

Effective November 2023

# softpod

INSTALLATION  
MANUAL





# SOFTPOD INSTALLATION GUIDE

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## REQUIRED TOOLS

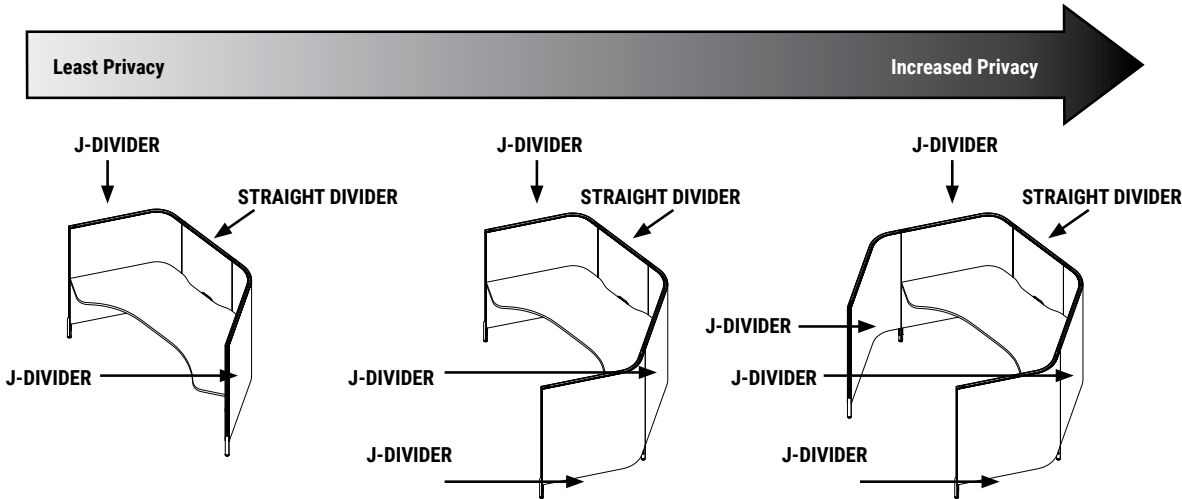
- Power Drill (var speed, rev)
- Drill Bit: Robertson #1
- Drill Bit: Robertson #2
- Allen Key: 3/32"
- Allen Key: 5/32"
- Pick Tool
- Safety Glasses



Pick Tool

Dividers

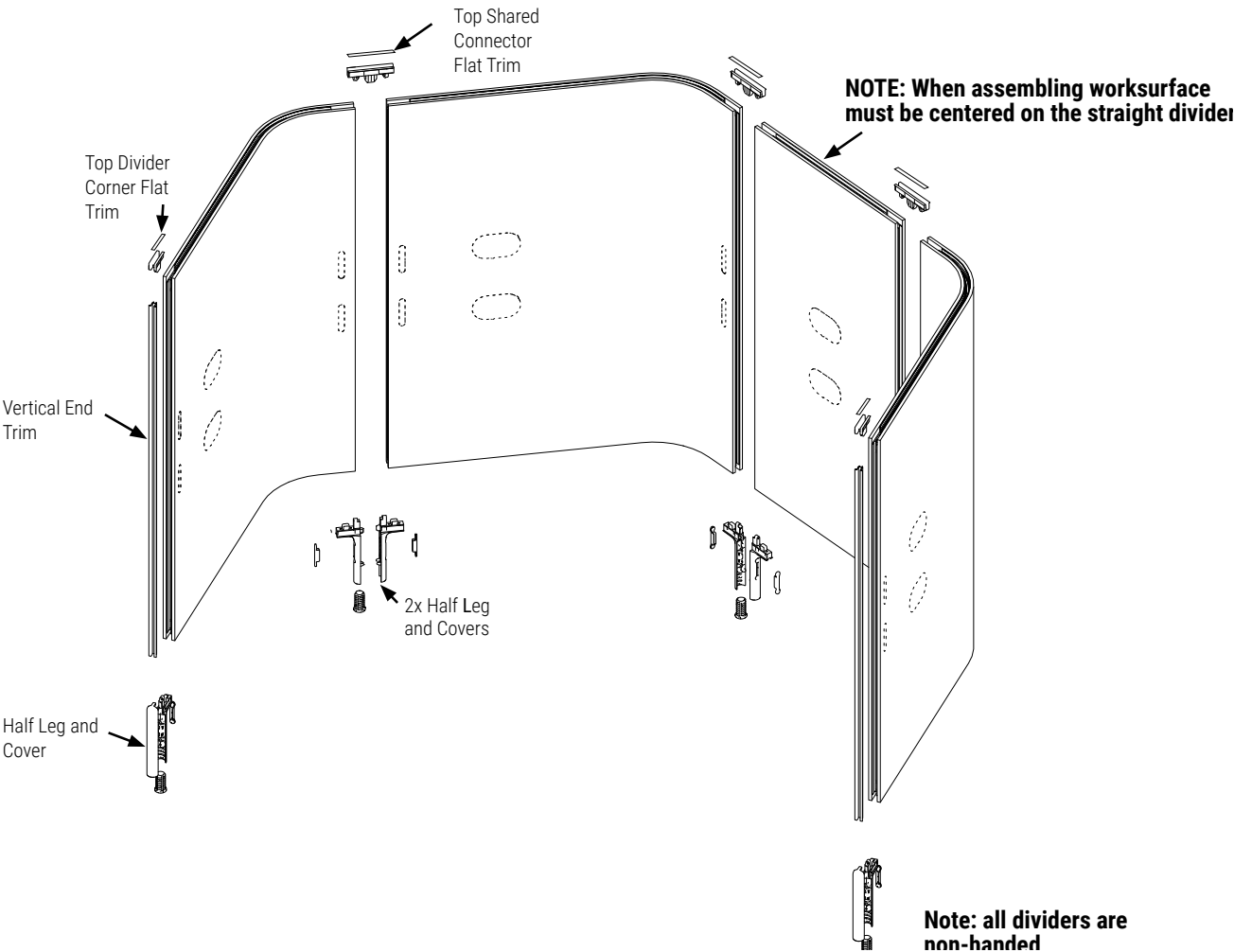
Softpod workstations are configured by attaching curved divider “wings” to another j-curved divider or a flat divider



Two j-curved dividers from a three divider Softpod

Three j-curved dividers from a four divider Softpod

Four j-curved dividers form a five divider Softpod



## Dividers • Connection

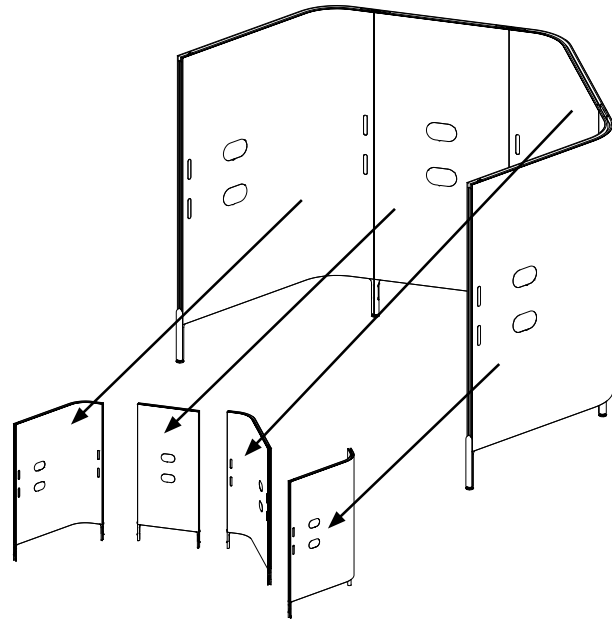
Begin by installing ½ leg to either end of the divider.

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 through the bottom and one #8 screw 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.

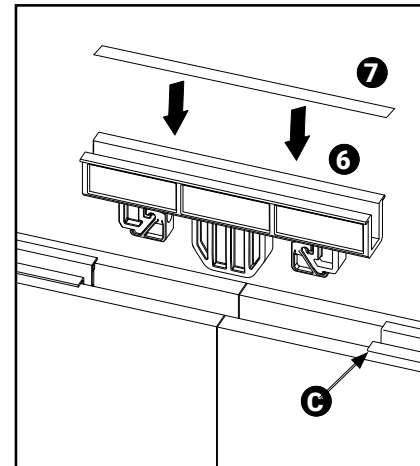
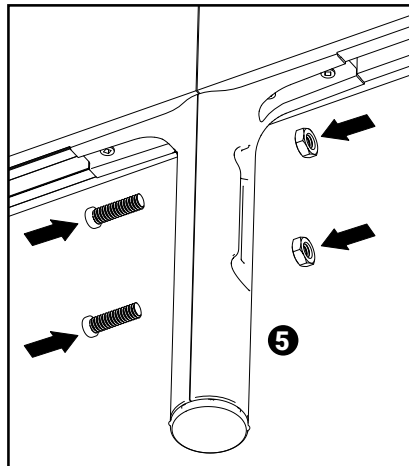
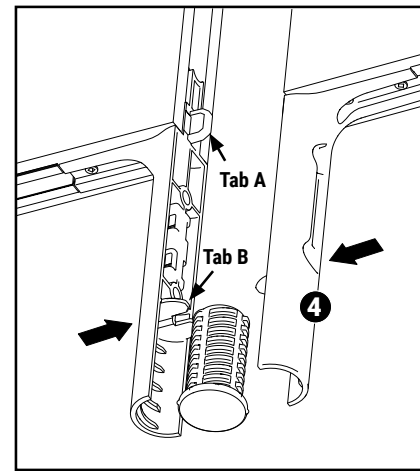
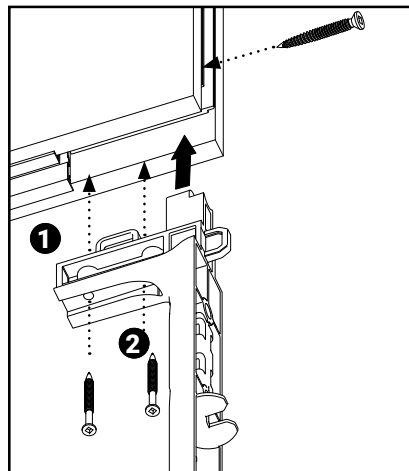


STEP 5: Hold the two ½ legs together, insert two supplied 1/4"-20 nuts from one side and secure with two 1/4"-20 screws from the opposite side of the leg.

