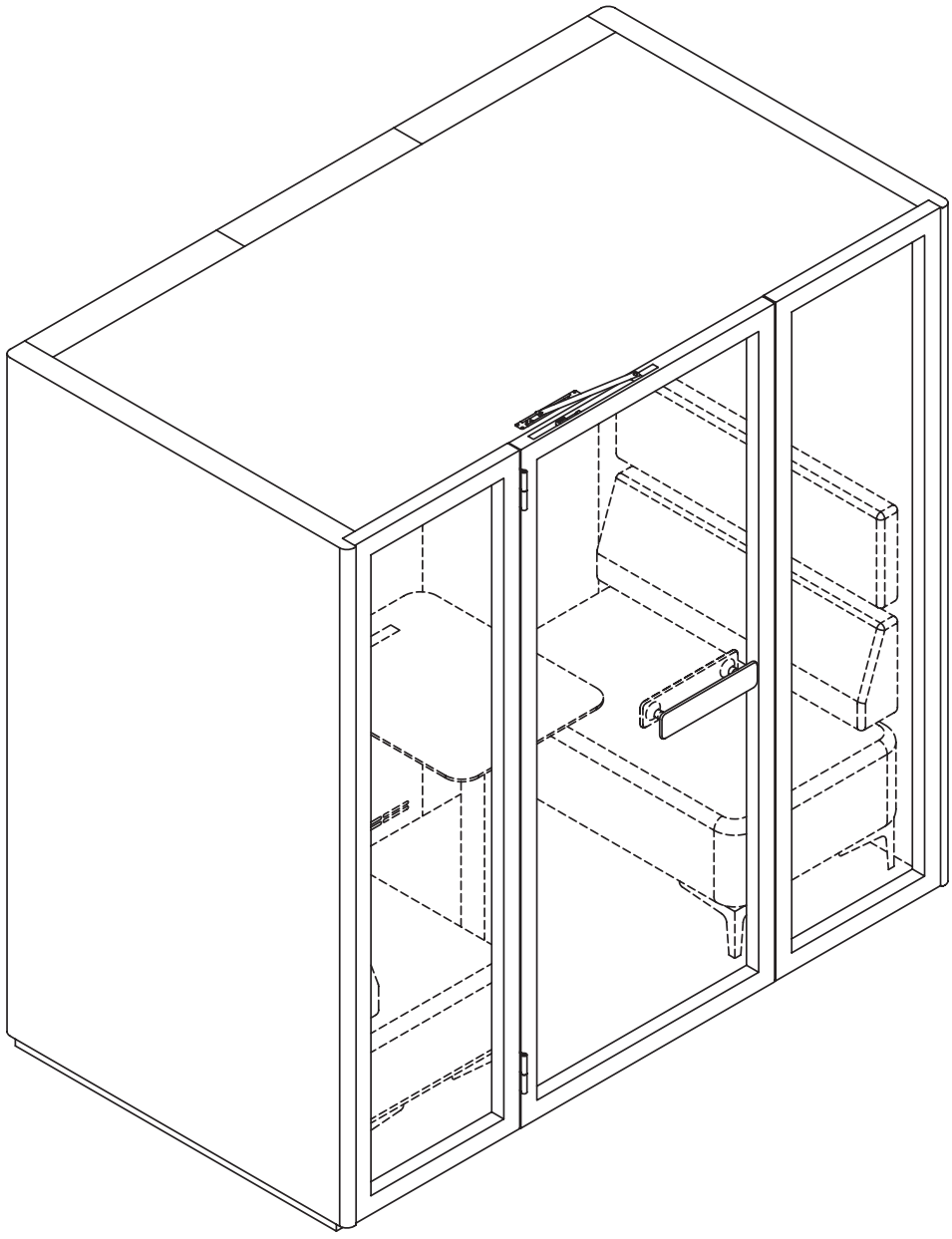
Juniper

CPTP



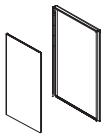
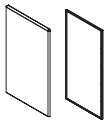
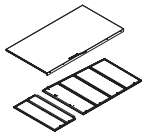
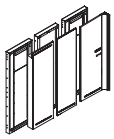
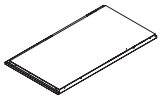
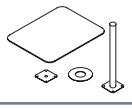
FLEX

Meeting Pod

General Installation Guide

Watch Entire Install Video

Parts List

Code	Qty.	Description	
CPTP	1	Right Panels (External & Internal)	
	1	Left Panels (External & Internal)	
	1	Top Panels (External & Internal)	
	1	Back Panels (External & Internal)	
	1	Fixed Glass (Left and Right)	
	1	Glass Swing Door	
	1	Base Frame	
	1	Door Handle	
	1	Concealed Door Closer	
	1	Table Set	
	2	Reinforce “L” Bracket	

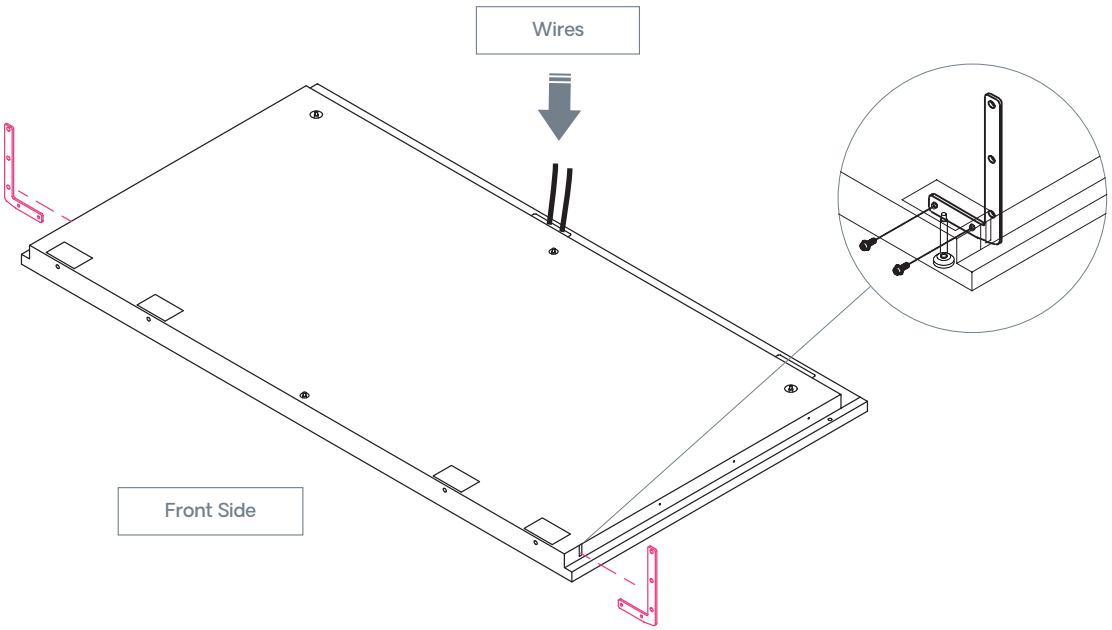
Recommended Tool: Right-Angle Drill Attachment

1 | Attach Reinforce L–Brackets to Base Frame

Scan to Watch Step

Place base frame on floor. Insert L–bracket into small opening located on side of base frame. Pull back carpet flap in front of base and remove metal plate with Phillips-Head. Secure L-brackets with cap screws. Repeat on other side.

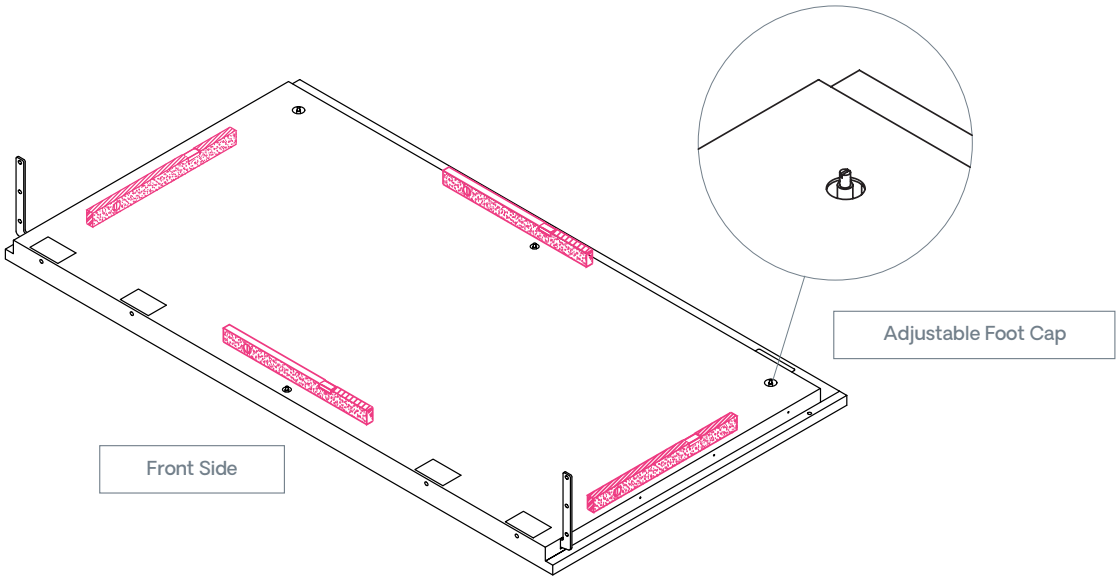
Note: DO NOT reattach metal plates in this step. Plates will be reattached after step 6.



