

Softpod

Effective January 2026 Canada

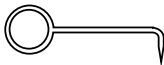
INSTALL MANUALTM softpod



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SOFTPOD INSTALLATION

| Installation | | Required Tools | |
|---|----|-----------------------------|--|
| Softpod Dividers - HX | 3 | PowerDrill (var speed, rev) | |
| Dividers • Connection - HX | 4 | Drill Bit: Robertson #1 | |
| Dividers • End of Run Kit - HX | 5 | Drill Bit: Robertson #2 | |
| Freestanding Pod Connection - HX - F | 6 | Allen Key: 3/32" | |
| Mobile Pod - Caster Leg Installation - HX - M | 7 | Allen Key: 5/32" | |
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| Height Adjustable Privacy Screen - HXPACFEH | 14 | S1 | 007280011 |
| Electrical • Grommet (Single) - HXEPG | 15 | S2 | BR20046520 |
| Electrical • Grommet (Dual Pod Connection) - HXEFG | 17 | S27 | BR00825018 |
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| | | S58 | HX00765003 |
| | | S59 | 007280012 |
| | | S60 | V007290092 |
| | | S61 | HX006CHCAM |
| | | S62 | HX00765001 |
| | | S84 | HX00765019 |

Correct Product handling Tips

- Handle all of the furniture with care.
- Lift dividers and surfaces completely off the ground when carrying; dragging may cause damage. When carting and/or staging dividers and surfaces, ensure they are placed face to face to avoid scratching.
- When staging surfaces, ensure the first surface is relatively close to the wall (just enough to stand on its own).
- Always protect walls and/or surfaces when leaning them.
- Watch for the sharp ends of staples when removing the packaging from around surfaces and metal parts.
- Always lay dividers and surfaces facedown onto a clean cardboard or clean surface when assembling to avoid any damage.

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

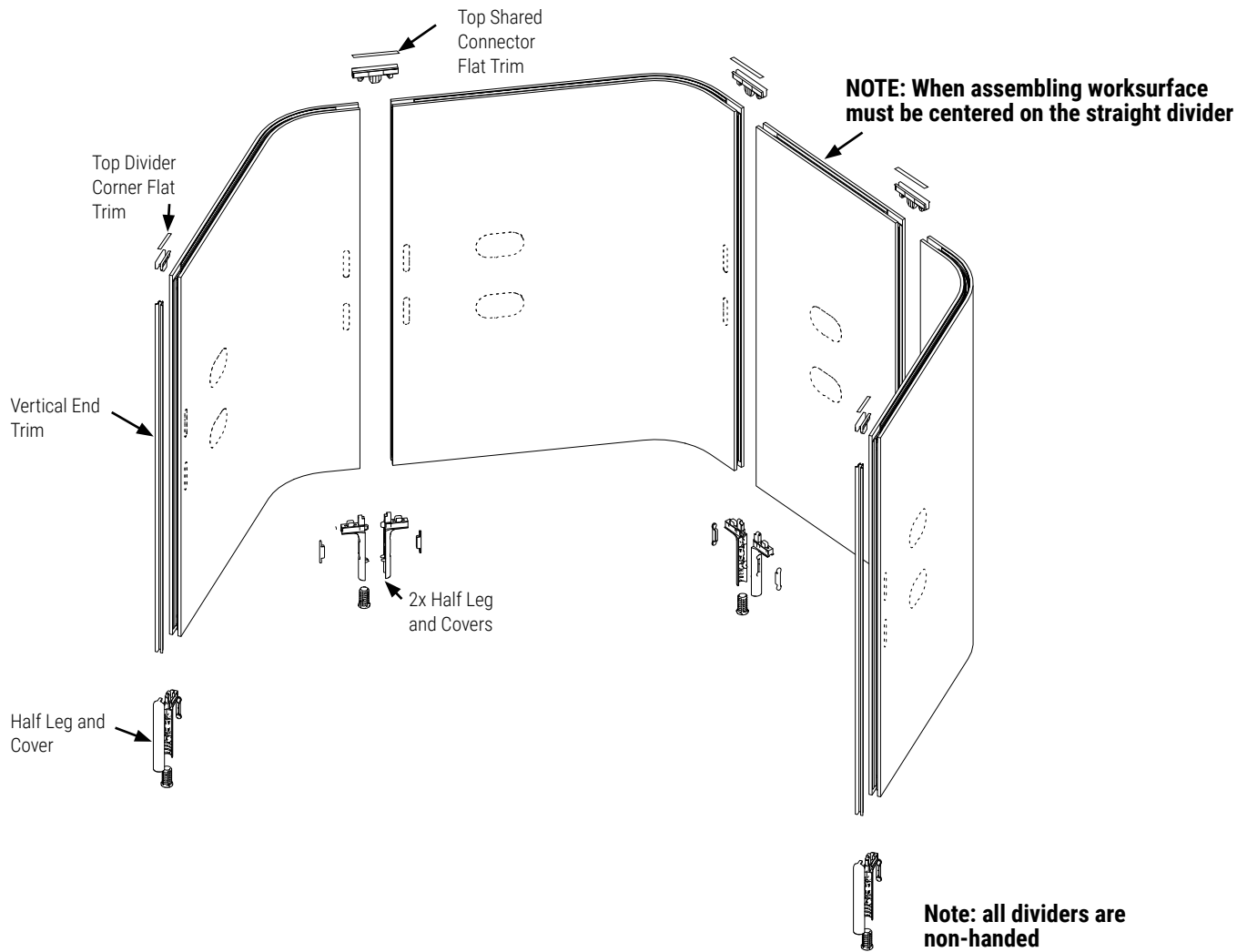
NOTE: Any alterations to listed components will void the manufacturer's warranty. The manufacturer will not be responsible for any damage or bodily harm caused

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.

SOFTPOD INSTALLATION

Softpod Dividers - HX

Softpod work stations are configured by attaching curved divider “wings” to another j-curved divider or a flat divider.



SOFTPOD INSTALLATION

Dividers • Connection - HX

Begin by installing ½ feet to either end of the divider.

STEP 1: Insert ½ leg into the bottom of vertical extrusions at either end of the flat panel.

STEP 2: Secure legs with supplied #6 screws (S42) through the bottom through the vertical frame member.

STEP 3: Identify final location and orientation of the pod within the room and begin by standing the straight divider on the floor in its final position.

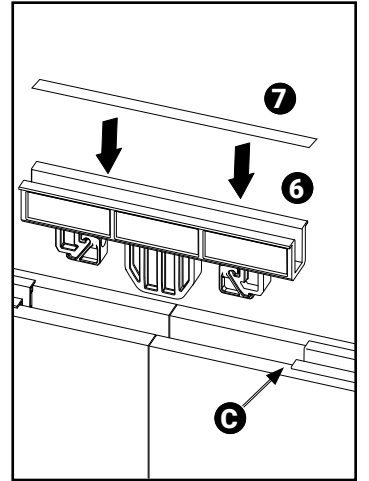
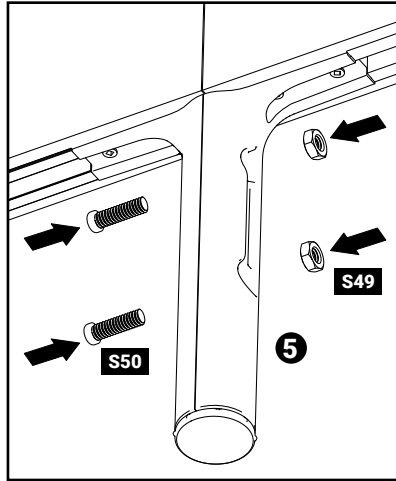
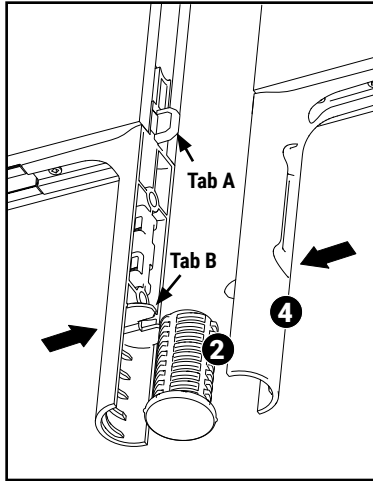
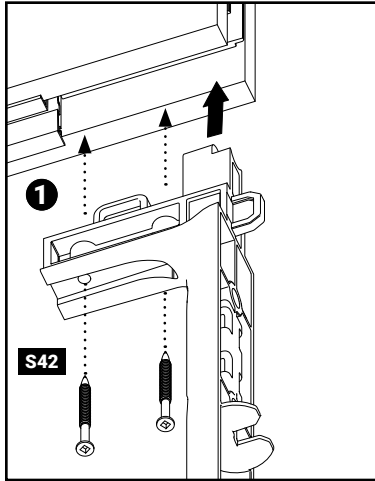
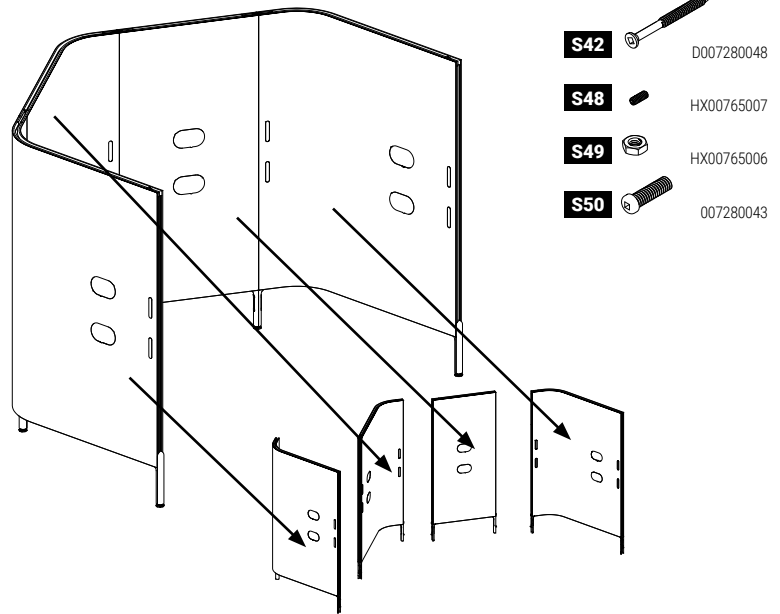
STEP 4: Move the adjacent j-curved divider next to the straight one and engage the two dividers in a lateral motion. Ensure that tabs A and B are aligned between the two half legs. Insert leveler into one half leg. Ensure that it is fully inserted and leaving zero gap at the bottom.

STEP 5: Hold the two ½ legs together, insert two supplied 1/4"-20 nuts (S49) from one side and secure with two 1/4"-20 (S50) screws from the opposite side of the leg.

NOTE: Do not over tighten. Stop as soon as the two adjacent divider PET skins touch - forming a gapless surface.

STEP 6: Insert top shared connector. Ensure that it is fully inserted - leaving zero gap between the lip and top of the divider PET skin C.

STEP 7: Insert flat trim piece into top shared connector.



STEP 8: Drive four #6 screws (S42) through the oblong holes (D) in the top shared connector.

NOTE: Do not tighten yet. Leave the screws loose, allowing the dividers to move laterally.

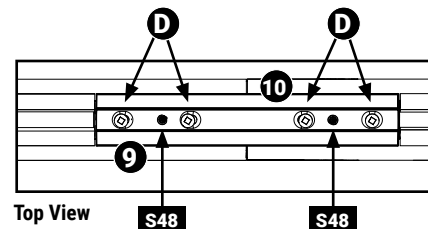
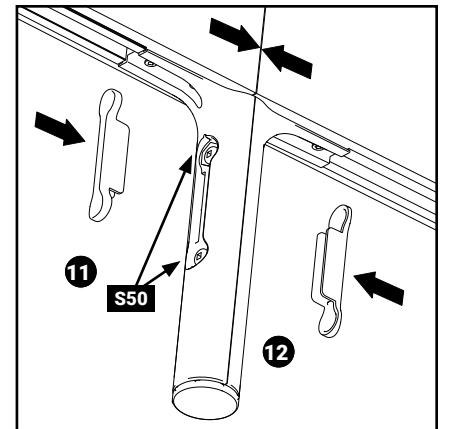
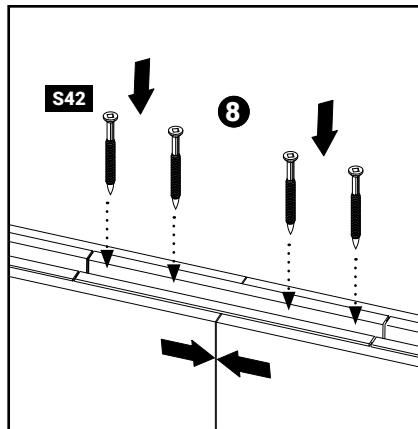
STEP 9: Turn set screws (S48) clockwise, gradually, ½ a turn each, until the two adjacent divider PET Felt skins come in contact and form a gap-less surface.

STEP 10: Now tighten the four #6 screws (S42). Ensure that there is no visible gap between the two adjacent divider PET Felt skin.

STEP 11: Return to the leg. now tighten the two 1/4"-20 screws (S50). Ensure that there is no visible gap between the two adjacent divider PET Felt skins.

STEP 12: Insert and press in the screw/nut covers.

Repeat the same process until all dividers are connected.



Top View

SOFTPOD INSTALLATION

Dividers • End of Run Kit - HX

Top Corner

STEP 12: Finish the end of divider run by pressing in the top divider corners.

STEP 13: Secure the corners with #6 screws (S42). Add plastic cover over screws.

Ensure that they are fully inserted - leaving zero gap between the lip and top of the divider PET skin (C)

Trim

STEP 14: Press in the trim into the divider's edge reveal starting at the top right below the top divider corner and move down.

STEP 15: Push in the supplied felt disk starting at the top. Place finger below the disc and press the trim against the PET felt skin.(C)

STEP 16: Make sure the outer tabs are in between the aluminum frame and the divider PET felt skin (C).

STEP 17: Roll the disc down the trim, while pressing in with your finger below it.

Leg Cover

STEP 18: The half leg is finished at the end of divider run with a ½ leg cover.

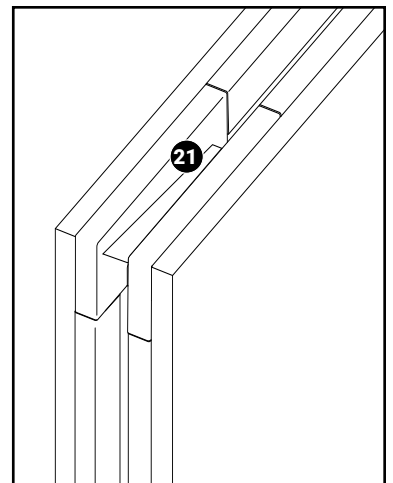
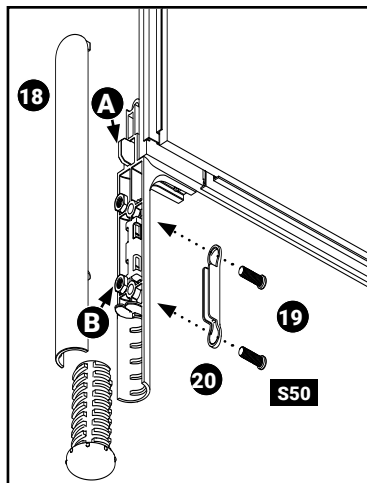
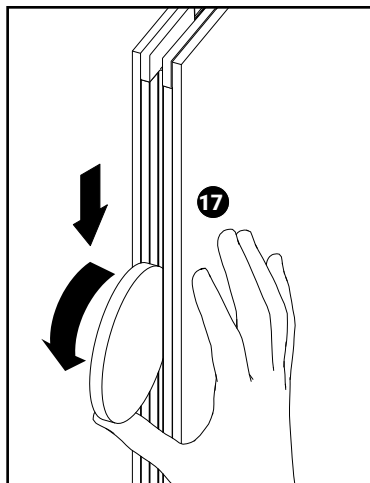
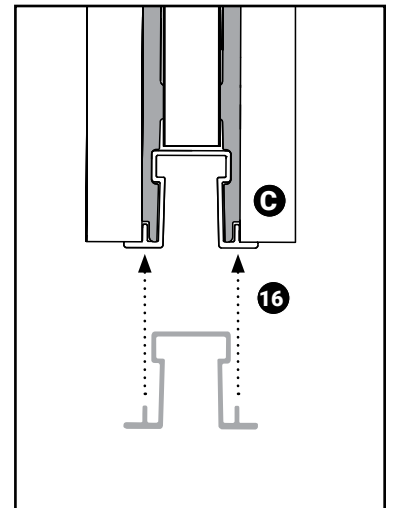
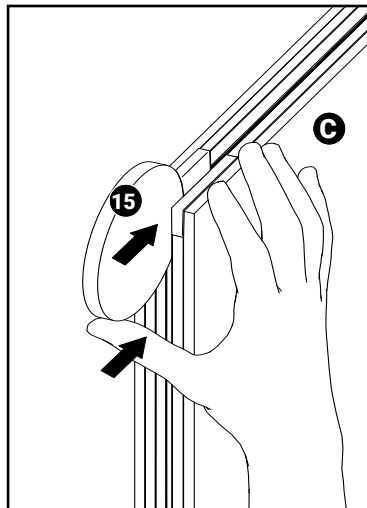
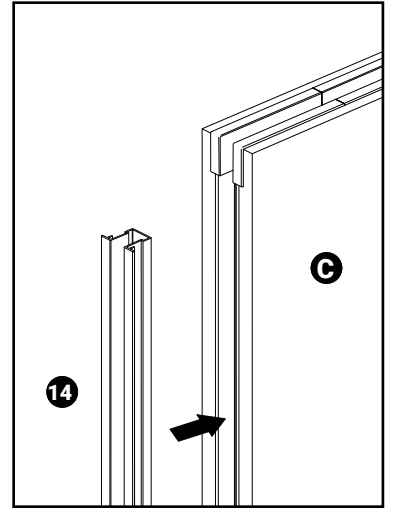
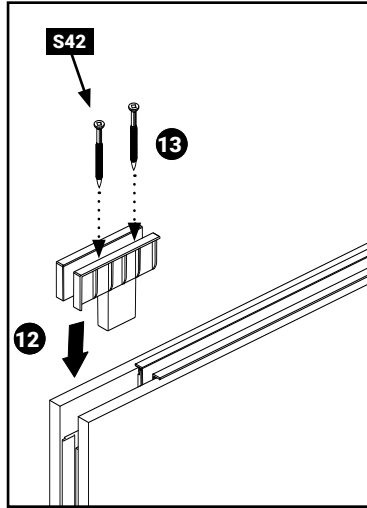
Ensure that tabs (A) and (B) are aligned and that the leveler is captured inside, between the two half legs.