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.



## Dividers • Connection

STEP 7: Drive four #6 screws 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.

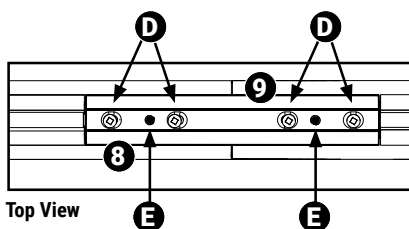
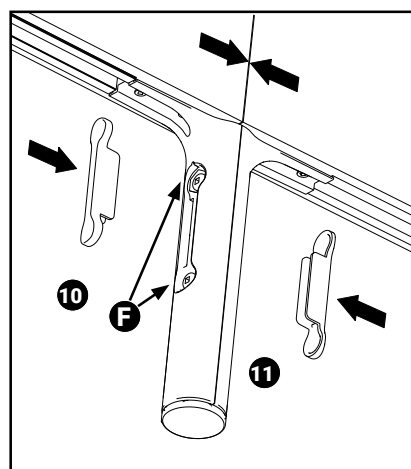
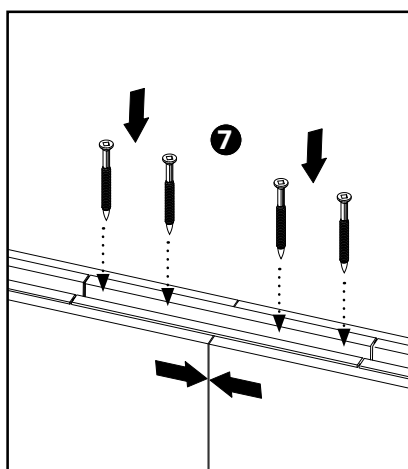
STEP 8: Turn set screws (E) clockwise, gradually,  $\frac{1}{2}$  a turn each, until the two adjacent divider PET Felt skins come in contact and form a gap-less surface.

STEP 9: Now tighten the four #6 screws. Ensure that there is no visible gap between the two adjacent divider PET Felt skin.

STEP 10: Return to the leg, now tighten the two 1/4"-20 screws (F). Ensure that there is no visible gap between the two adjacent divider PET Felt skins.

STEP 11: Insert and press in the screw/nut covers.

Repeat the same process until all dividers are connected.



## Dividers • End of Run Kit

### 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.

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 vertical end trim into divider's edge reveal.  
Squeeze the end trim and engage the short extruded blade between the aluminum frame and the PET Felt.

STEP 15: Engage the short extruded blade on the opposite side between the aluminum frame and the PET Felt.

STEP 16: Ensure that there is no gap between the end trim and the Top divider corner

STEP 17: Proceed from top corner down while making sure that both extruded blades are fully engaged.

### Leg Cover

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

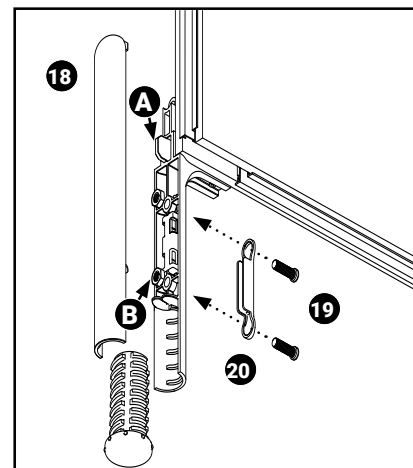
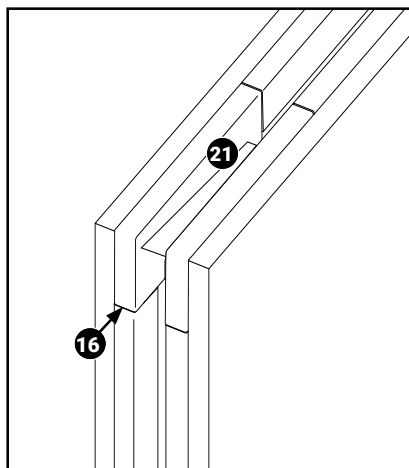
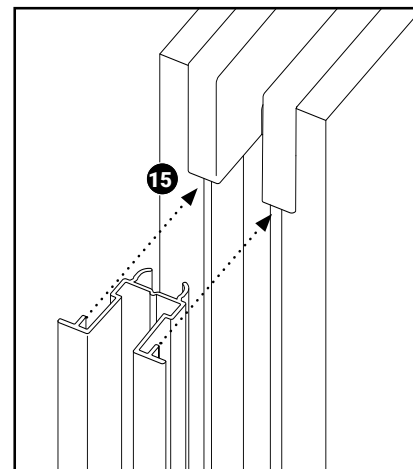
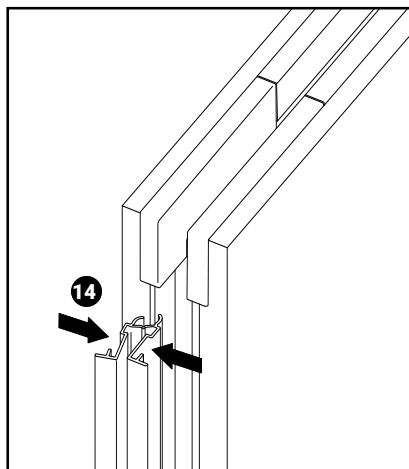
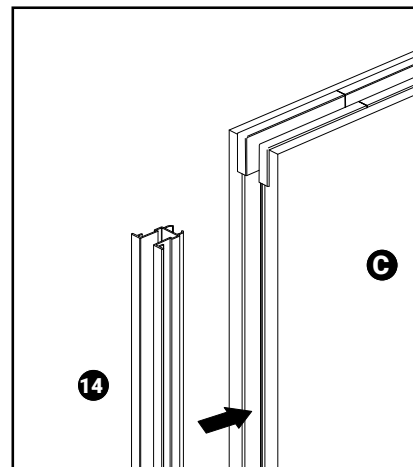
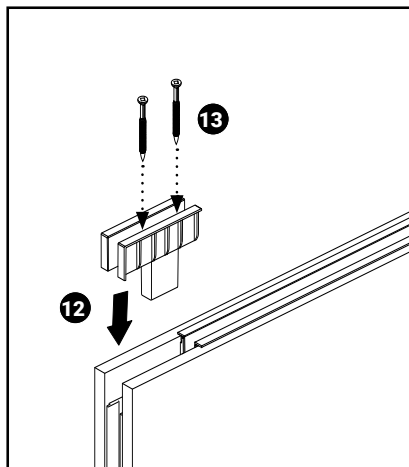
Ensure that tabs (A) and (B) are aligned and that the leveller is captured inside, between the two half legs.

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

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

STEP 21: Insert flat trim piece into top shared connector.

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



## 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)

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.