2 | Set Base Frame to Final Position

Scan to Watch Step

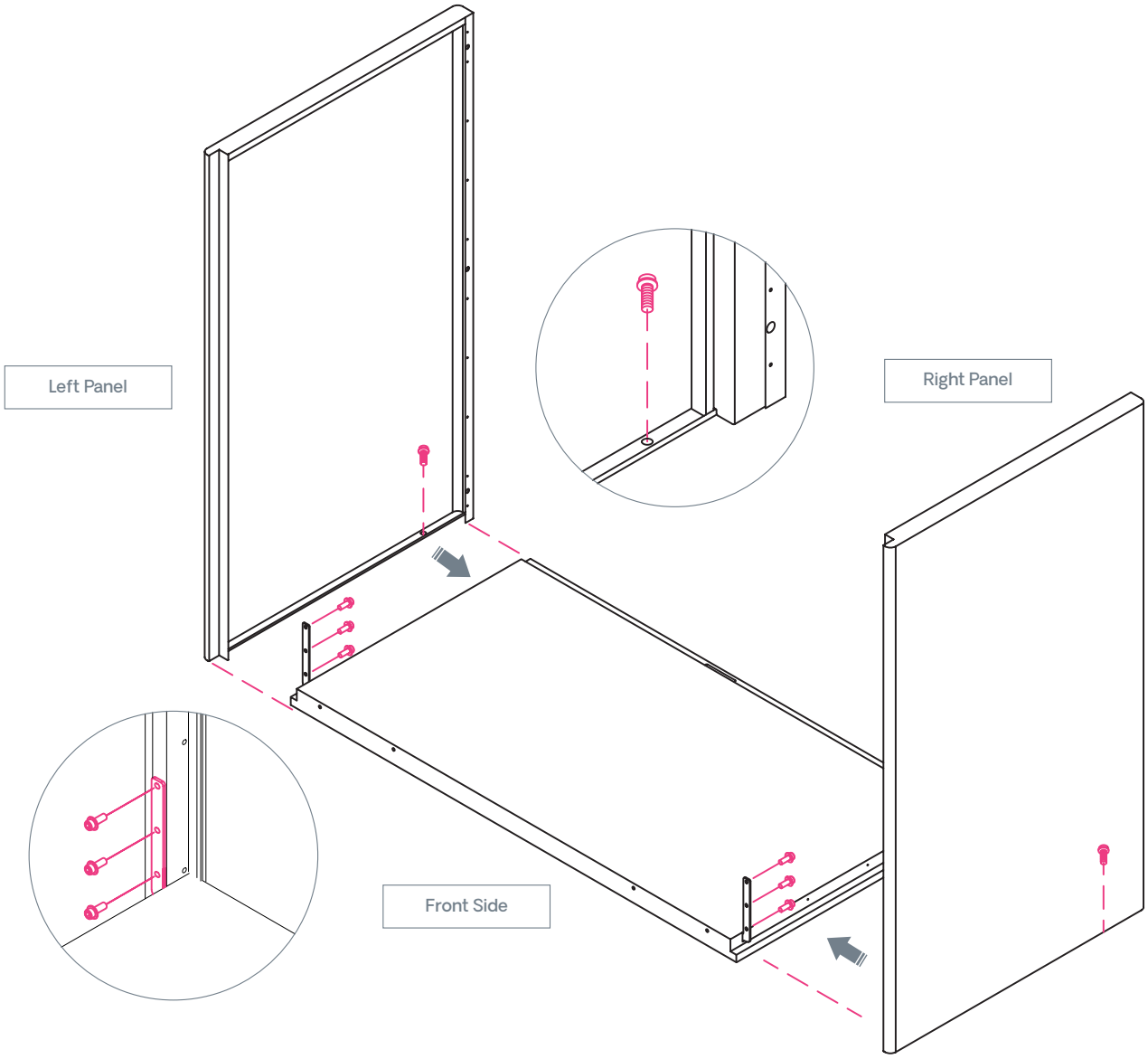
If needing to level pod, casters will need to be removed permanently. Remove casters and discard. Set base frame to final position. Base needs to sit at least 6 inches from the wall for proper ventilation. Find cutouts in carpet to adjust all four foot caps for leveling.



3 | Secure External Side Panels

Remove plastic from panels. Set left panel on first tier of base frame and secure cap screws to L-bracket and into base. Repeat for right panel.

Scan to Watch Step

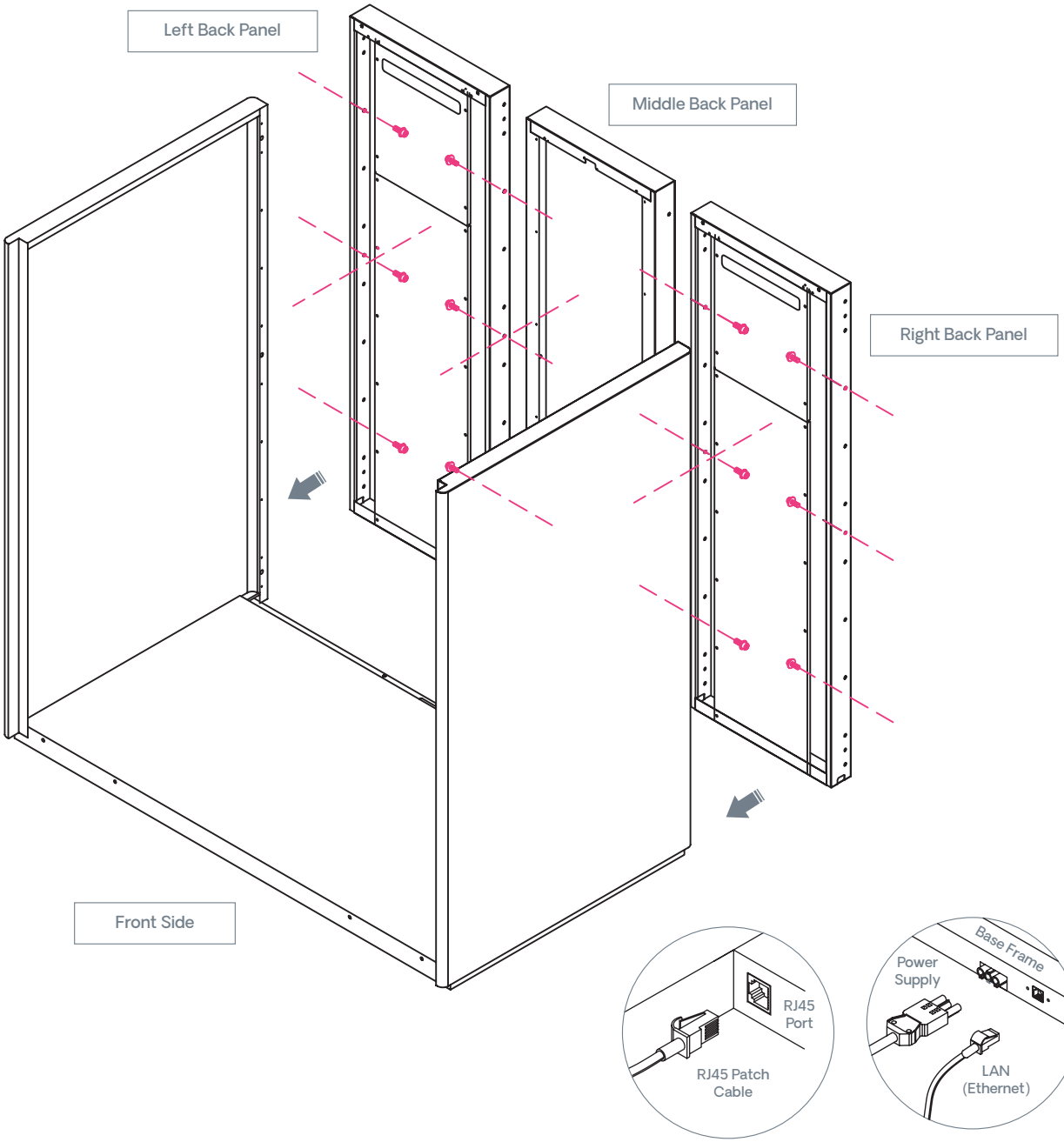


4 | Secure External Back Panels

Set external left back panel on first tier of base frame and secure with cap screws. Then, set external middle back panel on base. Feed base wires through middle back panel and secure panel. Set right back panel into postion and secure with cap screws.

Note: Once external panels are all secured, connect fan, data, and power cables. Tuck cables away.

