

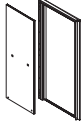
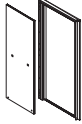
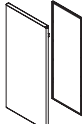
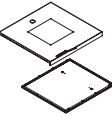
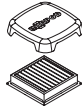
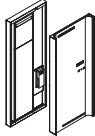






## **FLEX** Phone Booth

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General Installation Guide



**Parts List**

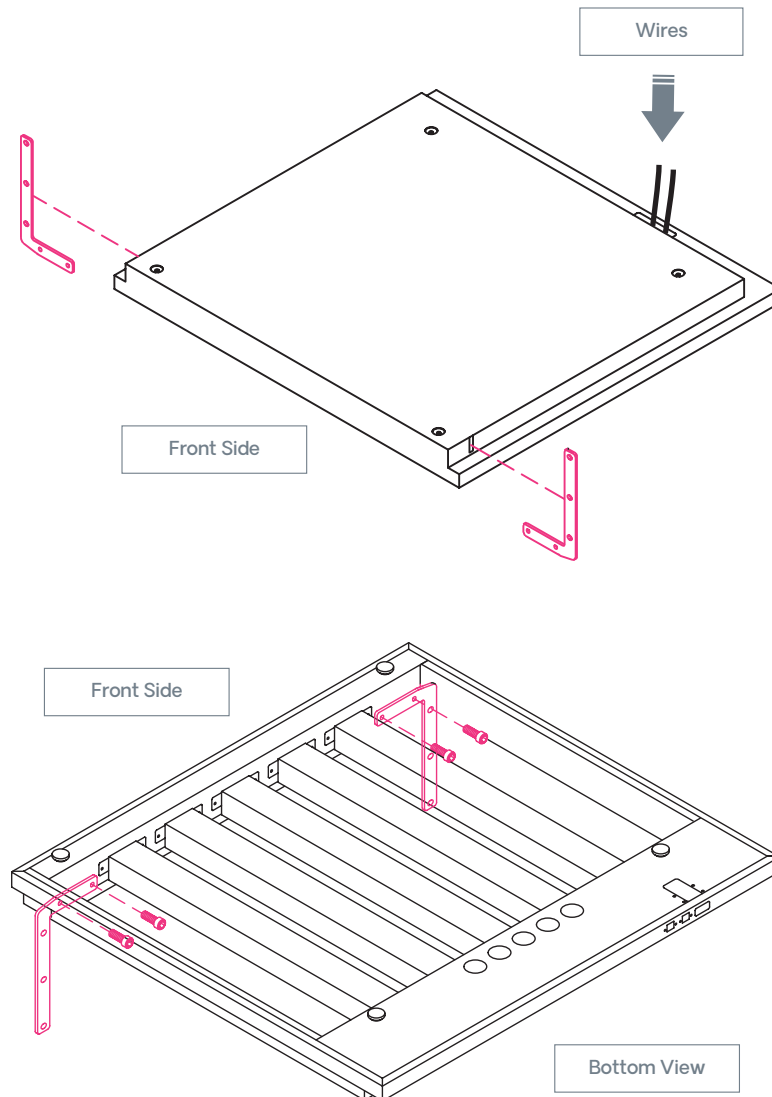
Code	Qty.	Description	
CPOP	1	Right Panels (External & Internal)	
	1	Left Panels (External & Internal)	
	1	Top Panels (External & Internal)	
	1	Top Cover and Fan Box	
	1	Back Panels (External & Internal)	
	1	Glass Swing Door	
	1	Base Frame w/ Side Step	
	1	Door Handle	
	1	Concealed Door Closer	
	1	Table Set (Top with Bracket)	
	2	Reinforce 'L' Bracket	

Recommended Tool: Right-Angle Drill Attachment

## 1 | Attach Reinforce L-Brackets to Base Frame

Insert L-brackets into small openings on both left and right side of base. Secure L-brackets from underneath base using cap screws.

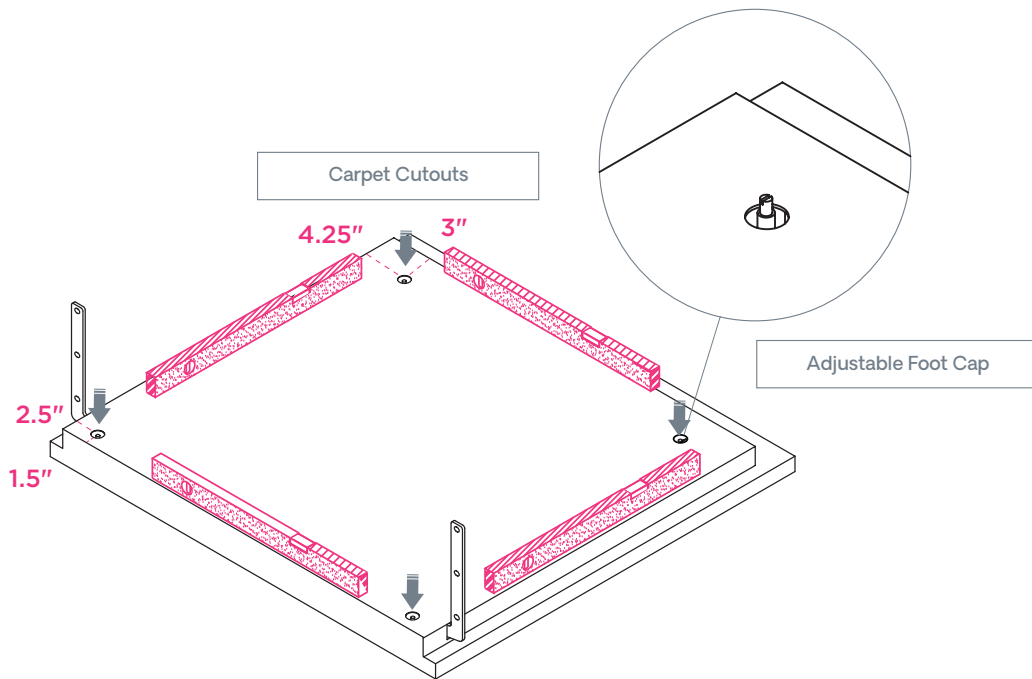
Note: Bring data and power cables out from bottom of base through backside cutout. Reattach casters to base if no leveling is needed.



