EMAGISPACE

Build smarter.

EmagiKit™
Privacy Pod Plus

Quiet. Easy.
Affordable.

INSTRUCTIONS

ASSEMBLY

47"

47"

90"

Ceiling Unit

2–B

2–L

2–R

Glass Door

Corner Trim

Door Handle

Adjustable Height
Work Surface

1–B

1–R

1–L
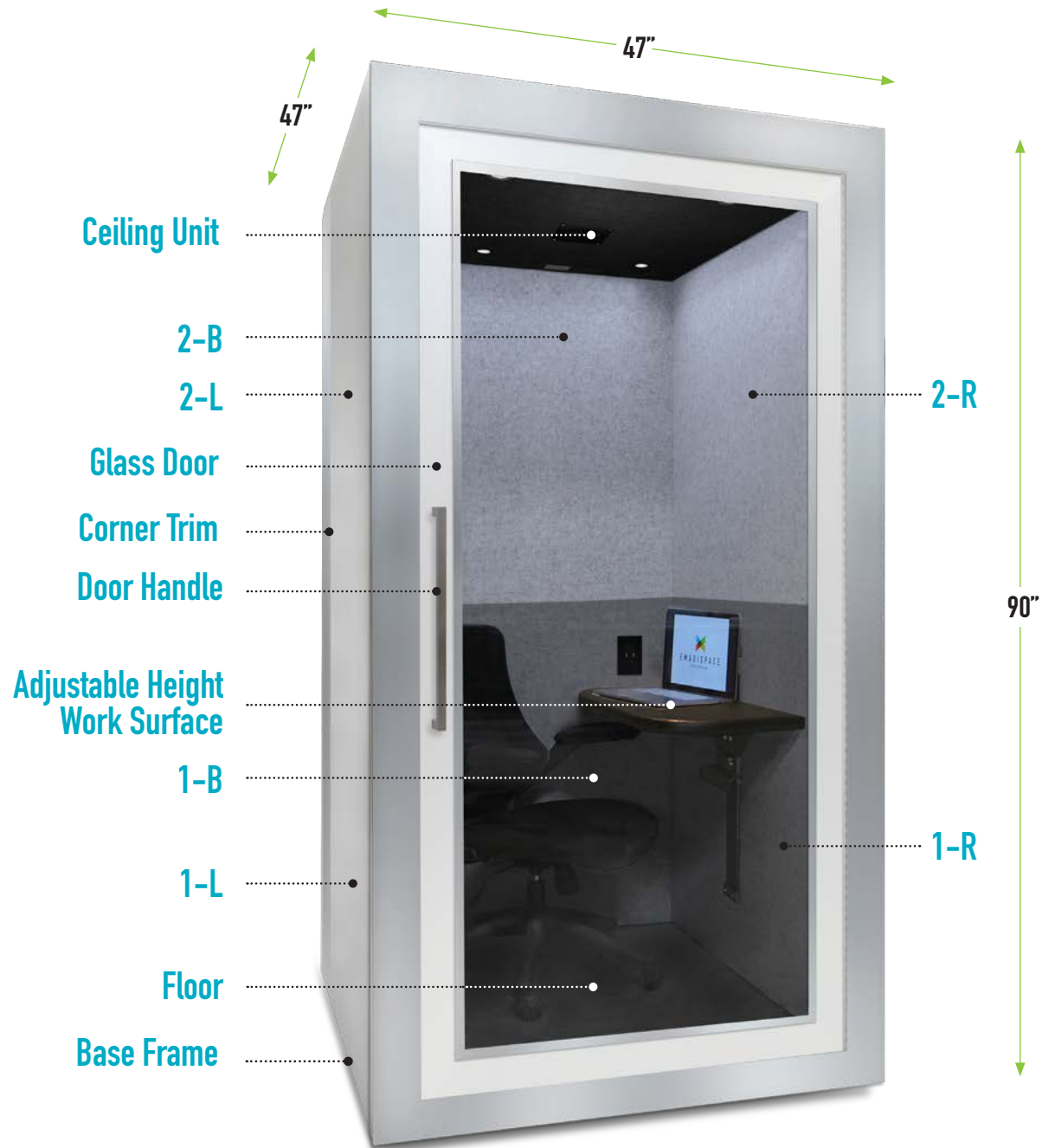
Floor

Base Frame

EmagiBlock (1-L)

EmagiBlock (1-B)

EmagiBlock (1-R)

Adjustable Height Work Surface

Work Surface

Adjustable Bracket

Slide Bar

Glass Door

EmagiBlock (2-L)

EmagiBlock (2-B)

EmagiBlock (2-R)

Screws

Ceiling Unit

Base Frame

Floor

Allen Wrench

Note: Allen wrench is taped to Slide Bar.

Note: Screws are to be found taped under the Work Surface.

Door Handle

Extension Cord

Corner Trim

Your quick and easy to assemble EmagiKit Privacy Pod Plus provides a sound quiet place to comfortably conduct phone calls or to just concentrate. And, by simply following the enclosed "Assembly Instructions", your new EmagiKit Privacy Pod Plus will be up in no time. We also recommend watching the assembly video all the way through before installation and keeping both the video and instructions nearby for reference during installation.

Two people can easily build the EmagiKit™ Privacy Pod Plus in less than an hour

TOOLS NEED FOR ASSEMBLY

- Gloves are recommended
- Tin snips
- Box cutter
- Power driver with #2 and #3 Phillips head bits
- Rubber mallet
- Small crow bar
- Hand screwdrivers
- Bullet level
- Flat head screwdriver
- Phillips head screwdriver
- Ladder
- Cleaning supplies
- A cart to move blocks (optional)

STEP 1

You will receive all the Emagispace® products you need for the
Privacy Pod Plus on a single pallet.