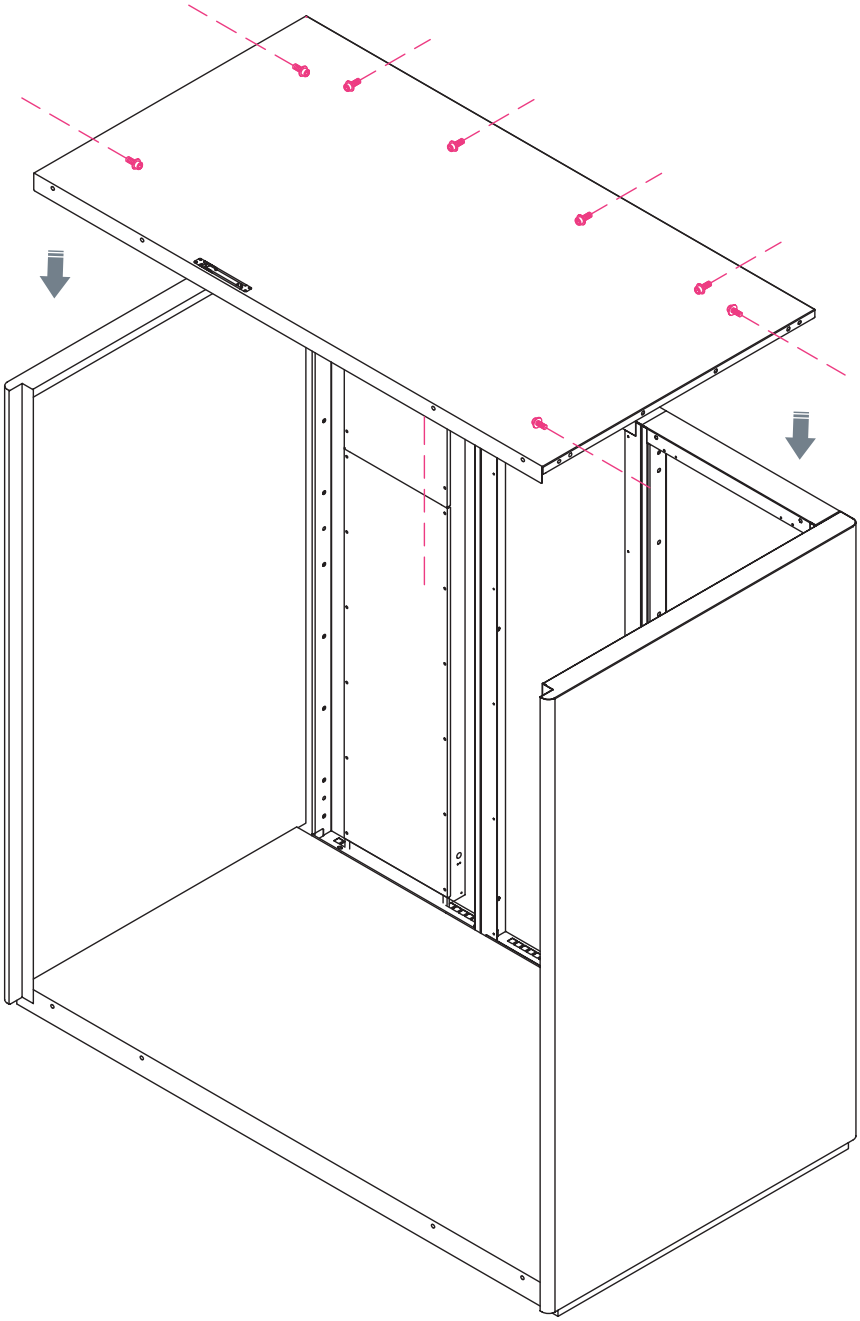
Scan to Watch Step



5 | Secure External Top Panel

Set top panel into position. Pull back insulation from inside of external panel and secure back panel with cap screws. Secure side panels to top panel using cap screws with hex nuts.

Scan to Watch Step

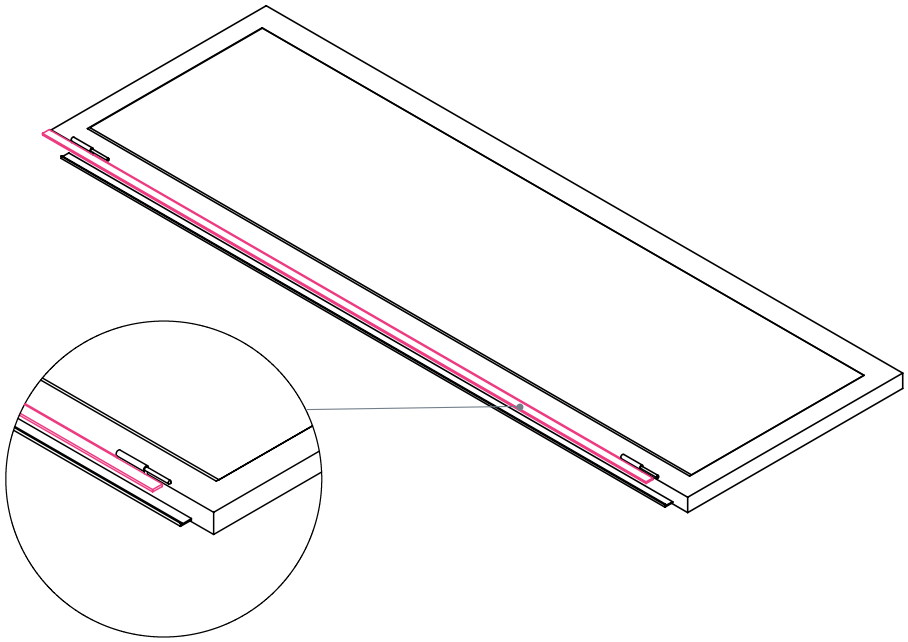


6.1 | Align Metal Strip Along the Long Tab of Panel

Lay metal strip on long tab with adhesive side face down, but do not remove adhesive backing.

6.2 | Attach Metal Strip to Panel

Once the strip is lined up, starting at either end, pull back adhesive backing about 3 inches. Press down on the top of the metal strip pushing adhesive layer onto the long tab. In one motion, begin pulling adhesive backing off while applying sliding pressure along metal strip, continually pushing exposed adhesive onto long tab.

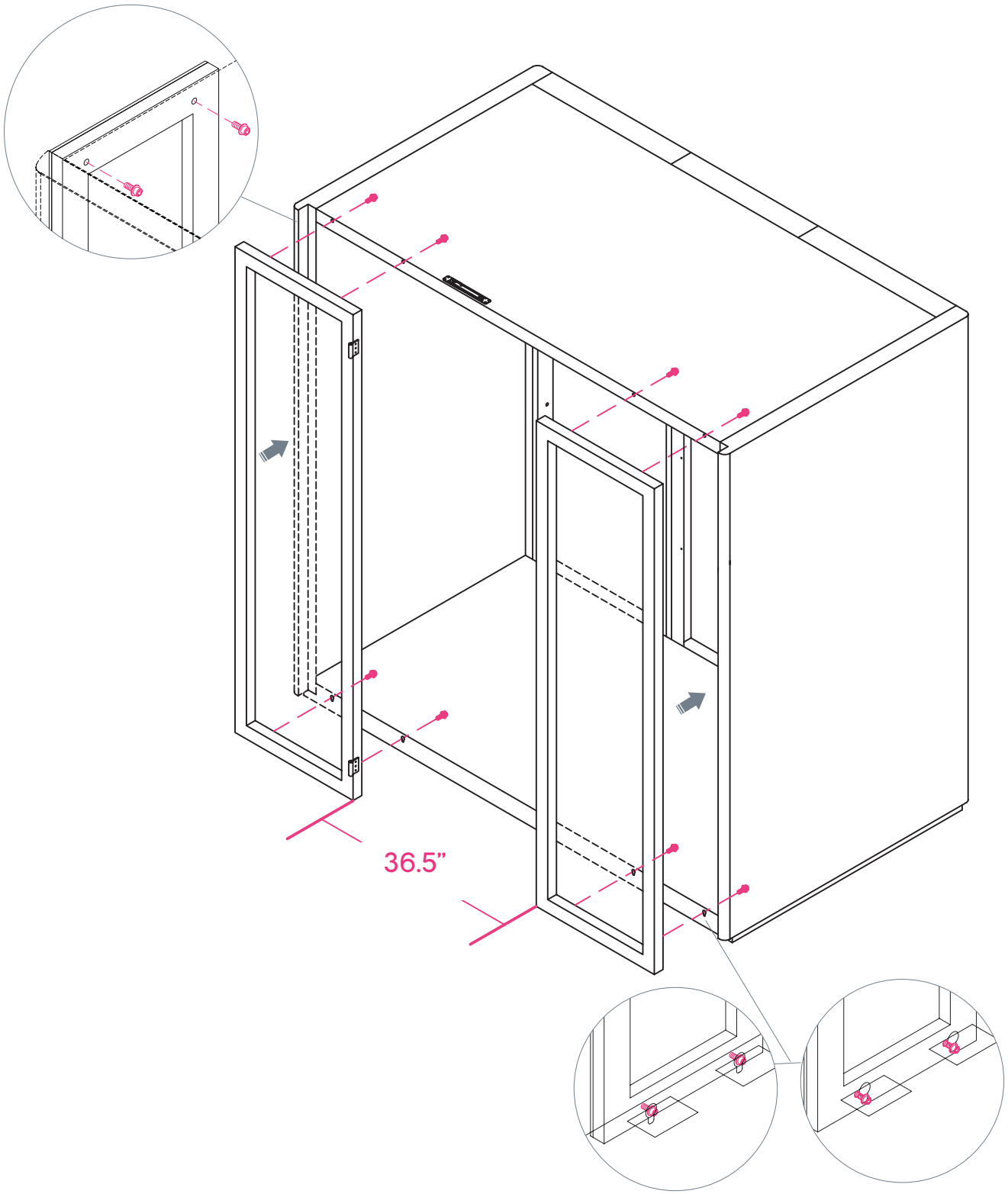


6.3 | Secure Glass Panels

Scan to Watch Step

Pull back carpet flaps and remove remaining metal plate. Bring glass panels on frame and secure top and bottom with cap screws. Reinstall metal plates for each cutout. Repeat for other side.