## 2 | Set Base Frame to Final Position

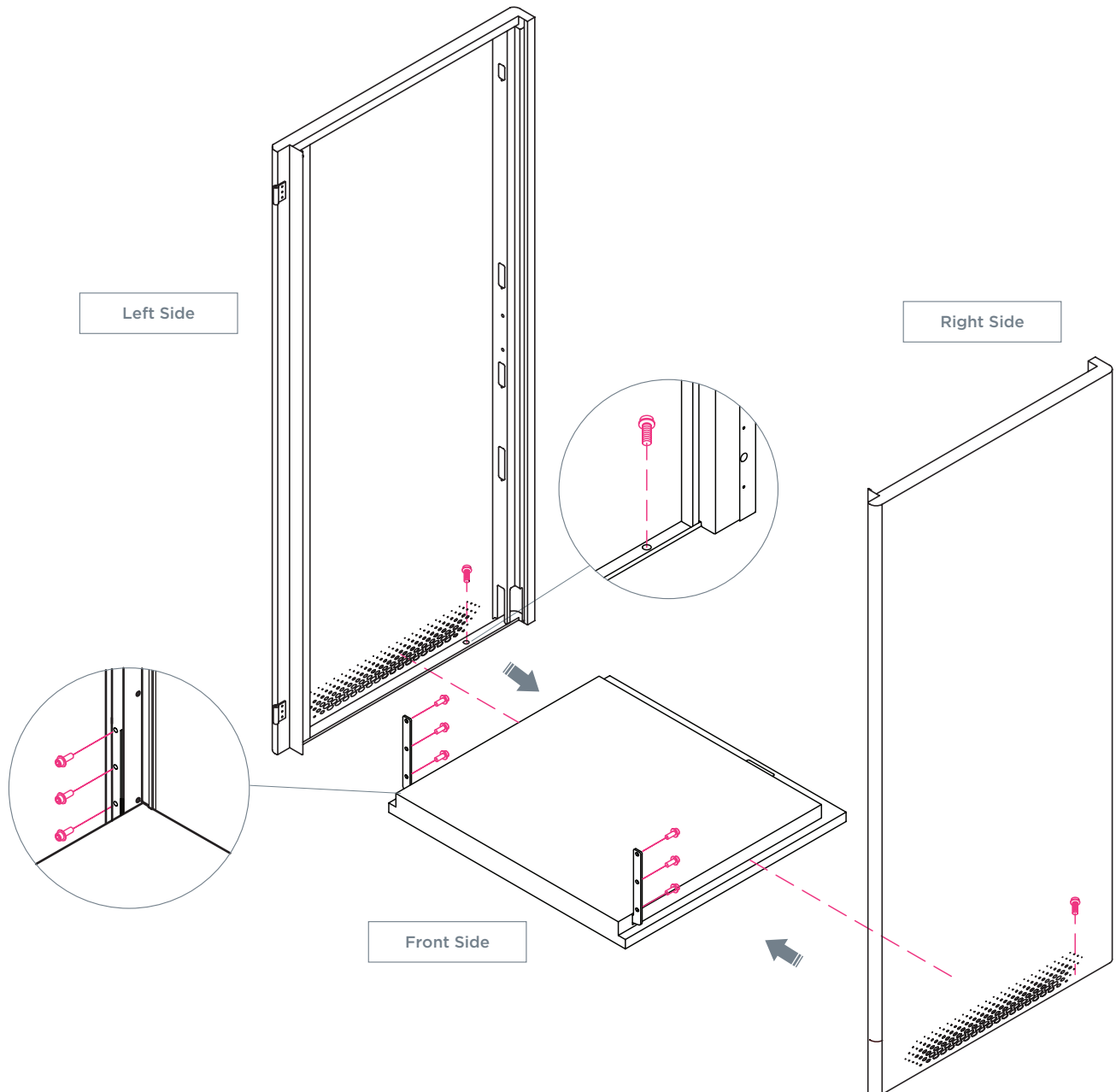
Set base frame to final position before setting up the pod. If positioning pod next to a wall, base needs to sit 6 inches from the wall. Adjust all four foot caps for leveling and level the base before moving forward with installation.

**Note:** Find cutouts in the carpet to adjust levels. Remove side step to access front levels. Reinstall side step when leveling is complete.



### 3 | Secure External Side Panels

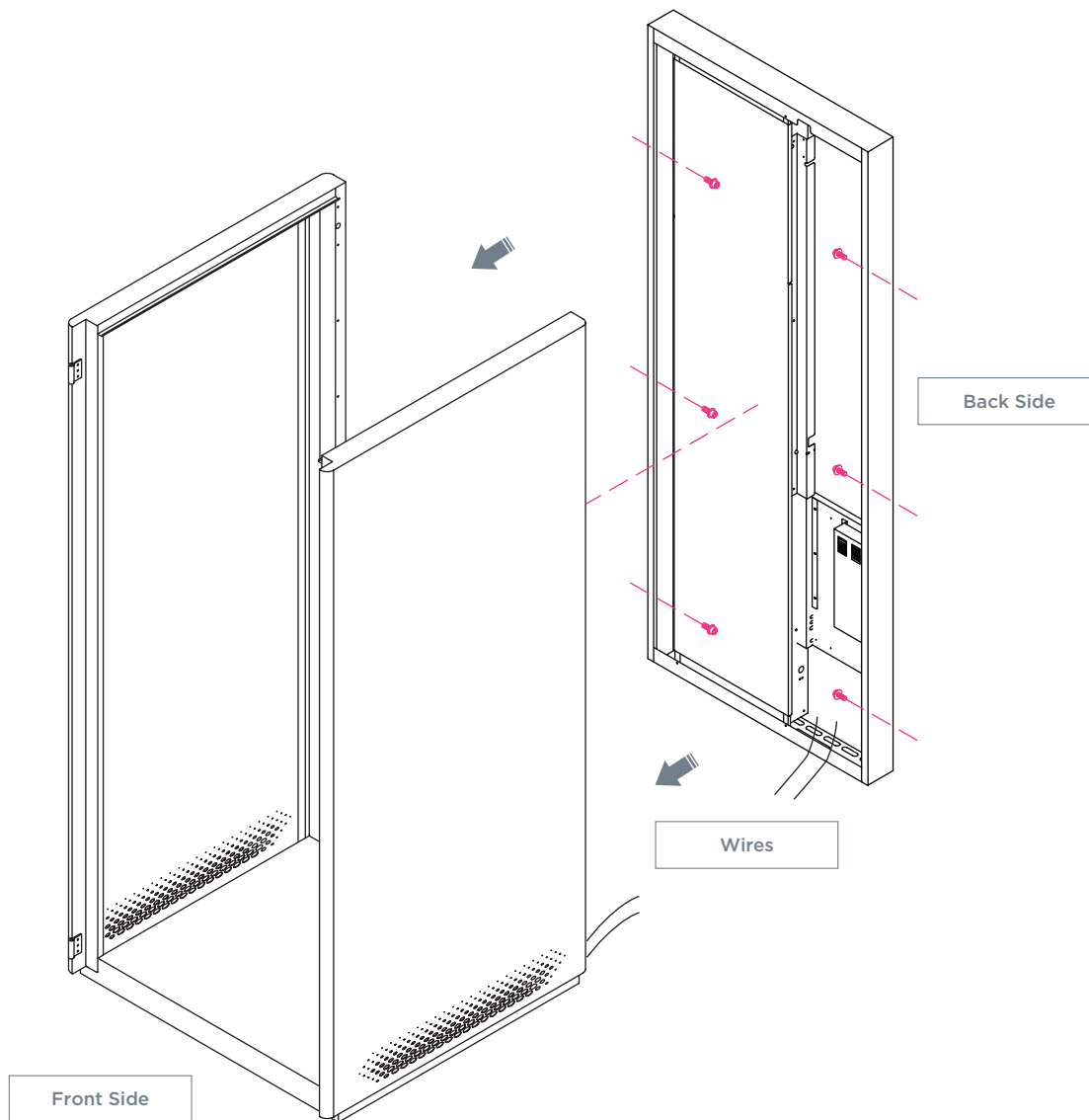
Remove plastic wrap from panels. Set external panels on first tier of base frame and secure using cap screws.