STEP 19: Hold the cover and the ½ leg together and secure it with two 1/4"-20 (S50) screws.

STEP 20: Insert and press in the screw/nut covers.

STEP 21: Insert flat trim piece into top shared connector and ensure there is no gap between the end trim and the top divider corner.

Repeat the same process at the other end of connected dividers.



SOFTPOD INSTALLATION

Freestanding Pod Connection - HX - F

STEP 1: Assemble Softpod panels. Refer to "Dividers Connection" section of the Softpod Installation Guide.



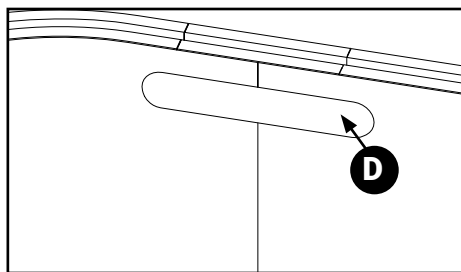
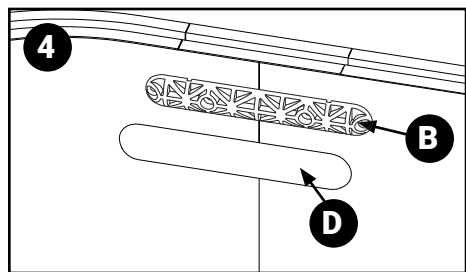
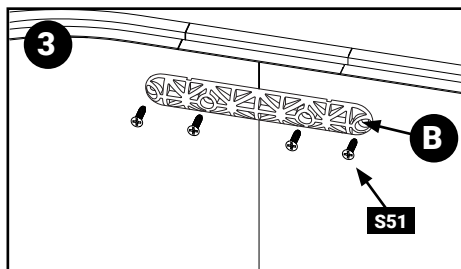
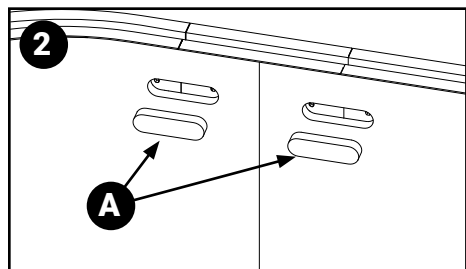
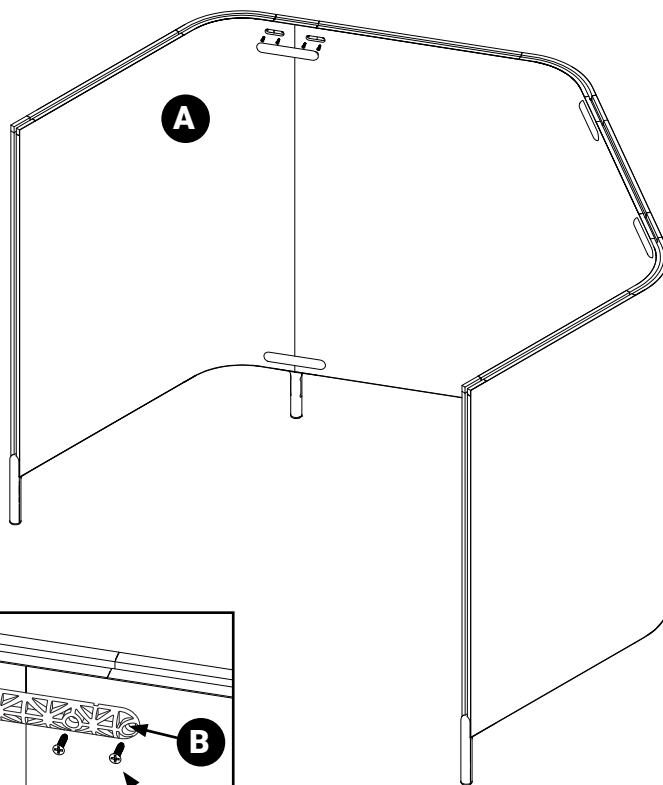
HX00765015

STEP 2: Remove the appropriate pre-perforated inserts (A) in the corner of panel that will receive a stiffener.

STEP 3: Attach stiffener body (B) to panel assembly using fasteners (S51).

STEP 4: Snap in the stiffener cap (D) to the stiffener body (B).

STEP 5: Repeat steps for all other required stiffeners.



SOFTPOD INSTALLATION

Mobile Pod - Caster Leg Installation - HX - M

STEP 1: Begin by installing 1/2 caster leg (A) to either end of the divider.

STEP 2: Secure legs (A) with supplied #6 screws (S42) through the bottom.

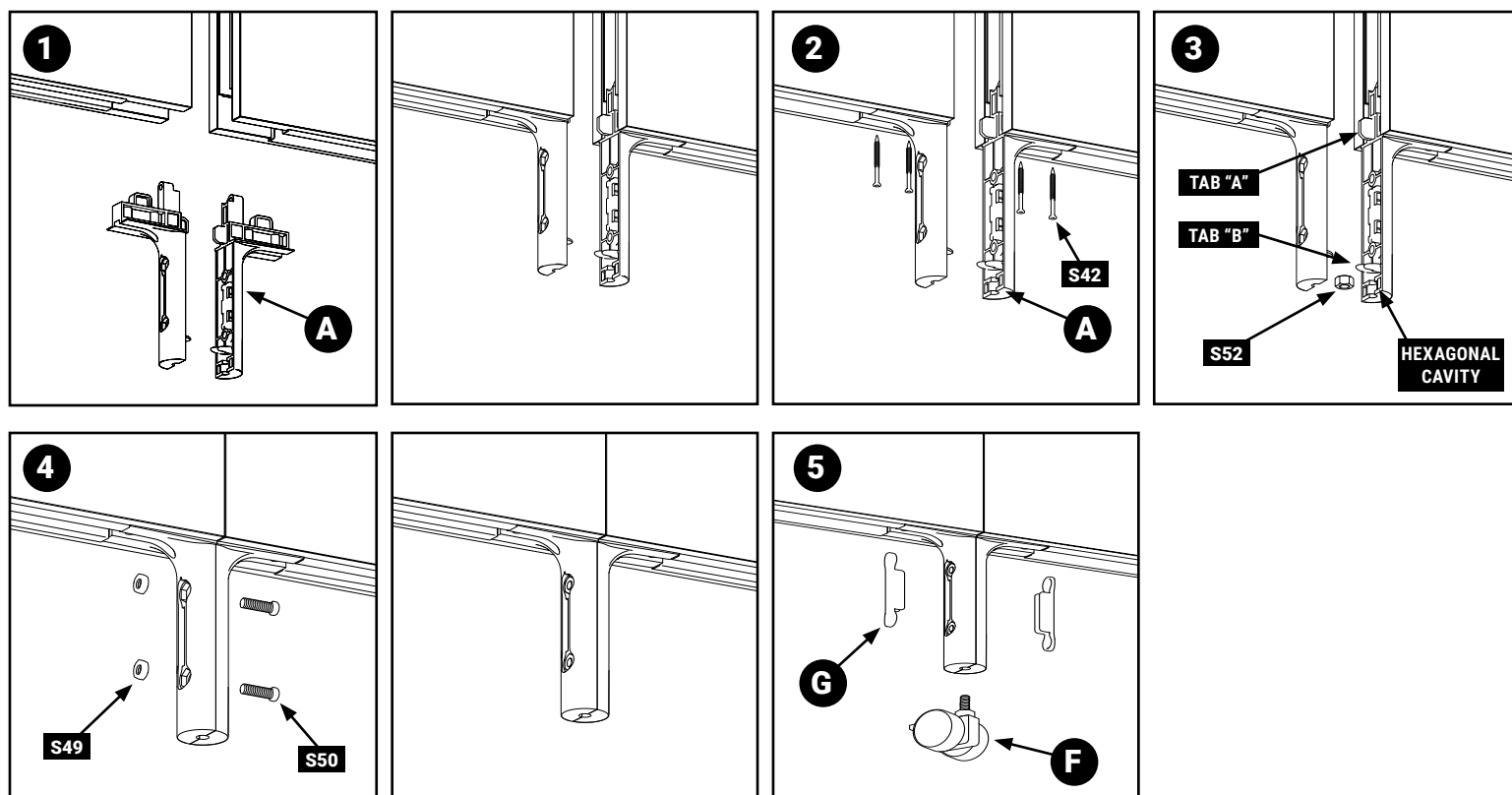
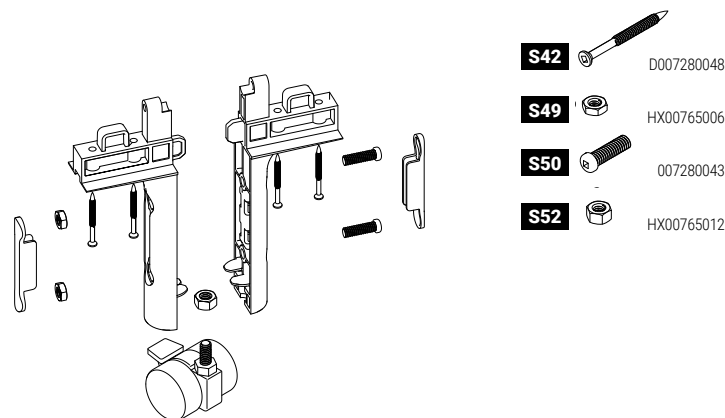
STEP 3: Move the adjacent divider into position, insert the 5/16"-18" nut (S52) into the hexagonal cavity, and engage the two dividers in a lateral motion. Ensure that tabs A and B are aligned between the two half legs.

STEP 4: Hold the two 1/2 legs together, insert two supplied 1/4"-20 nuts (S49) from one side and secure with two 1/4"-20 screws (S50) from the opposite side of the leg.

NOTE: Do not over tighten. Stop as soon as the two adjacent divider PET skins touch - forming a gapless surface.

STEP 5: Screw in caster (F) into bottom of leg assembly. Insert and press in the screw/nut covers (G).

STEP 6: Install the top shared connector as per the softpod Installation Guide "Dividers - Connection" steps 6 to 11.



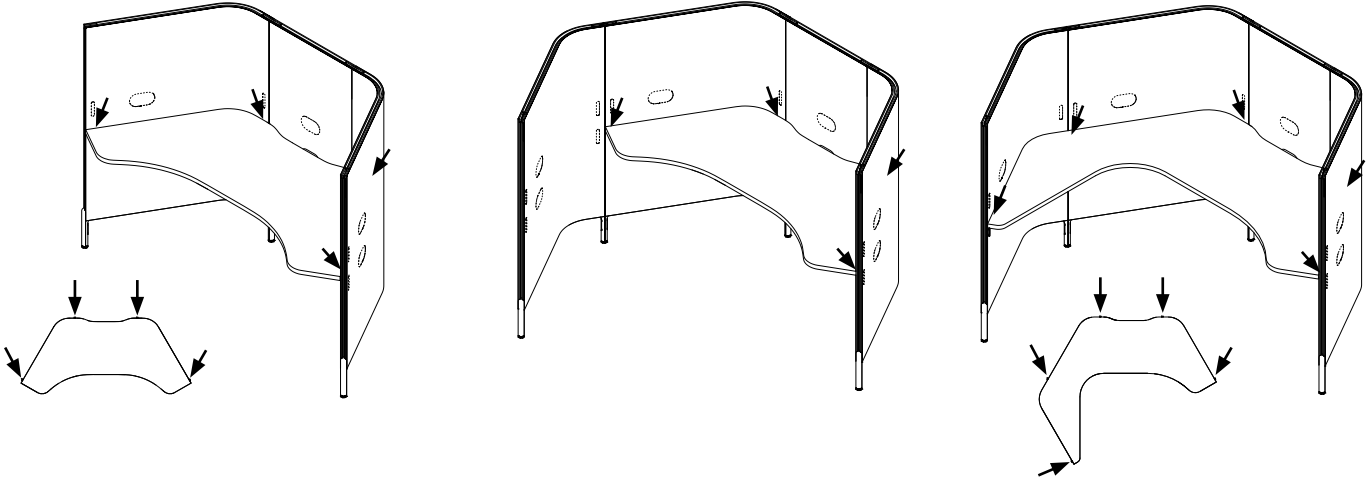
SOFTPOD INSTALLATION

Worksurfaces - HX

Softpod worksurfaces are supported by a set of die cast brackets. The symmetrical work-surface requires 4 brackets, the asymmetrical wrap around worksurface requires 5 brackets.

The brackets connect to extruded aluminum structure of j-dividers. Note that straight dividers are not equipped with worksurface bracket mounting points.

Note that the worksurface contoured recess at the back is always aligned with the location of the straight divider



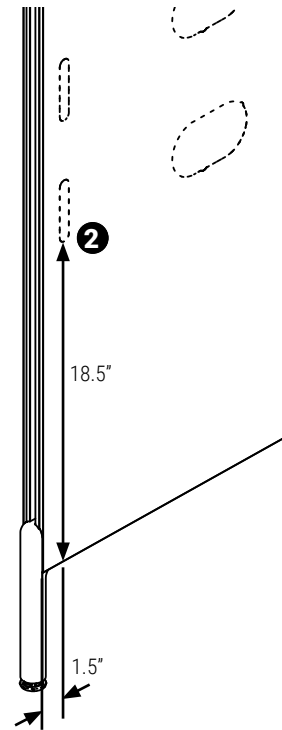
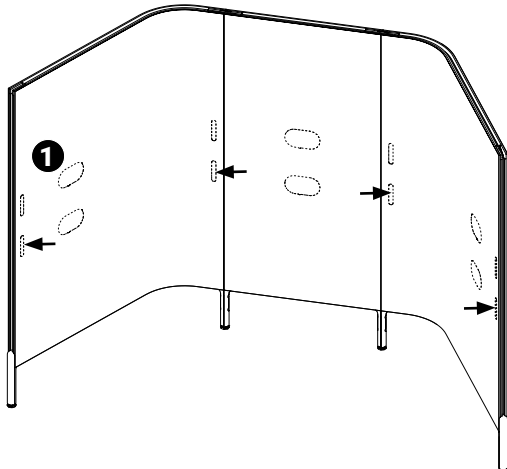
Worksurface Installation

The Softpod worksurface brackets connect to extruded aluminum structure behind PET Felt divider skins at predetermined points along left and right side vertical edge of j-dividers. The predetermined points are concealed behind removable pre-perforated inserts in the j-divider inner PET Felt skin

The bottom of 3.25" x 0.63" cutout is located 18.5" from the bottom of the divider and its vertical edge is 1.5" from the vertical edge of the divider.

STEP 1:
Identify type of worksurface (standard or wrap around) and determine desired locations of worksurface brackets.

STEP 2:
Measure 18.5" from the bottom of the divider PET Felt skin and 1.5" from its vertical edge.



SOFTPOD INSTALLATION

Worksurface Brackets - HX

STEP 3: Insert a pick at an angle into the PET Felt above the measured point and push the pick up and away from the divider. The pre-perforated insert will separate from the skin.

Store the insert should you need to repurpose the divider and remove the brackets in the future.

STEP 4: Insert the worksurface bracket into the void

STEP 5: Secure each bracket to dividers with 3 thread forming screws (S46).

NOTE: Since worksurface orientation within the Softpod has been established, and the position of the rear work surface cutout as well), consider installing Softpod divider grommet at this point - before worksurface blocks access to it.

See page for grommet installation details. Upon completion of the grommet proceed to install the worksurface.

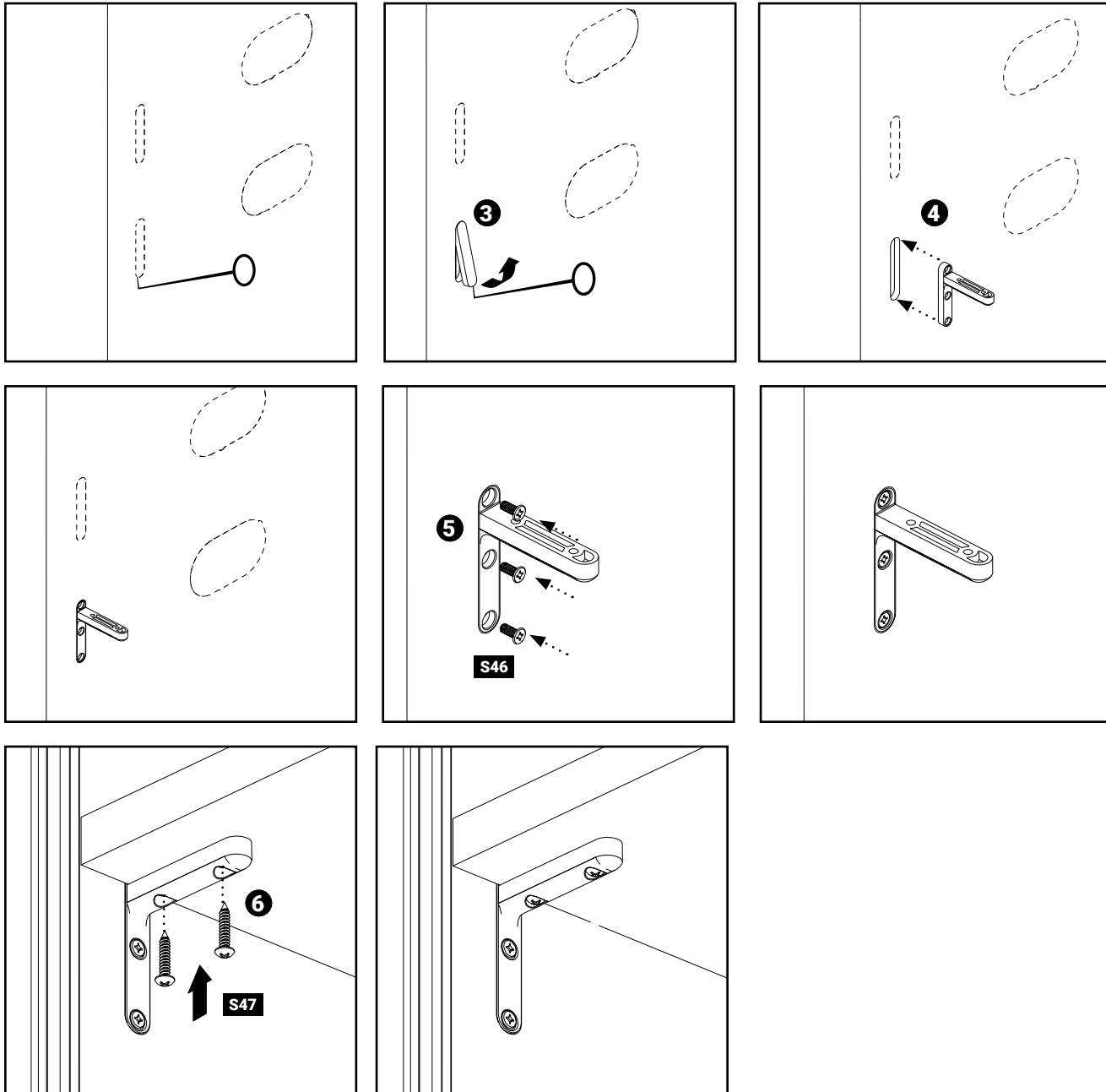
STEP 6: Drop-in the worksurface; secure the worksurface by driving #10 screws (S47) through the bracket.



