light Installation

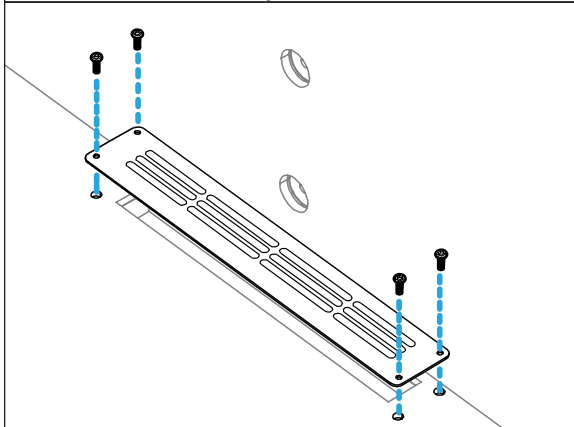
- If the light cable from the Roof is not already visible and hanging into the inside of the OnePod, reach into the hole and pull the cable through the opening.
- Insert the Light assembly cable into the light cable hanging from the ceiling.



- Push the excess cable up into the hole in the Roof.
- Flip the spring loaded tabs up on both sides of the Light assembly and insert it into the hole. Allow the tabs to spring back down on the inside of the roof panel to hold the Light in place.

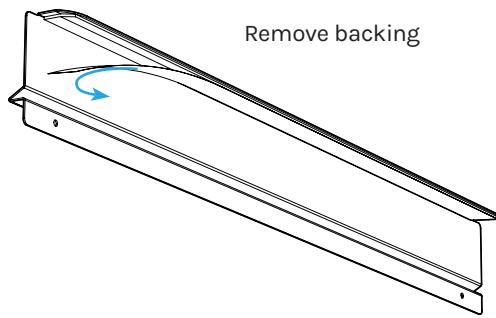


- Rotate the Light as needed so the lamp pivots between the Left and Right Walls.



Step 18 - Vent Cover Installation

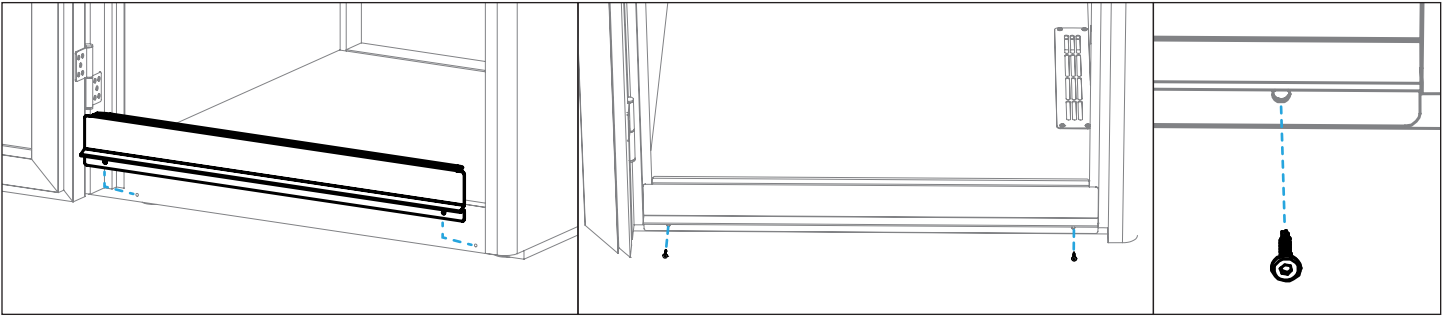
- With the thinner, long edge of the Vent Cover closer to the wall, align the Vent Cover holes with the holes in the floor as shown.
- Insert four M5 x 16mm Low Profile Socket Head Screws where shown using the 3mm Allen Wrench. Be careful not to overtighten the screws to prevent stripping.