## 4 | Secure External Back Panel

Remove plastic wrap from back panel. Set external back panel on first tier of base frame. Feed base wires through bottom of back panel and secure to both side panels using cap screws.

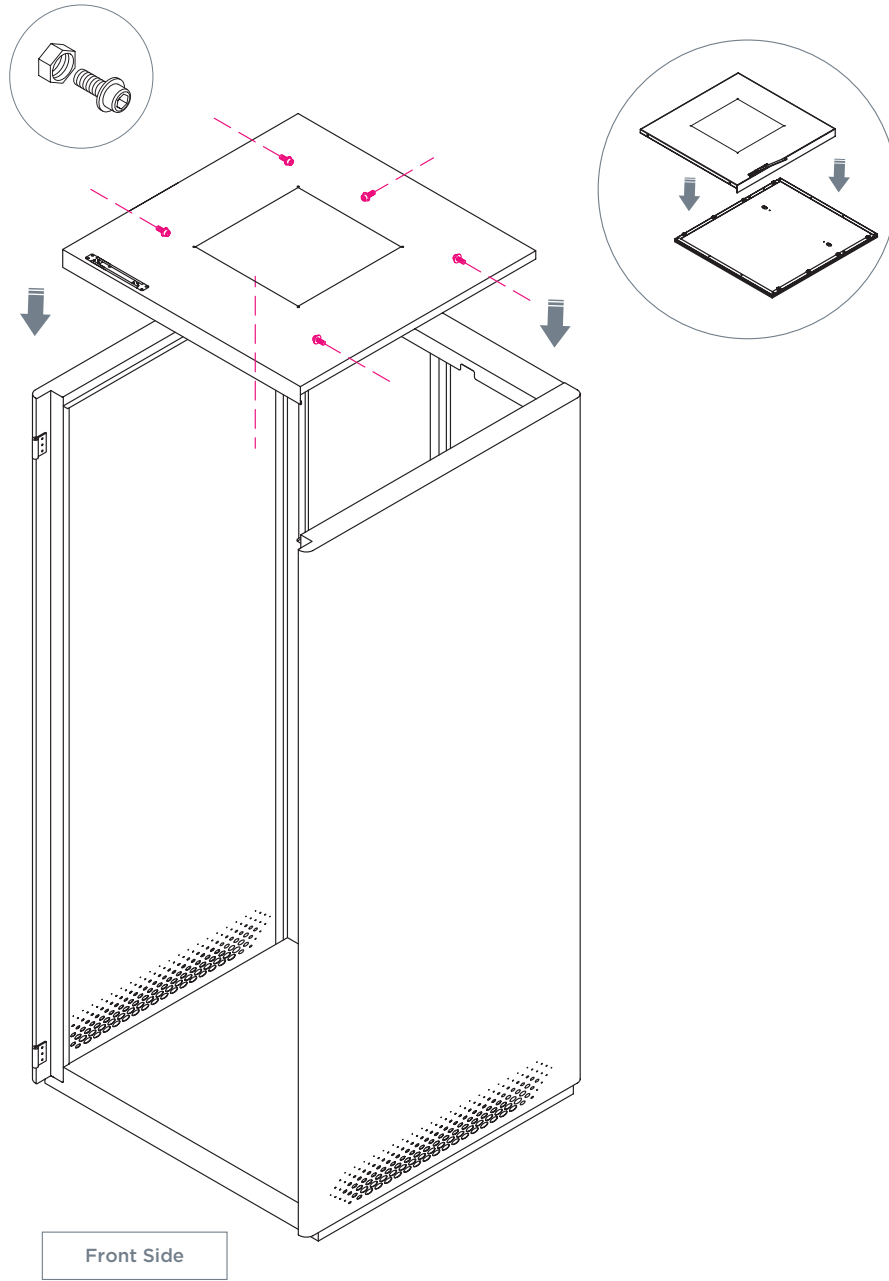
Note: Use a right-angle drill attachment to secure back panel to left side panel.



## 5 | Secure External Top Panel

Separate external and internal panels. Remove plastic wrap from external top panel and set on top of all side panels and secure.

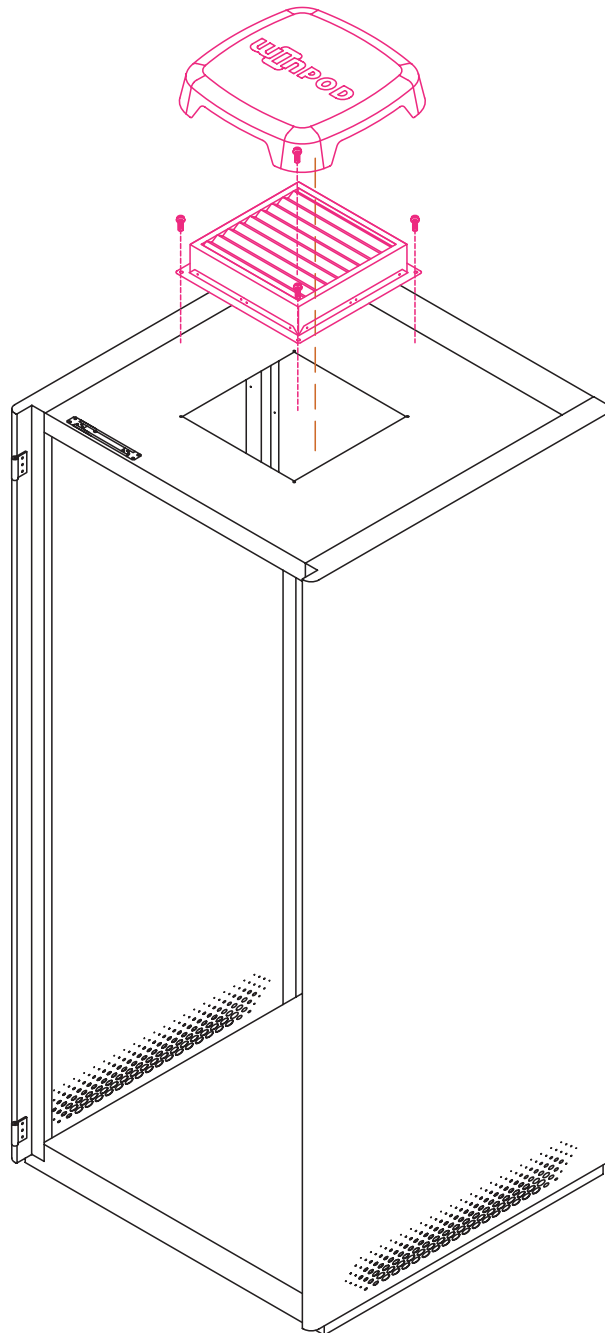
**Note:** Pull back insulation from inside of external panel and secure to back panel using cap screw. Then, secure side panels to top panel using cap screws with hex nuts.