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SOFTPOD INSTALLATION

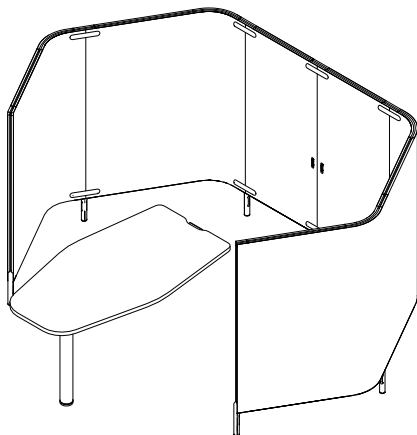
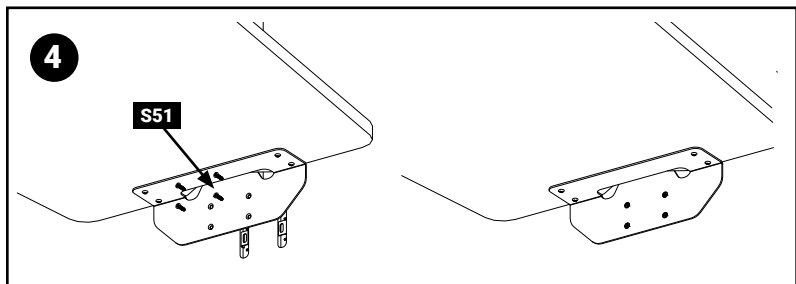
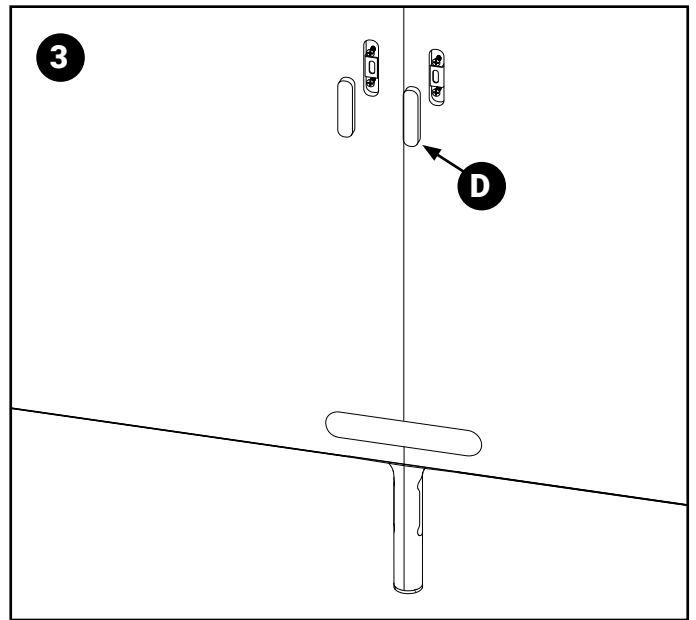
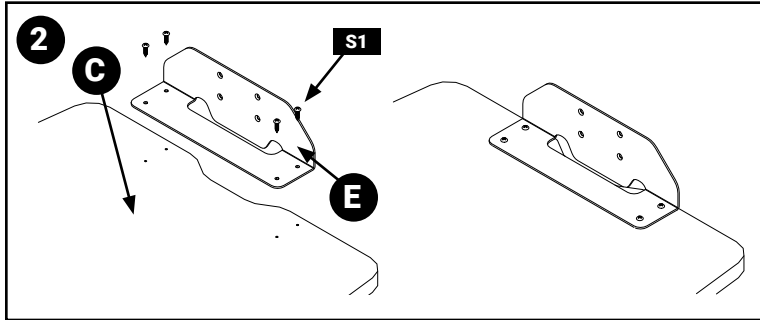
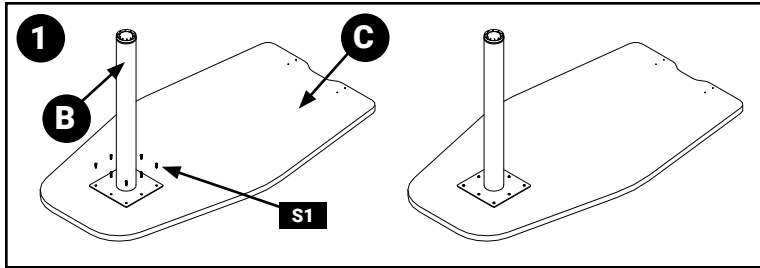
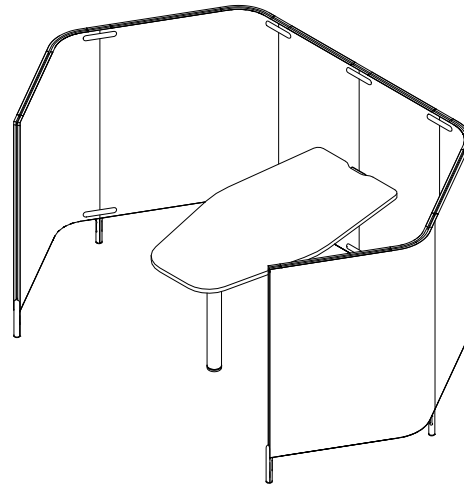
6 Wall Freestanding Softpod Peninsula Table - HX6PFD

STEP 1: Fasten the mono-leg (B) to the bottom of the worksurface (C) using #10 screws (S1).
Use pre-drilled holes to locate.

STEP 2: Fasten the table bracket (E) to the bottom of the worksurface (C) using #10 screws (S1).
Use pre-drilled holes to locate.

STEP 3: Remove the appropriate Softpod panel pre-perforated inserts (D) to allow for table installation.

STEP 4: Fasten the peninsula table assembly to the panels using #10-24 self tapping screws (S51).
Use pre-drilled holes in panel to locate.



SOFTPOD INSTALLATION

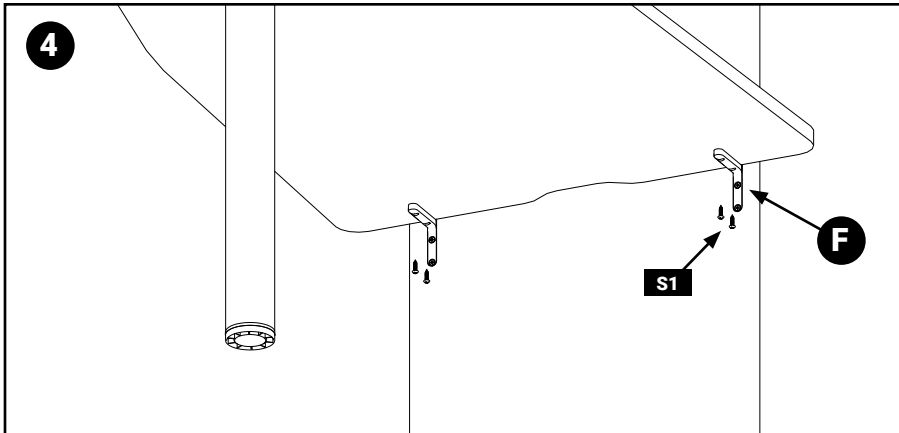
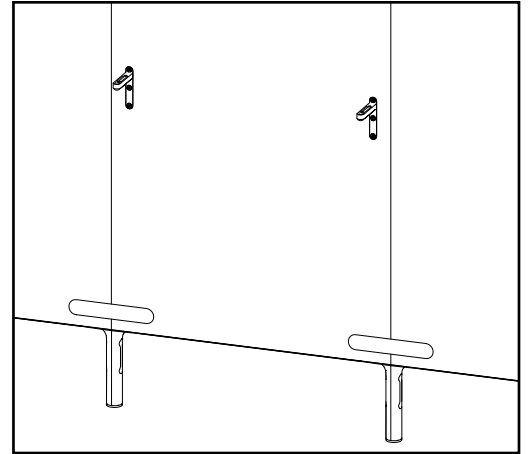
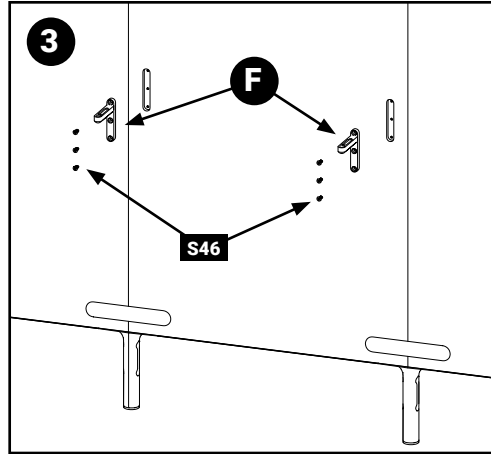
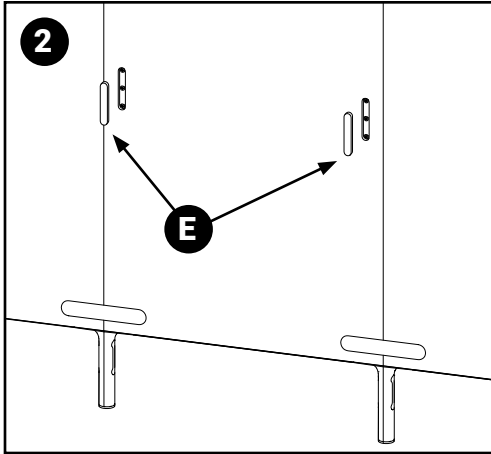
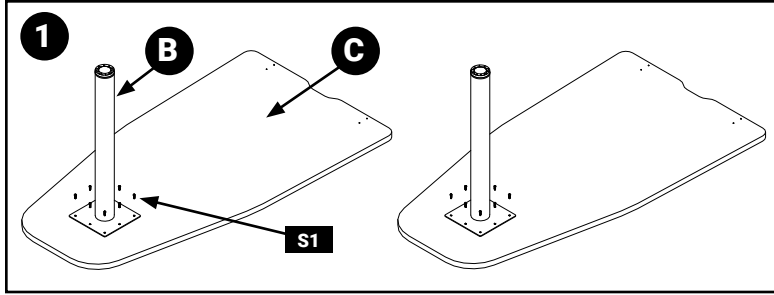
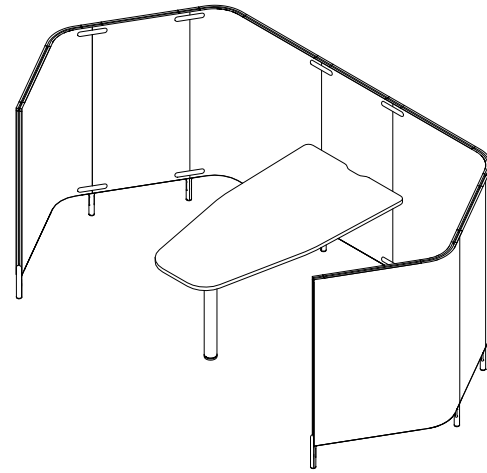
7 Wall Freestanding Softpod Peninsula Table - HX7PFD

STEP 1: Fasten the mono-leg (B) to the bottom of the worksurface (C) using #10 screws (S1). Use pre-drilled holes to locate.

STEP 2: Remove the appropriate Softpod panel pre-perforated inserts (E) from the middle flat panel to allow for worksurface bracket installation.

STEP 3: Insert the worksurface bracket (F) into the void. Secure each bracket to dividers with 3 thread forming screws (S46).

STEP 4: Fasten the peninsula table assembly to the worksurface brackets (F) using #10 screws (S1). Use pre-drilled holes to locate.



SOFTPOD INSTALLATION

Height Adjustable Pod - HX3PH

STEP 1: Assemble Softpod panels. Refer to "Dividers Connection" section of the Softpod Installation Guide.

STEP 2: Begin with the worksurface (B) upside down. Attach leg brackets (A) to bottom of worksurface (B) using fasteners (S1). Use pre-drilled holes to locate.

STEP 3: Attach leg (D) to leg brackets (A) using fasteners (S31).

STEP 4: Slide leg connectors (F) onto legs (D).

STEP 5: Attach feet (G) to legs (D) using fasteners (S31).

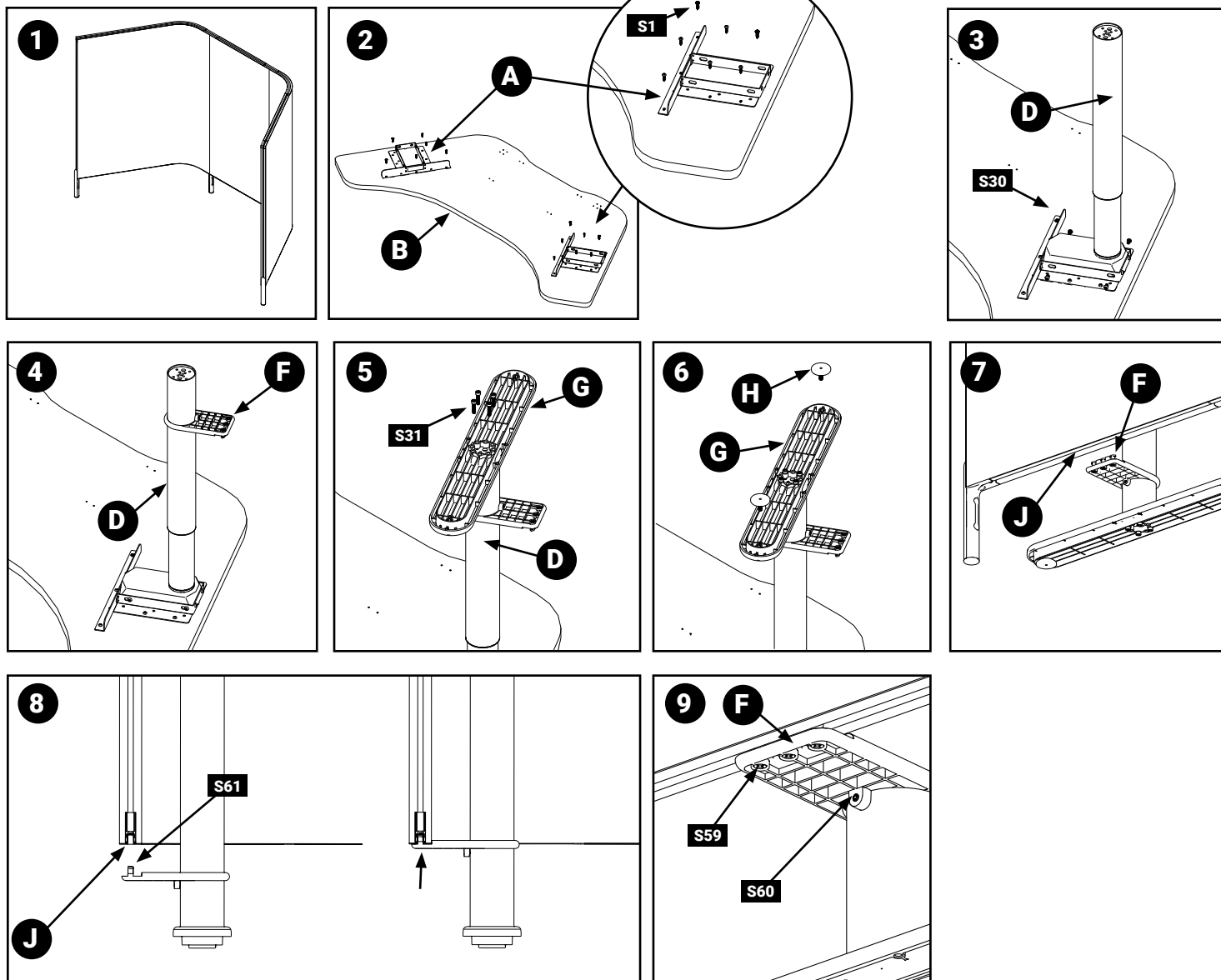
STEP 6: Install levelers (H) onto feet (G).

STEP 7: Lift and flip assembly right side up. Align leg connectors (F) with trim (J) in bottom of panel.

STEP 8: Slide leg cams (L) into trim (J).