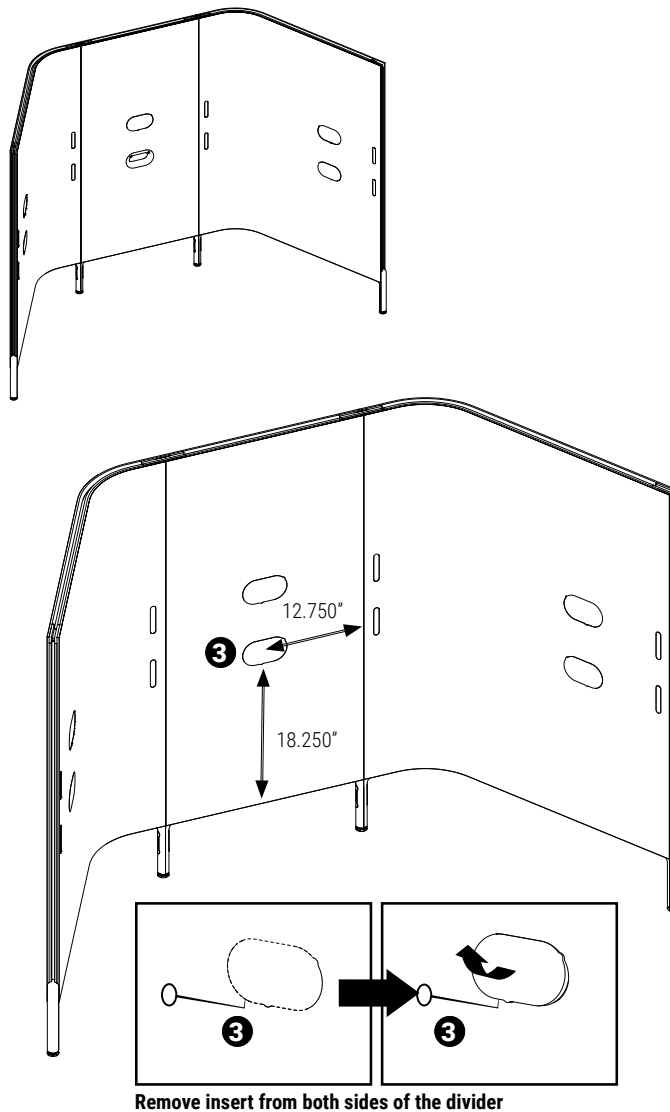
#### STEP 2:

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

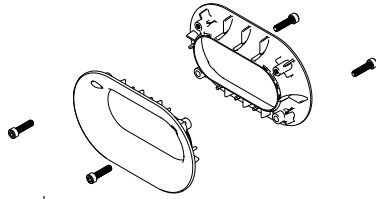
#### STEP 3:

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 preperforated insert will separate from the skin.

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



## Electrical • Grommet (Single)



Grommet

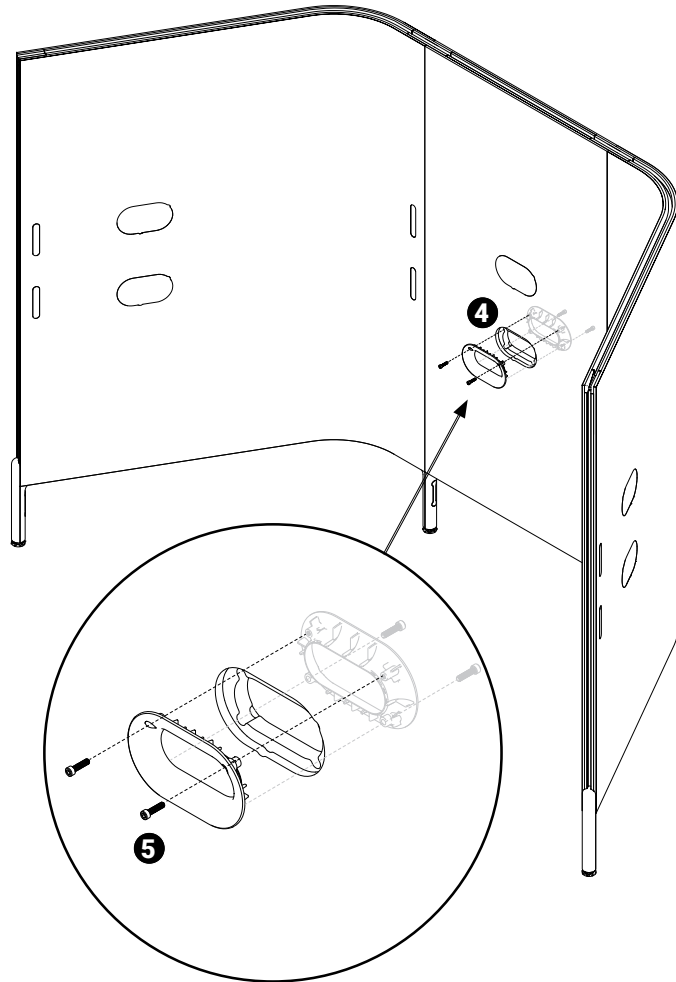
**STEP 4:** Insert the grommets on both sides of the divider. Ensure that both die cast parts are properly seated in the divider opening.

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

**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.





## Electrical • Grommet (Dual Pod Connection)

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 from each side of the grommet/connector/ grommet assembly (be careful not to cross-thread).

Tighten all four screws.

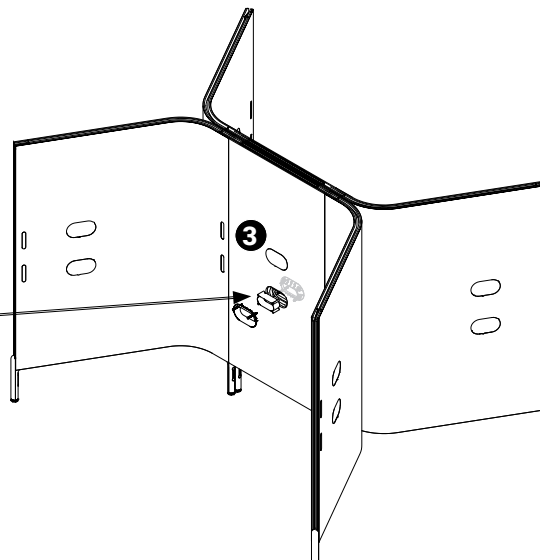
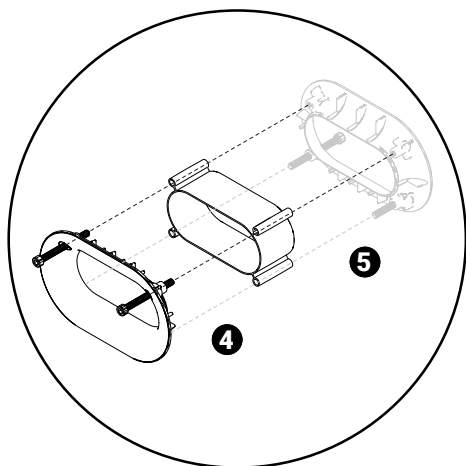
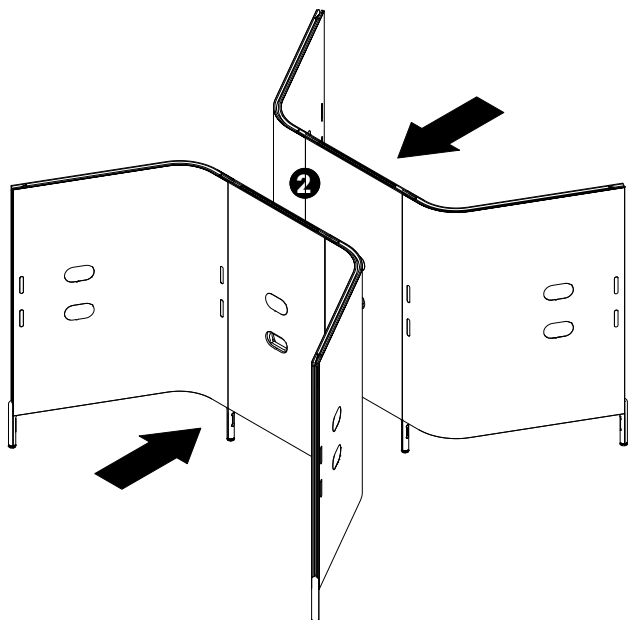
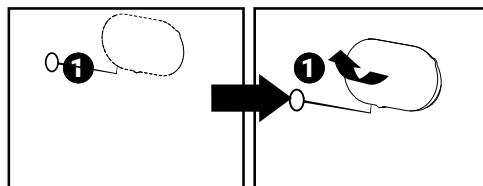
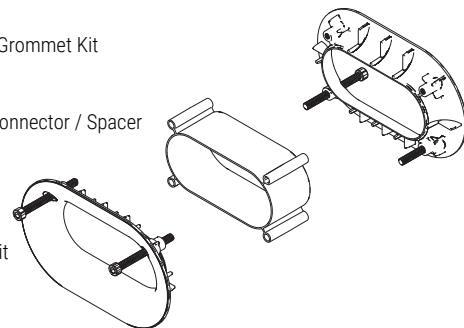
**NOTE:** Ceiling pole connects to the grommet with the same screws. Check if your plans call for ceiling feed pole and determine pole's location if that's the case. Ensure that the screws clamping the two grommets together are at the top on the side of intended ceiling pole.

**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

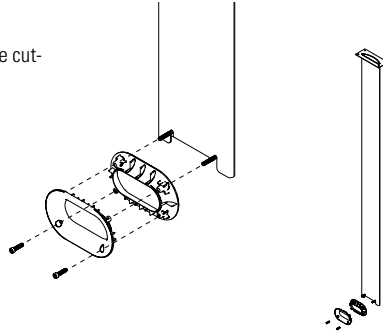


## Electrical • Ceiling Feed

Ceiling pole attaches to the divider grommet under worksurface.  
Location of the ceiling pole on the inside of the Softpod is determined by the cut-out 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: Loosen two screws clamping the grommet together.

