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INSTALLATOIN MANUAL

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Correct Product handling Tips

- Handle all of the furniture with care.
- Lift panels completely off the ground when carrying; dragging may cause damage.
- Always protect walls and/or panels when leaning them.
- Always stand panels (right side up).
- Ensure panels and carts are adequately protected during off-loads.
- Watch for the sharp ends of staples when removing the packaging from around panels.

Required Installation Tools

Safety Glasses	3/8" Nut-Driver
Rubber Mallet	#2 Robertson Screwdriver
Power Prill (var speed, rev)	#3 Robertson Screwdriver
Magnetic drill bit holders	Large 1/4" Blade Screwdriver
1/4" Nut-Driver	3/16" Diamiter Punch
5/16" Nut-Driver	Utility Knife
Stand-Off Cap Key (included)	Tape Measure
Gloves	Level

Additional items you may find useful:

#2 Phillips Screwdriver	Large Channel Lock Pliers
#3 Phillips Screwdriver	Fine tooth Saw (Hacksaw)
1/2" Wrench	General Purpose Prybar
9/16" Wrench	Frame Dolly
Adjustable 8" Wrench	Two wheel cart
Needlenose Pliers	Furniture Cart with Straps

Parts List



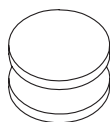
FS201 (x16) - Self tapping screw for corner assemblies



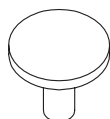
FS202 (x30) - Self tapping screw for flat frame assembly



FS205 (x10) - Black M6 screw for flat frame (door side) assembly

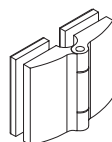


FS206 (x2) - Door magnets set

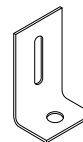


FS211 (x15) - 30mm long screws to be used for POD1G

FS211 (x15) - 40mm long screws to be used for POD1L



Door Hinges (x2)



ST 231 - Optional seismic brackets to floor mount



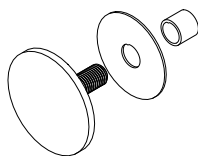
Door Handle (x1)



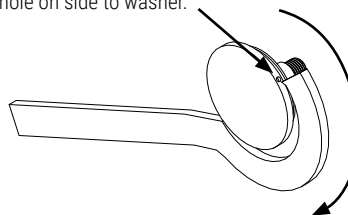
Stand-Off Cap Key (supplied)

Installation Details

Close up screw and washer detail.



How to use cap key. Point at end of curved end locks into hole on side to washer.



Please contact your Global Contract Service Representative at 416-739-5000 for any questions or concerns.

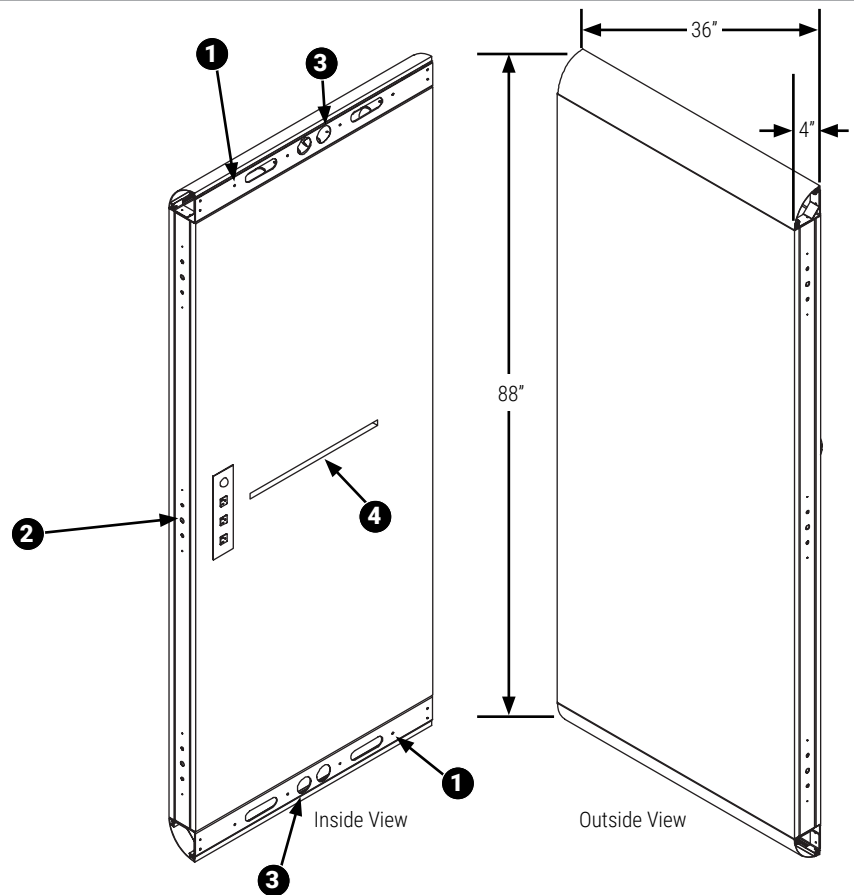
NOTE: Any alterations to listed components will void the manufacturer's warranty. The manufacturer will not be responsible for any damage or bodily harm caused by alterations in accordance with national or local electrical codes and manufacturer's specifications.