## 6 | Secure Fan Box and Top Cover

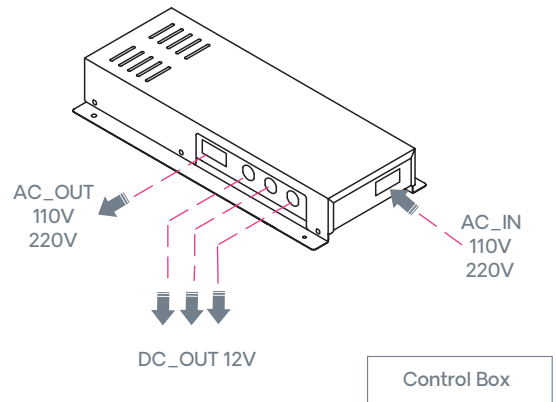
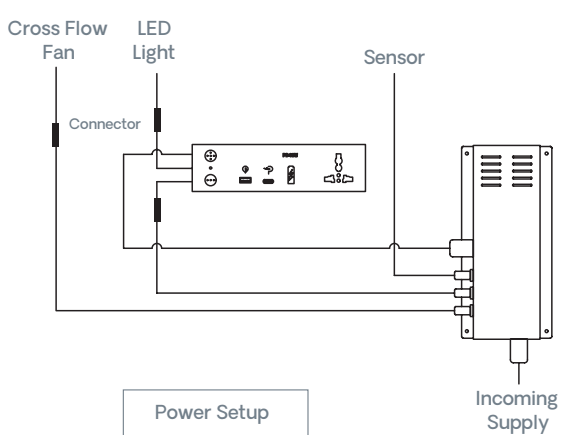
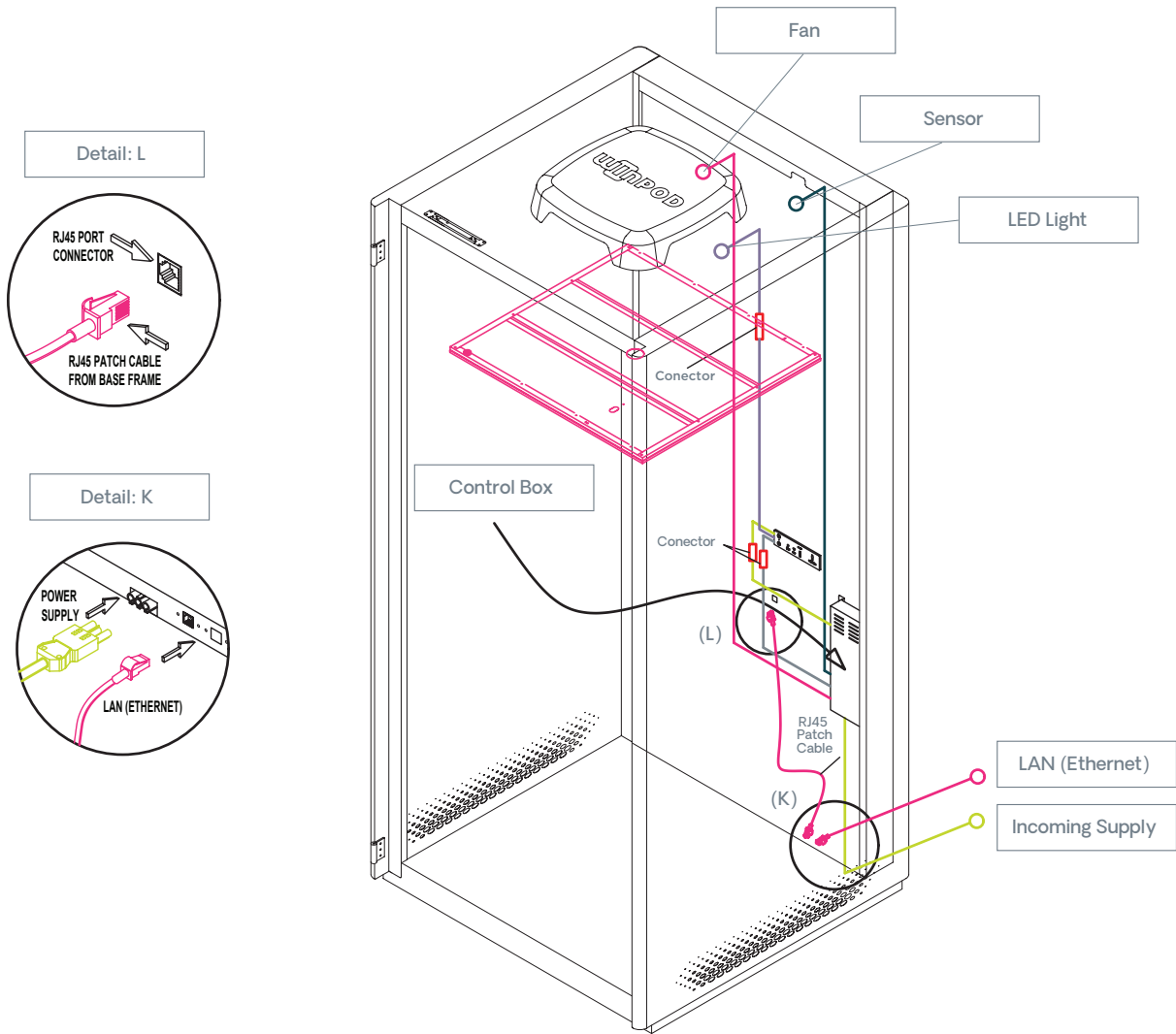
Using provided screws, secure both fan box and fan box top cover to pod.