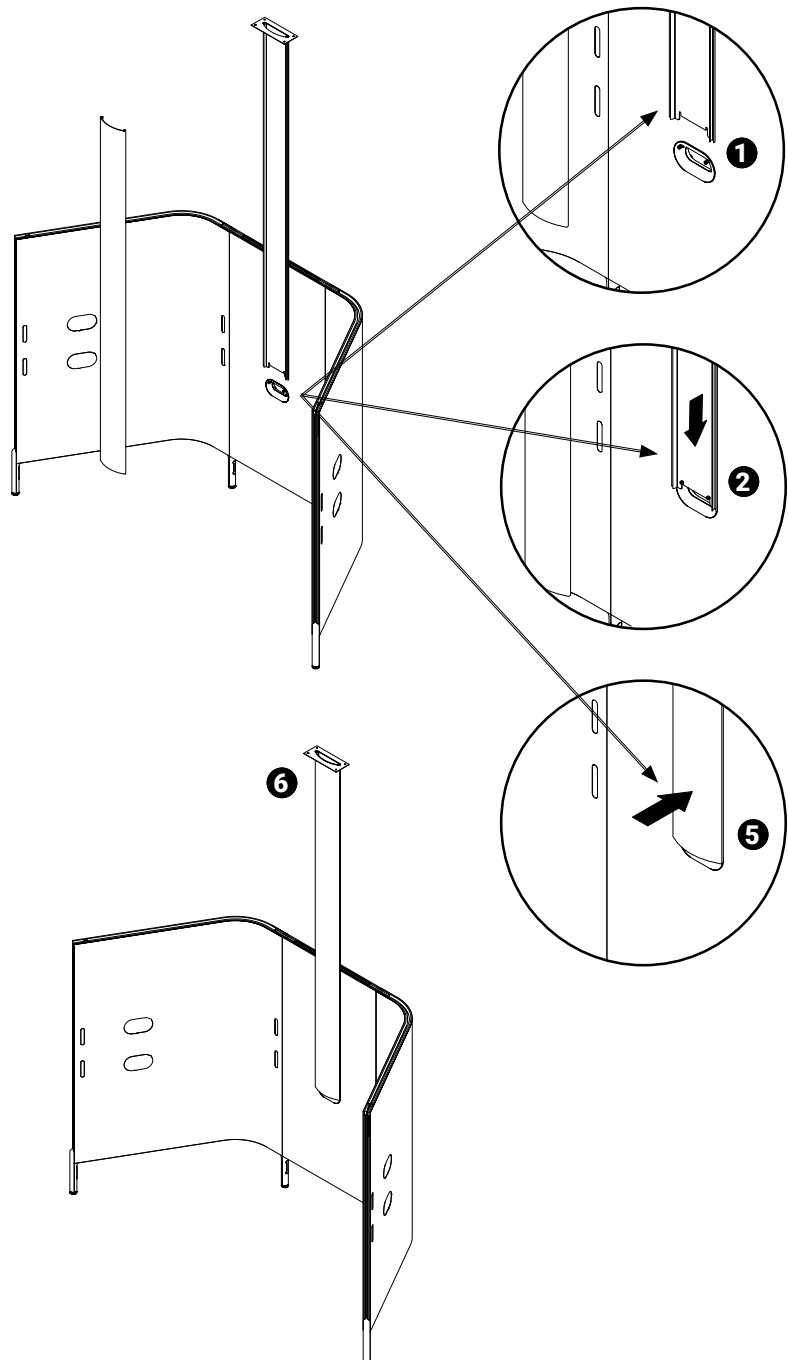
STEP 2: Slide the ceiling pole extrusion behind the screws as illustrated and tighten the screws. Do not over tighten!

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.



## Electrical • Two Circuit Power Distribution

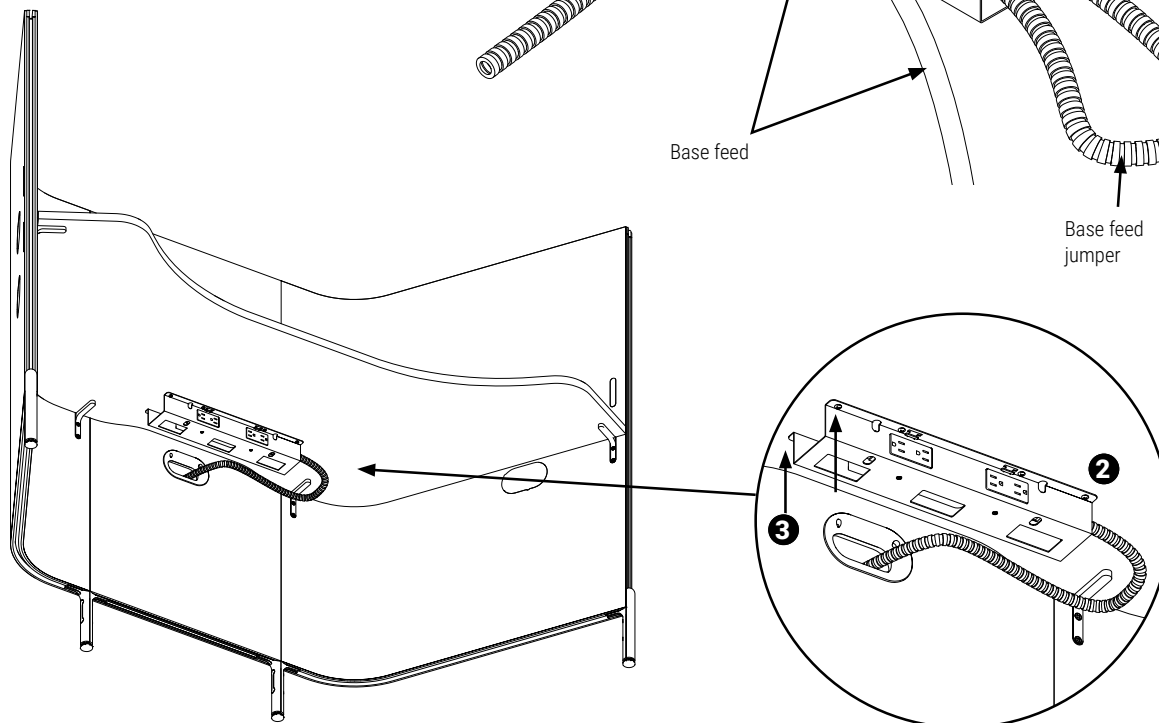
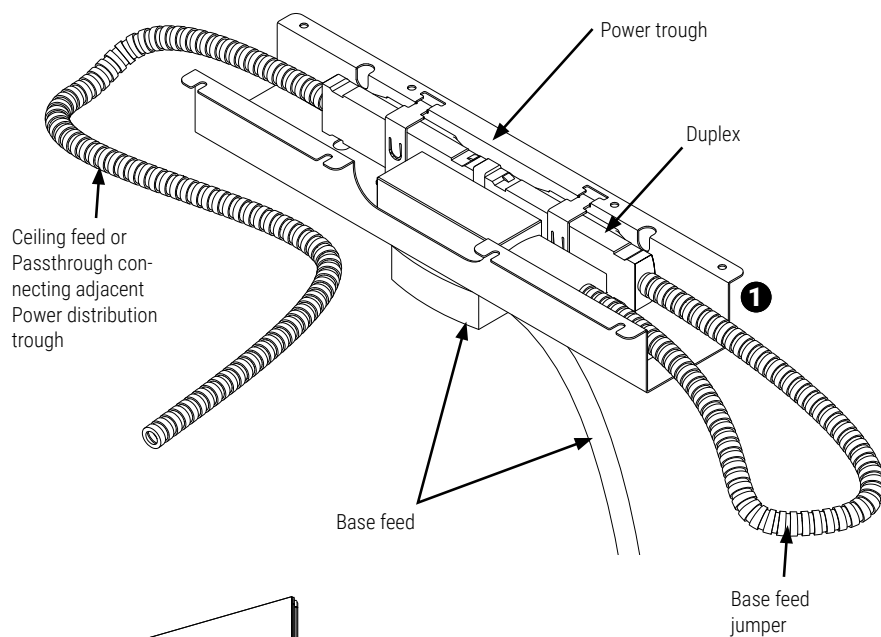
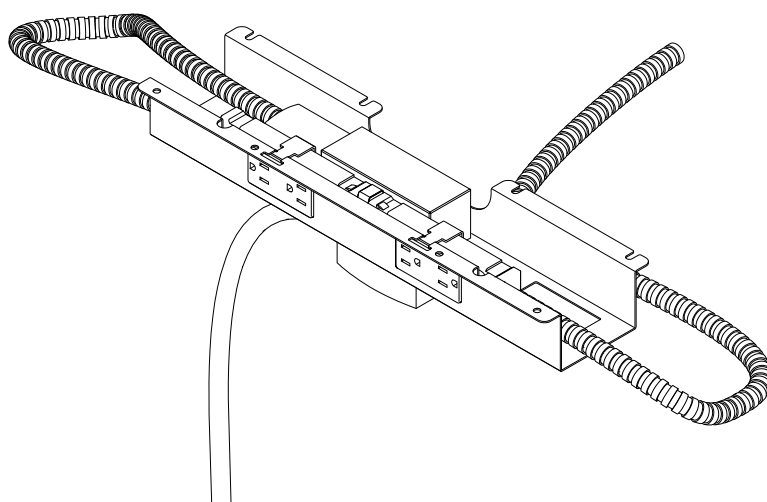
The 4-wire, 2-circuit electrical components are housed in a metal trough, mounted under worksurface, immediately adjacent to the worksurface contoured recess cutout.