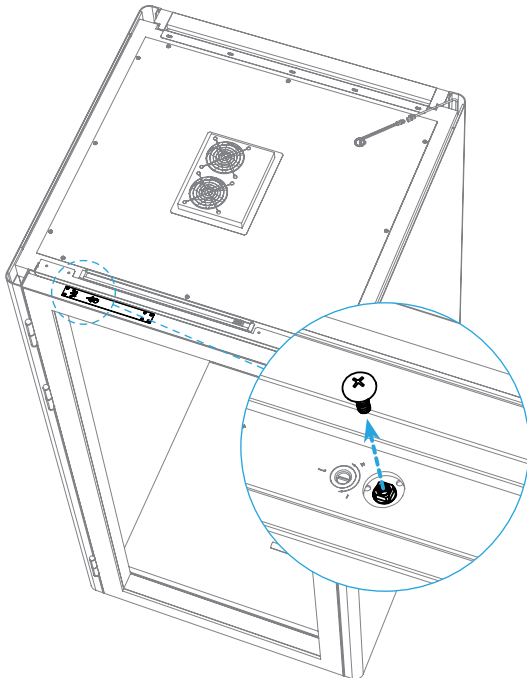
Remove backing

Step 19 - Door Threshold Installation

- A. Remove the backing from the adhesive strip on the underside of the Door Threshold.

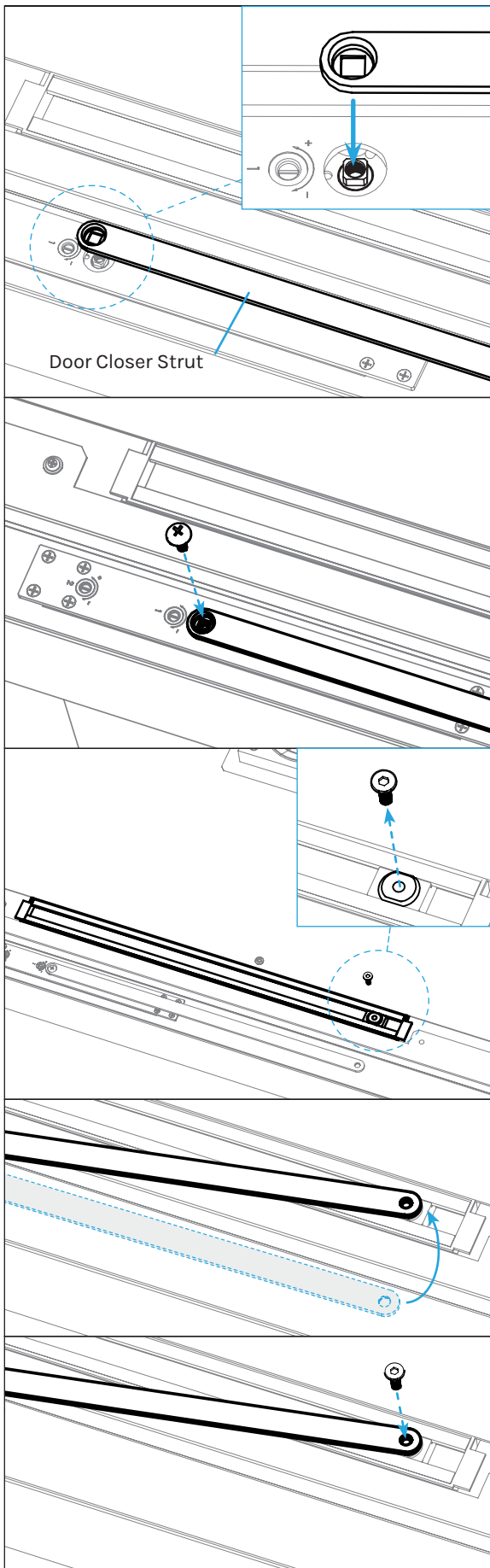


- B. Align the Door Threshold at the bottom of the OnePod as shown.
- C. Press along the top of the threshold to adhere the adhesive strip to the Carpet.
- D. Install two M5 x 16mm Low Profile Socket Head Screws as shown using the 3mm Allen Wrench. Be careful not to overtighten the screws to prevent stripping.



Step 20 - Door Closer Strut Installation

- A. With the Door closed, use a ladder to access the top of the OnePod in front of the Door.
- B. Remove the screw from the top of the door frame as shown using a Phillips head screwdriver. DO NOT discard the screw.



- C. Place the end of the Door Closer Strut on the square boss where the screw was just removed with the raised part of the strut facing down as shown.