## 7 | Connect Top Internal Panel Cables and Secure

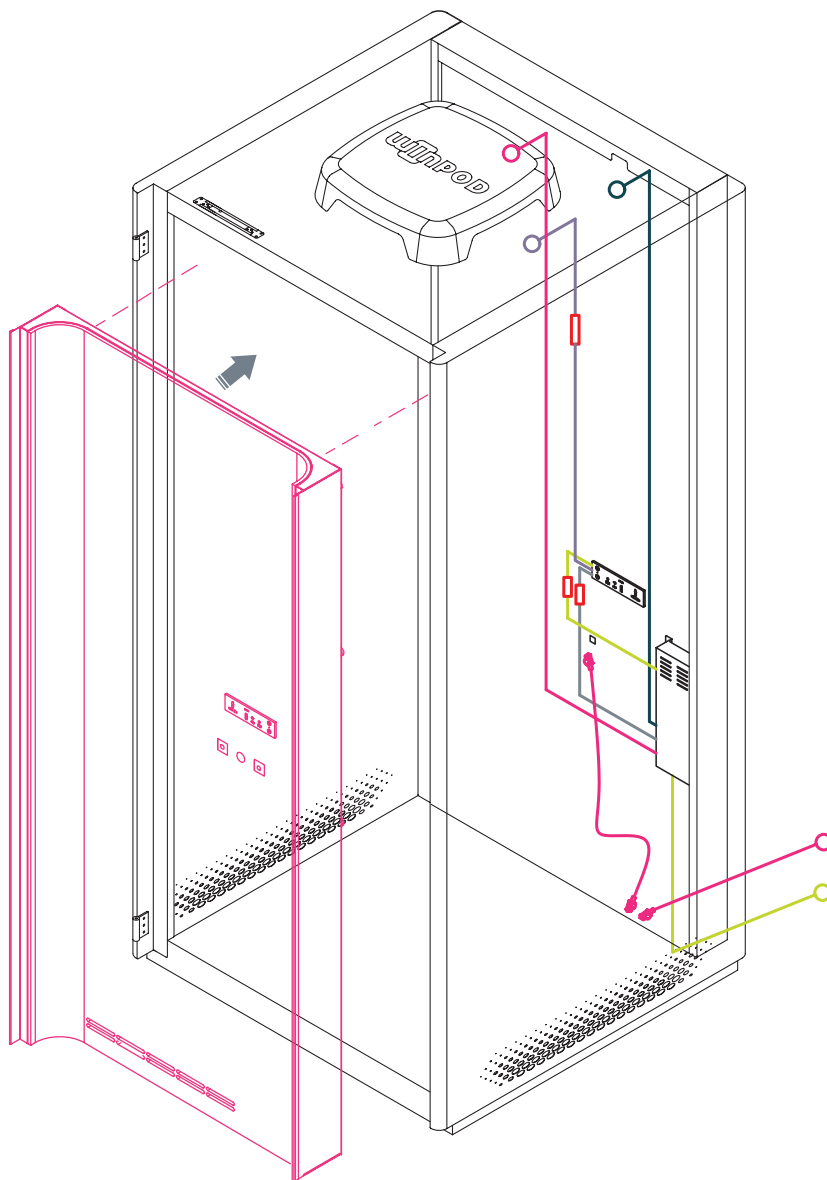
Run LED light wires through top panel and connect to internal panel. Press back panel into place and make sure magnets snap into place on all sides.

**NOTE:** Ventilation wires have to sit correctly for top panel magnets to catch.



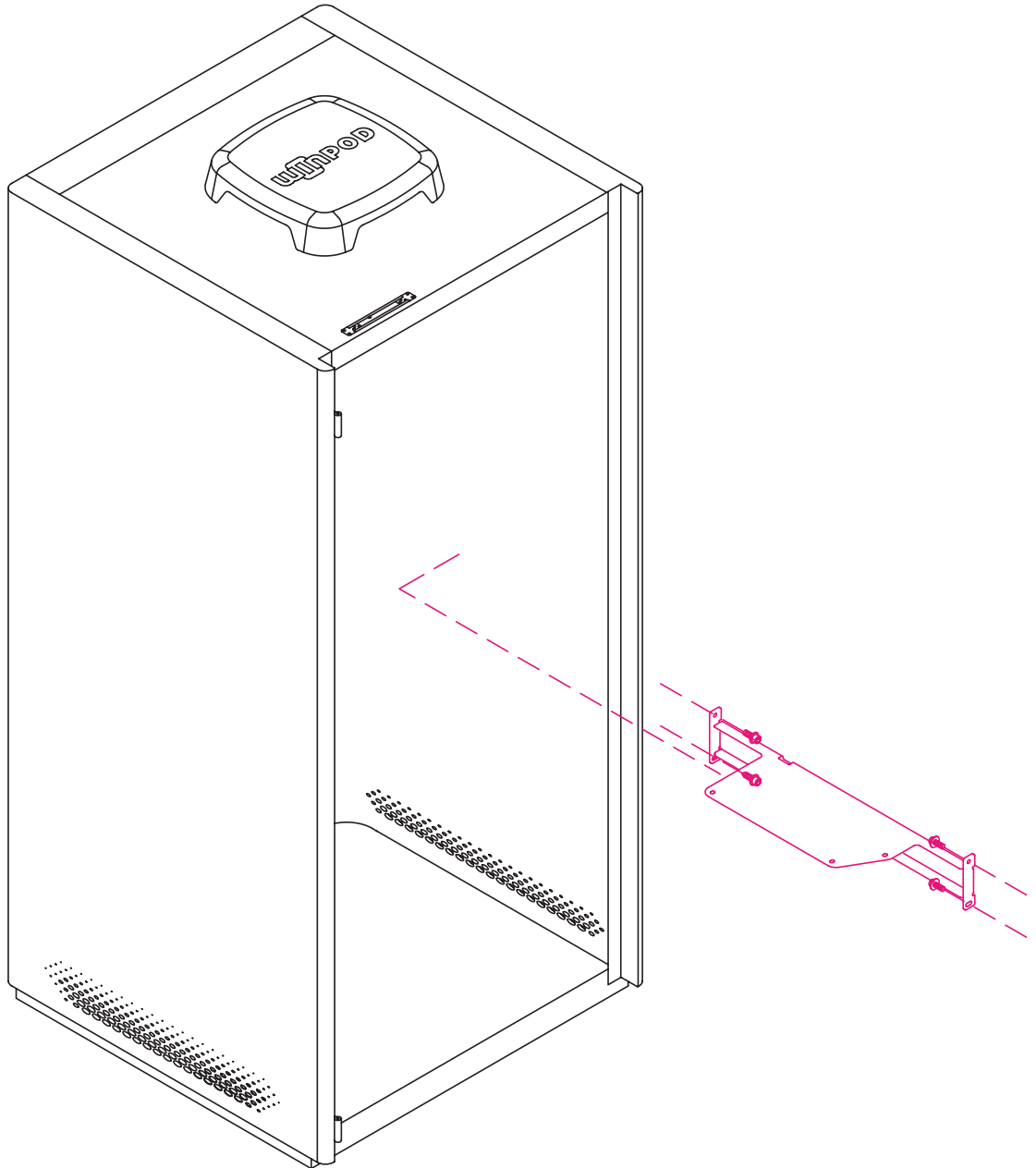
## 8 | Connect Internal Back Panel Cables and Secure

Bring internal back panel into pod at an angle. Connect pod cables to internal back panel, run data cable through back panel, and press back panel into place. Make sure magnets snap into place on all sides.