In accordance with the manufacturer's policy of continual product improvement, the product presented in this document is subject to change without notice or obligation.

PRIVA ASSEMBLY PARTS

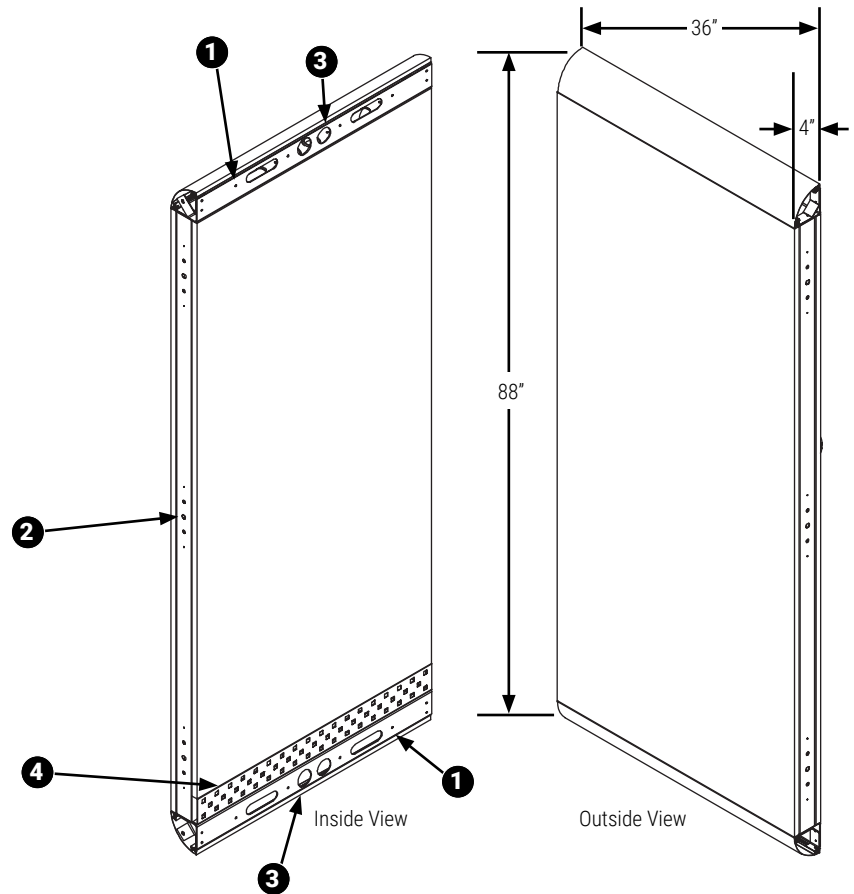
Wall With Shelf

1. Holes for corner assembly.
2. Holes for metal frame and glass/door assembly.
3. Cutouts for wiring.
4. Cutout for shelf.