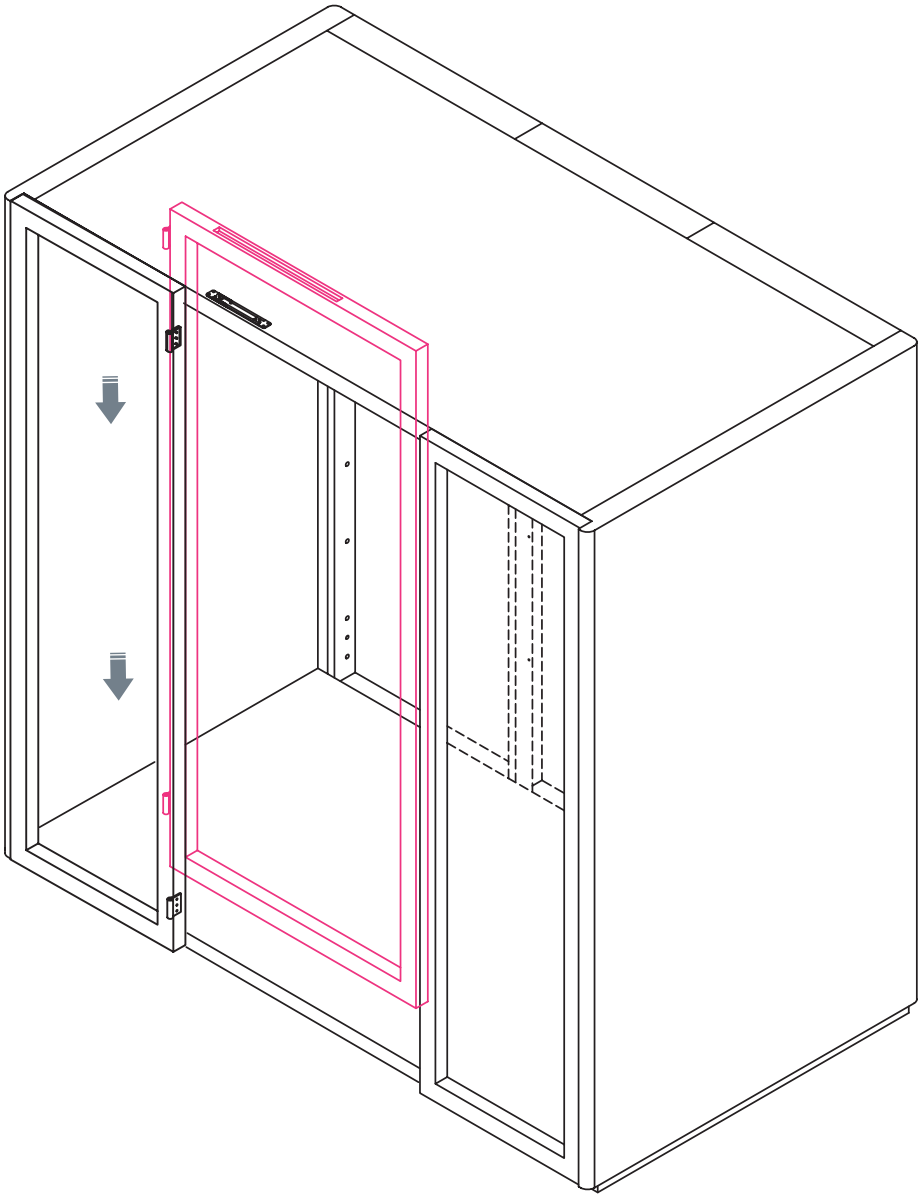
Note: Center opening will be 36.5".



7 | Secure Glass Swing Door

Remove plastic wrap from door. 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.