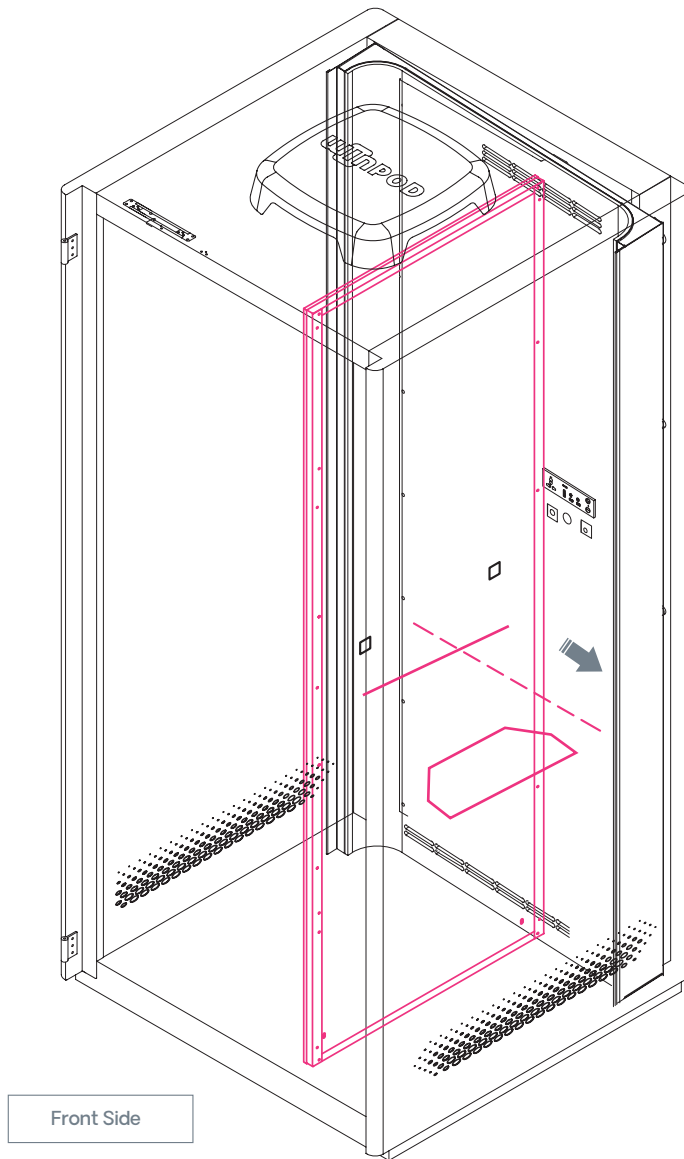
## 9 | Secure Table Bracket

Align table bracket to pre-drilled holes on internal walls.  
Secure using screws



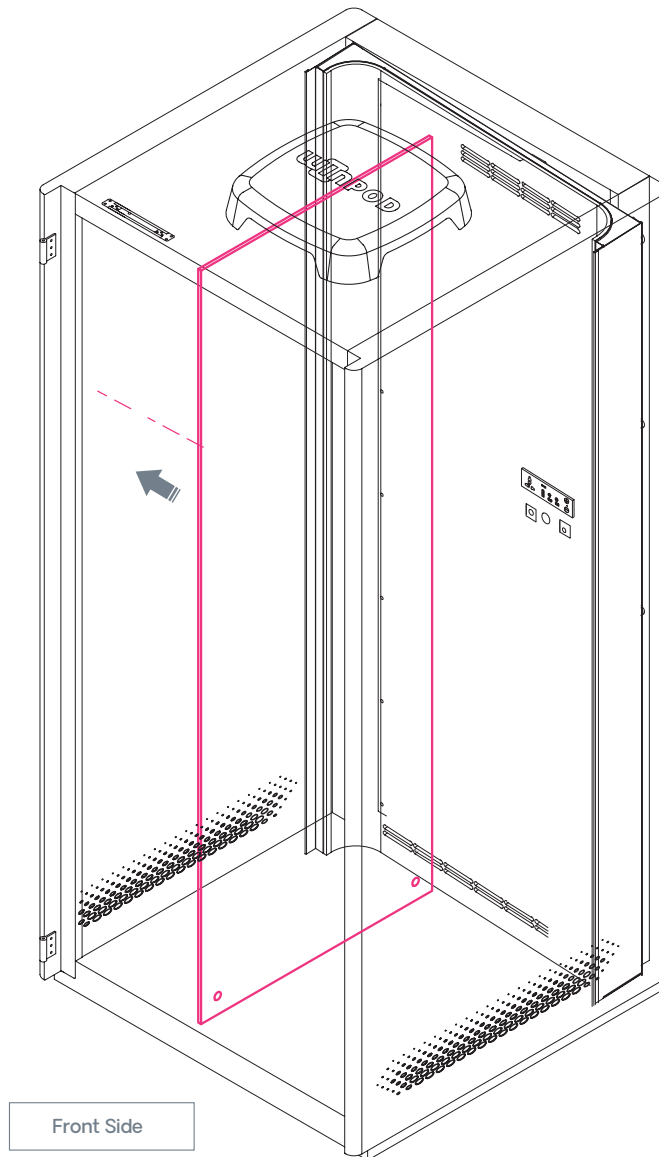
## 10 | Connect Internal Right Side Panel

Bring internal right panel into pod. Press right side panel against wall, sliding over table bracket. Make sure magnets snap into place on all sides.



## 11 | Secure Glass Swing Door

Bring internal left panel into pod. Press left side panel against wall and make sure magnets snap into place on all sides.