Wall With Shelf

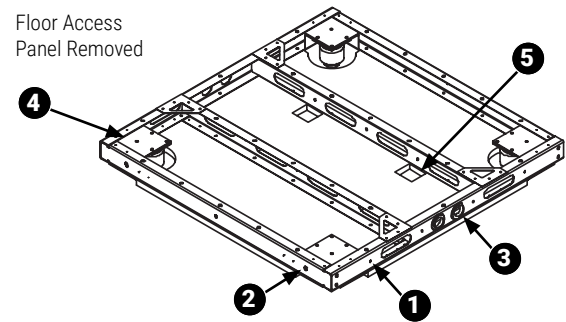
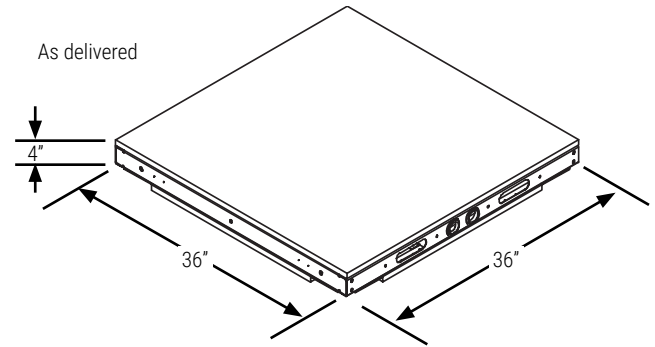
1. Holes for corner assembly.
2. Holes for metal frame and glass/door assembly.
3. Cutouts for wiring.
4. Airflow grill.



PRIVA ASSEMBLY PARTS

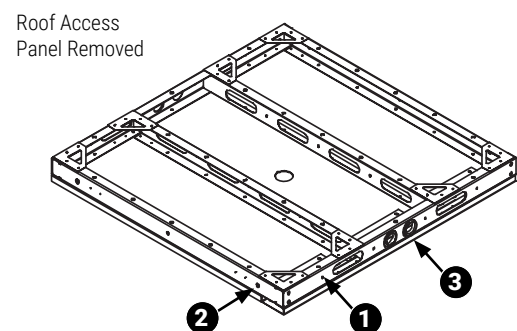
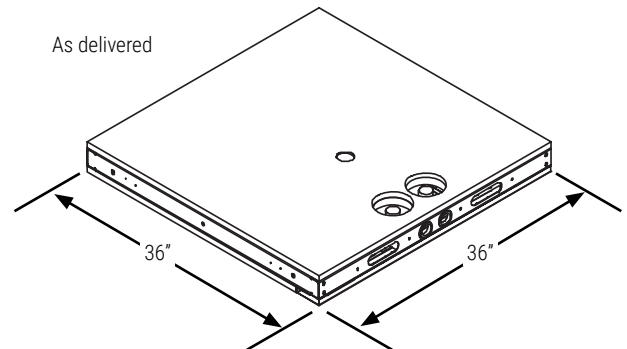
Base Unit

1. Holes for corner assembly.
2. Holes for metal frame and glass/door assembly.
3. Cutouts for wiring.
4. Casters with leveler.
5. Cutouts for seismic bracket.
(brackets not included)
6. Floor access panel.



Ceiling Unit (KI-CL-03)

1. Holes for corner assembly.
2. Holes for metal frame and glass/door assembly.
3. Cutouts for wiring.
4. Roof access panel.
5. Cutouts for fans.
6. Knock out hole for sprinkler. (optional)