Note: Final pallet size
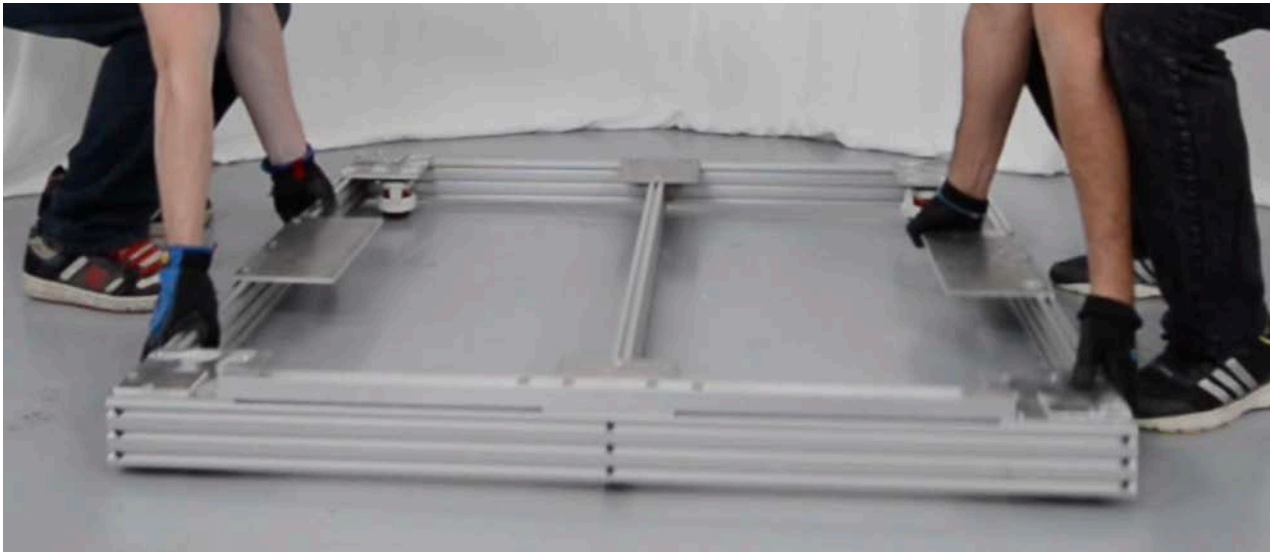may vary slightly based
on each specific order.

STEP 2

Remove the metal straps surrounding pallet with tin snips, use a box cutter to open
each package, remove and set aside each component.

STEP 3

Place the base with pre-assembled casters on the floor near it's intended final position.
Be sure to leave room to be able to reach the plugs in the rear of the booth.

Note: Be safe and please wear gloves to avoid potentially sharp edges while assembling the Privacy Pod.

Adjusting the Casters

Wheel in the down position
Privacy Pod is movable.

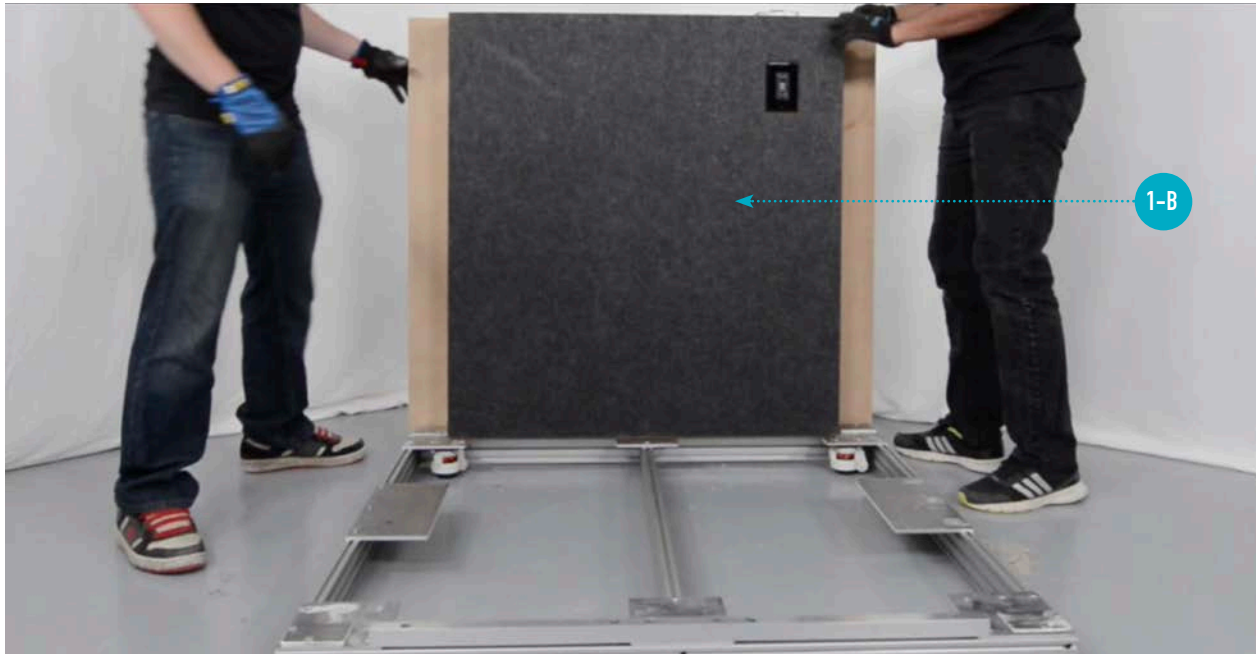Wheel in the up position
Privacy Pod is set in place.