STEP 9: Turn screws (S59) to engage cams (S61) within trim (J). Turn set screw (S60) to secure leg connector (F).

| | | |
|------------|---|------------|
| S1 |  | 00728011 |
| S31 |  | SK00795015 |
| S59 |  | 007280012 |
| S60 |  | V007290092 |
| S61 |  | HX006CHCAM |
| S30 |  | SK00795016 |



SOFTPOD INSTALLATION

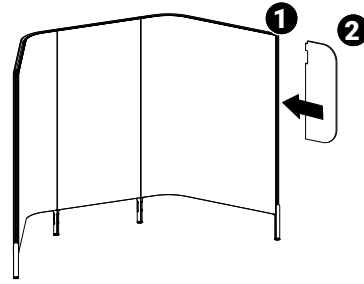
Extension Dividers - HXP

To install flat PET Felt extensions - simply align the extension with the groove along Pod's divider's perimeter.

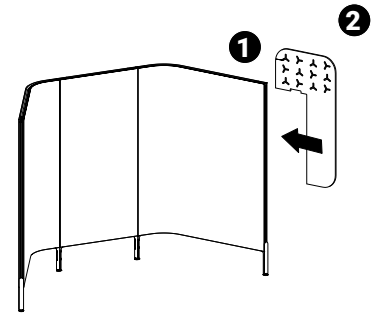
DO NOT TAP. DO NOT USE Mallet OR ANY OTHER RIGID OBJECT TO HAMMER THE EXTENSION INTO THE GROOVE.

STEP 1: Align top edge of the extension with top edge of the divider.

STEP 2: Insert corner first and proceed to the opposite side of the extension while pressing the PET Felt into the groove.



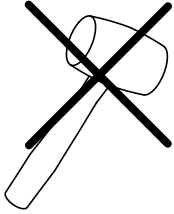
End PET Felt extension divider add-on.



Top corner PET Felt extension divider add-on.

To install Corner PET Felt Extensions - align the curved extension with the groove around divider's perimeter.

DO NOT TAP. DO NOT USE Mallet OR ANY OTHER RIGID OBJECT TO HAMMER THE EXTENSION INTO THE GROOVE.

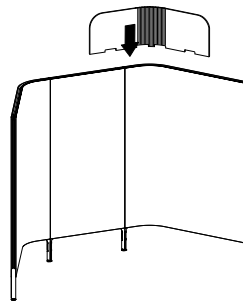


STEP 1: Scored side must always be positioned to face the inside radius.

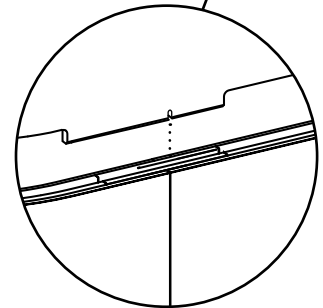
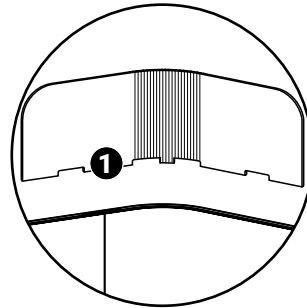
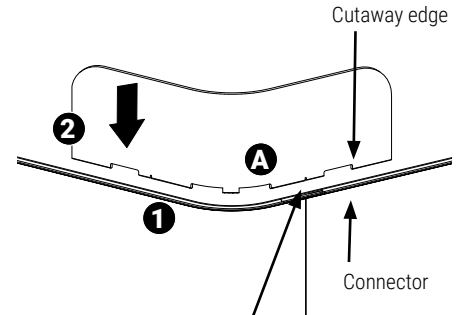
Align bottom cutaway with edges of Softpod connectors as illustrated. The small notch on the extension must align at the divider connections.

STEP 2: Insert corner first and proceed to the opposite side of the extension while pressing the PET Felt into the groove. Ensure the pre-cut grooves are installed on the interior face not the exterior.

STEP 3: Ensure that the bent sections A follow accurately the radius of the divider the groove.



Corner PET Felt extension divider add-on.



SOFTPOD INSTALLATION

Height Adjustable Privacy Screen - HXPACFEH

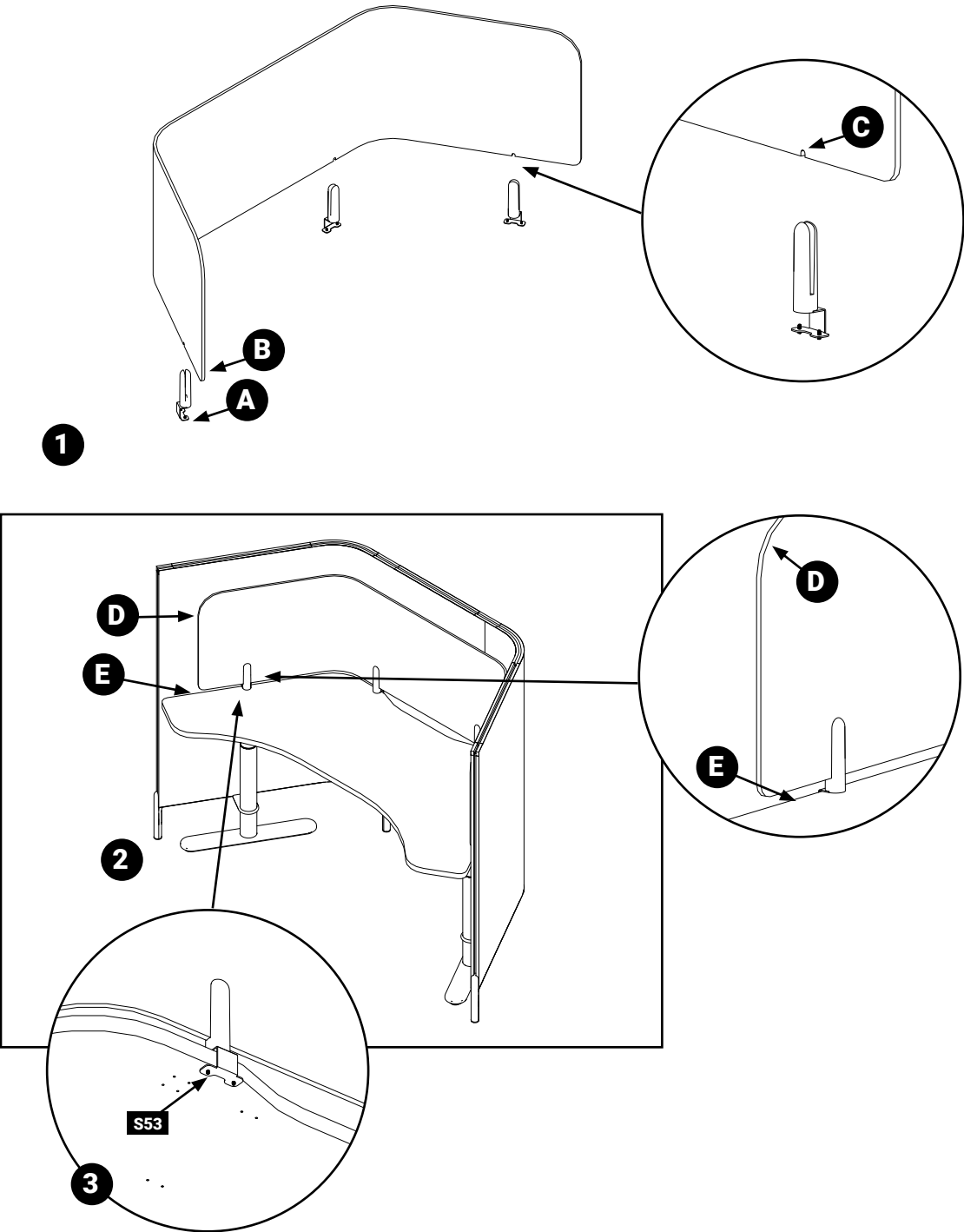
STEP 1: Slide the privacy screen mounts (A) onto the privacy screen (B). Use the notches (C) in the privacy screen to locate the screen mounts.



HX00765014

STEP 2: Slide the privacy screen assembly (D) onto the back of the Softpod worksurface (E).

STEP 3: Tighten the privacy screen mount set screws (S53) to clasp the worksurface.



SOFTPOD INSTALLATION

Electrical

Cable entry and passage between Softpods is facilitated by divider grommets.

Ceiling feed pole connects to the divider grommet.

For easier access to the divider consider installing divider grommets and ceiling feed poles before installing worksurfaces.

Electrical • Grommet (Single) - HXEPG

Softpod grommet facilitates passage of wires through Softpod divider.

The grommet comes with the 2-circuit power kit or it can be specified separately to provide plug-in access to a wall outlet, for instance.

STEP 1:

Determine desired locations of the grommet. Consult your floor plans and see pricelist page for grommet / pass through / ceiling feed pole details.

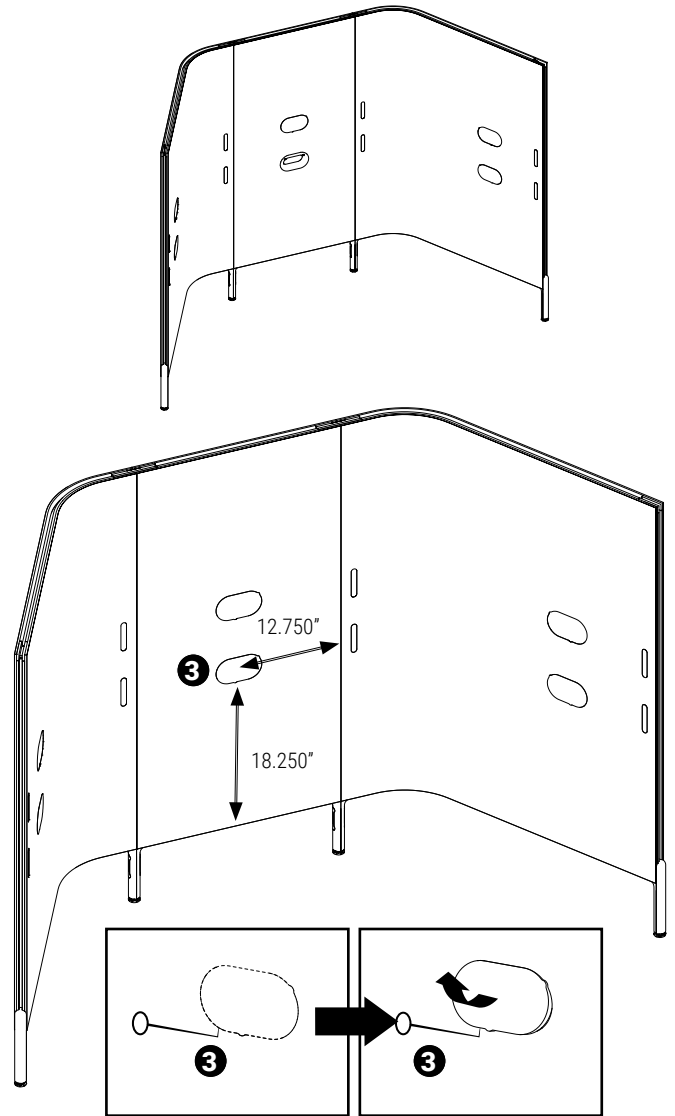
STEP 2:

Measure 18.250" from the bottom of the divider PET Felt skin and 12.750" from its vertical edge.

STEP 3:

Insert a pick at an angle into the PET Felt above the measured point and push the pick up and away from the divider. The pre-perforated insert will separate from the skin.

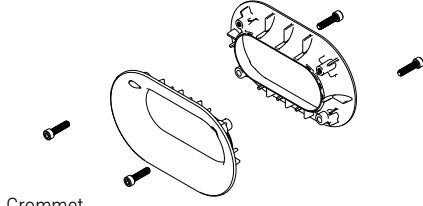
Store the insert should you need to repurpose the divider and remove the grommets in the future.



Remove insert from both sides of the divider

SOFTPOD INSTALLATION

Electrical • Grommet (Single) - HXEPPG



Grommet

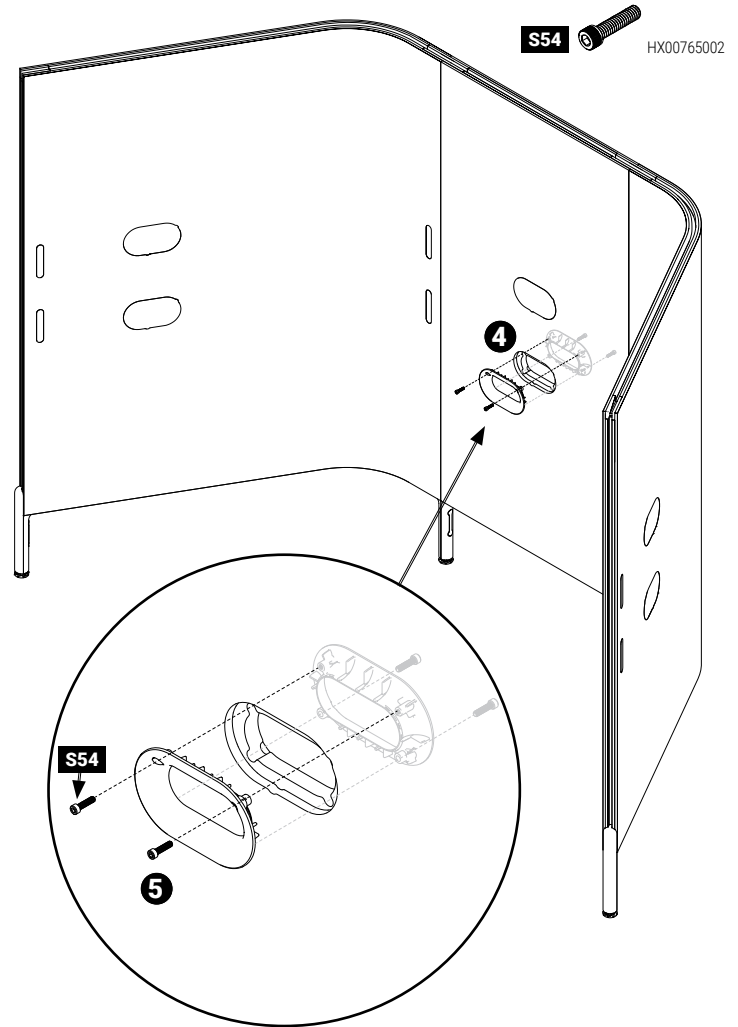
STEP 4: Insert the grommets on both sides of the divider.

Ensure that both die cast parts are properly seated in the divider opening.

STEP 5: Insert two supplied screws from each side of the grommet assembly (be careful not to cross-thread). Tighten all four screws (S54).

NOTE: Ceiling pole connects to the grommet with the same screws. Check if your plans call for ceiling feed pole and determine pole's location if that's the case. Ensure that the screws clamping the two grommets together are at the top on the side of intended ceiling pole.

NOTE: Grommet installation requires access to both sides of the divider. The grommet covers in dividers must be removed and grommets installed PRIOR to moving the pods in their final position.



SOFTPOD INSTALLATION

Electrical • Grommet (Dual Pod Connection) - HXEFG

Two Softpod grommets facilitate passage of wires from one pod to another through two layers Softpod dividers.



Optional grommet connector converts any Softpod divider grommet into a clamp - locking two parallel dividers together via the grommet opening.

STEP 1:

Remove all required grommet opening PET Felt pre-perforated inserts as described in previous pages (two per divider).

STEP 2:

Move the two adjacent pods which are to be locked with the grommet into their final position.

NOTE: Ensure that both grommet openings are perfectly aligned. Failure to perfectly align divider holes will lead to faulty grommet assembly.

STEP 3: Hold one grommet on one side of the double divider sandwich.

STEP 4: Pre-assemble the second half of the grommet with the divider grommet connector / spacer and place the subassembly into the grommet opening on the opposing side.

STEP 5: Insert the two long screws (S58) from each side of the grommet/connector/ grommet assembly (be careful not to cross-thread).

Tighten all four screws.

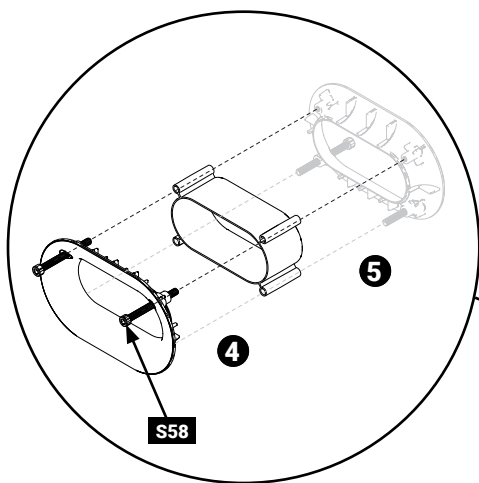
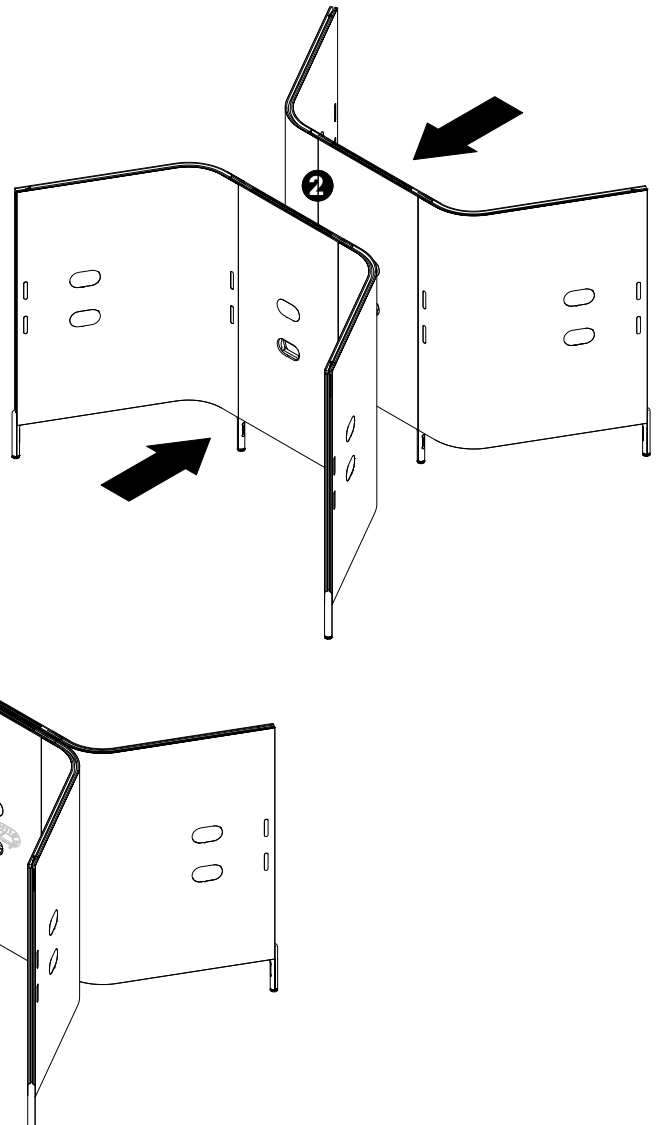
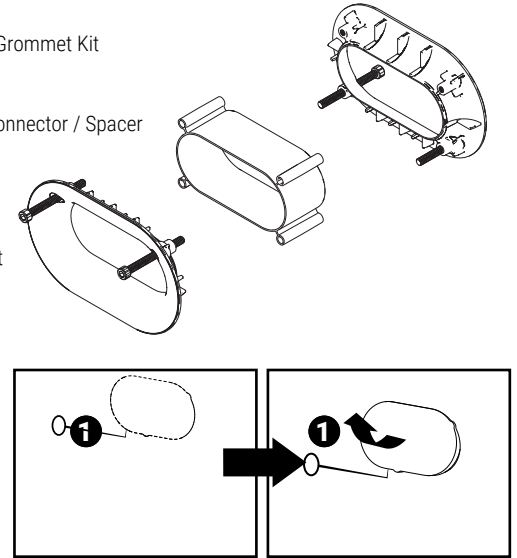
NOTE: Ceiling pole connects to the grommet with the same screws. Check if your plans call for ceiling feed pole and determine pole's location if that's the case. Ensure that the screws clamping the two grommets together are at the top on the side of intended ceiling pole.