PRIVA ASSEMBLY PARTS

Flat Metal Frames

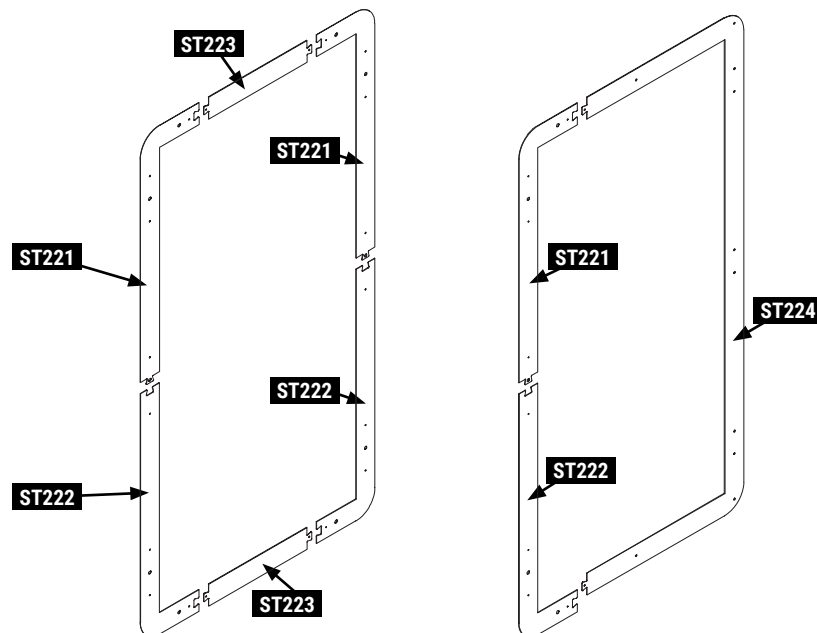
ST221 - Metal frame (1 on front, 2 on back), with self-tapping screws (FS201 x8) per piece.
This part has 5 holes for glass assembly.

ST222 - Metal frame (1 on front, 2 on back), with self-tapping screws (FS201 x8) per piece

ST223 - Metal frame (2 on back) with M6 screws (FS205 x10)

ST224 - Metal frame (1 on front) with M6 screws (FS205 x10)

All parts have plastic gaskets on the edges.



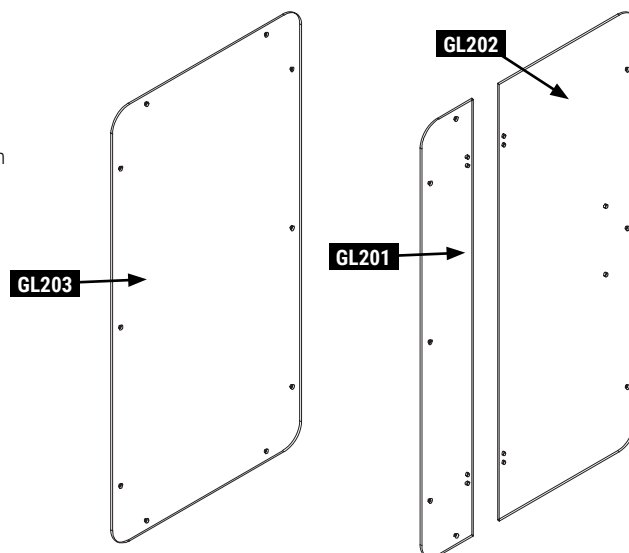
Glass Panels

GL201 - Sidelight glass panel has 5 holes for assembly by M10 countersunk screw **FS211** with plastic socket cap **FS204** and 2 pairs of holes for door hinge assembly.

GL202 - Door glass panel has 2 pairs of holes for door hinges, a pair of holes for handles, and 3 holes for magnets.

GL203 - Back glass panel has 10 holes for assembly by M10 countersunk screw **FS211** with plastic socket cap **FS204**.

Note: For laminate back, use screw FS211 - 40mm (longer).

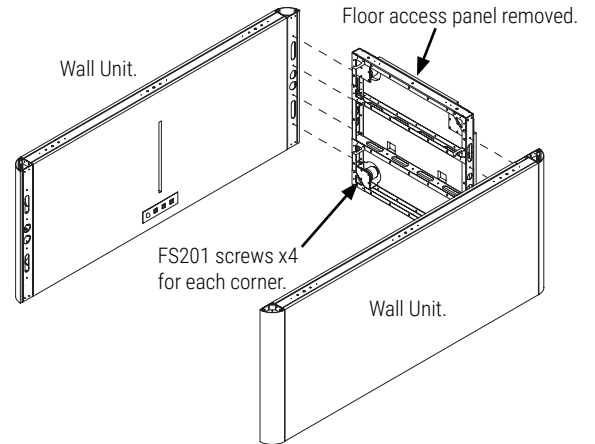


PRIVA ASSEMBLY STEPS

Unit Assembly (On Floor)

Note: Place a large blanket or soft material under the panels before beginning work to prevent scratches and damage to the unit.