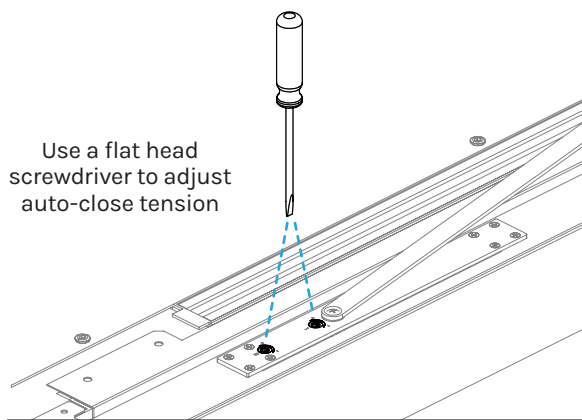
Ensure the strut is parallel with the door when attaching it.

- D. Attach the strut to the door with the previously removed screw.

- E. Remove the screw from the top of the Roof near the front of the OnePod as shown using the 5mm Allen Wrench. DO NOT discard the screw.

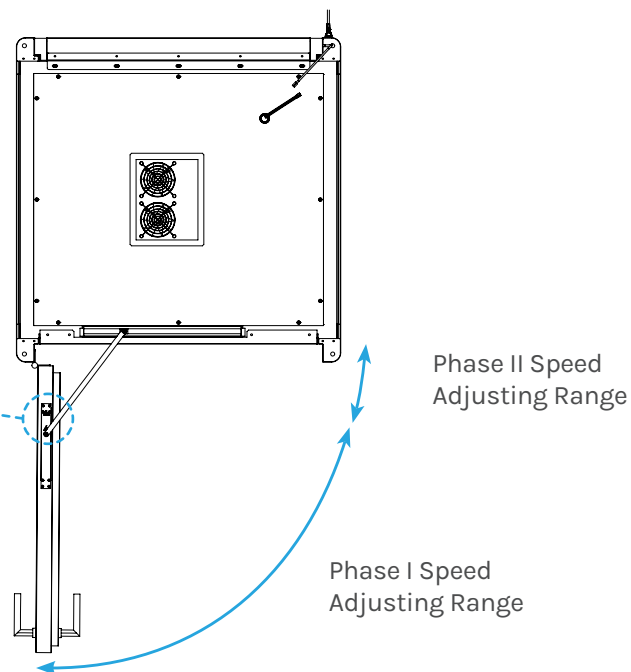
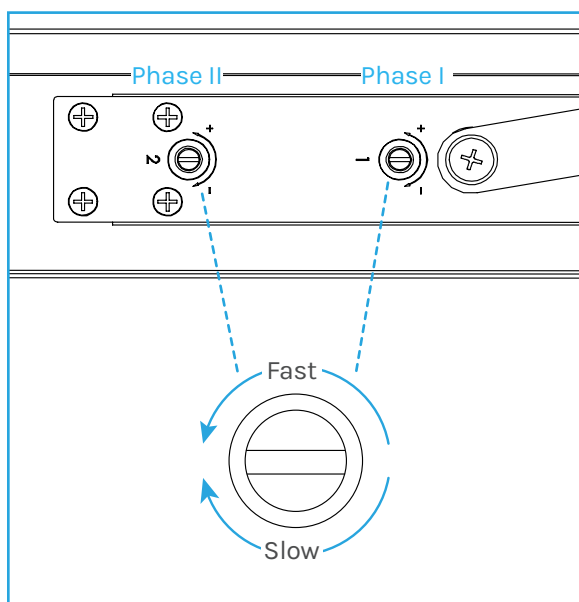
- F. Rotate the unattached end of Door Closer Strut toward the Door and align the hole in the end of the strut with the hole where the screw was just removed.