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 to secure the power trough to the worksurface as illustrated.



## Electrical • Base Feed

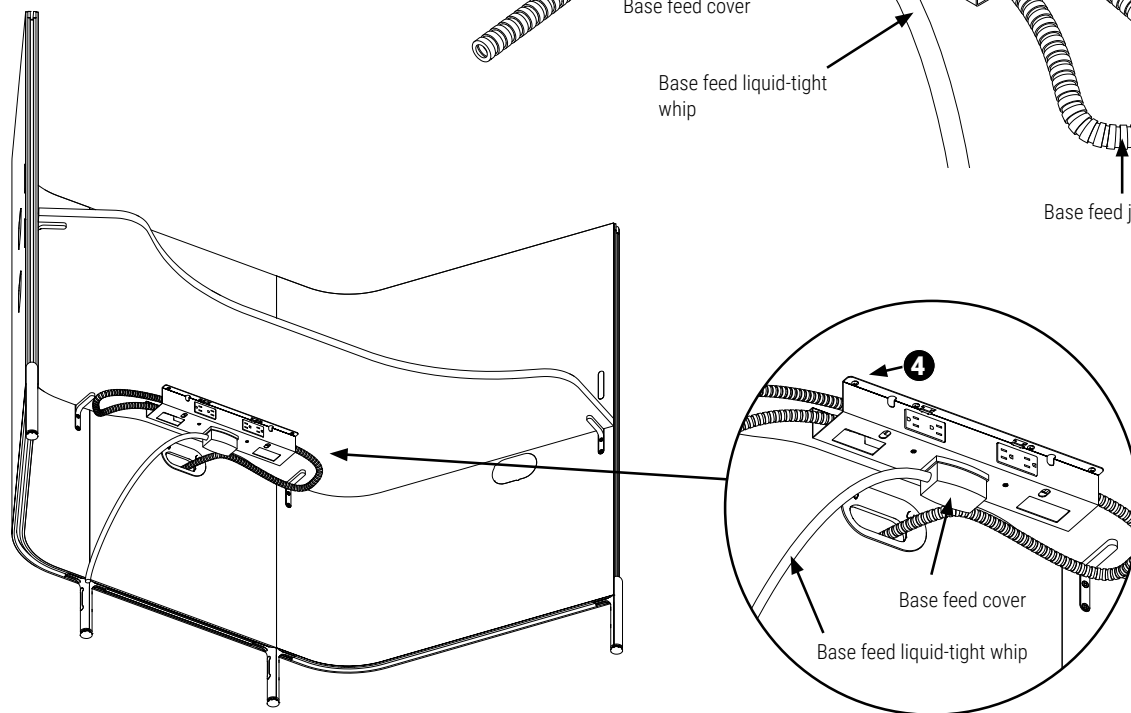
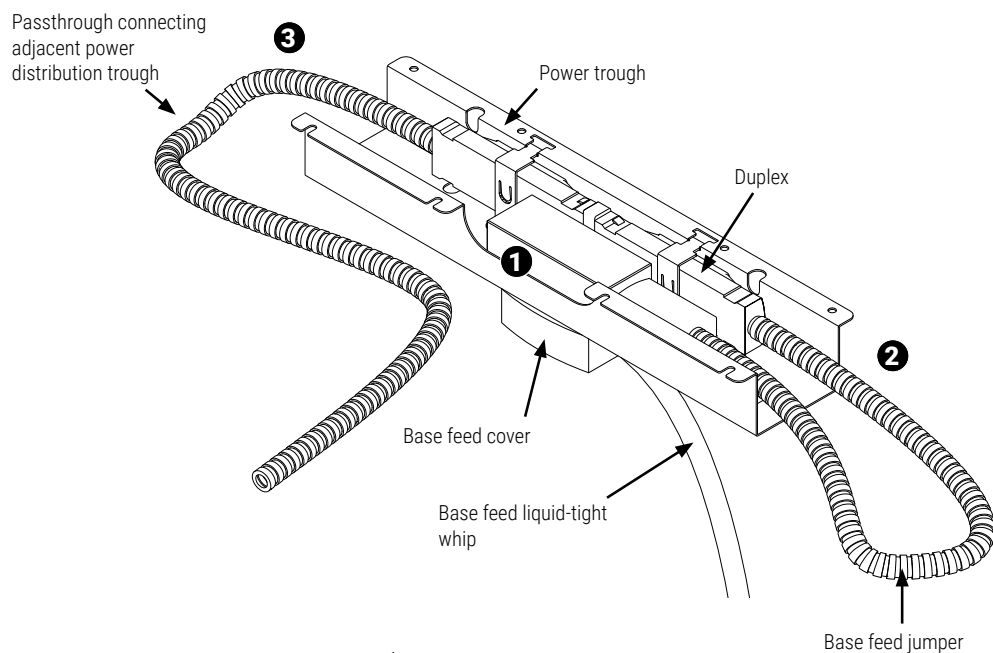
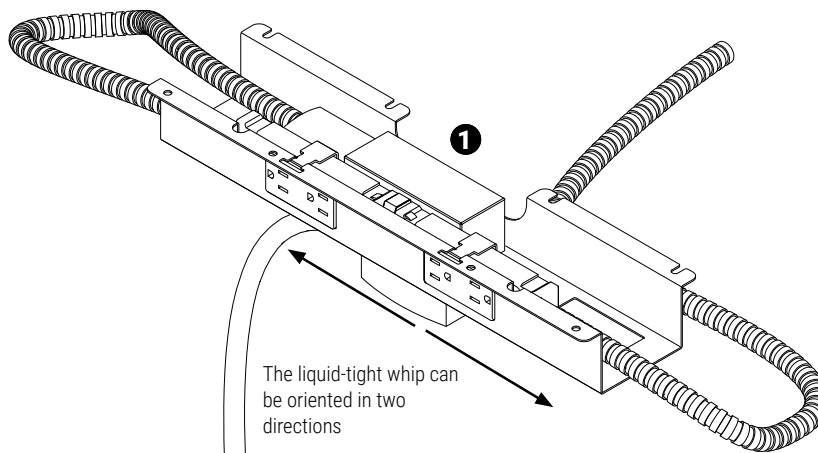
Base feed consists of a liquid-tight whip, bi-directional junction and Base feed jumper harness.

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.

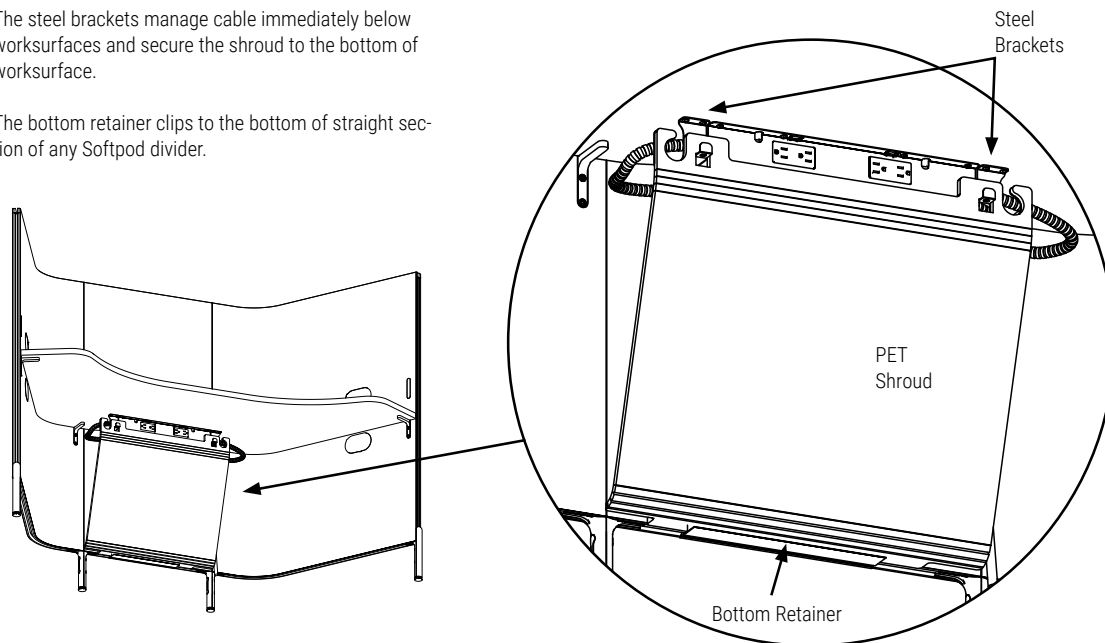


## Electrical • Shroud

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

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.