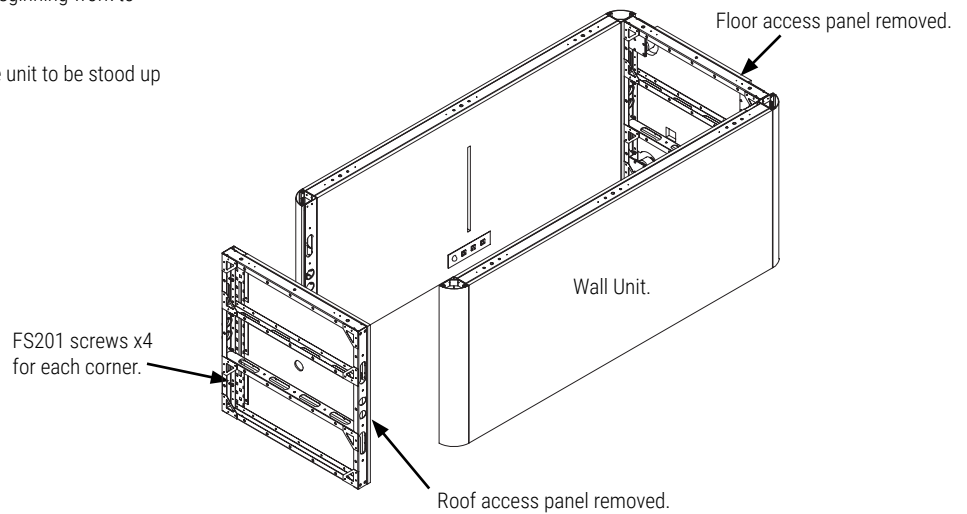
Ensure a minimum of 48" area is left clear behind the unit to allow the unit to be stood up



Unit Assembly (On Floor)

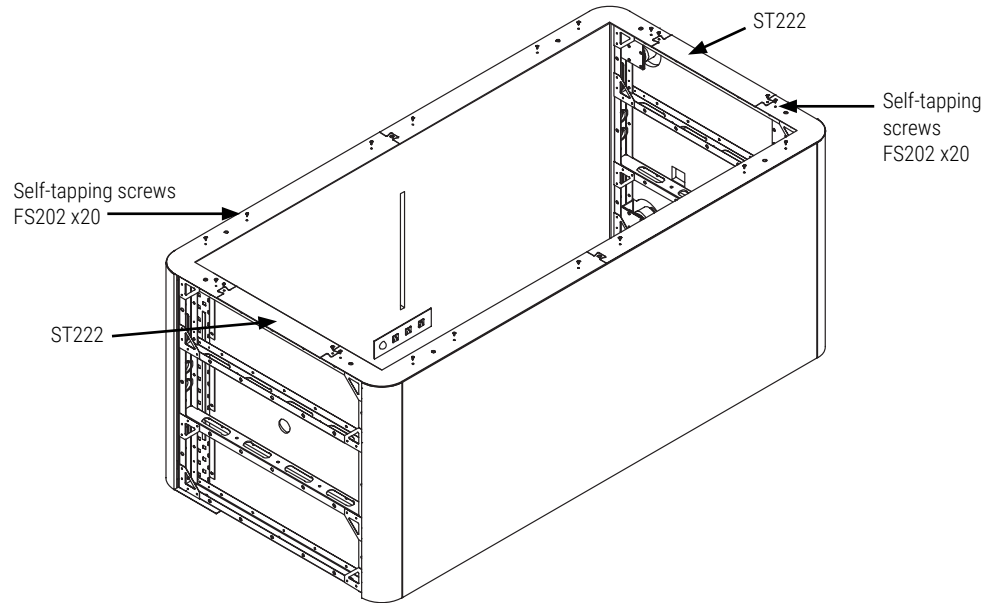
Note: Place a large blanket or soft material under the panels before beginning work to prevent scratches and damage to the unit.