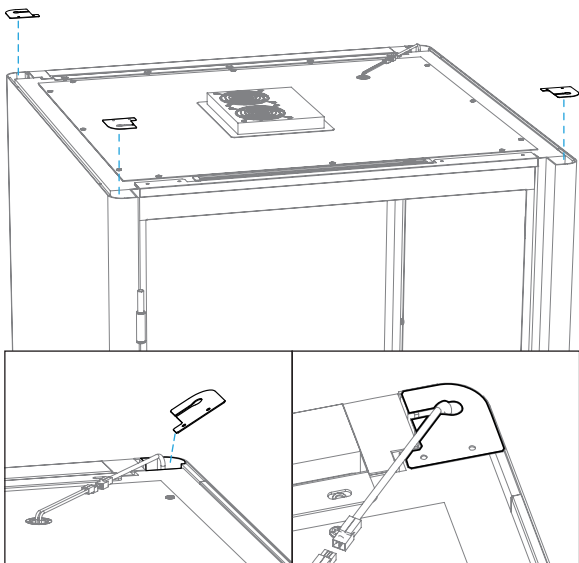
- G. Use the previously removed screw to attach the strut.



Step 21 - Door Closer Adjustment

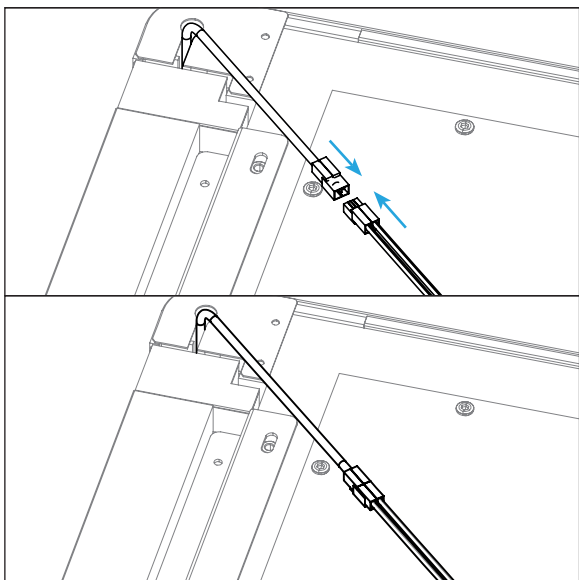
- Open the door and let it close on its own. If the door closes, latches shut, and is not too slow or too fast, you can skip to the next step. Ideally, the door should close completely on its own but not so quickly that it could cause injury.
- If adjustments are needed, use a flat head screwdriver to adjust the auto-close tension on the door based on the diagram. There are two adjustment points for the door closer.
- The adjustment point marked "1" adjusts the speed of the door during the first, longer phase of the closing process. Turn clockwise to reduce closing speed and counterclockwise to increase it.
- The adjustment point marked "2" adjusts the speed of the second, shorter phase of the closing process. Turn clockwise to reduce closing speed and counterclockwise to increase it.





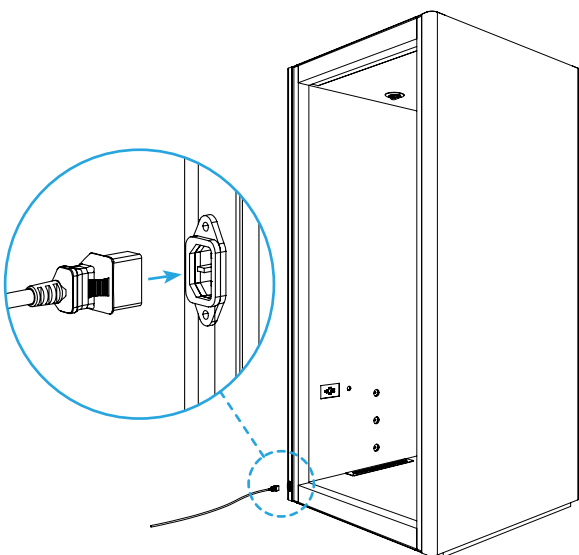
Step 22 - Roof Corner Cover Installation (optional)

- The Roof Corner Covers are used for aesthetic purposes in case the top of the OnePod will be visible from above, such as from stairs or a second floor in an open office environment. The covers have magnets and do not require tools or screws to attach.
- Place three of the Roof Corner Covers on the top of the OnePod in the corners shown to cover the openings at the top of the Right and Left Walls.
- Place the fourth Roof Corner Cover in the back right corner and position the Roof cable through the slot in the cover.