NOTE: Grommet installation requires access to both sides of the divider. The grommet covers in dividers must be removed and grommets installed PRIOR to moving the pods in their final position.

Divider Grommet Kit

Divider Grommet Connector / Spacer

Divider Grommet Kit



SOFTPOD INSTALLATION

Electrical Ceiling Feed - HXECFP

Ceiling pole attaches to the divider grommet under worksurface.

Location of the ceiling pole on the inside of the Softpod is determined by the cutout at the back of worksurface.

Consult your plans to determine ceiling pole location.

Before you install the ceiling pole ensure that the screws clamping the two grommets together are at the top on the side of intended ceiling pole.
If not, disassemble the grommet and install it upside down.

STEP 1: Remove two screws (S54) clamping the grommet together.

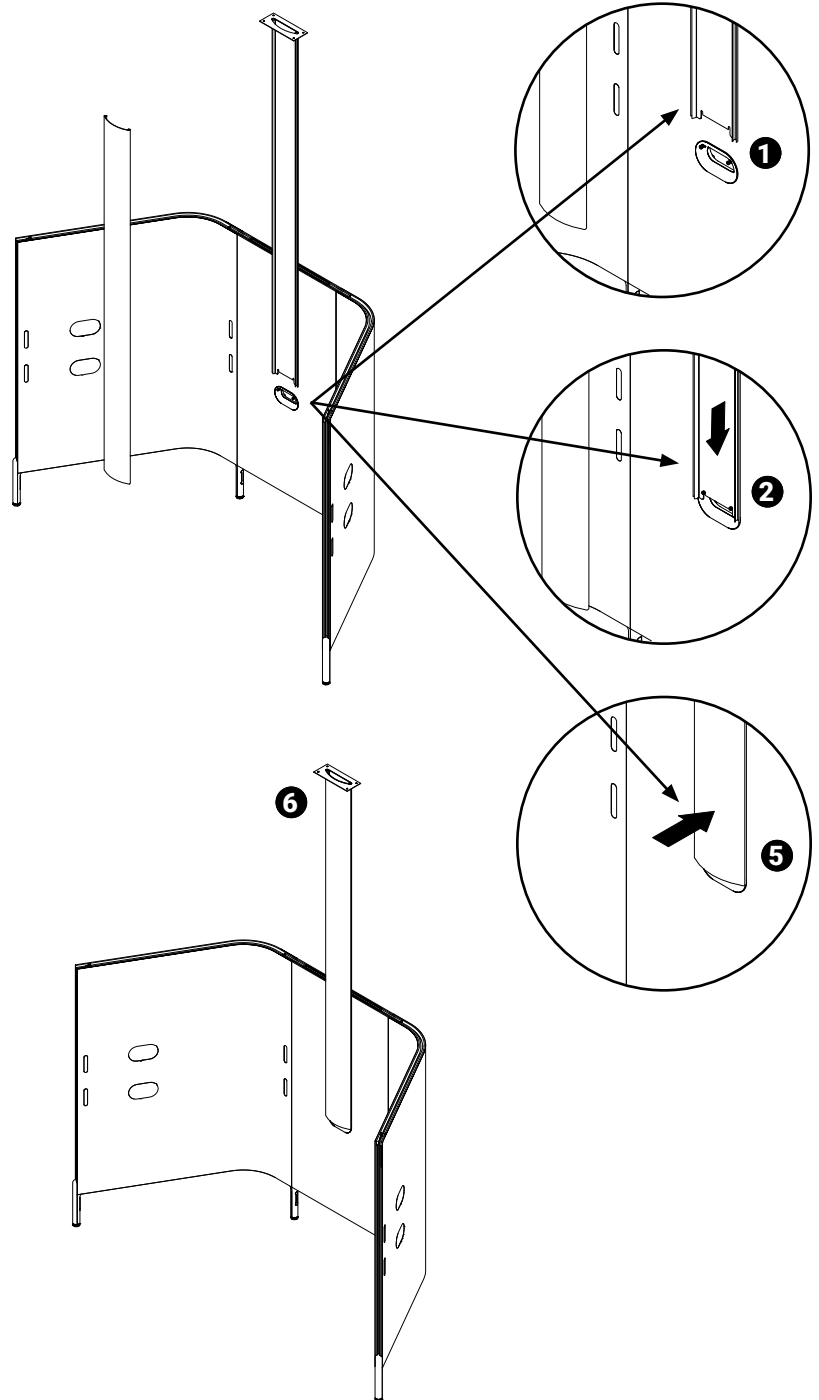
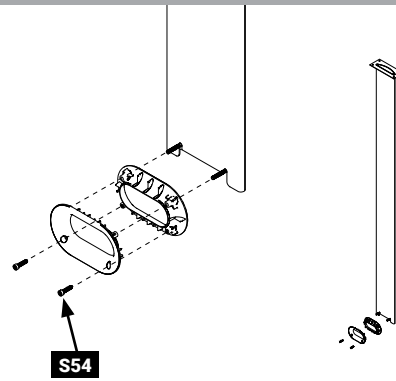
STEP 2: Slide the ceiling pole extrusion behind the screws as illustrated and tighten the screws (S62). Do not over tighten!

STEP 3: Secure the top of the ceiling pole to the ceiling structure.

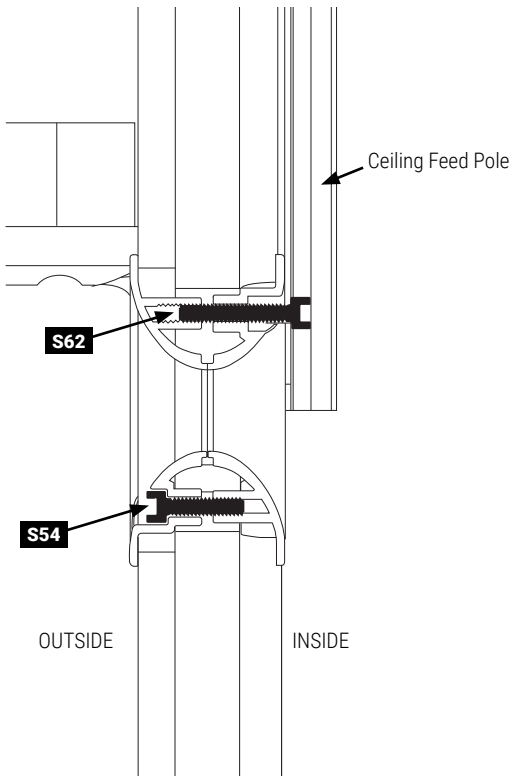
STEP 4: Lay-in ceiling feed harness and / or data cables.

STEP 5: Snap in the front ceiling pole cover

STEP 6: Install ceiling bezel.



Sideview Cutaway



SOFTPOD INSTALLATION

Electrical • Two Circuit Power Distribution - HXEPK

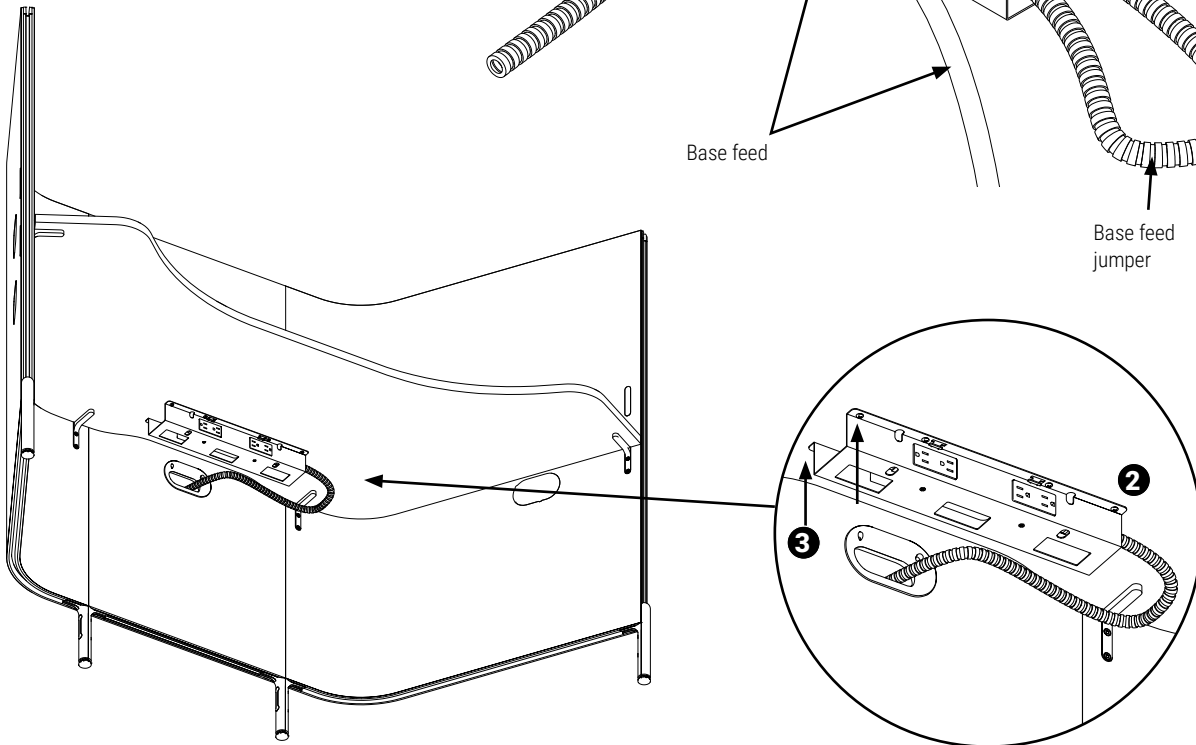
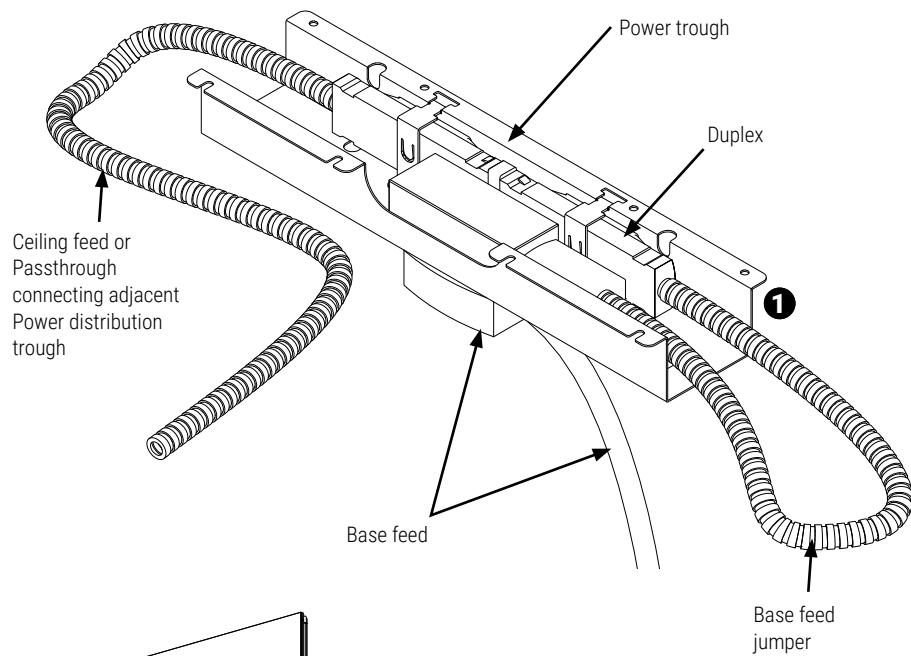
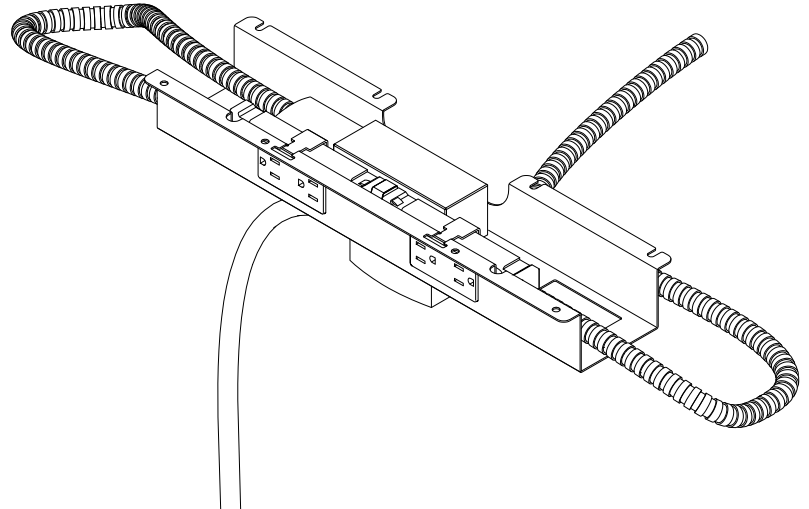
The 4-wire, 2-circuit electrical components are housed in a metal trough, mounted under worksurface, immediately adjacent to the worksurface contoured recess cutout.

STEP 1: Thread conduits and harnesses through divider grommet and make all necessary connections within the power trough.

See Base feed example below.

STEP 2: Align power trough with the pilot holes in the worksurface.

STEP 3: Use #8x3/4" screws (included) to secure the power trough to the worksurface as illustrated.



SOFTPOD INSTALLATION

Electrical • Base Feed - HXEBF

Base feed consists of a liquid-tight whip, bi-directional junction and Base feed jumper harness.

S1 

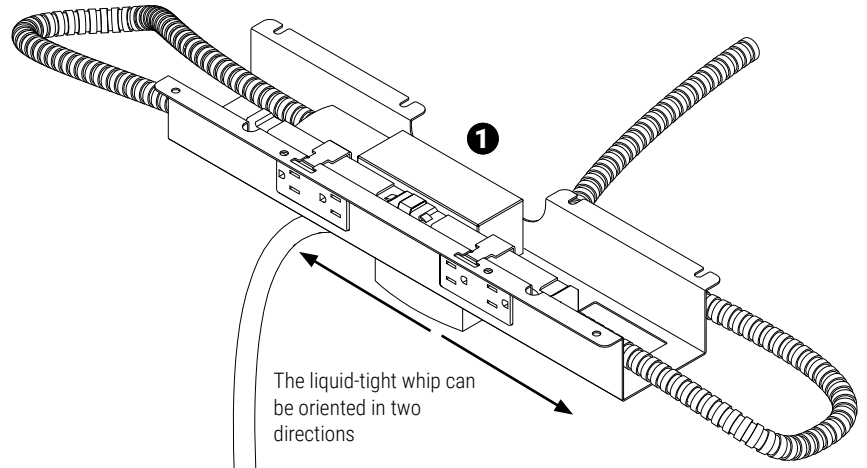
007280011

STEP 1: Thread the bi-directional junction up, through the middle rectangular hole at the back.

STEP 2: Use Base feed jumper to connect the bi-directional junction with duplex receptacle.

STEP 3: Make all necessary connections within the Power trough.

STEP 4: Align power trough with the pilot holes in the worksurface and secure it to worksurface with screw (S1).