Ensure a minimum of 48" area is left clear behind the unit to allow the unit to be stood up

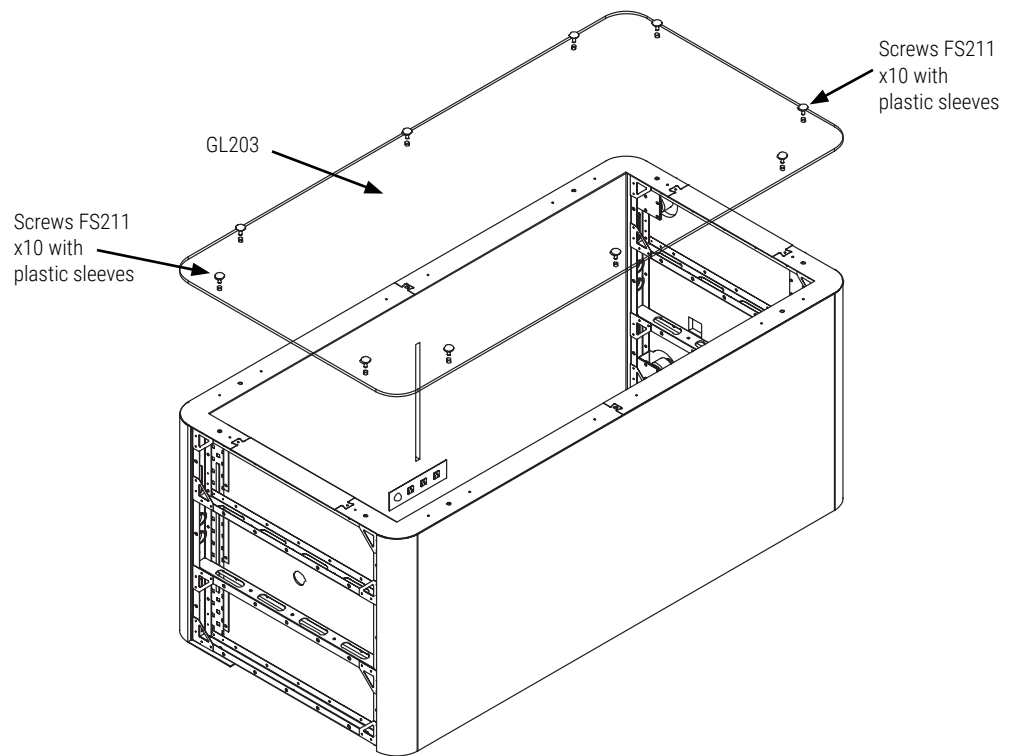


PRIVA ASSEMBLY STEPS

Back Metal Frame Assembly



Back Glass Panel Assembly



PRIVA ASSEMBLY STEPS

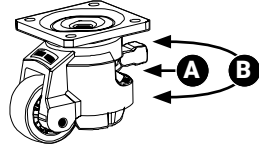
POD Assembly (Raised vertically)

Ensure levelers have been retracted so that wheels are exposed. This will allow the unit to be rolled into its final location. Then level the unit.

A.) Engage gear on the small handle by pushing inward

B.) Move handle repeatedly back and forth (left to right) until the leveler is raised and only the caster is touching the surface

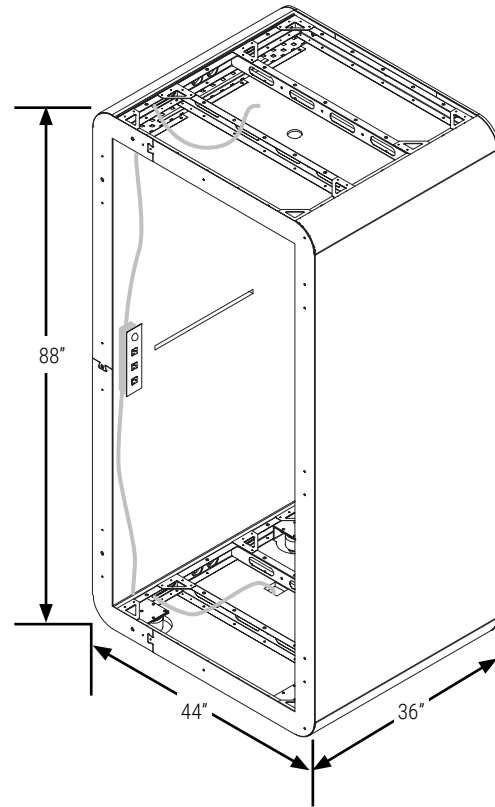
• Disengage gear and repeat to drop the leveler in to place once the booth is in its final position