Note: We recommend installing with the wheel in the up position so the unit does not move.
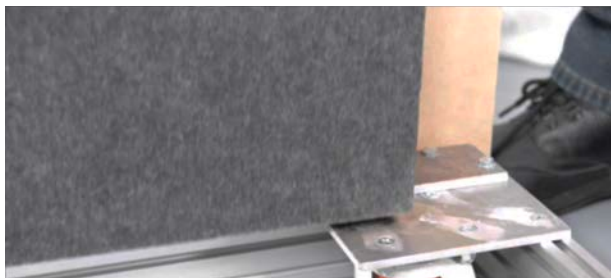
STEP 4

Install 1-B back bottom EmagiBlock first

1-B

Note: EmagiBlock 1-B has the USB ports & power outlet.

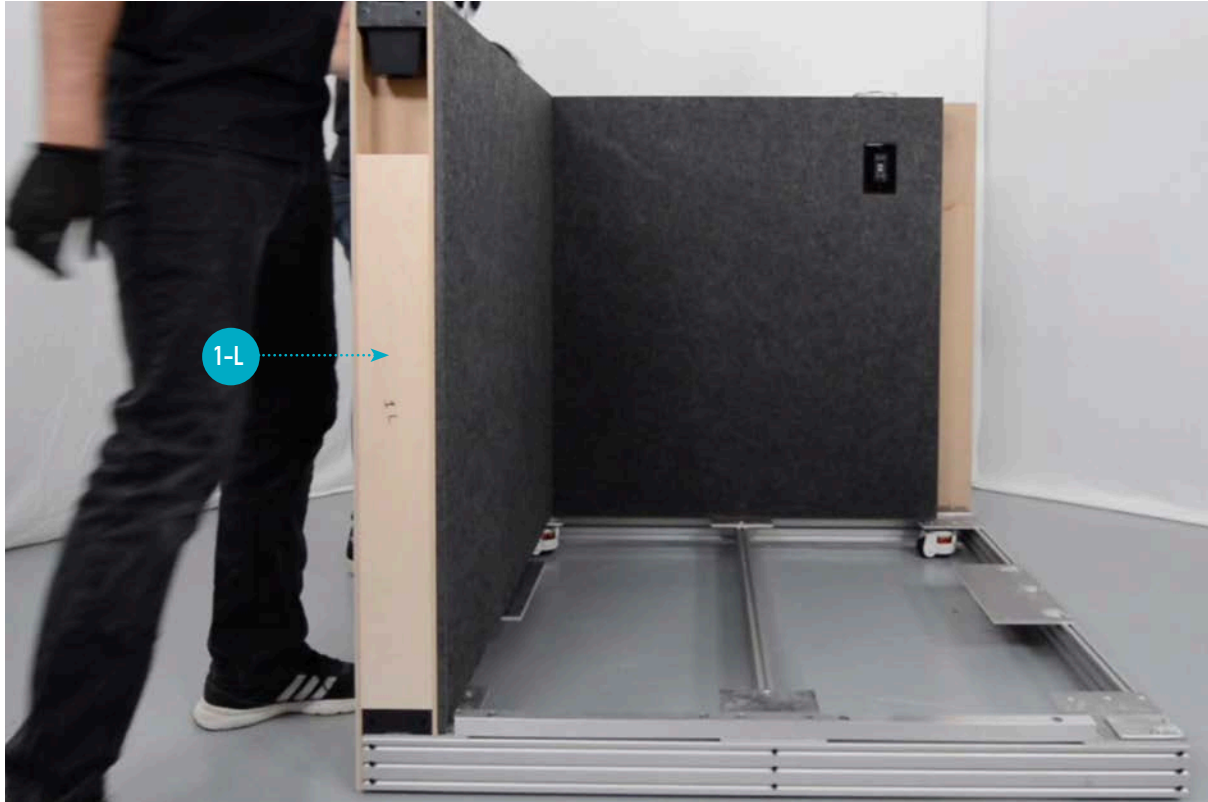Make sure that EmagiBlock 1-B is securely seated onto the base