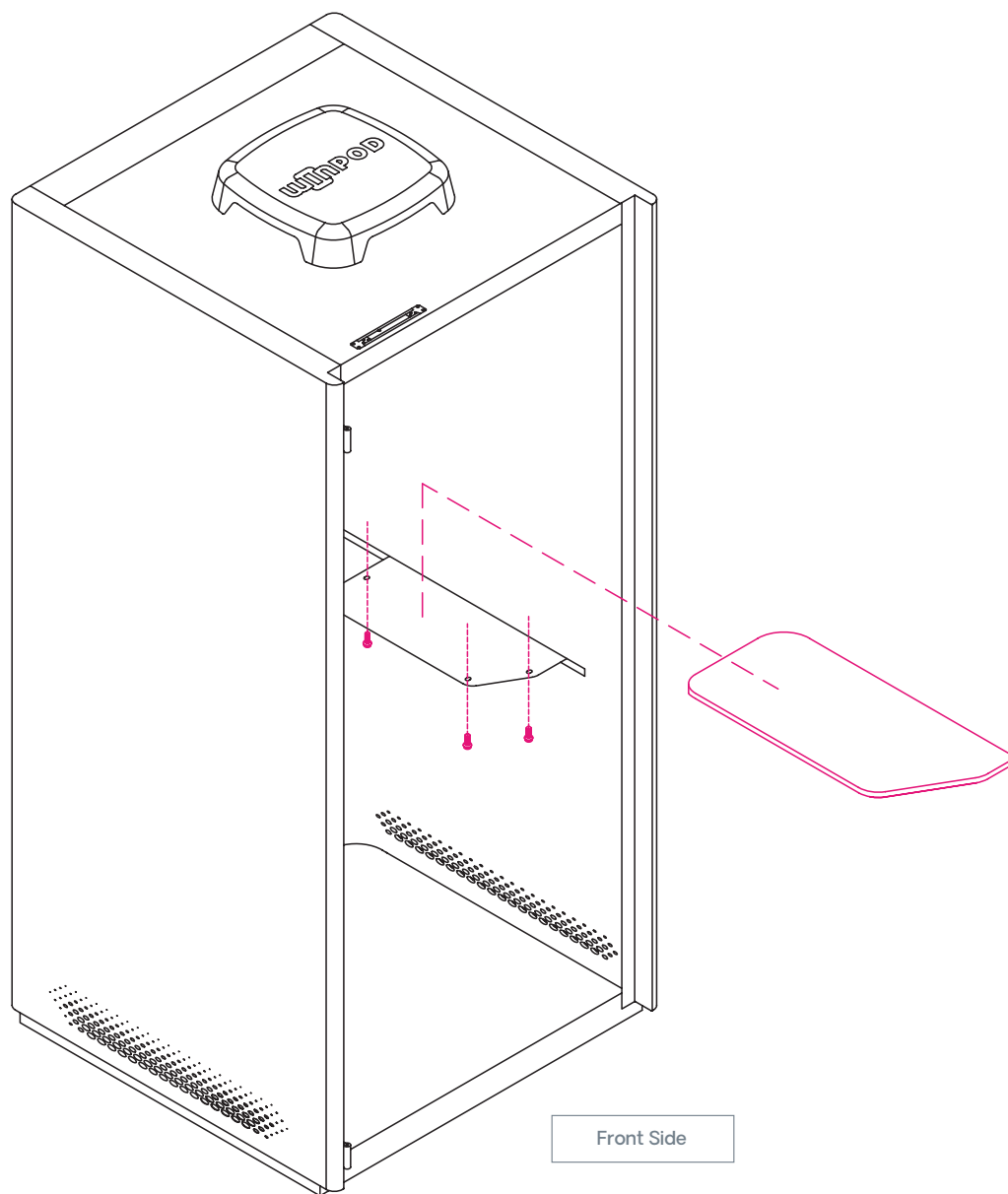


Front Side

## 12 | Secure Table Top

Set table top on bracket and align with pre-drilled holes.  
Secure using screws.

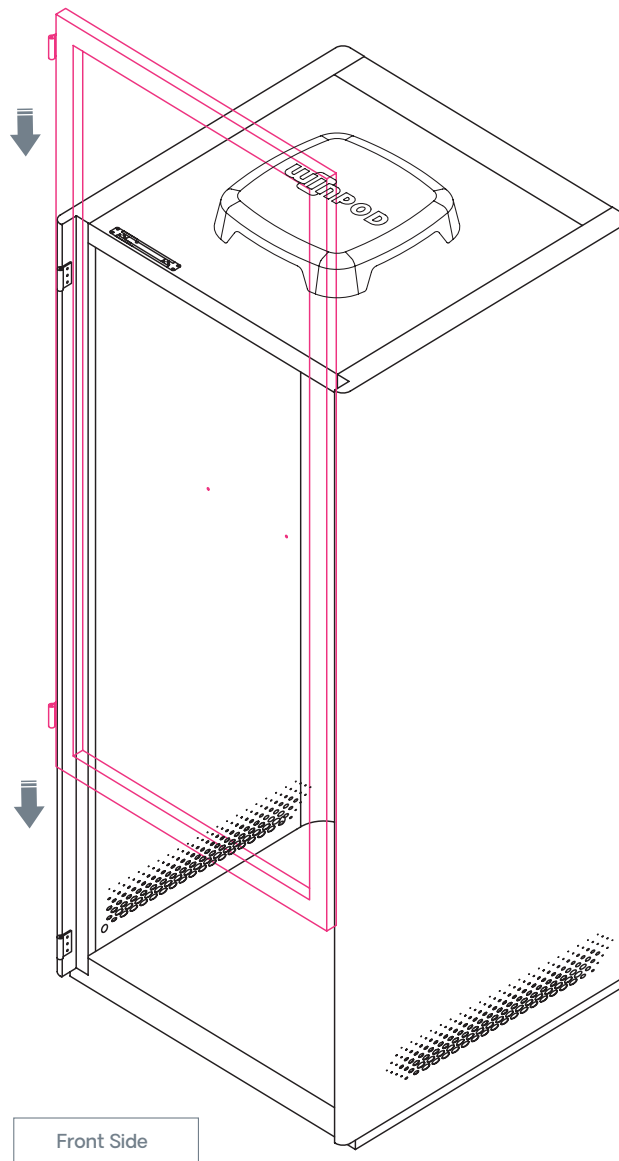
NOTE: Use a right-angle drill attachment to help secure table bracket.



### 13 | Secure Glass Swing Door

Remove plastic wrap from door. Double check leveling to pod. Slide door hinge barrels through top and bottom hinge pins located on pod frame. Glass door hinge barrels will sit flush with frame hinge barrels.