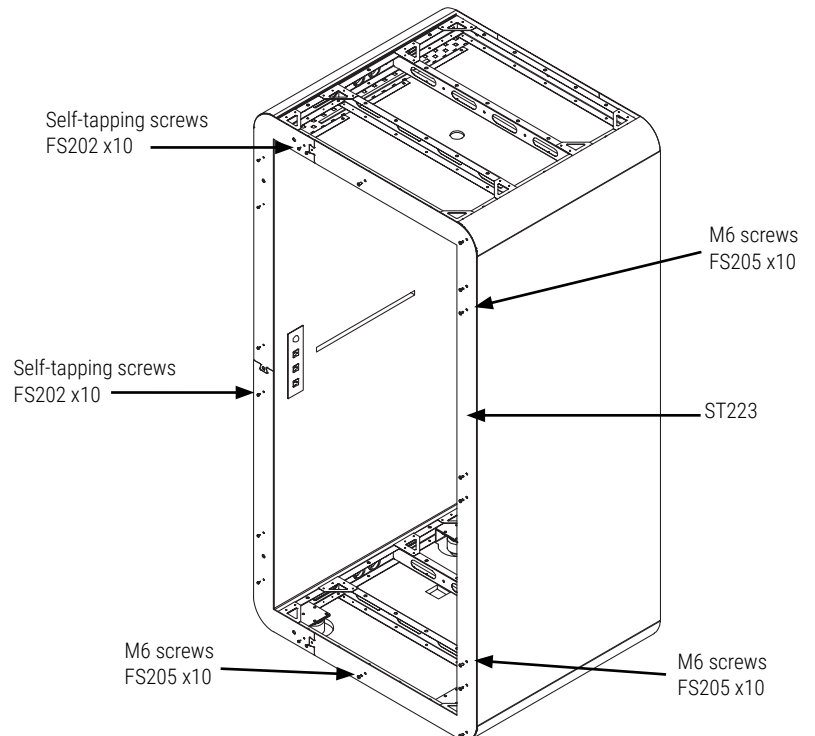
Wire Connection

STEP 1: Fish wire from top of panel and connect to fans.

STEP 2: Fish Power Plug from bottom of side panel through bottom panel to the floor.