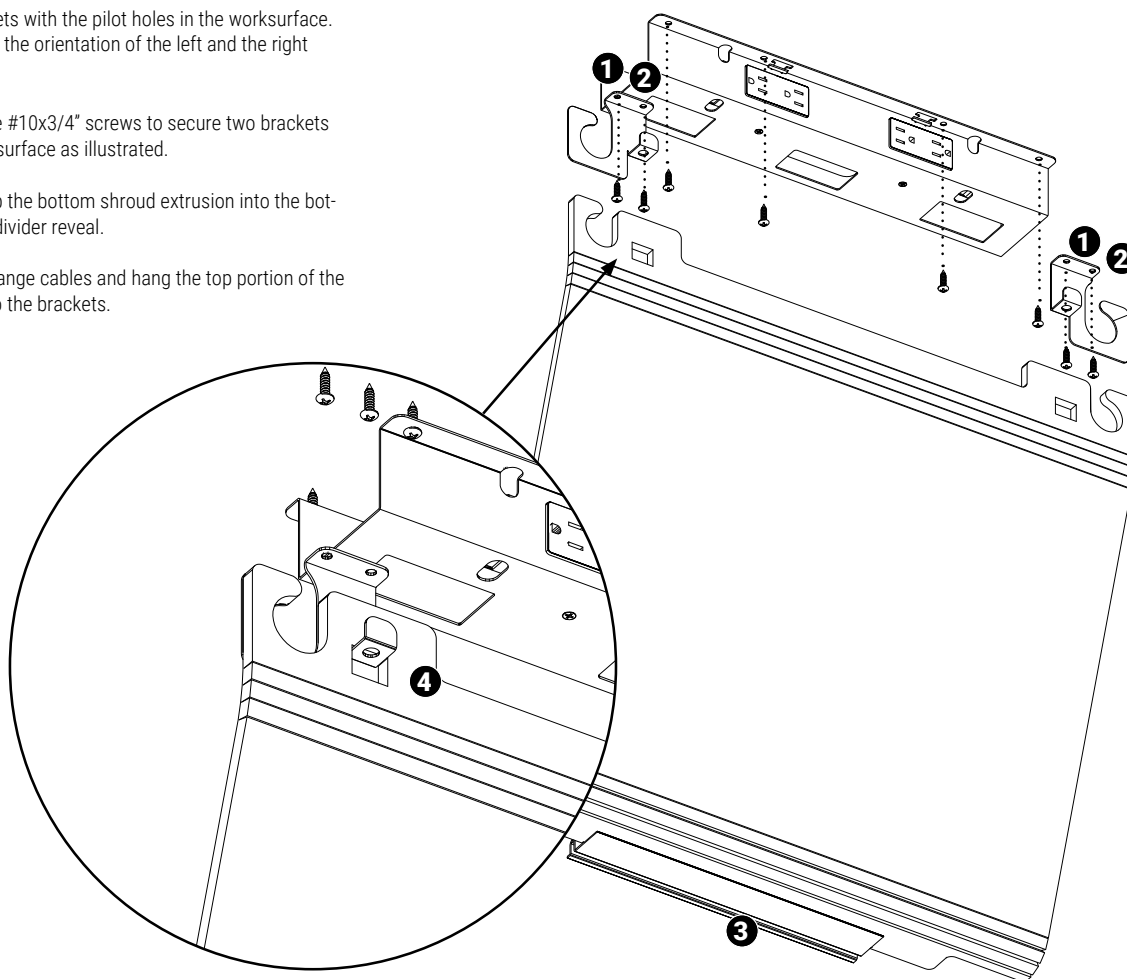


**STEP 1:**  
Align brackets with the pilot holes in the worksurface. Please note the orientation of the left and the right bracket.

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

**STEP 3:** Clip the bottom shroud extrusion into the bottom of the divider reveal.

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



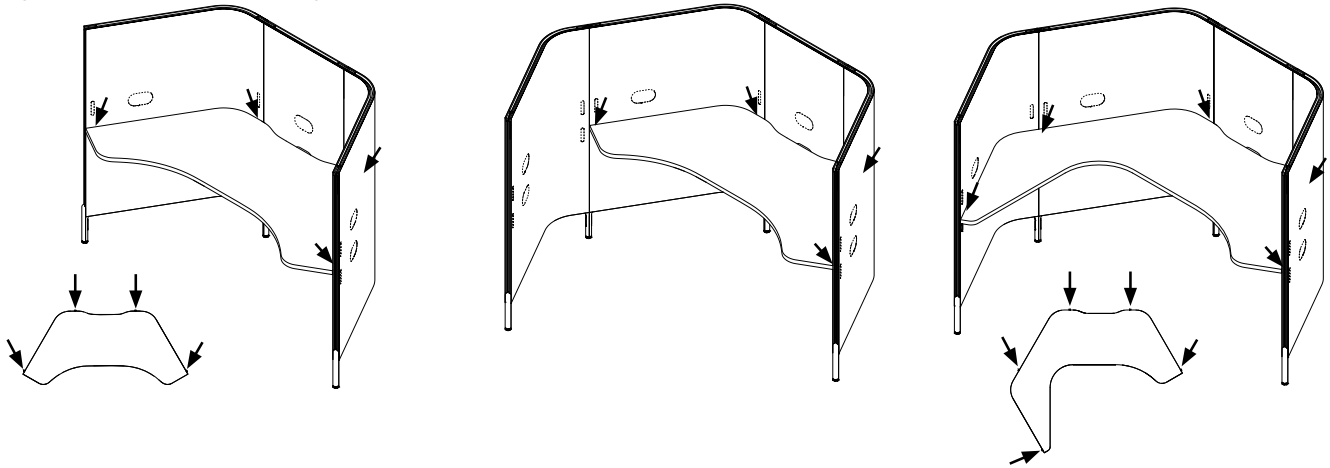


## Worksurfaces

Softpod worksurfaces are supported by a set of die cast brackets. The symmetrical worksurface 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

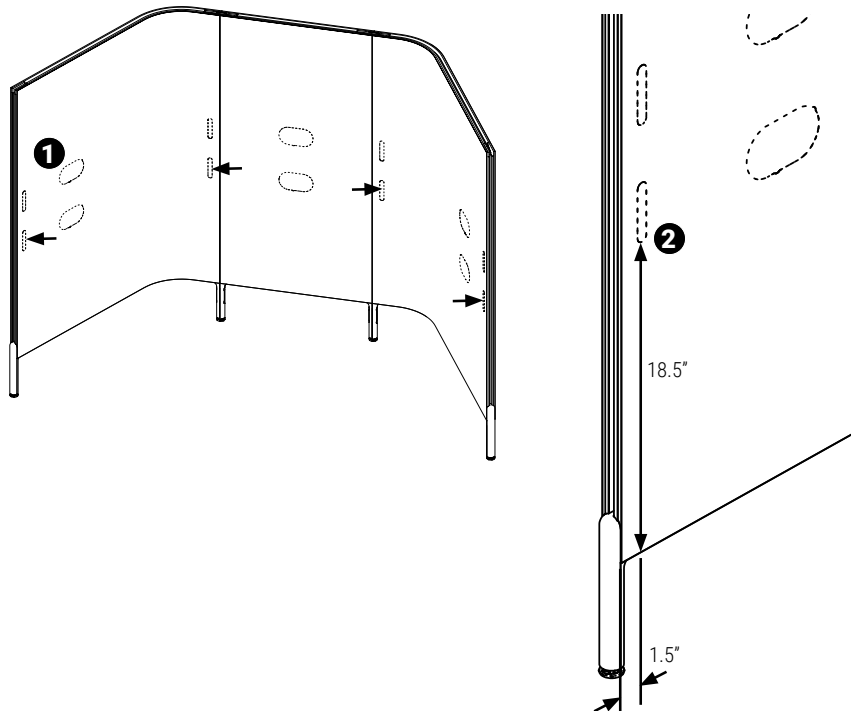
The bottom of 3.25" x 0.63" cutout is located 18.5" from the bottom of the divider and its vertical edge is 1.5" from the vertical edge of the divider.