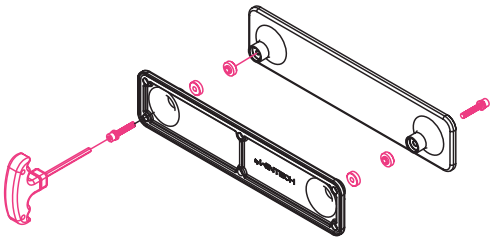
Scan to Watch Step



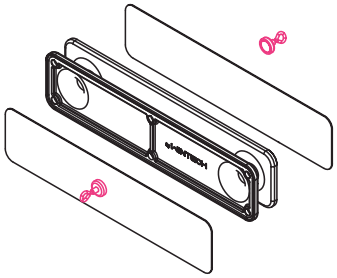
8 | Install Door Handle

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

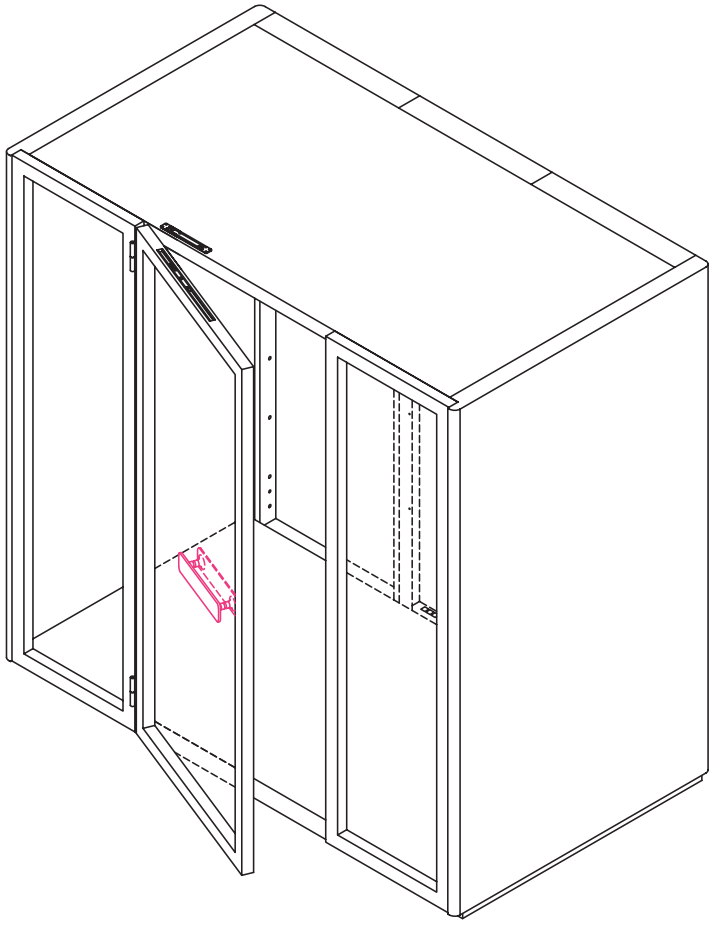
Scan to Watch Step



Raisers



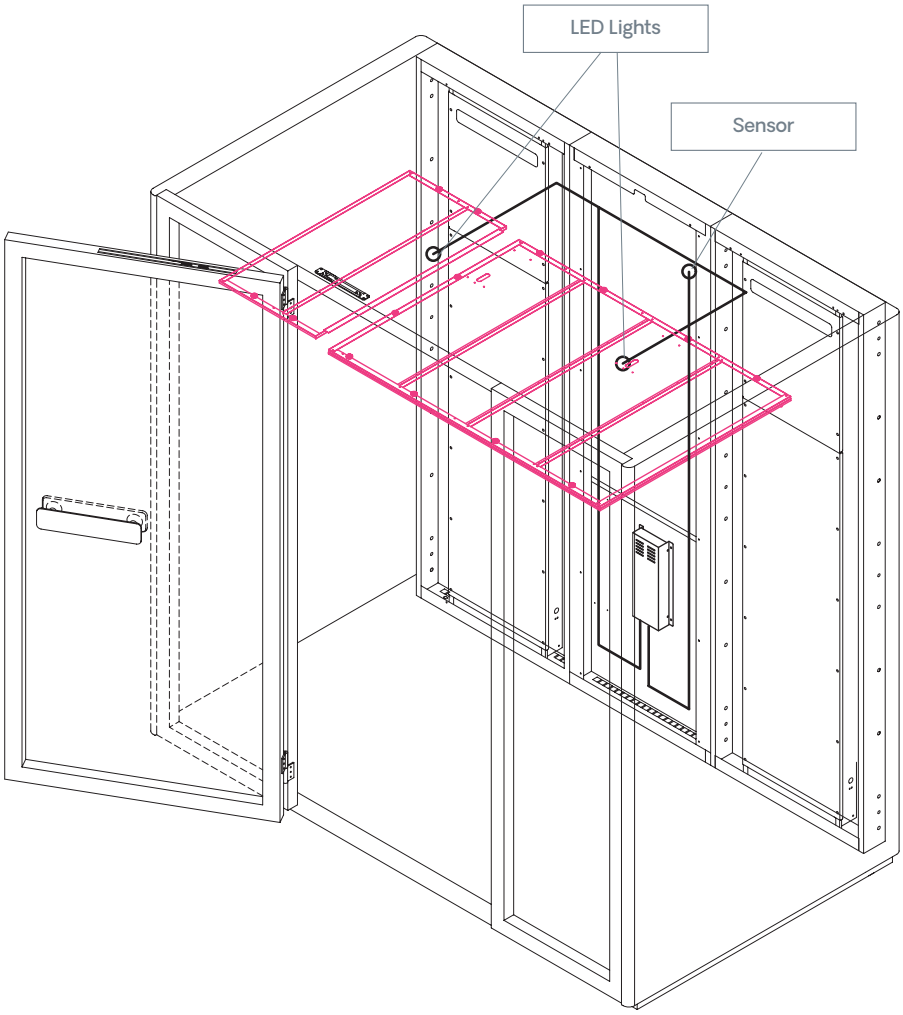
Metal Plates

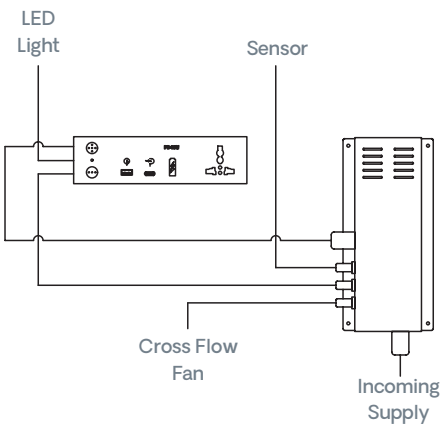


9 | Connect Cable to Internal Top Panel

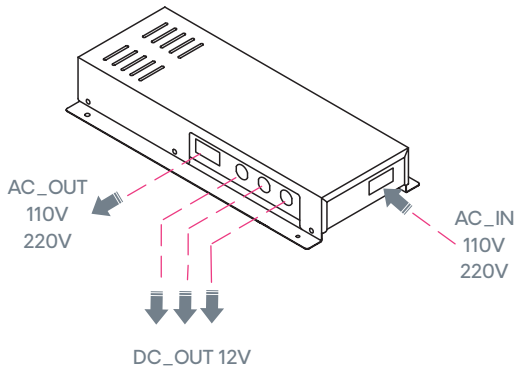
Connect LED light cables and sensor cable to top panel and snap internal panel into place.

Scan to Watch Step





Power Setup

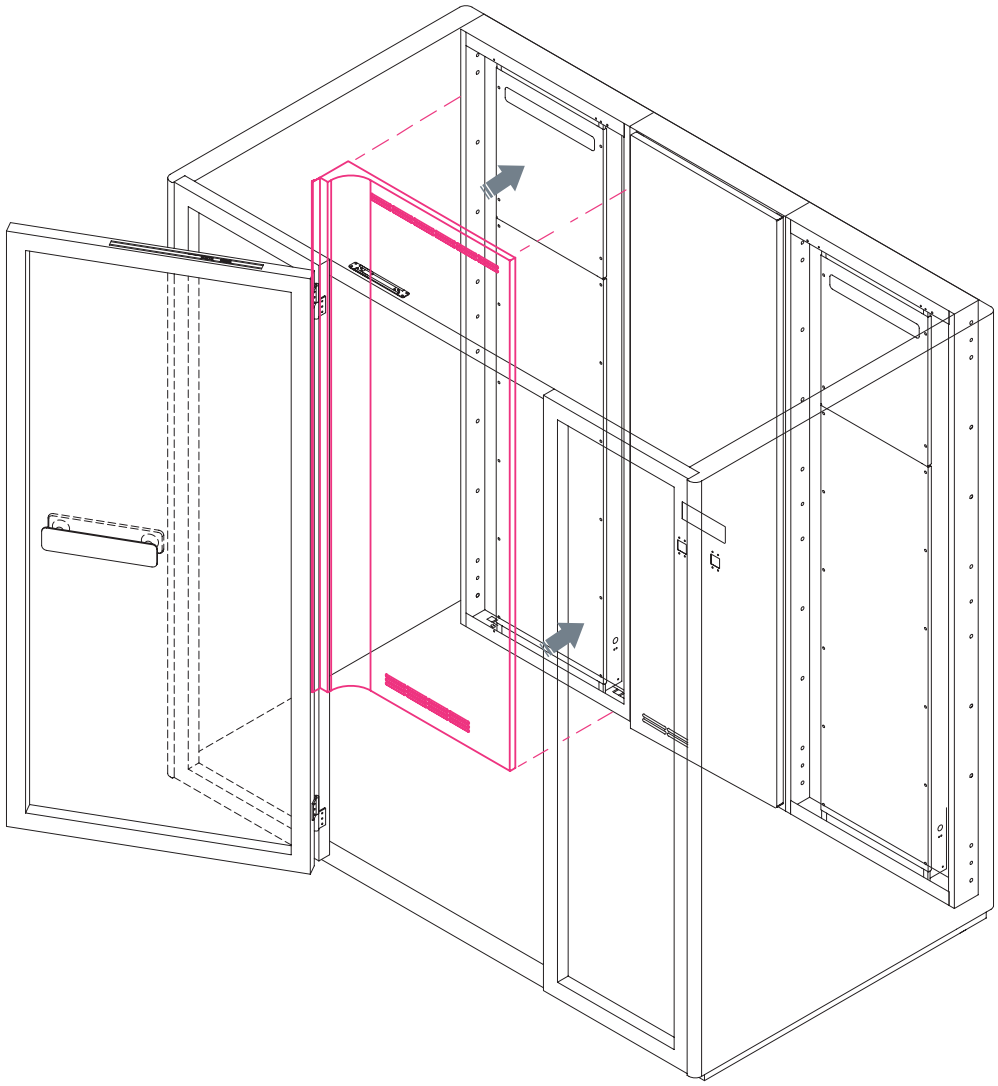


Control Box

10 | Connect Internal Back Left Panel

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

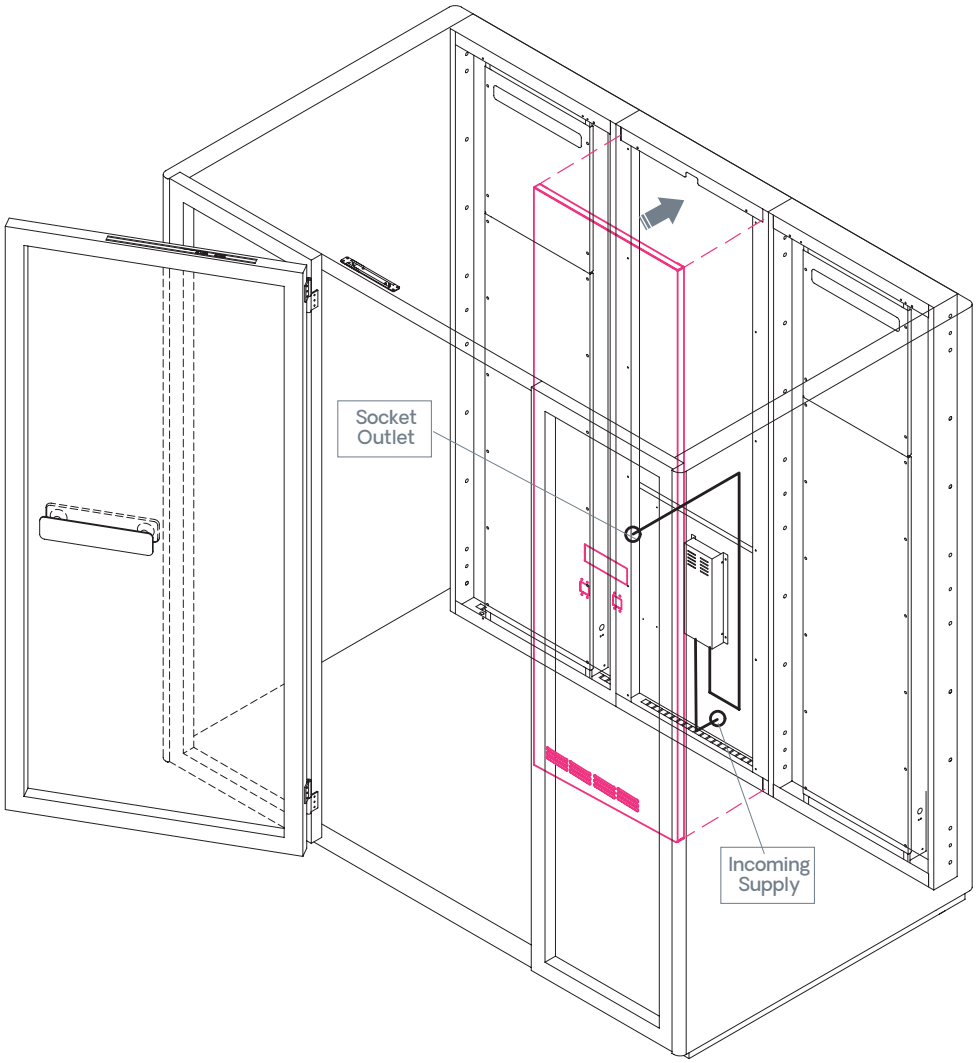
Scan to Watch Step



11 | Connect Internal Back Middle Panel Cables and Secure

Bring internal back middle panel into pod. Connect pod cables to internal back panel and run data cable through back panel. Press back panel into place, making sure magnets snap into place on all corners.