Passthrough connecting adjacent power distribution trough

3

Power trough

Duplex

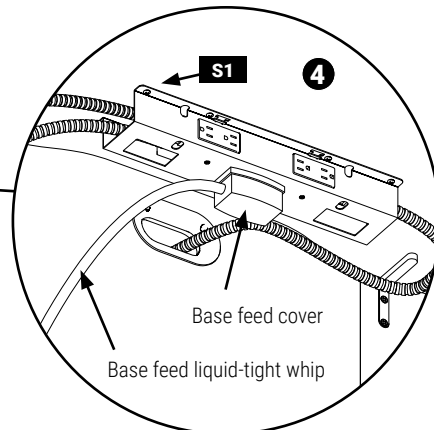
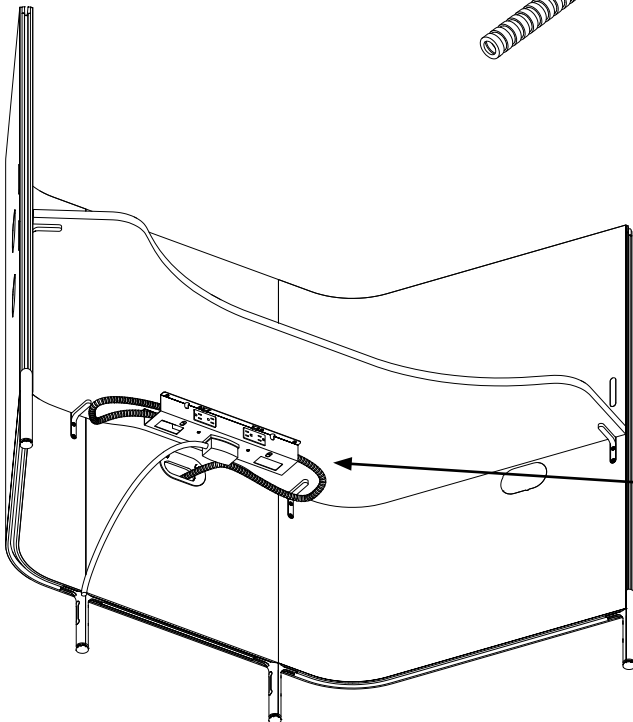
1

Base feed cover

Base feed liquid-tight whip

2

Base feed jumper



SOFTPOD INSTALLATION

Electrical • Shroud - HXECS

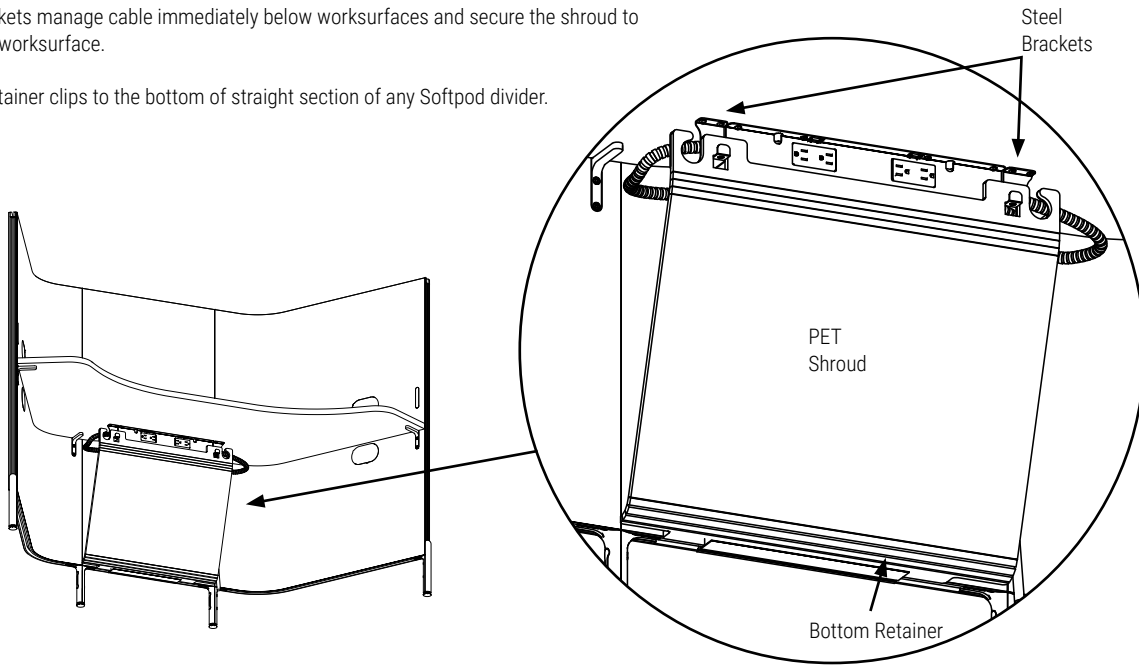
PET Cable shroud consists of two steel brackets, PET Felt shroud and extruded bottom retainer.



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The steel brackets manage cable immediately below worksurfaces and secure the shroud to the bottom of worksurface.

The bottom retainer clips to the bottom of straight section of any Softpod divider.



STEP 1:

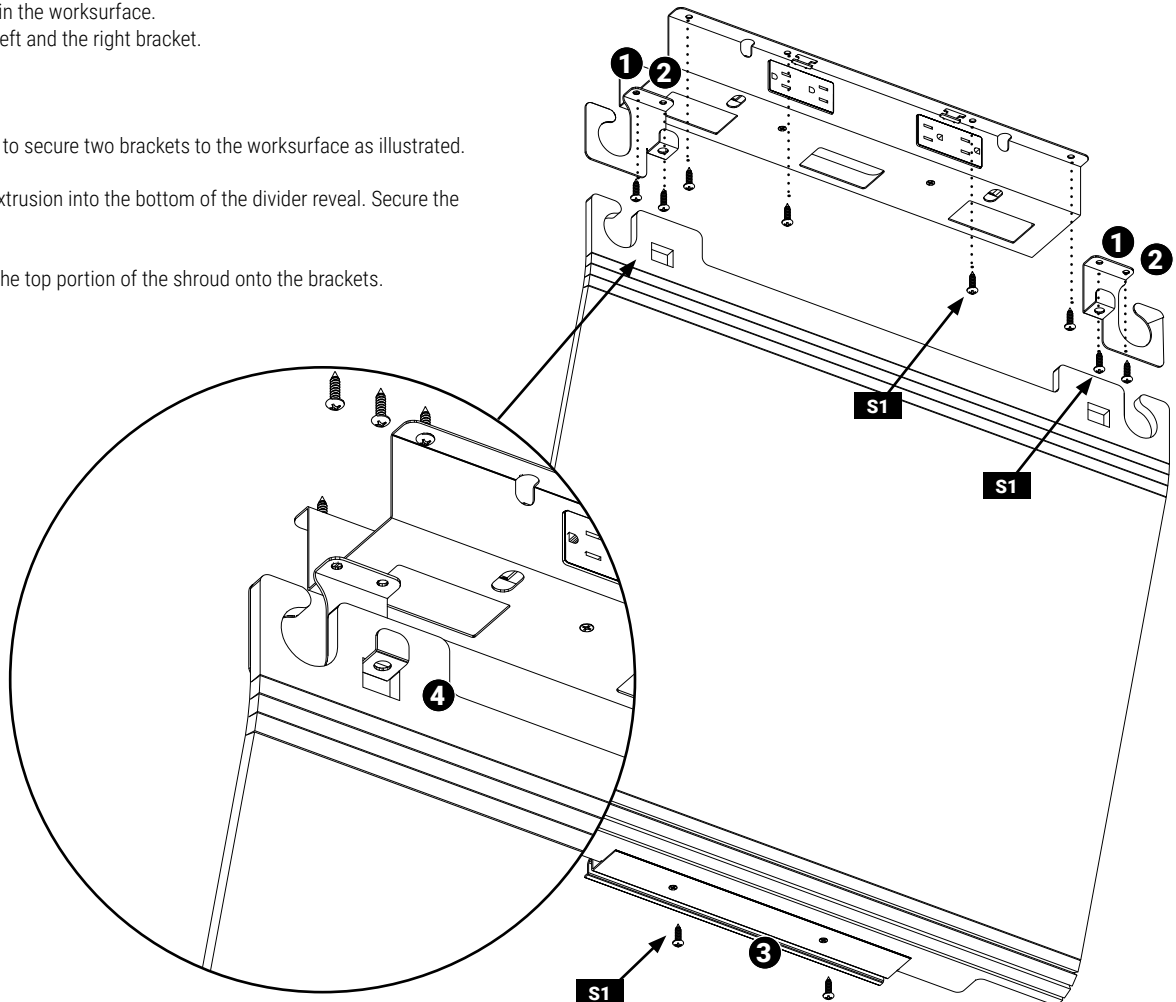
Align brackets with the pilot holes in the worksurface.
Please note the orientation of the left and the right bracket.

Note to self- check for pilot holes.

STEP 2: Use #10x3/4" screws (S1) to secure two brackets to the worksurface as illustrated.

STEP 3: Slide the bottom shroud extrusion into the bottom of the divider reveal. Secure the extrusion with two fasteners (S1).

STEP 4: Arrange cables and hang the top portion of the shroud onto the brackets.



SOFTPOD INSTALLATION

Height Adjustable Power Kit - HXEHP

STEP 1. Remove the appropriate pre-perforated inserts (A) from the bottom corners of the flat panel.

STEP 2. Attach the power kit bracket (B) to the straight panel using fasteners (S51).

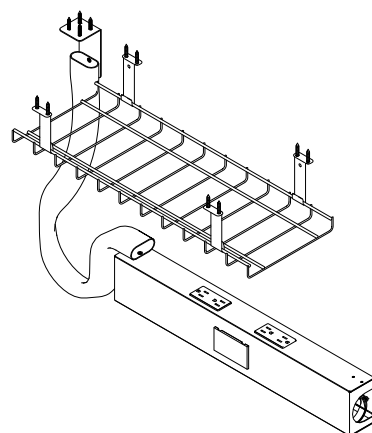
STEP 3. (optional) Connect any required electrical jumpers (D) to the power duplex (E) inside the power kit housing. Tighten the velcro strap (F) around the power wire manager (G) to secure.

STEP 4. Hook the power kit housing (H) onto the power kit bracket (B). Fasten usings #6 screws (S55).

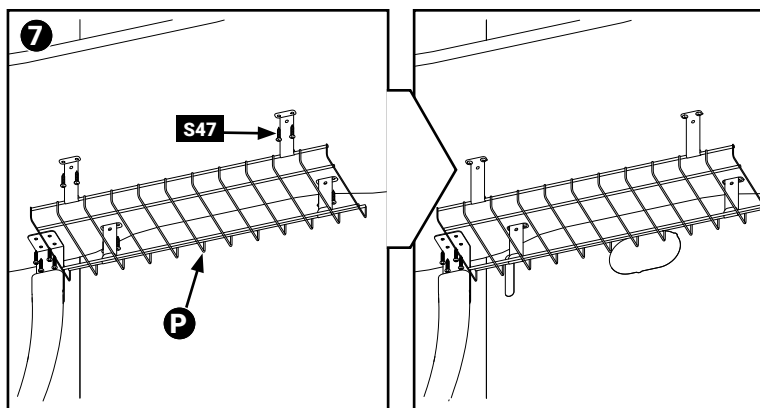
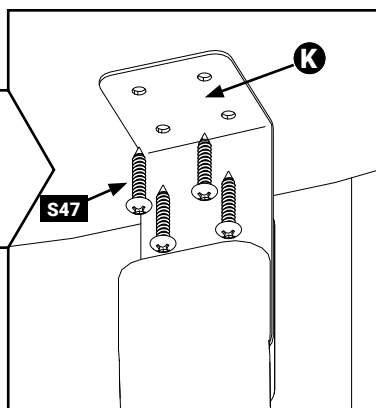
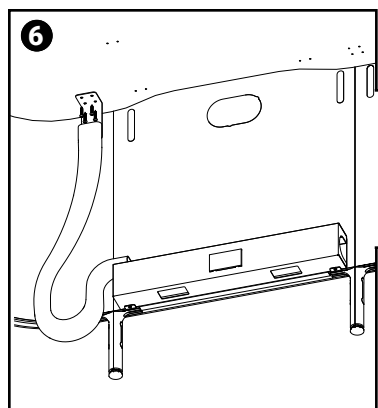
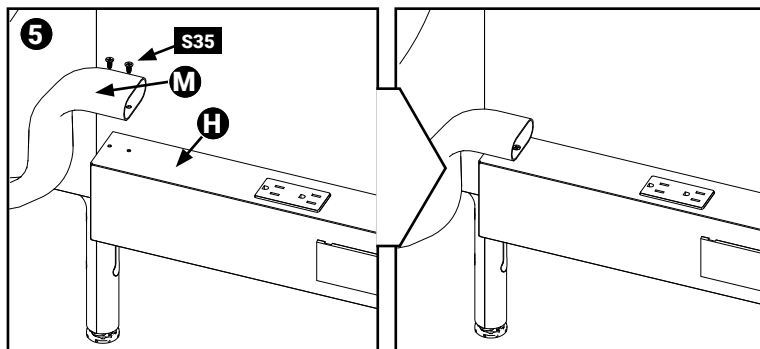
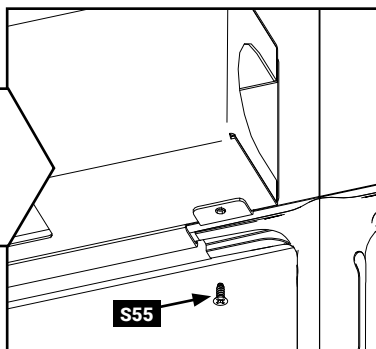
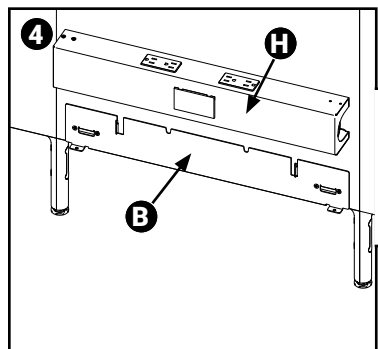
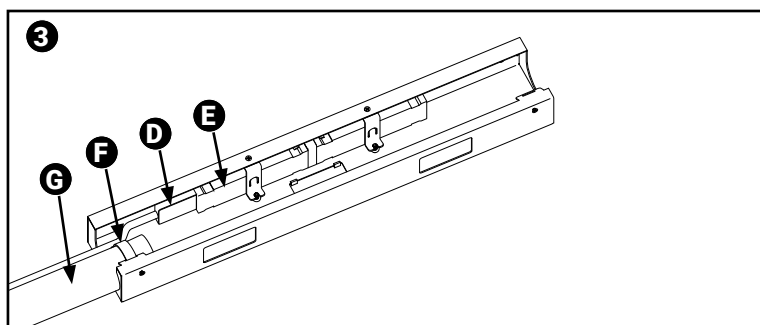
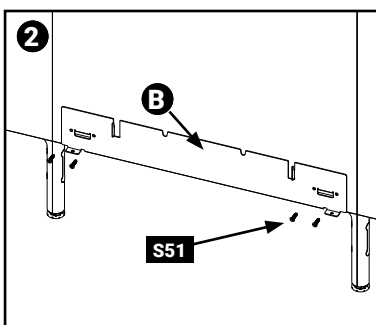
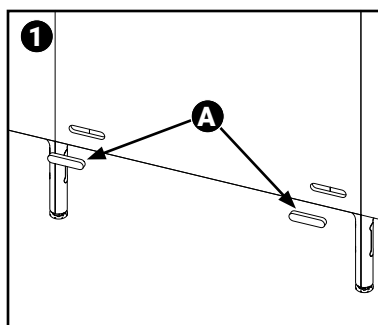
STEP 5. Attach the electrical sock (M) to the power kit housing (H) using #8 screws (S35). (Can be attached on left or right.)

STEP 6. Fasten the electrical sock bracket (K) to the underside of the worksurface using #10 screws (S47). Use pre-drilled holes to locate.

STEP 7. Fasten the wire basket (P) to the underside of the worksurface using #10 screws (S47). Use pre-drilled holes to locate.



| | | |
|------------|--|------------|
| S47 | | 007280034 |
| S51 | | HX00765015 |
| S55 | | HX00765008 |
| S35 | | BR00565002 |



SOFTPOD INSTALLATION

Height Adjustable Power Kit Ceiling Feed - HXEH

Height Adjustable Power Kit Ceiling Feed is to be used in conjunction with the Height Adjustable Power Kit.

Ceiling pole attaches to the divider grommet under worksurface.

Location of the ceiling pole on the inside of the Softpod is determined by the cutout at the back of worksurface.

Consult your plans to determine ceiling pole location.

STEP 1. Remove the appropriate pre-perforated insert (A) from both sides of the panel that will receive the ceiling feed grommets.