STEP 5

Install 1-L bottom EmagiBlock next

Note: EmagiBlock 1-L is attached to 1-B with pre-installed EmagiCleat™s

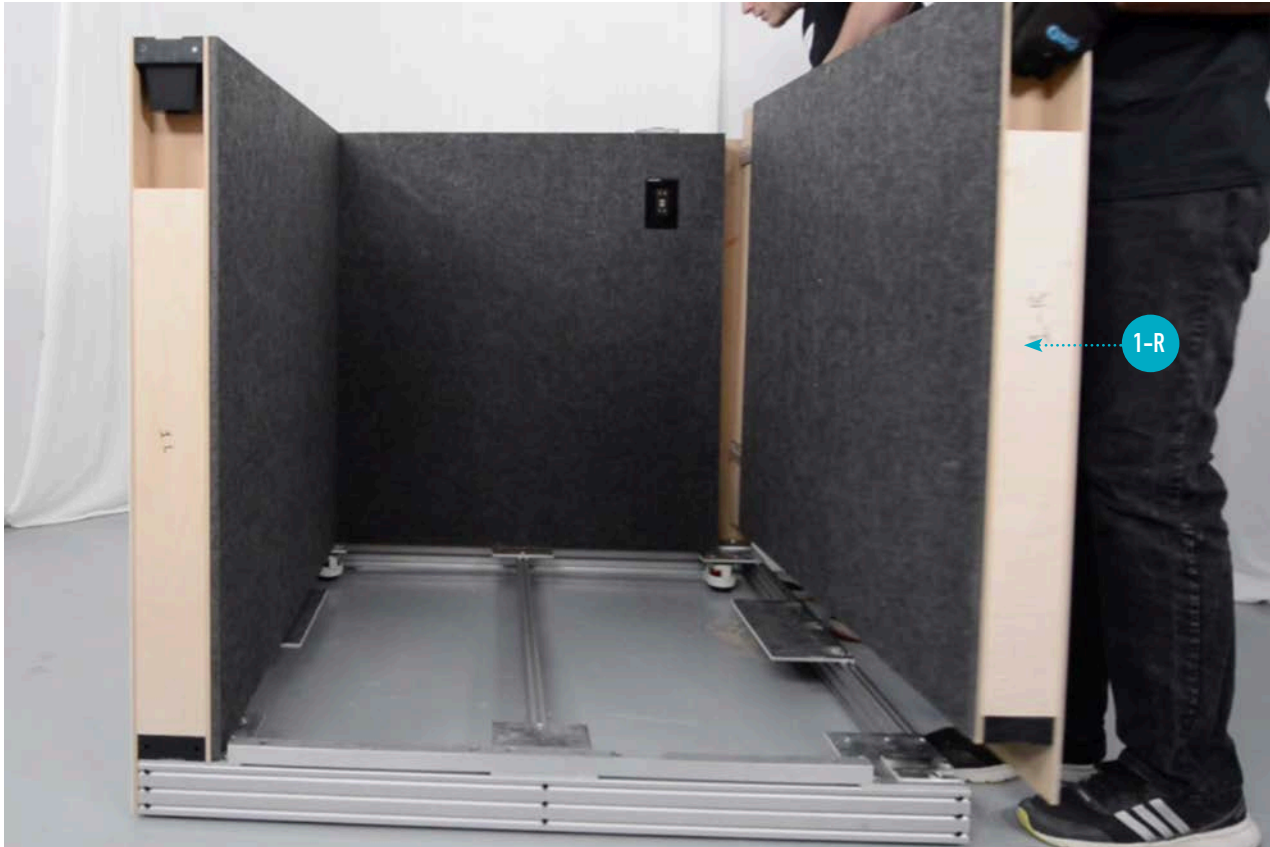**Note:** Check to be sure the front of 1L is flush with the front of the base.

STEP 6

Install 1-R bottom EmagiBlock

Note: EmagiBlock 1-R contains pre-existing screw hole inserts, that will be used later when installing the work surface assembly.

Note: EmagiBlock 1-R is attached to 1-B with pre-installed EmagiCleat™s

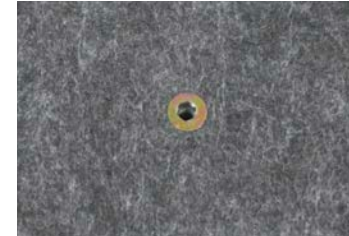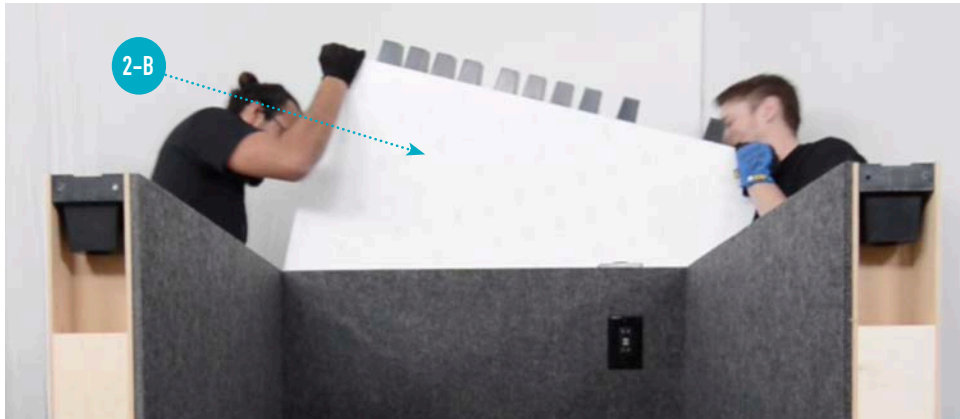**Note:** Check to be sure the front of 1L is flush with the front of the base.

STEP 7

The EmagiBlocks for the second row simply sit on top of the bottom row.

Place EmagiBlock 2-B upside down, directly behind EmagiBlock 1-B.