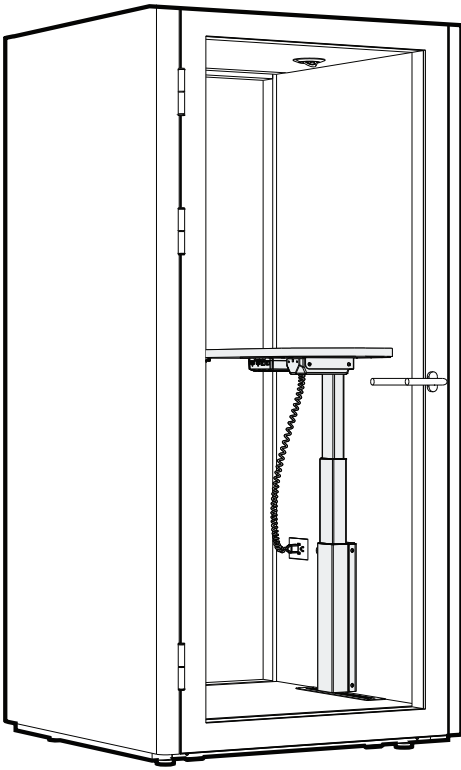


Step 23 - Power Cable Connections

- Insert the cable from the Roof on top of the OnePod into the cable coming out of the top of the Right Wall at the back of the OnePod.
- Tuck excess cable down through the slot in the Roof Corner Cover.



- Insert the Power Cord into the back of the OnePod near the Base as shown.
- Plug the Power Cord into a grounded, 120V power outlet.
- Enter the OnePod and confirm that the motion sensor located at the bottom of the Right Wall activates the ventilation fans and light.
- Test each of the power outlets and each of the USB ports in the electrical panel with suitable devices.
- If the ventilation fans and light do not turn on or the outlet isn't powered, check all connections and try again.



Step 24 - Install OnePod Work Surface

Refer to the instructions included with the UPLIFT Wall Mounted Standing Desk Frame for assembly and installation steps.



OnePod Clean Up and Care

Clean the glass and OnePod hard surfaces with a mild alcohol-based cleaning solution and a lint-free cloth. Mineral spirits may be used for stubborn marks left on the glass, but please take care when using it by wearing gloves and a mask.

- Clean the work surface with mild, soapy water or Lysol wipes.
- Vacuum your carpet as needed. For spills or stains, clean the carpet with carpet cleaner, test on a small area first.
- Vacuum your acoustic panels as needed. For general spot cleaning, use a water-based fabric cleaner (specifically made for cleaning fabric) or a solution of mild, soapy water. For ink stains, apply a small amount of sparkling or mineral water to a clean and damp absorbent cloth. Start at the outside of the ink stain and work toward the center. Apply pressure to absorb the ink, but do not rub too vigorously.

Moving the OnePod After Initial Installation

If you decide to move the OnePod to a new location once it has been assembled and installed, you will need to follow the steps below to access and engage the casters.

- A. Unplug and remove the OnePod's Power Cord.
- B. Remove the Accessory Hook.
- C. Remove the Left Wall Acoustic Panel
- D. Remove the Door Threshold screws and remove the Door Threshold from the Carpet.
- E. Pull back each corner of the Carpet to expose the hex head bolts located in the holes in the top of the Base.
- F. Using the 8mm Socket & L-Handle, turn the four hex head bolts in a counterclockwise direction until the four leveling feet are raised and all four casters are touching the floor.
- G. Close the door and move the OnePod to its new location.
- H. Pull back each corner of the Carpet and use the 8mm Socket & L-Handle to turn the four hex head bolts located in the holes in the top of the Base in a clockwise direction just enough so that all four leveling feet are making contact with the floor. Do not lower the leveling feet more than necessary.
- I. Use a level to make sure the top surface of the Base is level from front to back and from left to right. Adjust the hex head bolts as needed to level the base.
- J. Replace the components removed in the previous steps to access the casters. If needed, apply new double sided tape between the Door Threshold and Carpet.
- K. Plug the Power Cord back into the OnePod and a grounded, 120V power outlet.

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upliftdesk.com

support@upliftdesk.com

800-349-3839

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