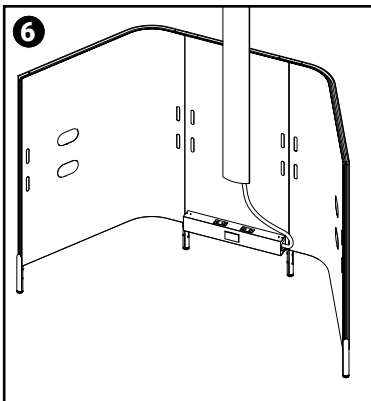
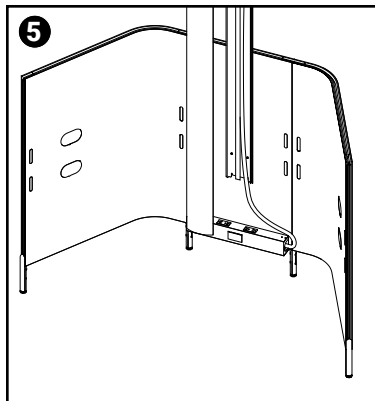
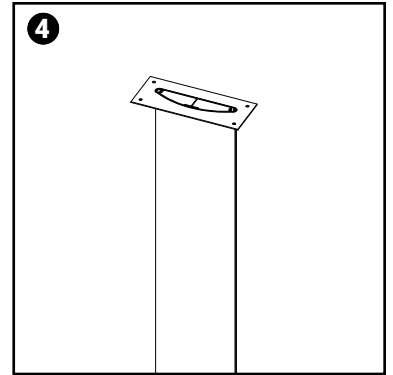
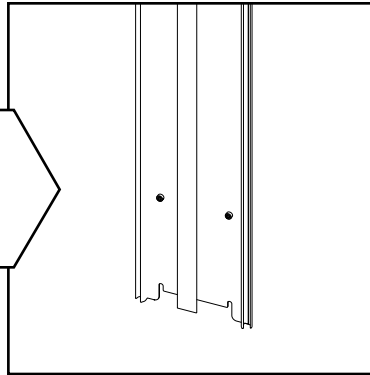
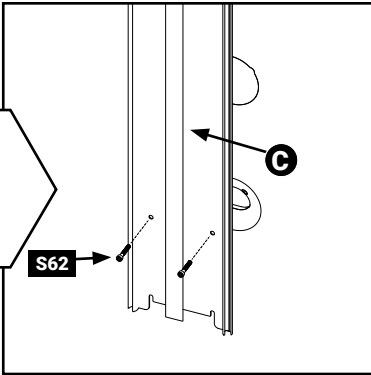
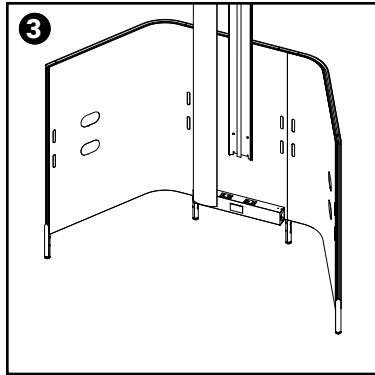
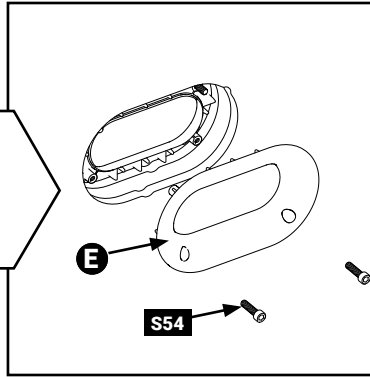
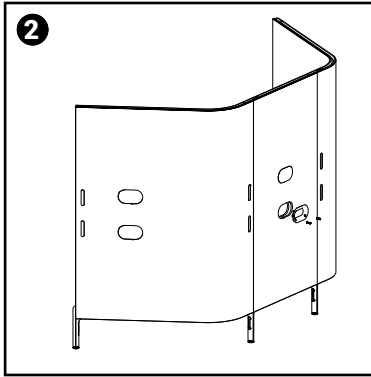
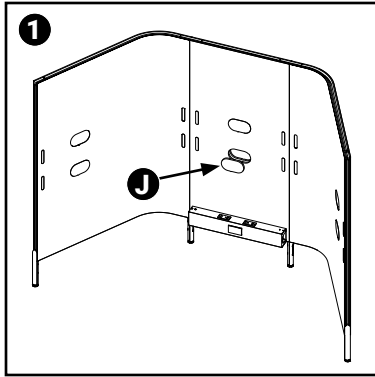
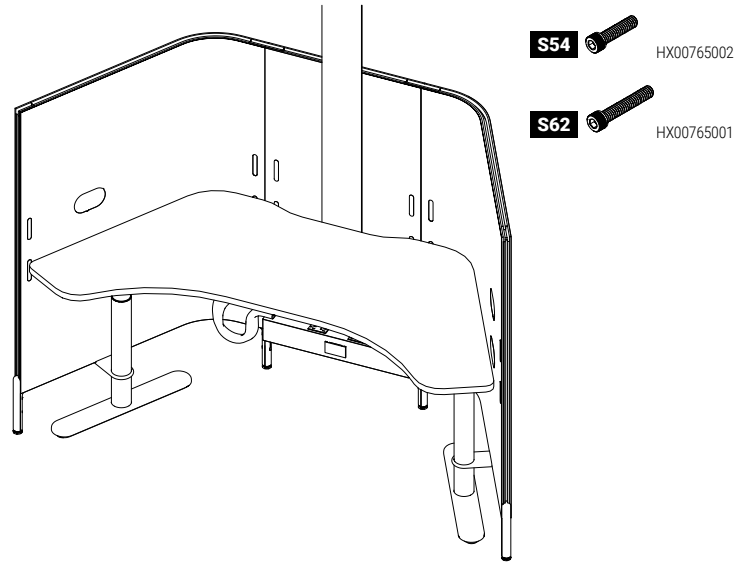
STEP 2. Insert the die cast grommets (E) into either side of the cutout. Fasten the grommets together using screws (S54) from the exterior of the Softpod. Do not over tighten! When viewing the grommet from the exterior of the Softpod the screw holes should be at the bottom.

STEP 3. Fasten the ceiling feed extrusion (C) inside the Softpod through the grommet using screws (S62).

STEP 4. Secure the top of the ceiling pole to the ceiling structure.

STEP 5. Lay-in ceiling feed harness and / or data cables.

STEP 6. Snap in the front ceiling pole cover.



SOFTPOD INSTALLATION

Height Adjustable Power Kit Floor Feed - HXEBF

STEP 1. Remove screws (S55) from bottom of the Height adjustable Power Kit and lift the power kit housing (B) off of the bracket (C).

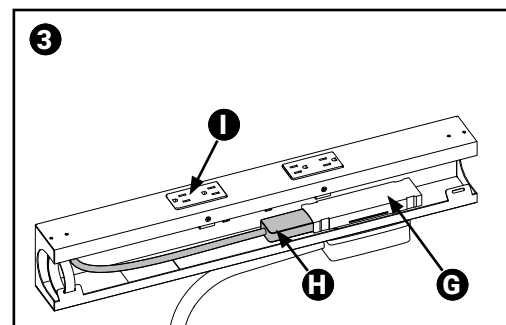
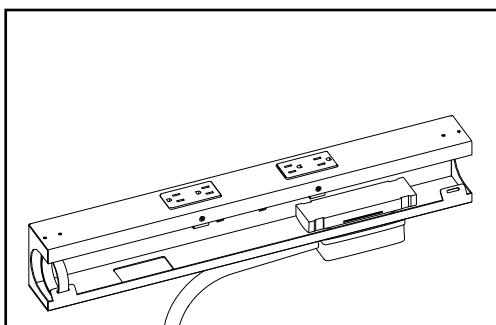
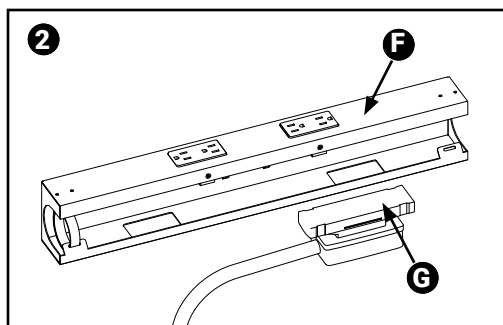
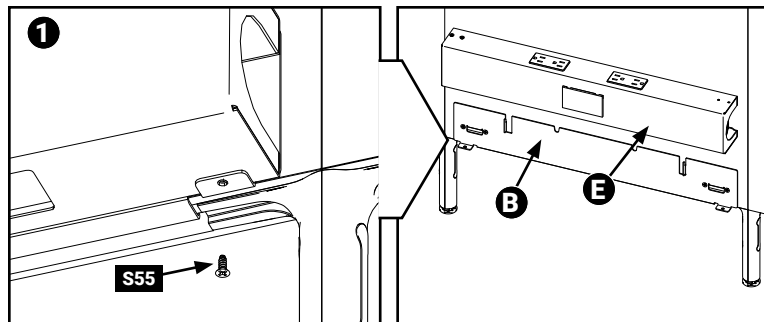


HX00765008

STEP 2. Fish the floor feed bidirectional junction (S55) through the rectangular hole in the bottom of the power kit housing (B).

STEP 3. Use the jumper (E) to connect the bidirectional junction (D) with duplex receptacle (F).

STEP 4. Re-install the power kit housing (B) onto the bracket (C) using screws (A).



SOFTPOD INSTALLATION

Under Worksurface Storage • Casual Storage Unit - HXSCS

Casual storage is a non-handed unit, designed to be installed on a side of Softpod worksurface.

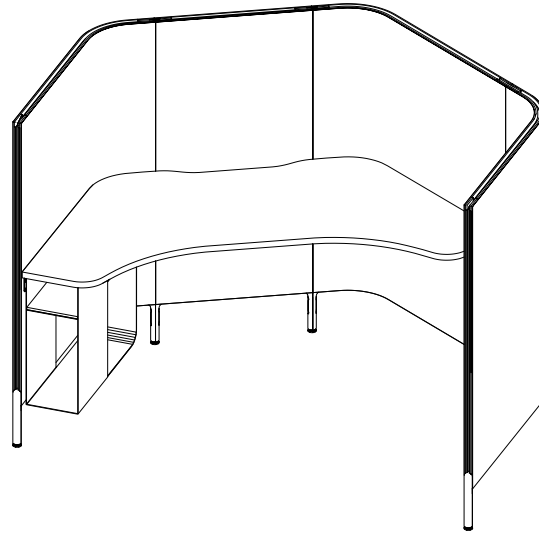
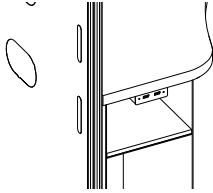
Determine if the installation calls for under worksurface USB unit. Installing those prior to installing casual storage might be easier unless you use an angle driver.



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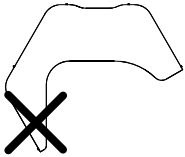
STEP 1: Position the unit under worksurface, against the Softpod divider.

STEP 2: Align casual storage front edge with the divider's PET Felt vertical edge.

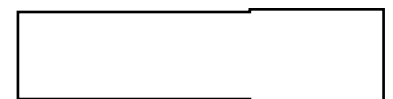
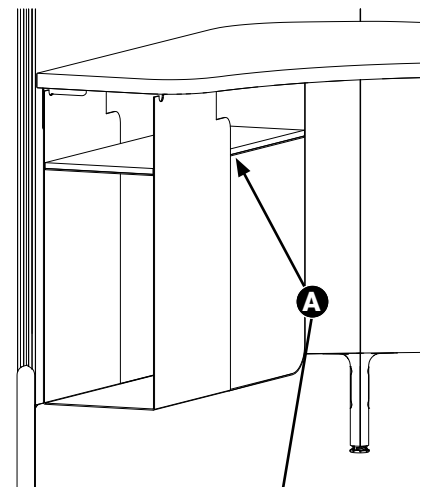
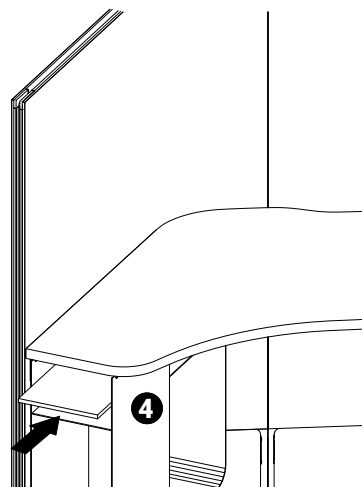
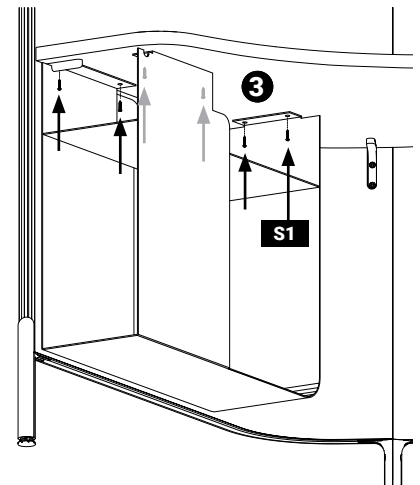
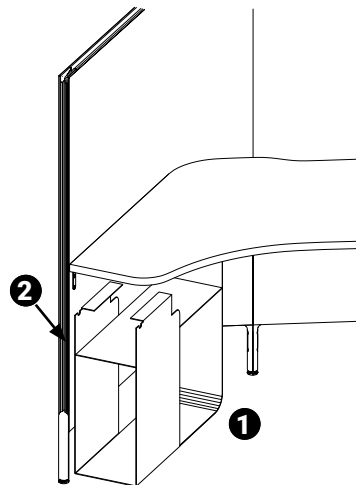


STEP 3: Use a long driver bit to secure the unit by driving #10x3/4" screws (S1) into the worksurface in 6 locations as illustrated.

STEP 4: Slide the PET Felt liner into the upper shelf at an angle. Ensure that notches (A) engage with the metal side walls at the back of the storage unit.



Note: Under Worksurface Storage Unit cannot be installed on the return of the wraparound surface.



SOFTPOD INSTALLATION

Lockable Storage - HXSCSOL/R

STEP 1. Install Casual Storage Unit as per "Under Worksurface Storage • Casual Storage Unit" portion of the Softpod installation guide.

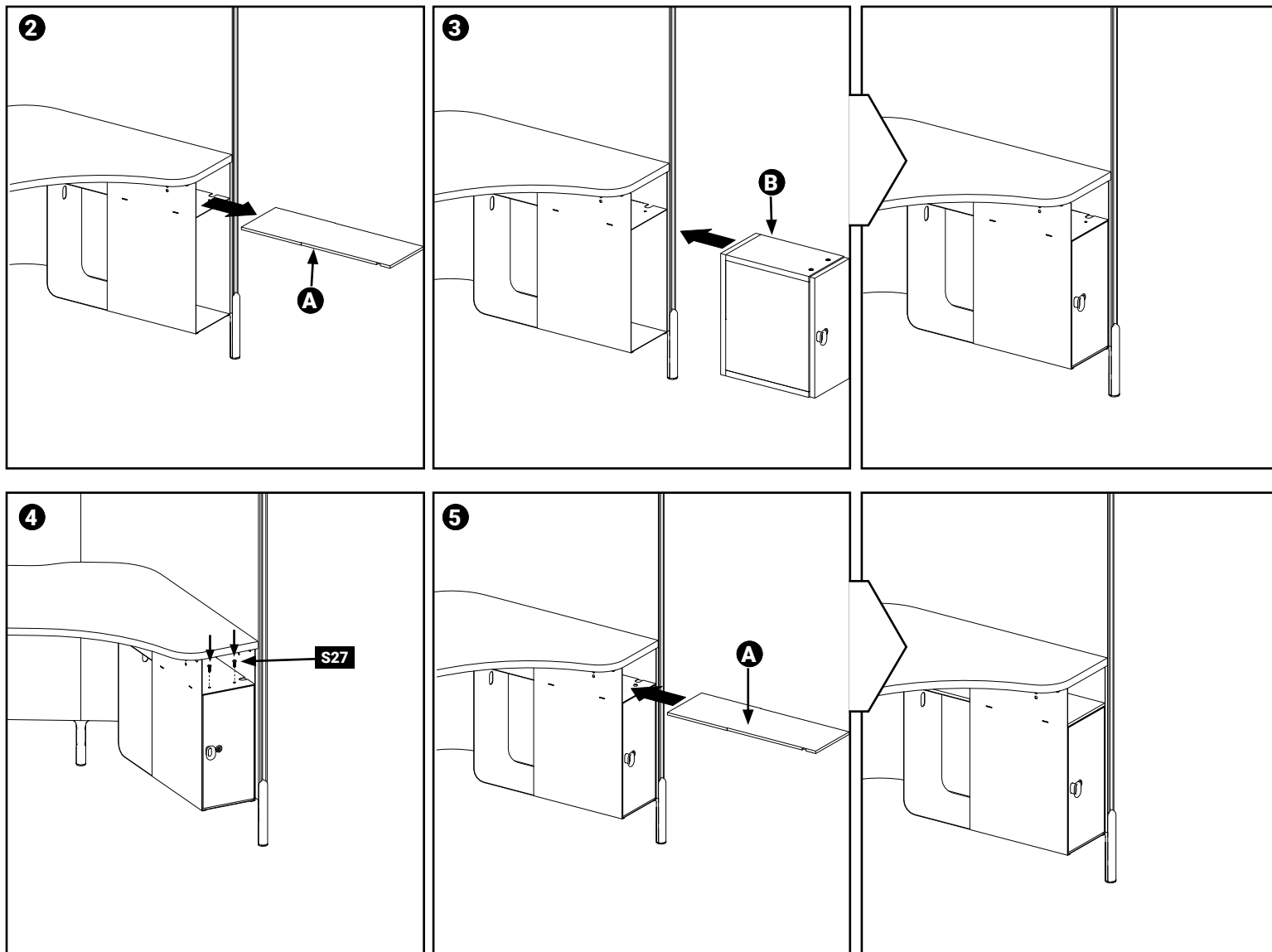
S27  BR00825018

STEP 2. Remove the PET felt liner (A). Remove screws (S27) from the laminate box.

STEP 3. Insert the lockable storage laminate box (B).

STEP 4. Re-Insert 1/4-20 screws (S27) to secure the lockable storage laminate box.

STEP 5. Insert the PET felt liner (A).

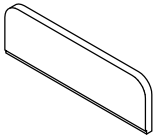


SOFTPOD INSTALLATION

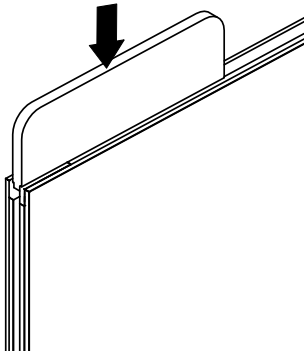
Accessories • Name Plate - HXNP

Align the name plate with the groove and press it in.

DO NOT TAP. DO NOT USE Mallet OR ANY OTHER RIGID OBJECT TO HAMMER THE NAME PLATE INTO THE GROOVE.



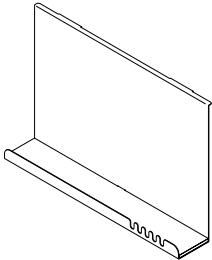
Height: 3.5"
Depth: 0.5"
Width: 11"



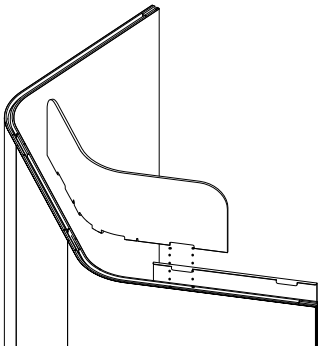
Accessories • Hanging Shelf - HXAHSUVB

Align the hanging shelf with the divider groove - anywhere along the straight divider section.

Align hanging shelf tabs with extension cutaway section as illustrated and press it into the divider perimeter groove.



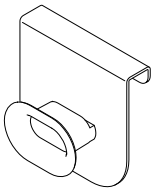
Height: 16"
Depth: 3"
Width: 23.5"



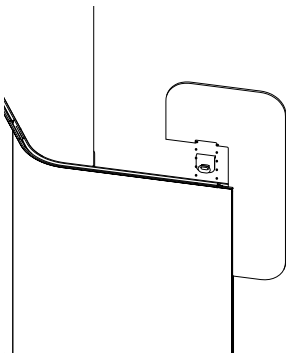
Accessories • Coat/Bag Hook for Dividers - HXACHT

Install the Coat/Bag hook anywhere along the straight divider section.