Note: Find the whip and plug tucked into the opening of the connector block on 2-B

Note: Plug into the receptacle on the top of EmagiBlock 1-B, twist and lock it into place.
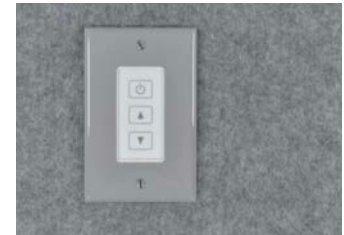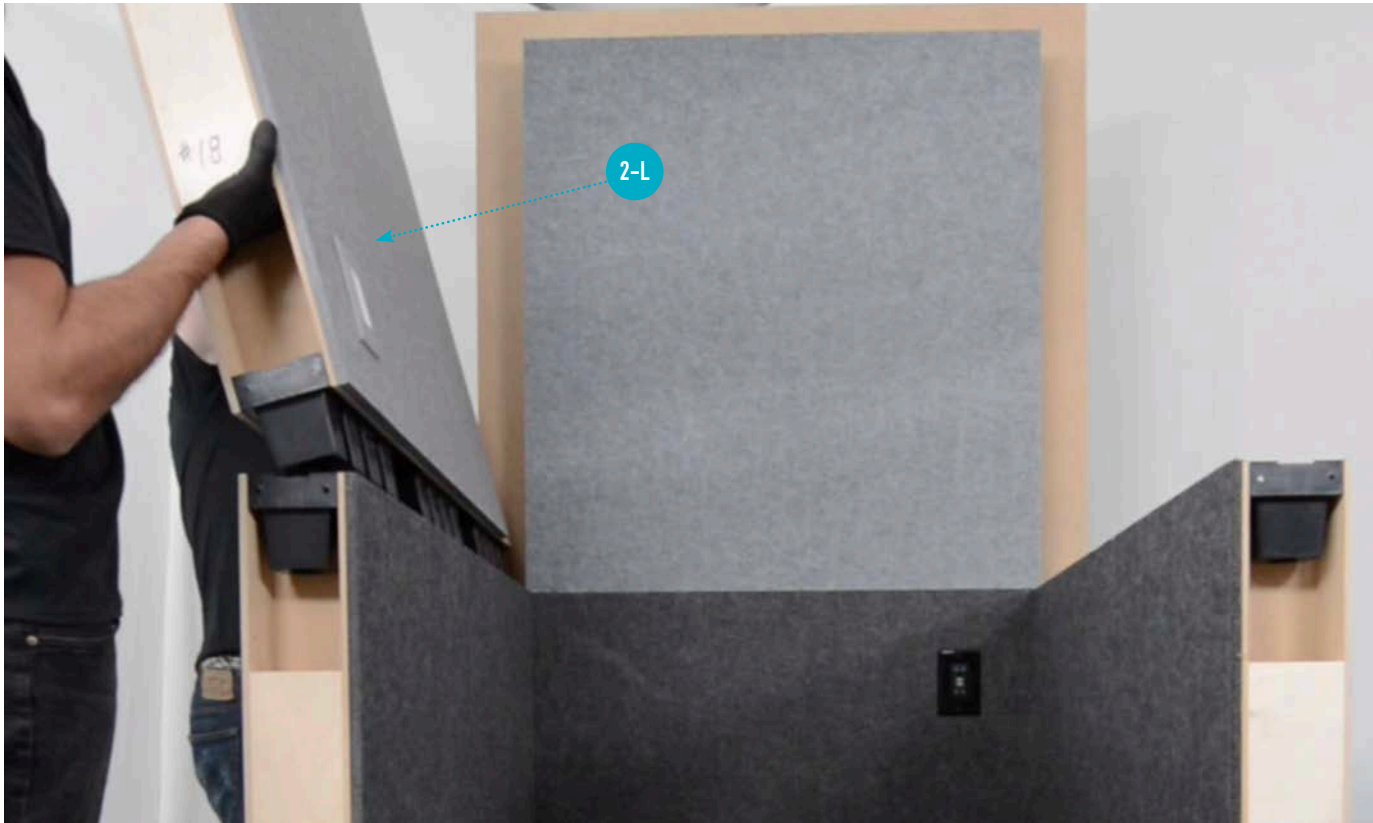
Lift EmagiBlock 2-B and carefully tuck the whip back into the hole. Then place EmagiBlock 2-B on the top of EmagiBlock 1-B. Make sure the seam between the EmagiBlocks is tight.
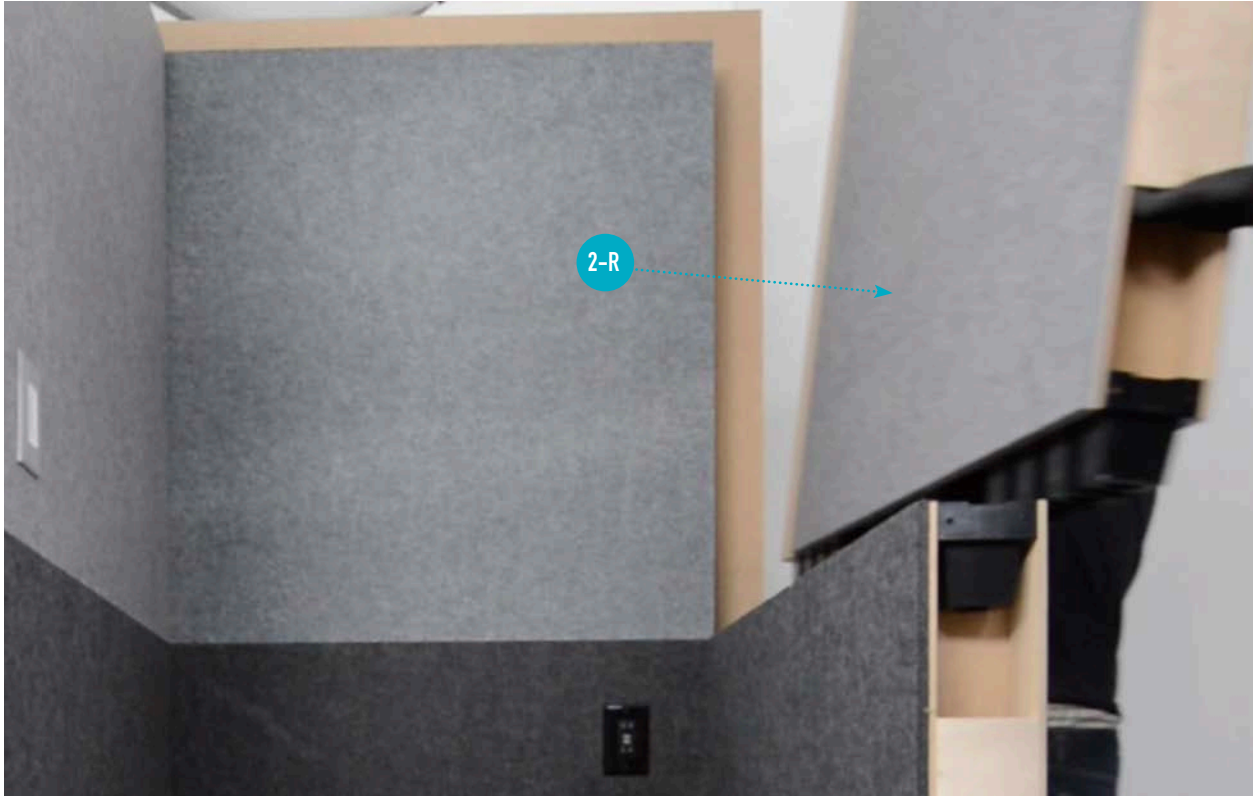
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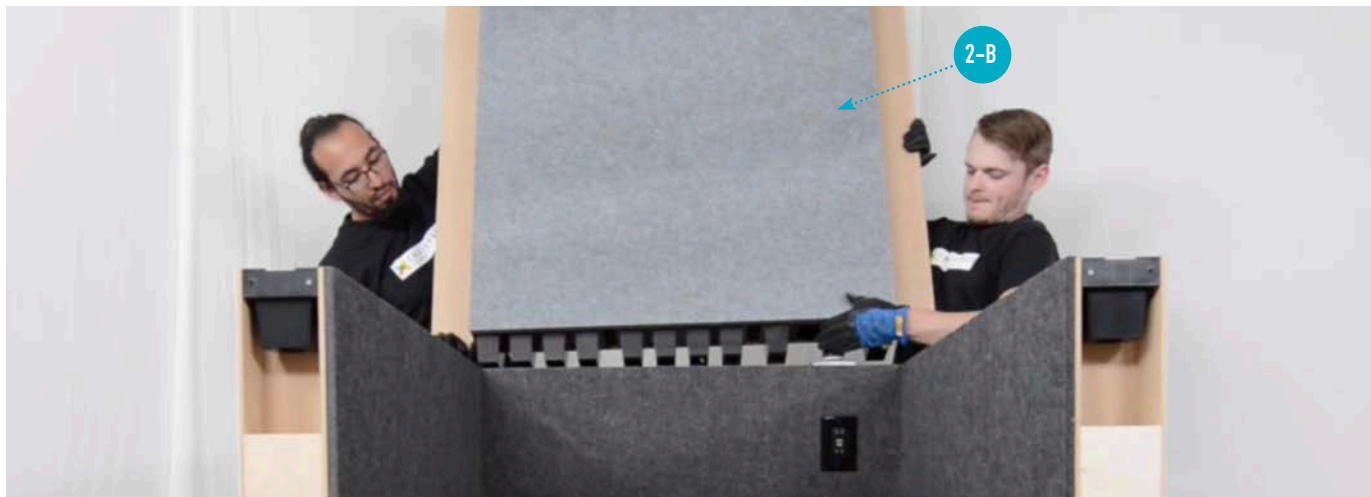
STEP 8