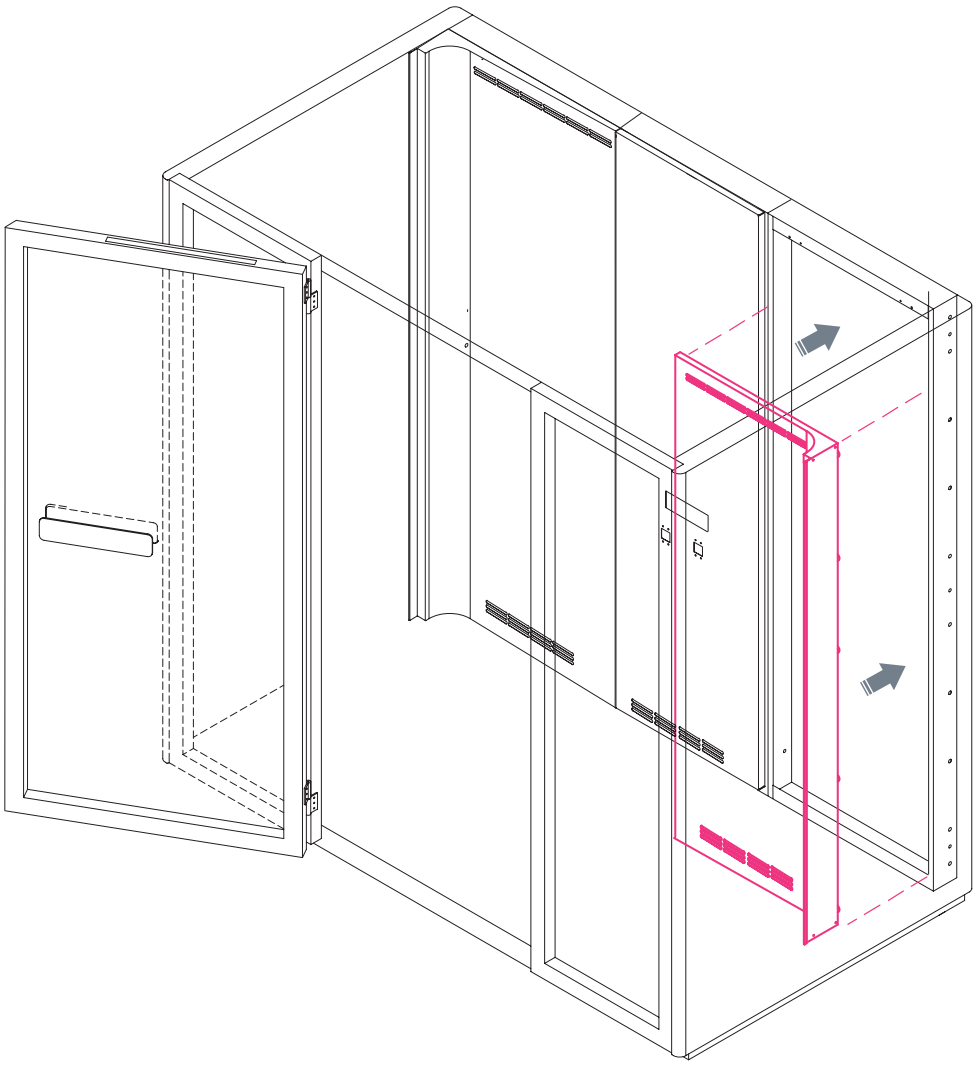
Scan to Watch Step



12 | Connect Internal Back Right Panel

Bring internal right back panel into pod. Press panel against wall, making sure magnets snap into place on all corners.

Scan to Watch Step

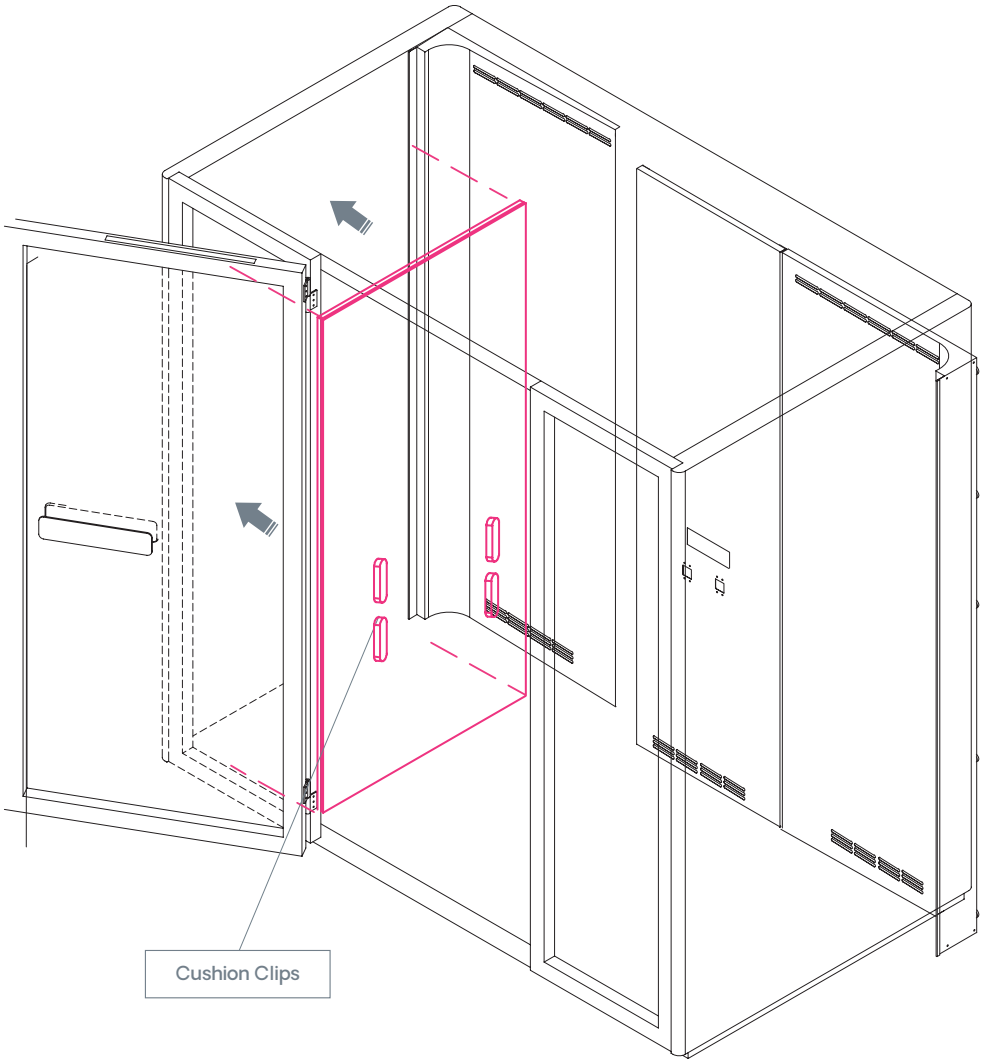


13 | Connect Internal Left Side Panel

Scan to Watch Step

Bring internal left panel into pod. Press left side panel against wall, making sure magnets snap into place on all corners.

Note: Panel cushion clips are offset. Clips on the left will be further away from the edge of left panel.