Align the Coat/Bag hook tab with extension cutaway section as illustrated and press it into the divider perimeter groove.



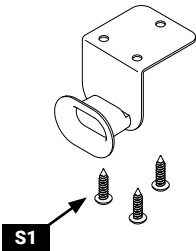
Height: 23.5"
Depth: 3"
Width: 11.5"



Accessories • Under Worksurface Bag Hook - HXABH

Install the under worksurface bag hook anywhere along the worksurface front edge. Recess as desired.

Secure with supplied 3x #10x3/4 wood screws (S1).



Height: 23.5"
Depth: 3"
Width: 11.5"



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SOFTPOD INSTALLATION

Accessories • Coat/Bag Hook for Dividers - HXACHS

Install the coat/bag hook anywhere along the vertical divider groove.

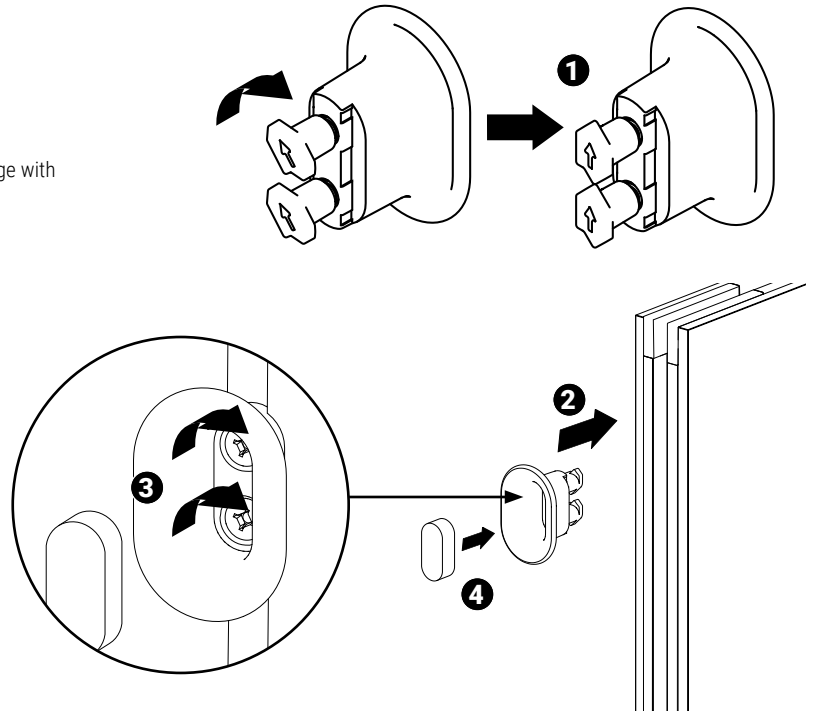
STEP 1: Arrange both rear cams so that the arrows point UP.

STEP 2: Insert the cams with the hook into the groove at desired height.

STEP 3: Turn the screws clock-vice so that the cams rotate in the groove and engage with the groove's internal ledges.

NOTE: Use hand tools. Do not use power driver.

STEP 4: Press in the PET Felt front plug.



Accessories • Coat/Bag Hook for Casual Storage - HXACHS

Install the coat/bag hook on either side of the casual storage.

STEP 1: Align holes in the hook with two hole on the side of the casual storage.

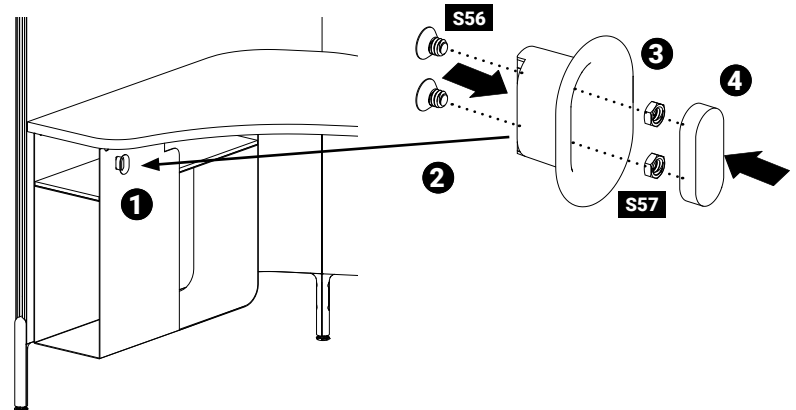
STEP 2: Insert two screws (S56) through the casual storage side wall into the hook.

STEP 3: Place the supplied nuts (S57) inside of the hook. And tighten the screws.

STEP 4: Press in the PET Felt front plug.

S56  HX00765009

S57  HX00765005



SOFTPOD INSTALLATION

Accessories • Rear Wall Shelf - HXARWS

The Softpod Rear wall shelf spans full width of the flat divider and extends 4.5" on either side into the adjacent curved dividers.

It is supported by standard Softpod worksurface brackets which connect to extruded aluminum structures of the adjacent curved dividers. While worksurface brackets connect to the lower tier, the Rear wall shelf bracket to the curved dividers at the higher level as illustrated.

The predetermined points are concealed behind removable cutouts in the curved divider inner PET Felt skin.

The bottom of 3.25" x 0.63" high level cutout is located 25.5" from the bottom of the divider and its vertical edge is 1.5" from the vertical edge of the divider.

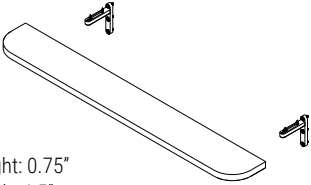
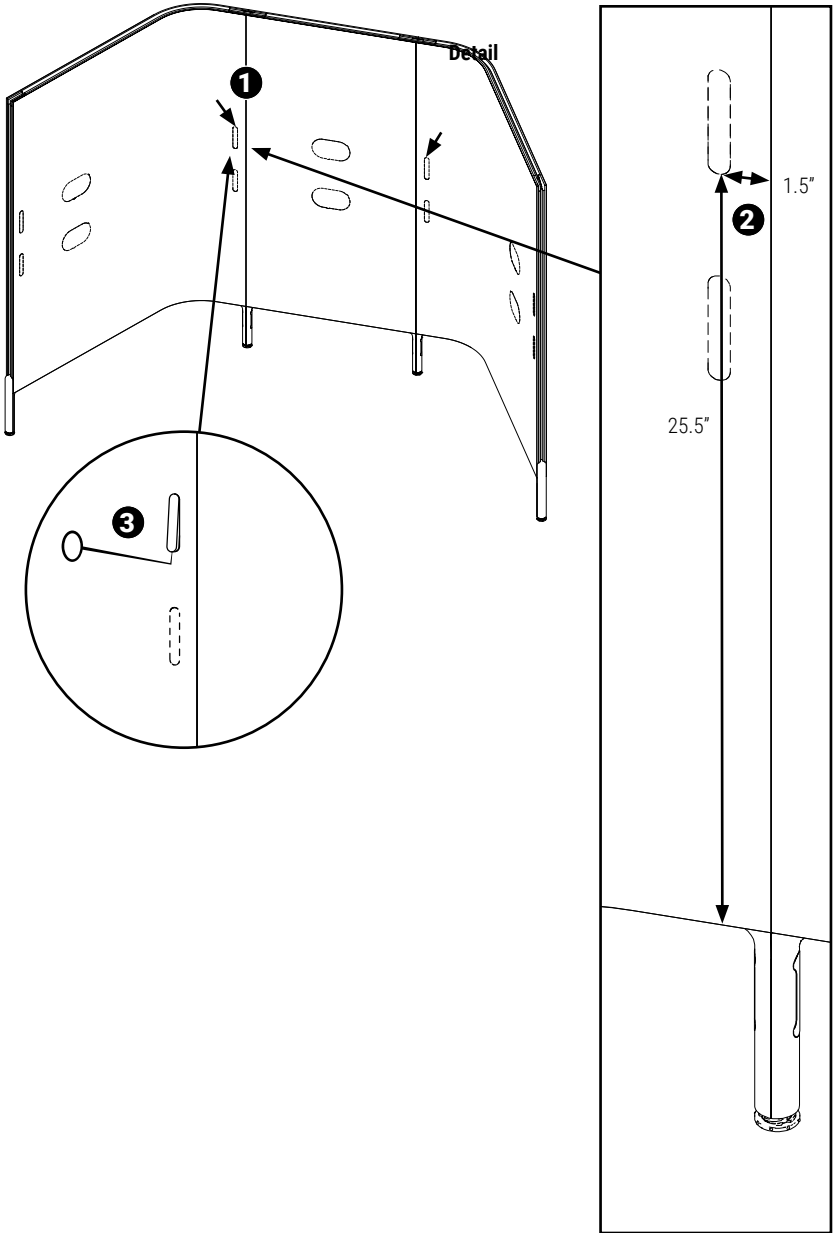
NOTE: Consider installing rear wall shelf BEFORE installing worksurface because of easier access to bracket-to-shelf screws.

Should you choose to install the rear wall shelf after installing the worksurface you will need an angle driver because of low clearance between top of the Worksurface and the bottom of the rear wall shelf (6.25").

STEP 1: Determine desired locations of support brackets.

STEP 2: Measure 25.5" from the bottom of the divider PET Felt skin and 1.5" from its vertical edge.

STEP 3: Insert a pick at an angle into the PET Felt above the measured point and push the pick up and away from the divider. The pre-perforated insert will separate from the skin.



Height: 0.75"
Depth: 4.5"
Width: 32.5"

SOFTPOD INSTALLATION

Accessories • Rear Wall Shelf - HXARWS

STEP 4: Insert the worksurface bracket into the recess.

STEP 5: Secure each bracket to dividers with 3 thread forming screws (S46).

STEP 6: Place the shelf on the brackets; secure the shelf by driving #10x3/4" screws (S1) through the bracket.

S1

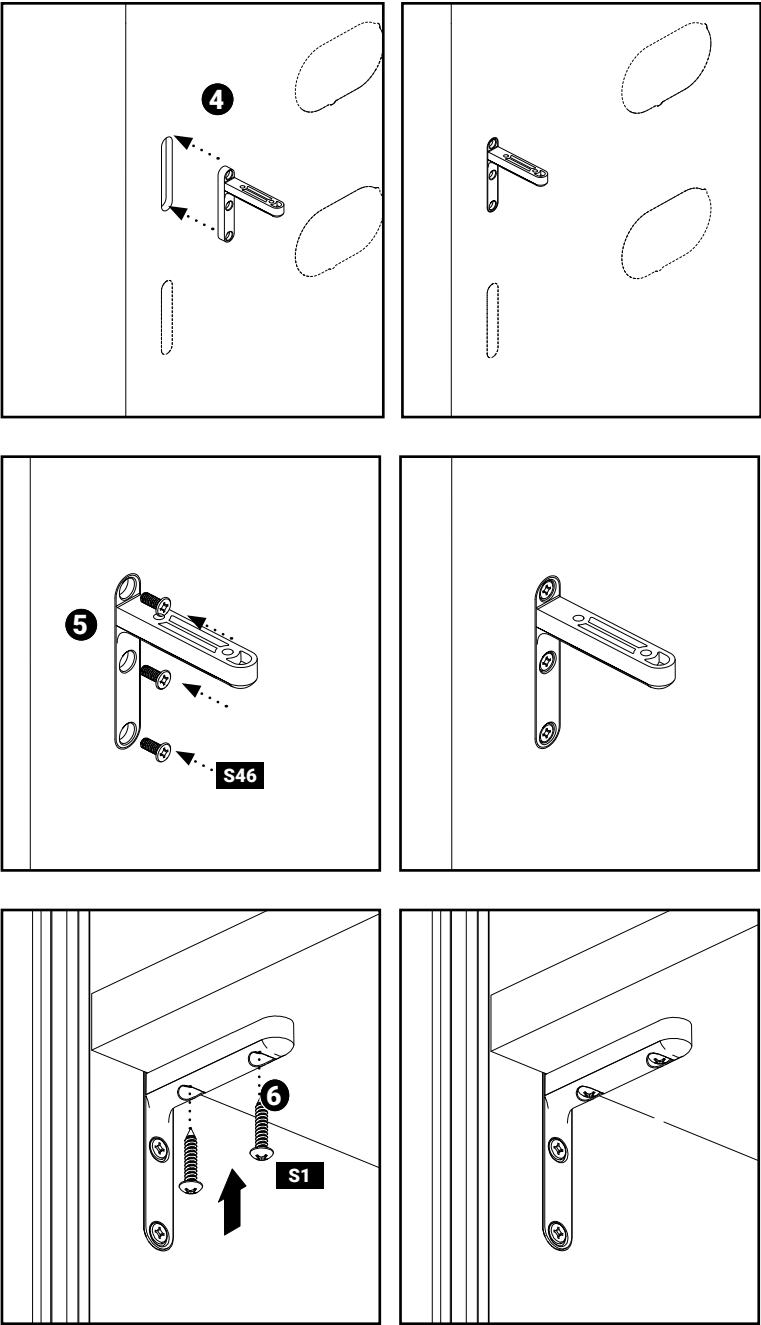


007280011

S46



000728051



SOFTPOD INSTALLATION

Accessories • TV Mount - HXTVMT

STEP 1: Remove the required PET cutouts (A).

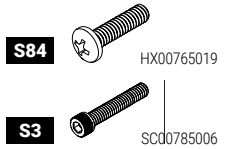
STEP 2: Hook the TV mount (B) onto the unit.

STEP 3: Fasten the TV mount (B) to the unit using screws (S84).

STEP 4: From the included hardware kit install four screws (D) in the back of the TV (E). There should be 2mm gap between the head of the screw and the back of the TV.

STEP 5: Hook the TV (E) onto the TV mount (B) such that the screw heads engage with the slots on the TV mount.

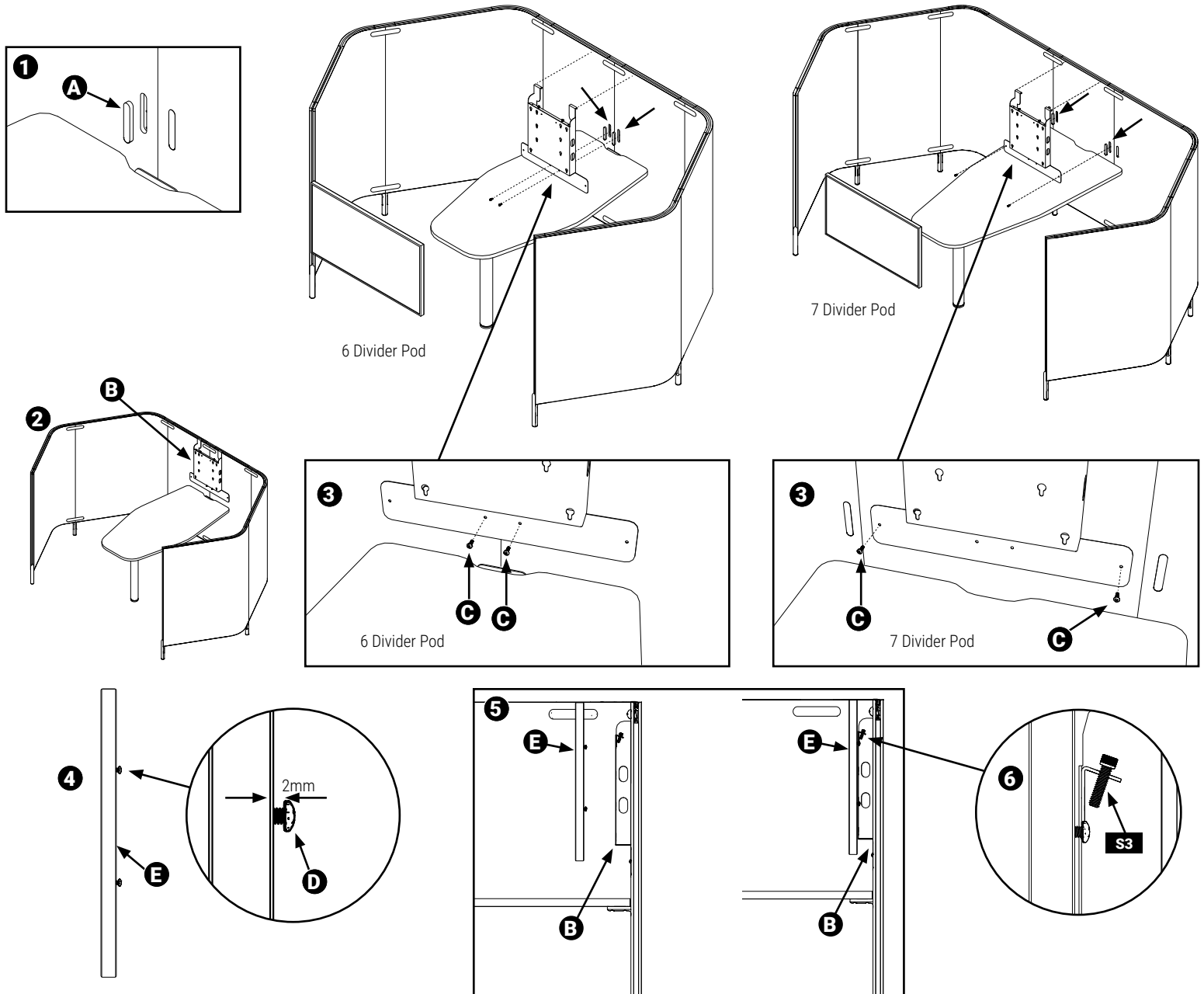
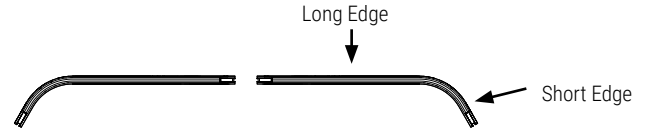
STEP 6: Tighten the socket head screws (S3) to secure.



Note:

The TV mount can not be installed on any height adjustable pod.

The TV mount can be installed on any straight panel, on the seam between the two straight panels, on the seam between a straight panel and the long edge of a J-panel, on the seam between the long edges of two J-panels.



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