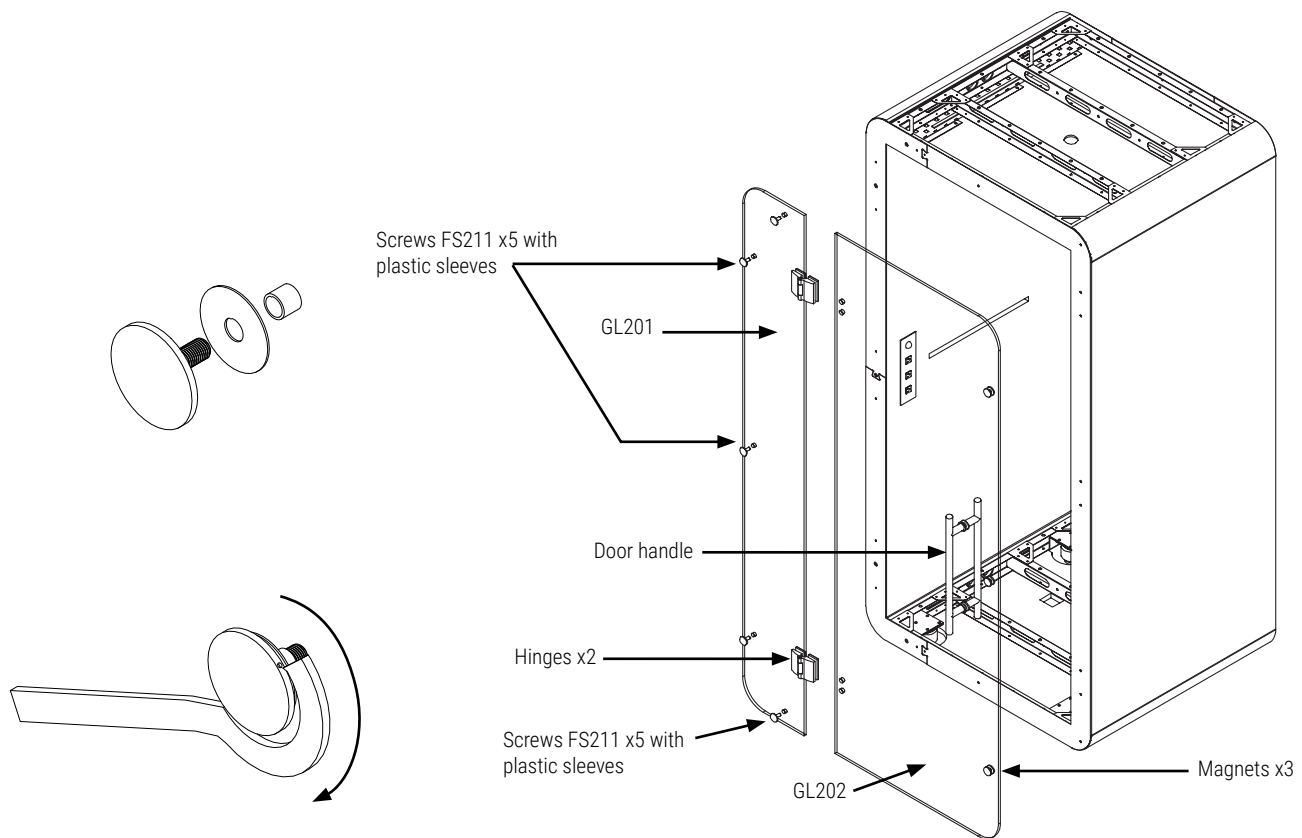


Front Metal Frame Assembly



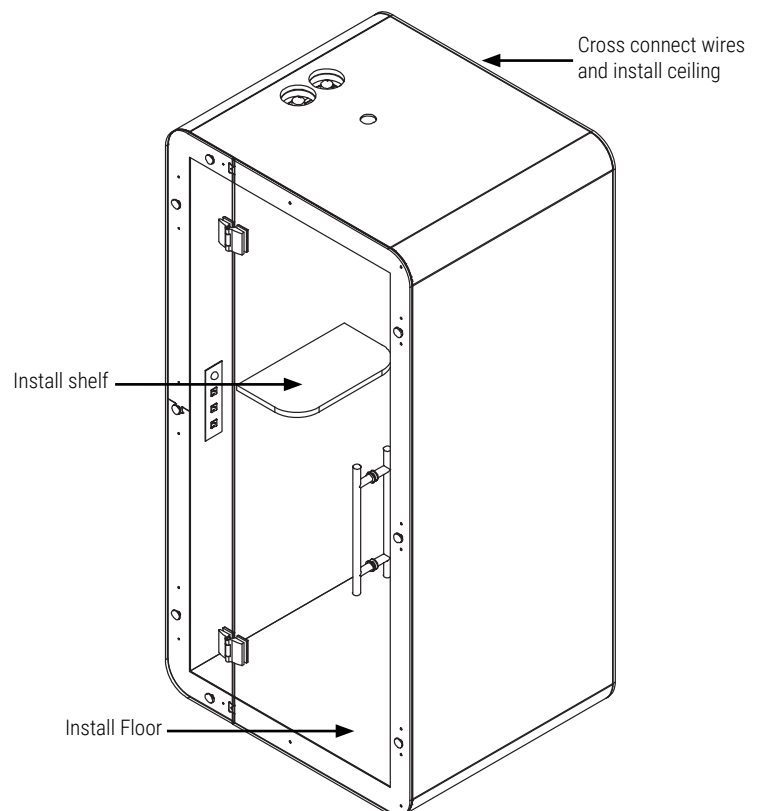
PRIVA ASSEMBLY STEPS

Front Glass Panel and Door Assembly



Front Glass Panel and Door Assembly

Pressure fit the shelf into the cut-out slot.



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