Install 2-L left top EmagiBlock.

Note: EmagiBlock 2-L has the dimmer switch.
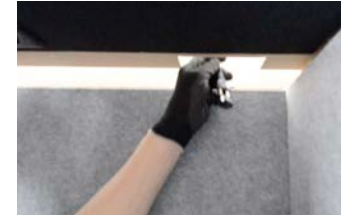
STEP 9

Install 2-R, the right top EmagiBlock.

STEP 10

It takes 2 people and it is fitted and drops right in place.

Install the ceiling by placing the ceiling EmagiBlock® onto EmagiBlocks 2L, 2B & 2R, the ceiling alignment plates drop into the slots on the top of EmagiBlocks, seating the ceiling securely into place.

Ceiling alignment plates
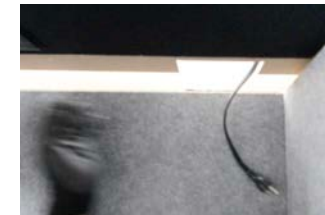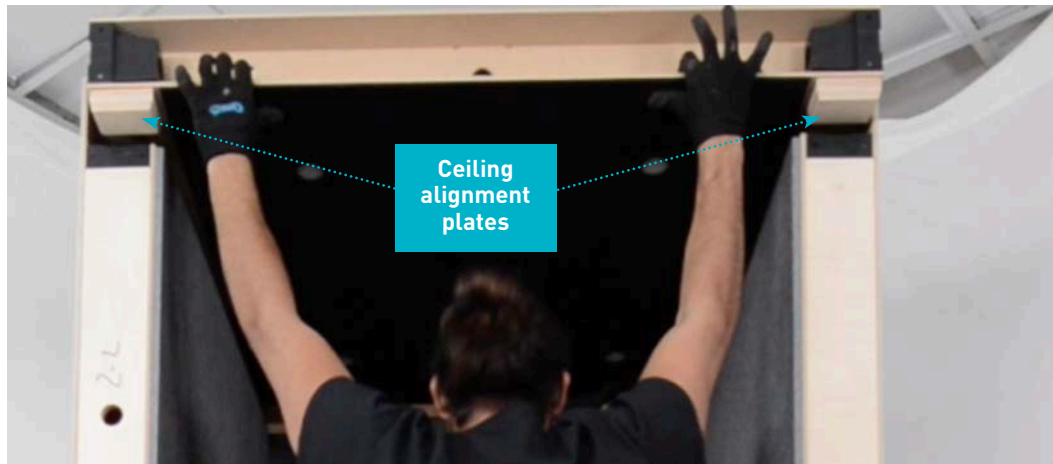
Note: Occasionally, the whip from the ceiling piece will fall, obstructing the placement of the ceiling. Simply, put the cord back into the opening. You'll plug it in later.