### 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.



## Worksurface Brackets

### 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.

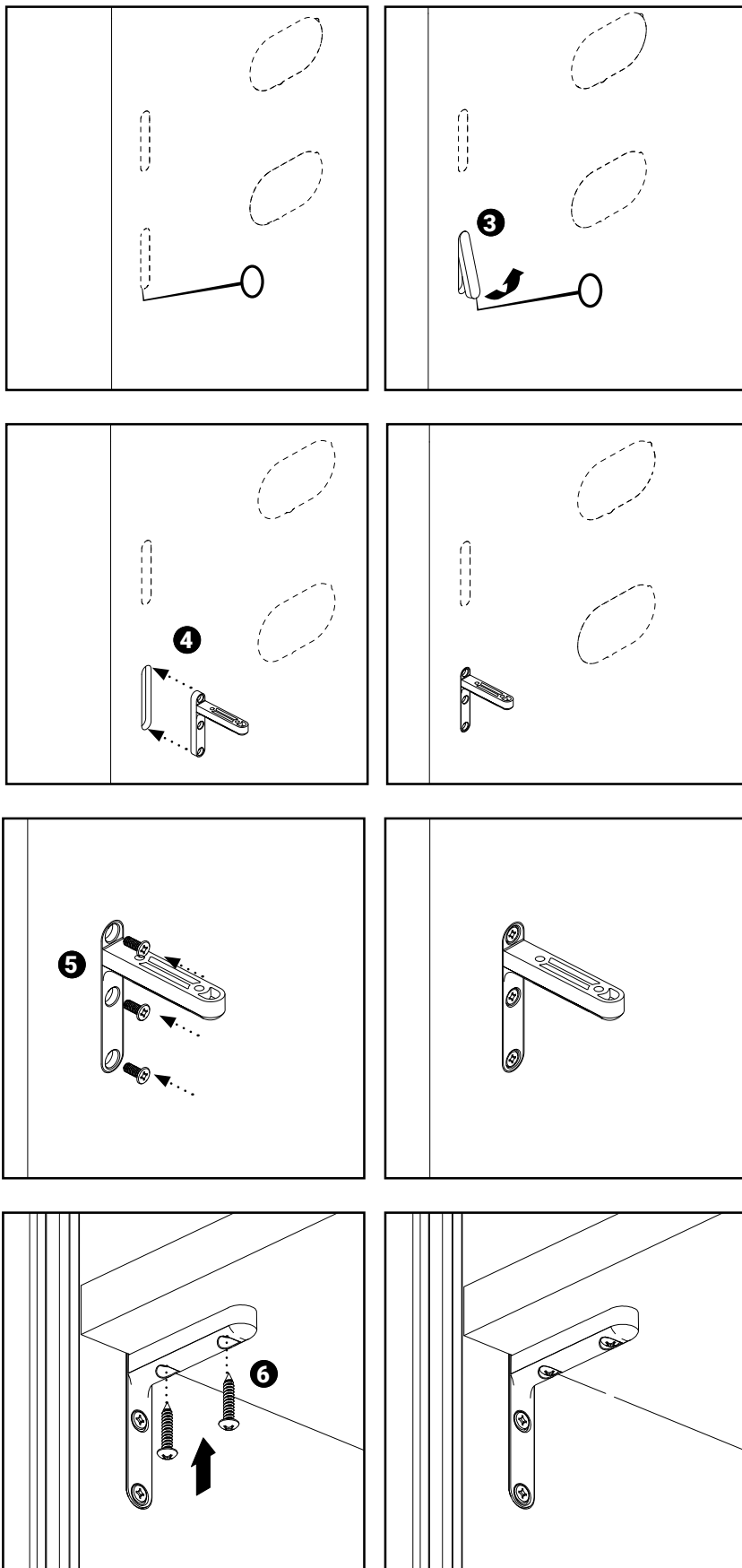
**NOTE:** Since worksurface orientation within the Softpod has been established, and the position of the rear work surface cutout as well), consider installing Softpod divider grommet at this point - before worksurface blocks access to it.

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 through the bracket.



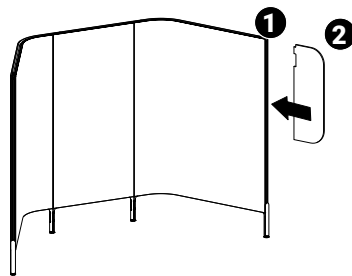
## Extension Dividers

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

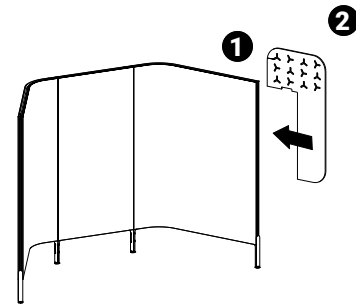
**DO NOT TAP. DO NOT USE Mallet OR ANY OTHER RIGID OBJECT TO HAMMER THE EXTENSION INTO THE GROOVE.**

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.



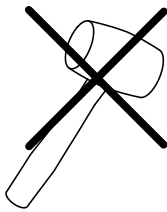
End PET Felt extension divider add-on.



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.**

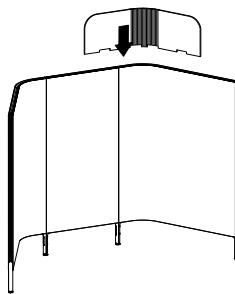


STEP 1: Scored side must always be positioned to face the inside radius.

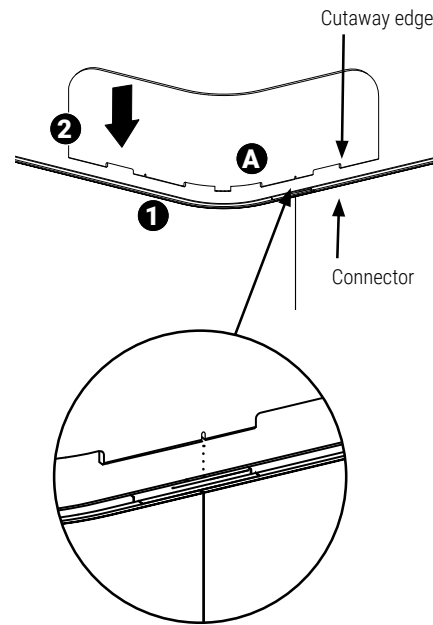
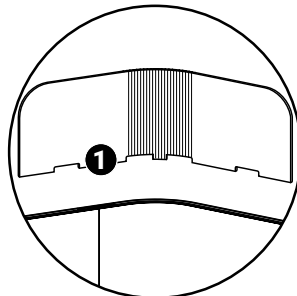
Align bottom cutaway with edges of Softpod connectors as illustrated. The small notch on the extension must align at the divider connections.

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

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



Corner PET Felt extension divider add-on.



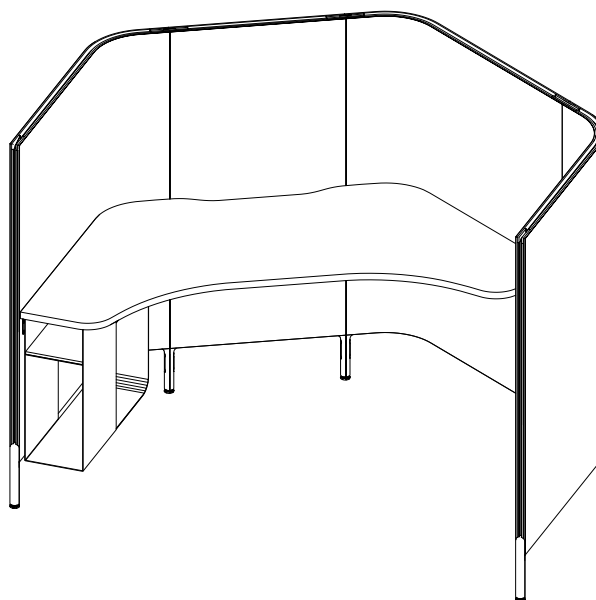
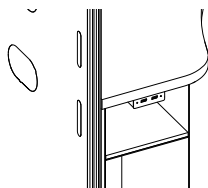
## Under Worksurface Storage • Casual Storage Unit

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

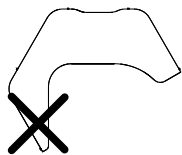
STEP 1: Position the unit under worksurface, against the Softpod divider.

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

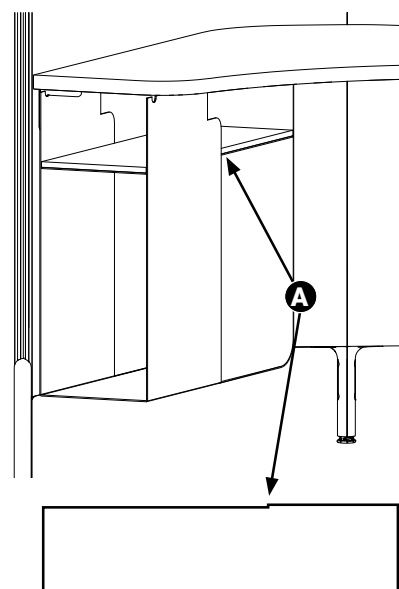
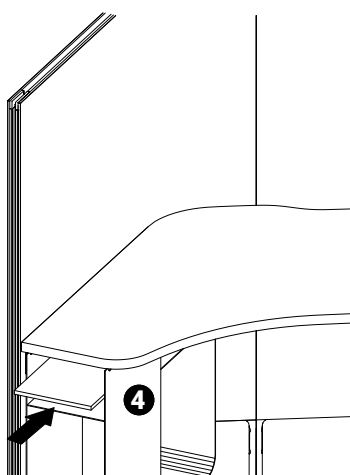
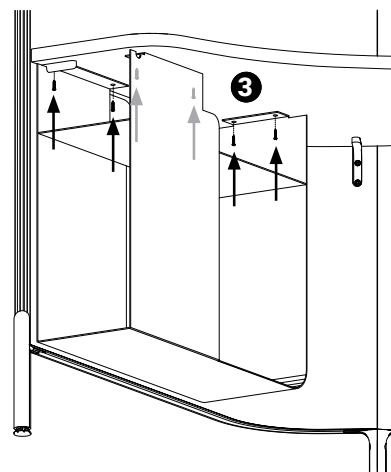
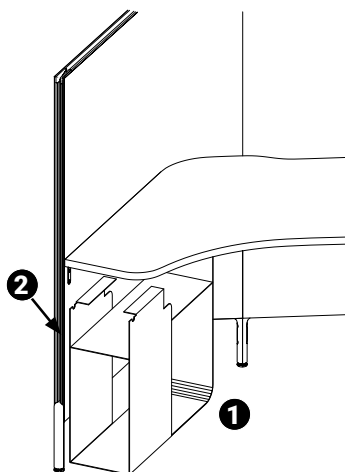


STEP 3: Use a long driver bit to secure the unit by driving #10x3/4" screws into the worksurface in 6 locations as illustrated.