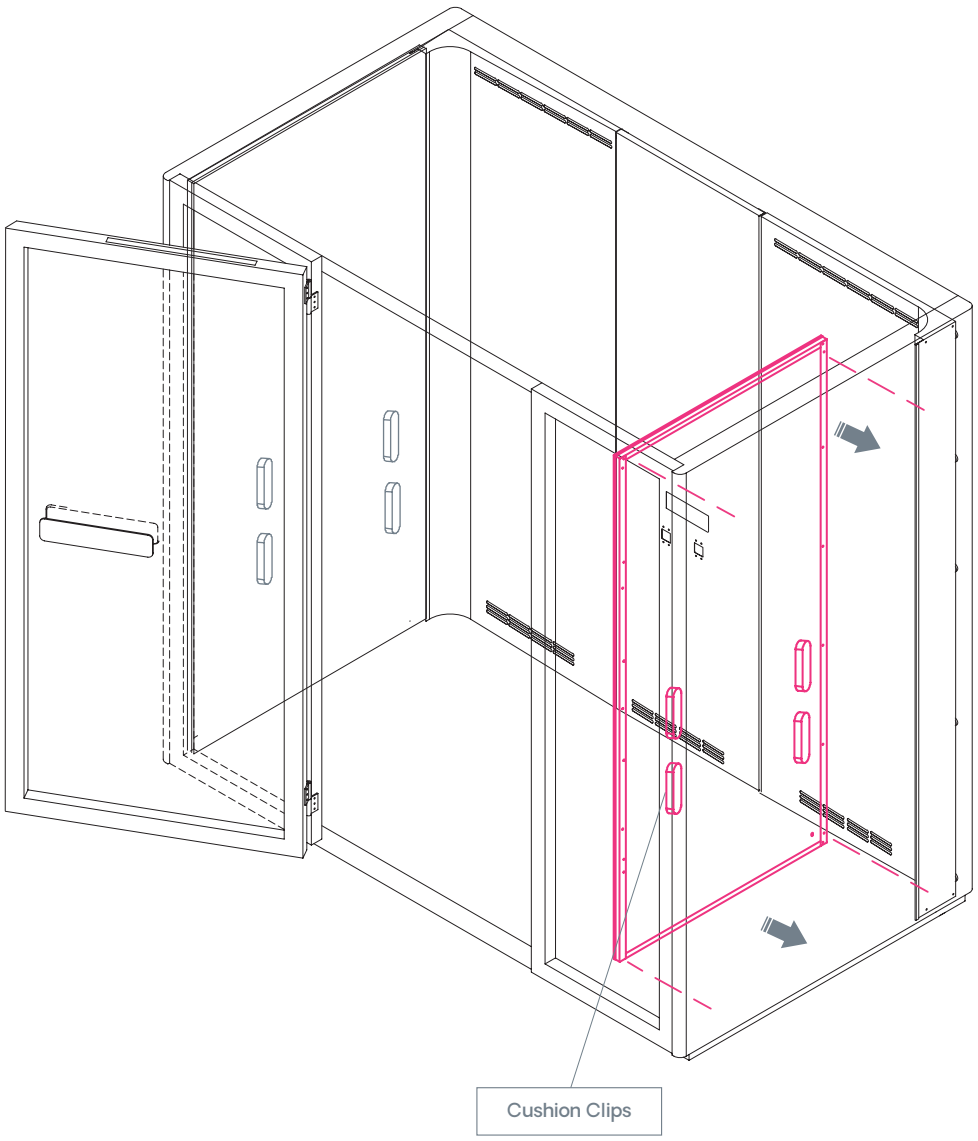


14 | Connect internal Right Side Panel

Scan to Watch Step

Bring internal right panel into pod. Press right side panel against wall, making sure magnets snap into place on all corners.

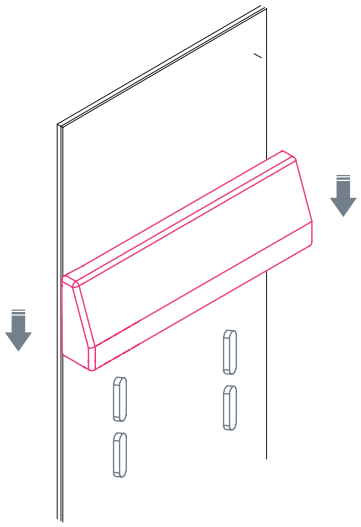
Note: Panel cushion clips are offset. Clips on the right will be further away from the edge of right panel.



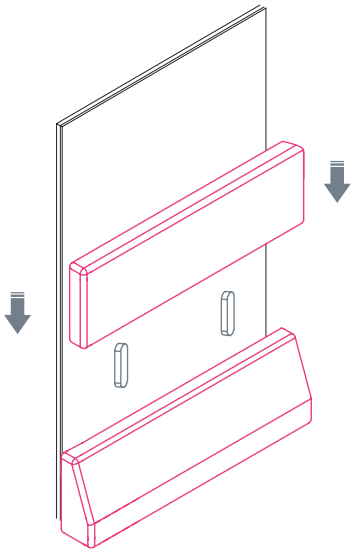
15 | Install Sofa Set

Bring middle cushion into pod and slide down onto bottom panel cushion clips. Slide top cushion down onto top panel cushion clips. Then, position seating under back cushions. Repeat for other panel.

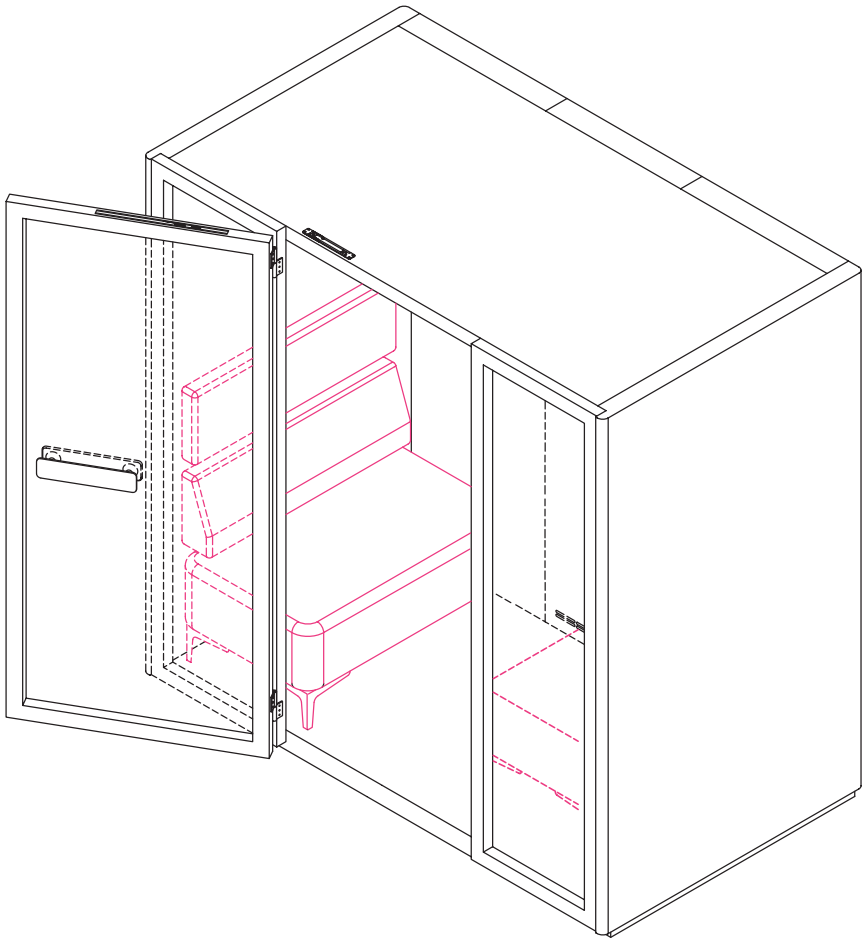
Scan to Watch Step



Middle Cushion



Top Cushion



16 | Secure Table Bracket, Table Base, and Table Top

Scan to Watch Step

Run data cable through table bracket. Align table bracket to pre-drilled holes on back panel and secure using screws. Once bracket is secured, install table base using cap screws. Remove backing from adhesive on the base cover and slide base cover down to floor. Secure square metal plate on top base using a cap screw. Set table top on both bracket and base and align with pre-drilled holes. Secure with screws.

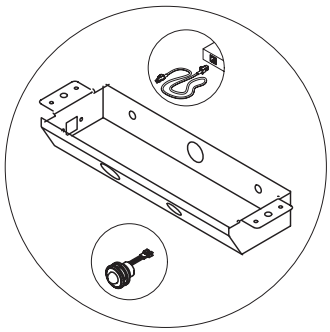


Table Bracket

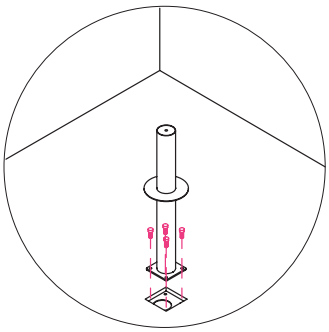
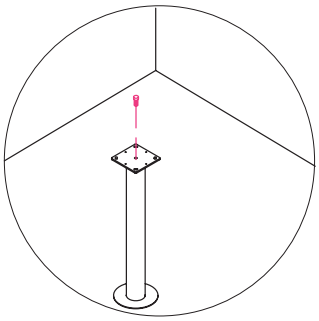