Move ceiling into place, guiding it from front to back.

Ensure that the ceiling alignment plates are completely seated into 2L, 2R & 2B.

Ceiling set in place.

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STEP 11

Peel plastic off of durable siding.

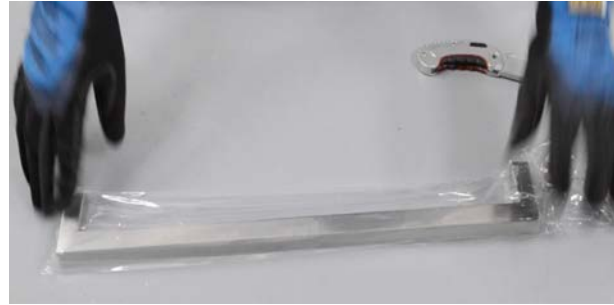It is easiest to roll the plastic off in a large sheet, like rolling up a carpet.

STEP 12

Lean the glass Door against the front of the Privacy Pod. Remove the handle from it's package.
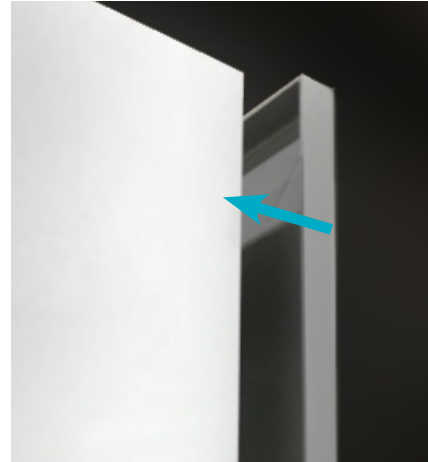

Install screws and brass sleeves.

Place handle onto brass sleeves and tighten set screws with provided 7/64" Allen wrench.

STEP 13

Lift the Glass Door and slide over the top of the EmagiBlocks.

STEP 14

Screw frame to Privacy Pod.

Using supplied screws and pre-drilled holes attach the frame to the Privacy Pod. Install the door / frame assembly by sliding the frame over the open end of the Privacy Pod. Ensure that the frame is completely seated against the face of the pod and fasten with the (8) provided #10 x 1 1/4" machine screws using the pre-drilled holes in the Privacy Pod walls.
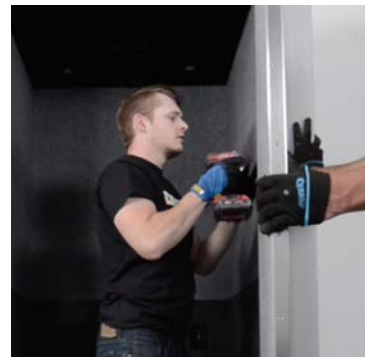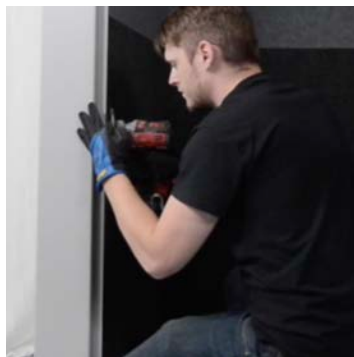
Note: If there is any difficulty in finding the pre-drilled holes due to a manufacturing error, the pod can still be installed, please call Customer Support.

STEP 16

Install the (2) corner trims by sliding the open end of the profile over the back wall panel, ensuring that the top of the profile is flush to the top of the back wall panel. Completely insert the trim along the entire length of the back corner. Repeat this process on the opposite back corner.

STEP 17

Set your level on top of the frame edge of the Privacy Pod. Using a pry bar, lift corners and adjust casters so that Privacy Pod is level and wheels do not touch the floor.

STEP 18

Install the floor board from right to left, stepping out as needed.

Then use the countersunk ring to finish dropping it into place. This way it seats correctly.

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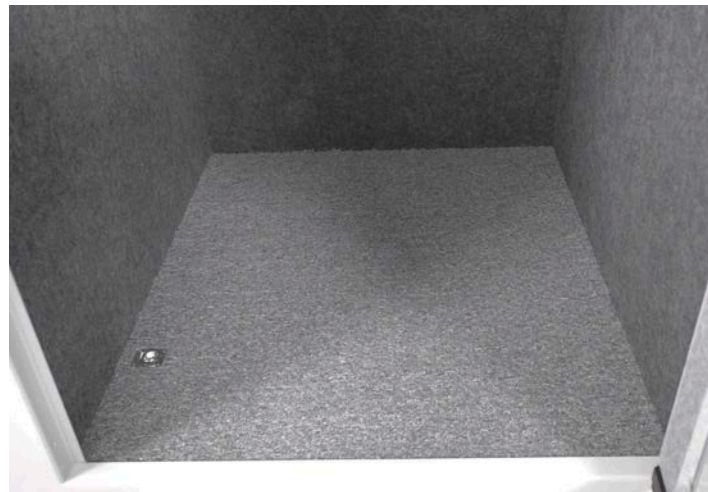
STEP 19

Open extension cord package. Then plug one end of the extension cord into the nearest wall outlet and plug the other end into the back of the Privacy Pod.