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.



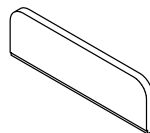
Note: Under Worksurface Storage Unit cannot be installed on the return of the wraparound surface.



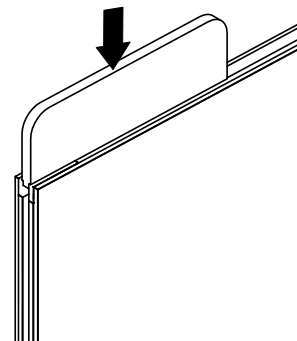
## Accessories • Name Plate

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.**



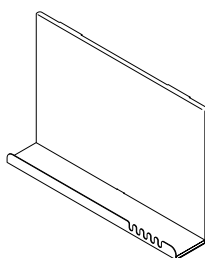
Height: 3.5"  
Depth: 0.5"  
Width: 11"



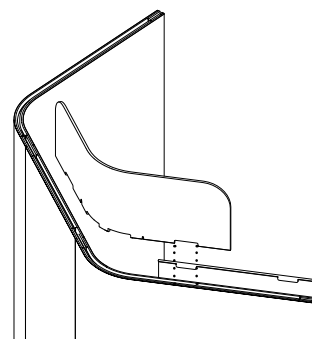
## Accessories • Hanging Shelf

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.



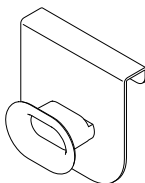
Height: 16"  
Depth: 3"  
Width: 23.5"



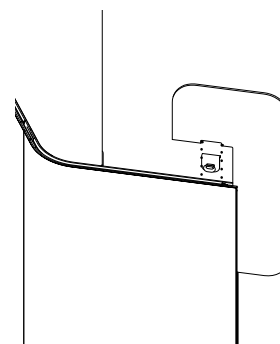
## Accessories • Coat/Bag Hook for Dividers

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.



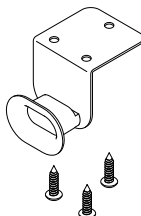
Height: 23.5"  
Depth: 3"  
Width: 11.5"



## Accessories • Under Worksurface Bag Hook

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

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



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



### Accessories • Coat/Bag Hook for Dividers

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

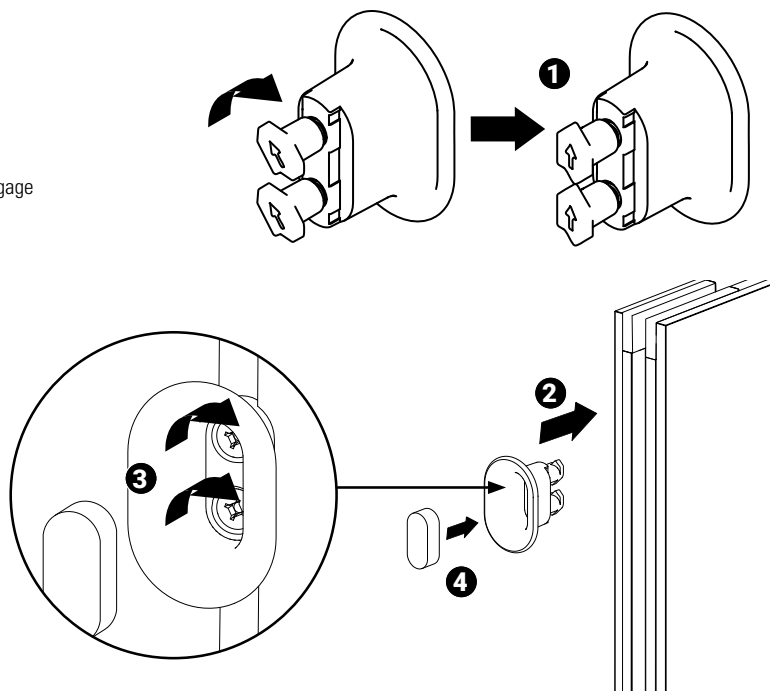
STEP 1: Arrange both rear cams so that the arrows point UP.

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

STEP 3: Turn the screws clockwise 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

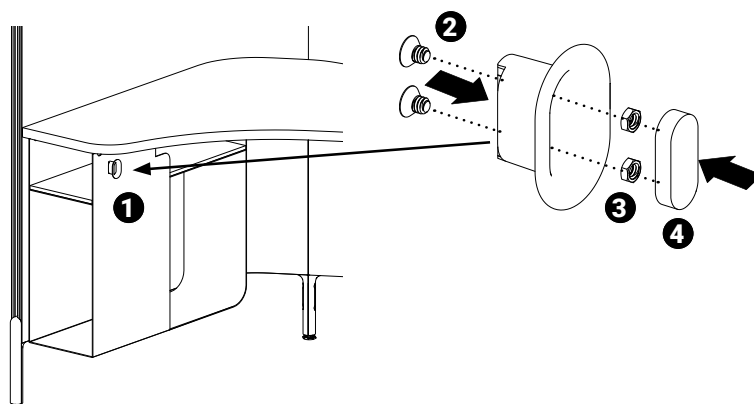
Install the coat/bag hook on either side of the casual storage.

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

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

STEP 3: Place the supplied nuts inside of the hook and tighten the screws.

STEP 4: Press in the PET Felt front plug.



## Accessories • Rear Wall Shelf

The Softpod rear wall shelf spans the 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 connects to the curved dividers at the higher level as illustrated.

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

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

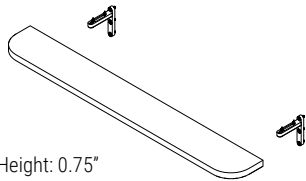
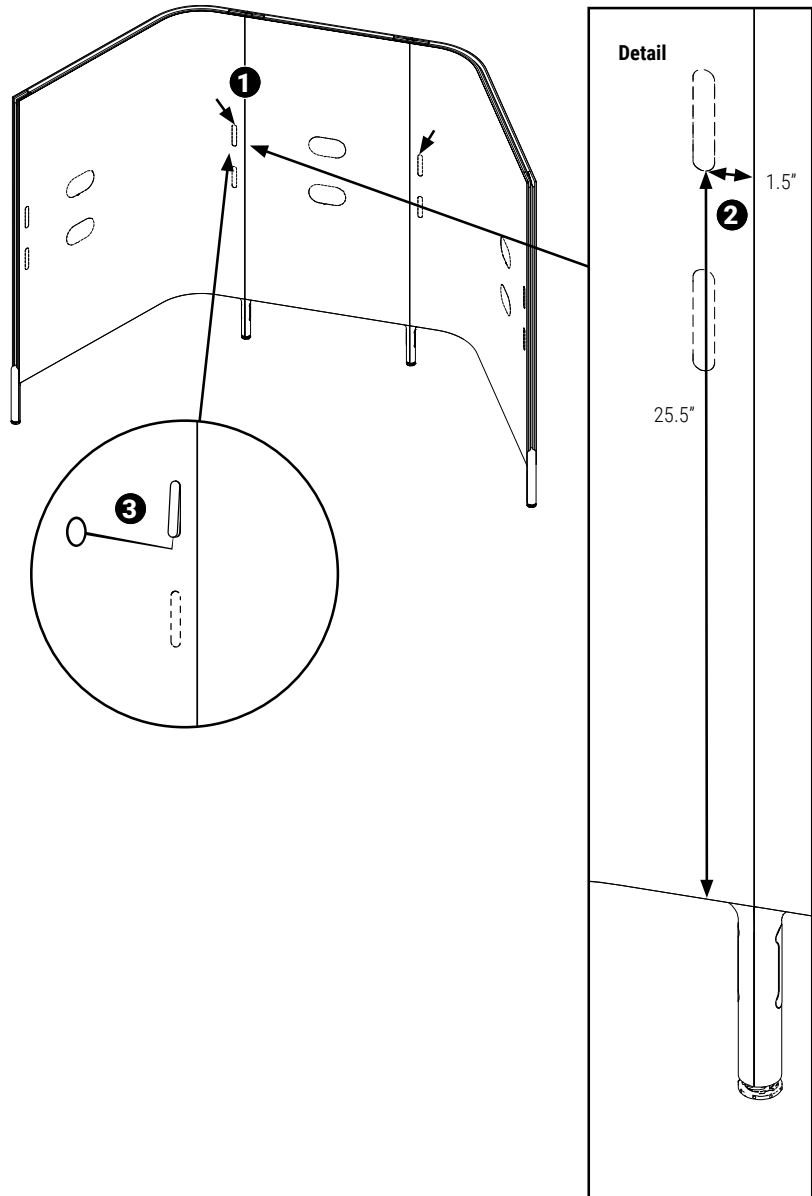
**NOTE:** Consider installing rear wall shelf BEFORE installing worksurface because of easier access to bracket-to-shelf screws.

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"

## Accessories • Rear Wall Shelf

STEP 4: Insert the worksurface bracket into the recess.

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

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