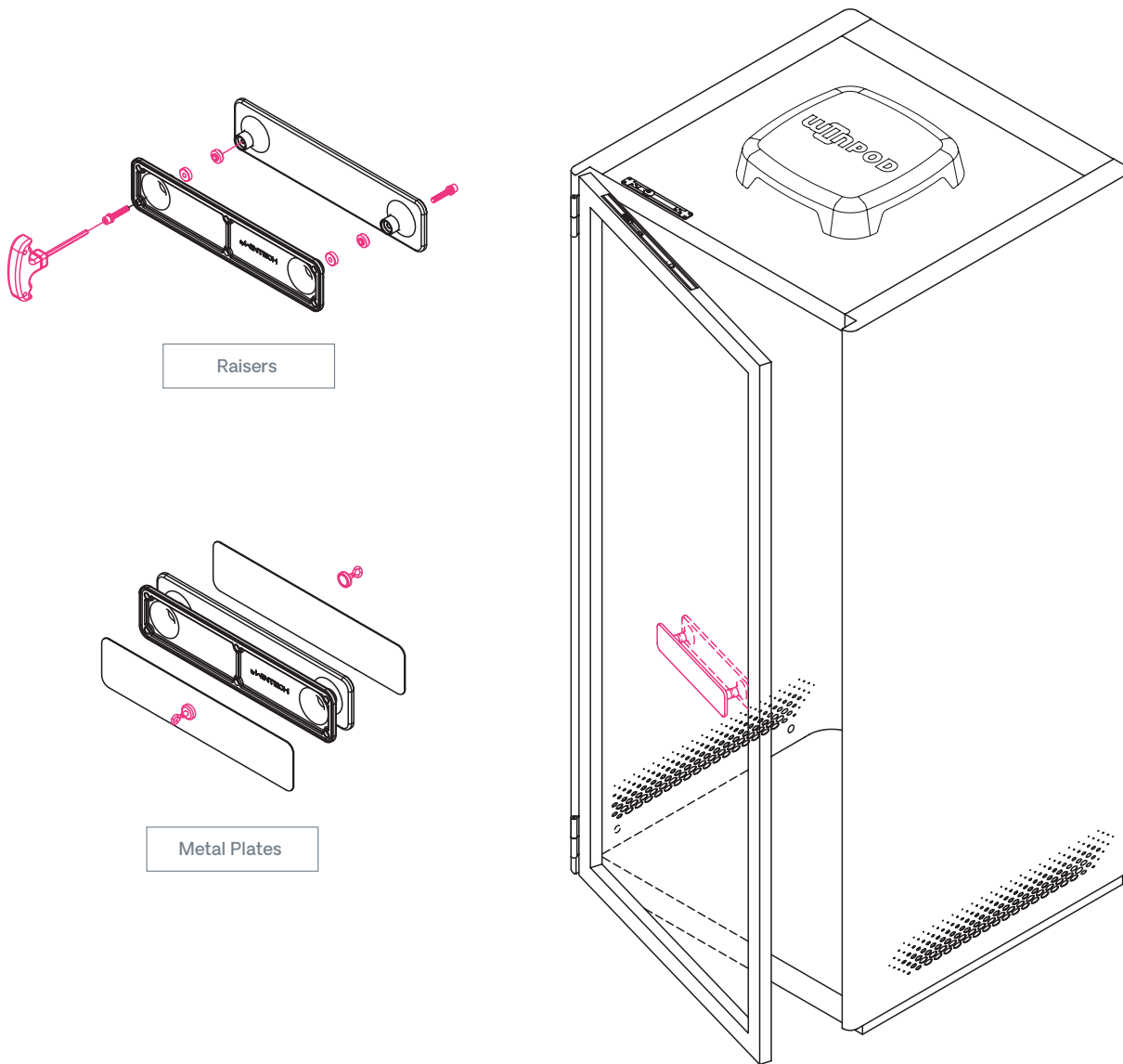
**NOTE:** If needing to level, lift carpet flap and remove metal plates to access levelers. Reinstall metal plates once leveling is completed.





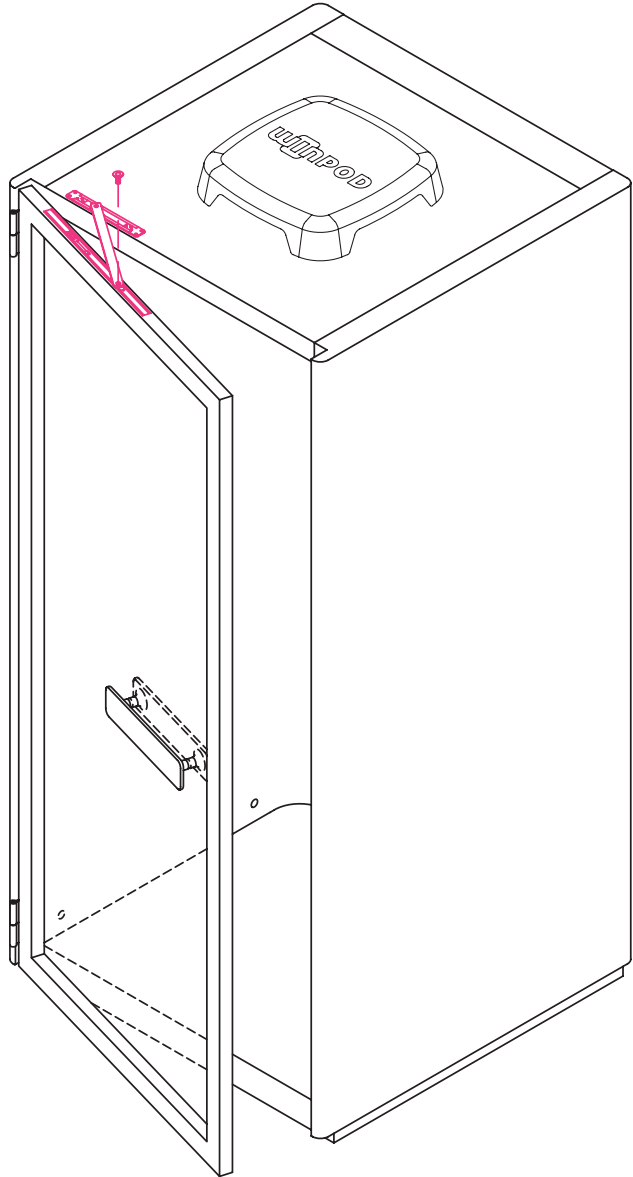
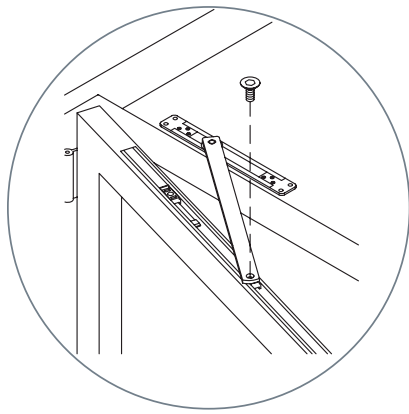
## 14 | Install Door Handle

Insert plastic caps inside each handle raiser. Align interior and exterior handle raisers to pre-drilled holes in glass door and secure using screws on opposite corners. Using the magnet provided, place metal plates onto handles.



## 15 | Secure Concealed Door Closer

Slide concealed door closer from top panel over to door.  
Secure using screw.



## OPTIONAL | Adjust Closing and Latching Speed

Door closer speeds have been adjusted when leaving factory. In case of interference from external factors such as door and environment, speed of door closing device needs to be adjusted appropriately. Closing speed valve (valve 1) should be adjusted first and then latching speed valve (valve 2).