Now, using a ladder, plug ceiling cord into the socket that is on the top of EmagiBlock 2-B.

STEP 20

Unpack work surface components. Using provided hardware #10-24 x 5/8" screws and Phillips screwdriver attach adjustable bracket to work surface.

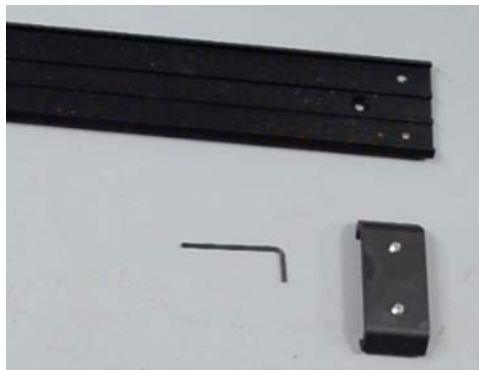**Note:** If the threading on either the slider base or work surface is too tight or loose, this is easily fixed. Please call Customer Support.

Note: The "provided 3/32" Allen wrench is under a piece of tape on the slide bar.

STEP 21

Loosen Allen screws with provided 3/32" Allen wrench and remove a cap from top of slide bar. Removal will let the work surface assembly slide onto the slide bar.

STEP 22

Using screws install slide bar into pre-installed inserts.

Note: Be certain that the slide bar is very firmly seated.

STEP 23

Install the work surface by sliding the mounting bracket over the slide rail, while pulling out the locking lever. Slide the work surface down so that it is fully engaged onto the slide rail.
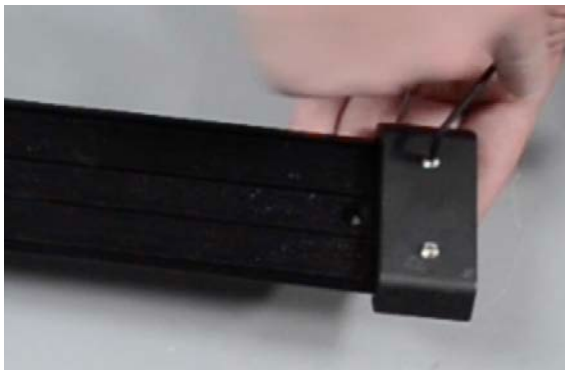
INSTALL WORK SURFACE

STEP 24

Reinstall the slide rail cap and tighten the (2) set screws using the Allen wrench.

STEP 25

Adjust the tray to desired height by pulling out on the locking lever.

STEP 26

Push the button on the occupancy sensor located on the ceiling to turn on the lights and fan. The occupancy sensor is now programmed and will function automatically.

Note: If the lights flash and turn back off after pushing the button, push the button a 2nd time to turn on the lights.

STEP 27

After the lights have turned on, verify proper operation of the dimmer control by pushing on the up and down arrows of the dimmer switch.

Note: If dimmer doesn't work, remove plate and ensure the battery is seated correctly.

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STEP 28

Clean all Privacy Pod surfaces inside and out.

CONGRATULATIONS!

Your EmagiKit™ Privacy Pod Plus is now complete.

Emagispace® Assembly Disclaimer

Read all Assembly Instructions before beginning assembly of this product. Assemble this product as described in these Assembly Instructions only. To do otherwise may result in instability. All screws and bolts must be tightened securely at end assembly and must be checked periodically after assembly. Failure to assemble properly, or to secure parts, may result in assembly failure and personal injury. Proper assembly of this product per the Assembly Instructions is the responsibility of the end-user.

Emagispace consists of raw individual components assembled by the end-user. Local building conventions, guidelines and codes should be followed at all times. ALWAYS brace or otherwise secure your EmagiBlock® wall to ensure stability while building and in the final application.

BE SURE TO ALWAYS FOLLOWING INDUSTRY STANDARD BRACING AND SUPPORT GUIDELINES TO ENSURE YOUR WALL IS STABLE.

Safety and Proper Use of Product

This product is intended for indoor use on a flat surface only. Proper industry standard bracing and support guidelines to ensure wall stability during assembly is required.

Do not use EmagiBlock walls to support or brace any other structure. Do not allow children to climb or play on EmagiBlock walls.

Failure to follow the proper use and safety guidelines for this product could result in product damage and personal injury. **YOU MUST READ ENTIRE MANUAL AND FAMILIARIZE YOURSELF WITH ALL THE PIECES AND PROCEDURES BEFORE PROGRESSING WITH ASSEMBLY.**

CONTACT INFORMATION

Online support

Website: **https://emagispace.com/solutions/privacy-pods**

Customer service

Phone: **844.949.2557**   E-mail: **Customerservice@emagispace.com**

Return Policy

If for any reason you are not satisfied with your EmagiKit™ Privacy Pod Plus, you may return it within 30 days of receipt for a full refund. Return shipping costs are incurred by the customer. For more information on how to pack and ship your return, please visit https://emagispace.com/product1/resources-and-guides/.

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