Table Base



Square Metal Plate

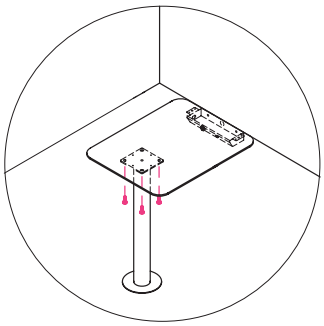
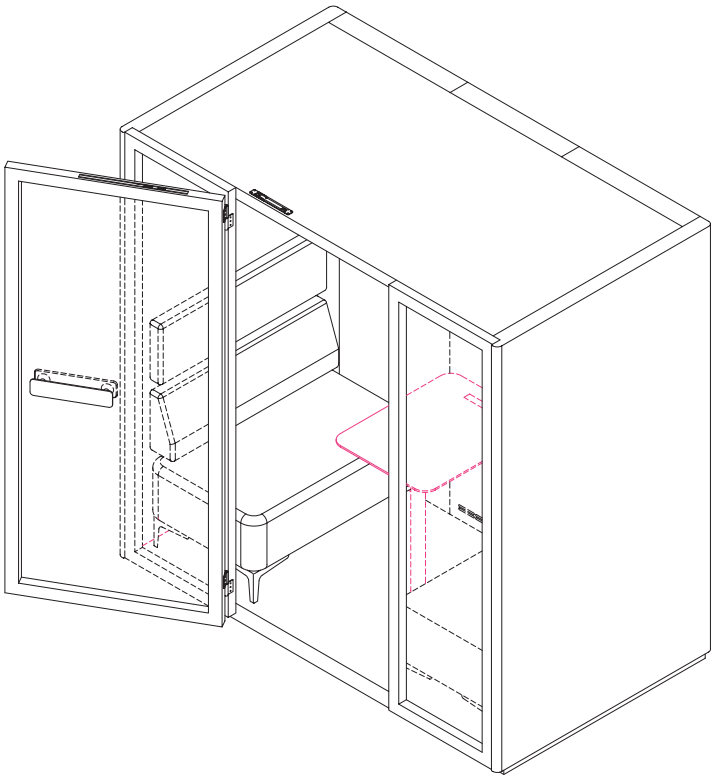


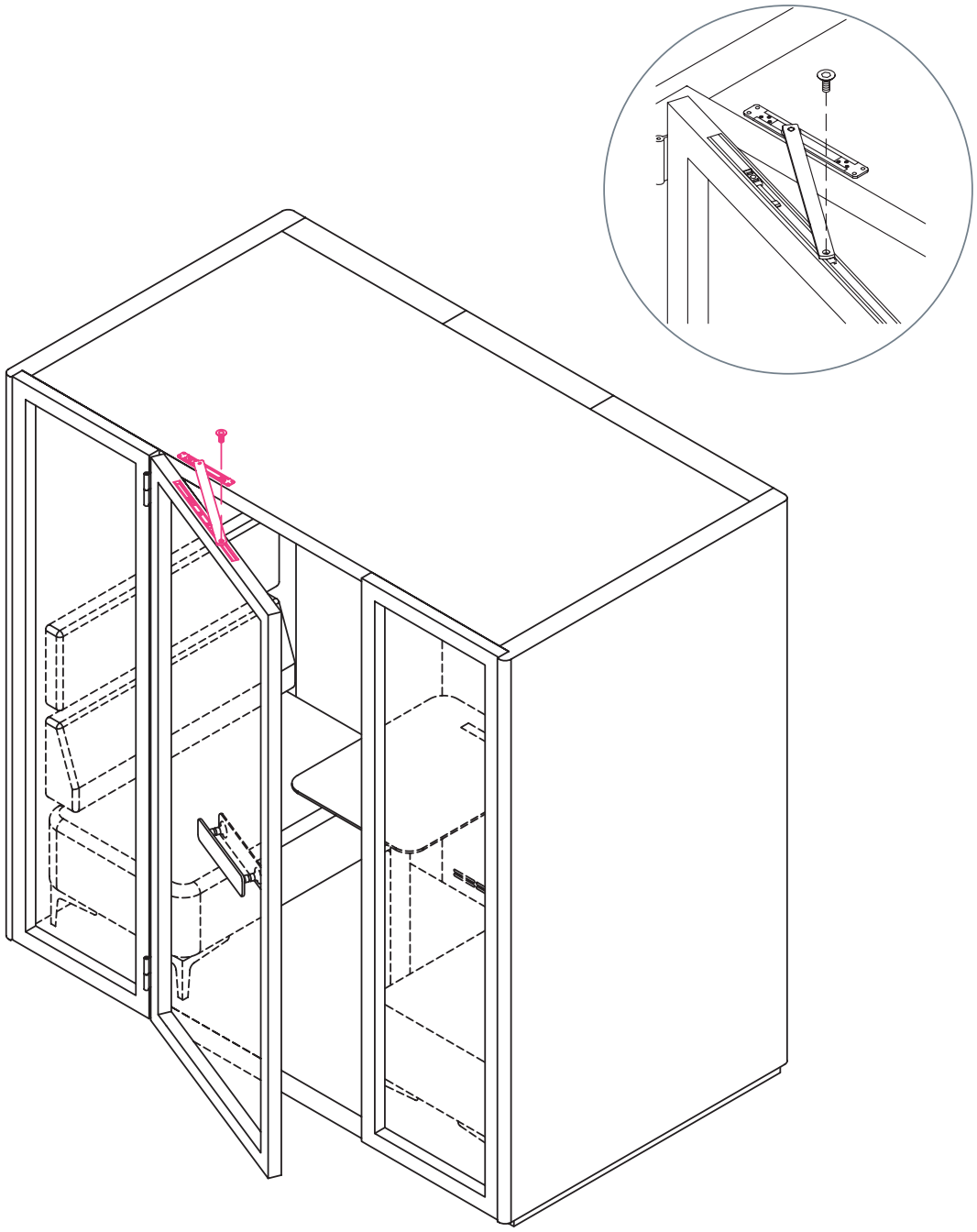
Table Top



17 | Secure Concealed Door Closer

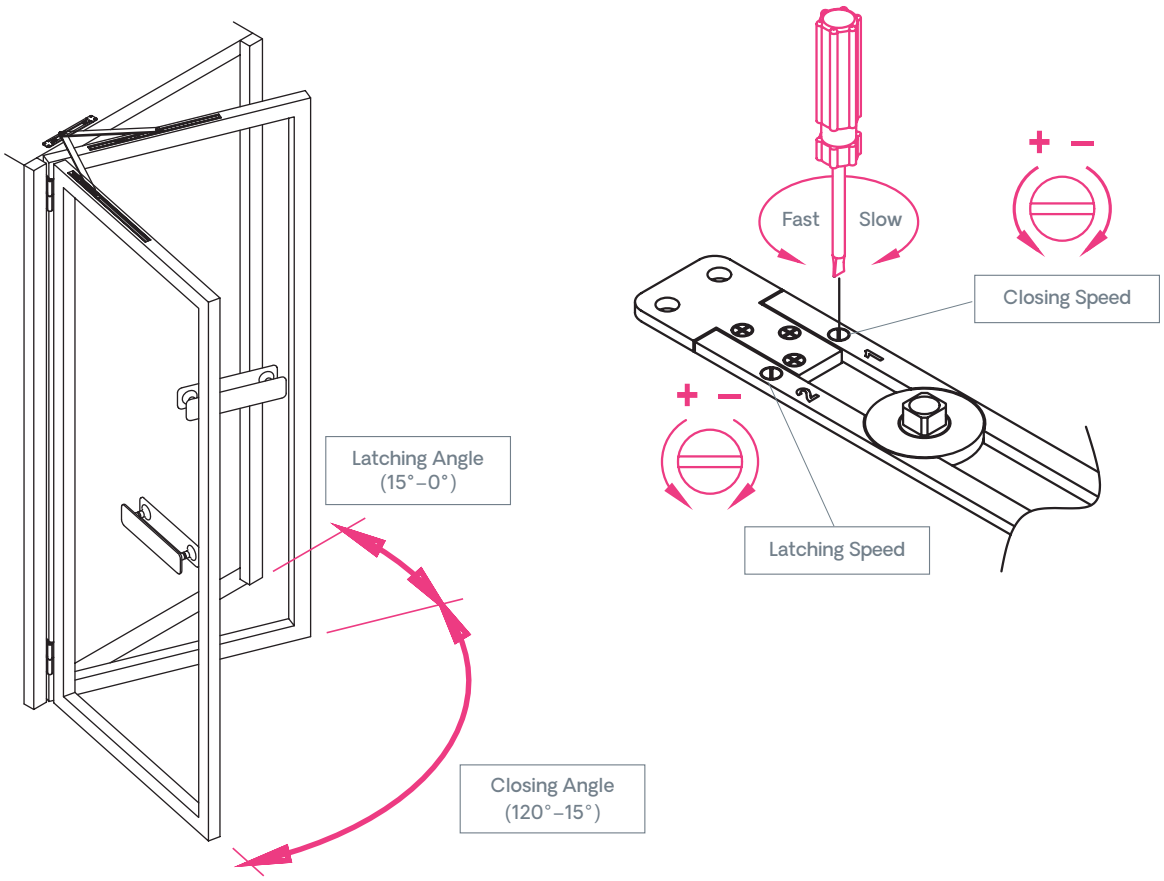
Slide concealed door closer from top panel over to door. Secure using screw.

Scan to
Watch Step



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).



END OF FLEX MEETING POD SECTION

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