

**PHONE BOOTH
SAFETY AND INSTALLATION
INSTRUCTIONS**



Oasis Berco Installation, Operating & Safety Instructions

Linear & Soft Pod, Booth and Hub

- All Oasis Berco products are intended for commercial use.
- Please note that specific installation drawings and instructions are provided at the end of this document.
- **WARNING** Risk of injury – Maximum Load on Table Surface is 200 pounds evenly distributed
- **DRY LOCATIONS ONLY**

IMPORTANT SAFETY INSTRUCTIONS

When using an electrical furnishing, basic precautions should always be followed, including the following: Read all instructions before using this Oasis Berco furnishing.

DANGER – To reduce the risk of electric shock:

1. Always unplug this furnishing from the electrical outlet before cleaning.

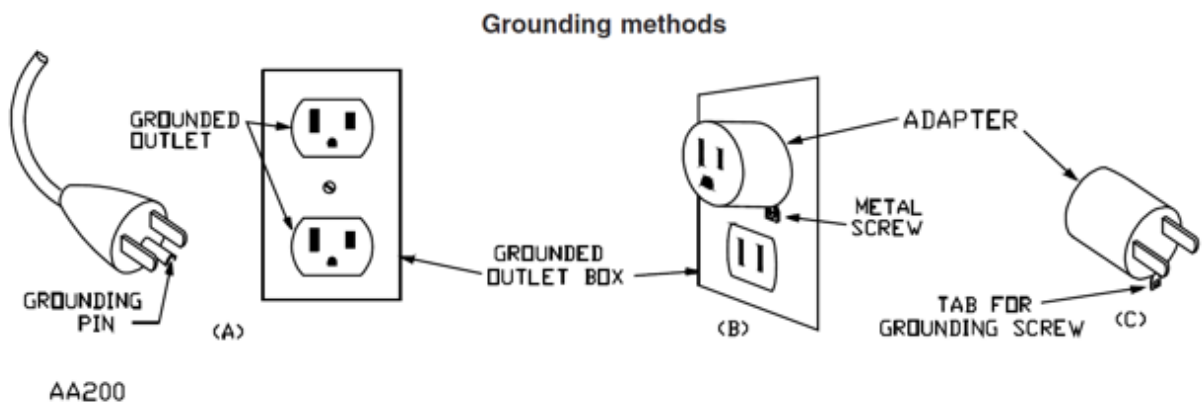
WARNING – To reduce the risk of burns, fire, electric shock, or injury to persons:

1. Unplug from outlet before putting on or taking off parts.
2. Close supervision is necessary when this furnishing is used by, or near children, invalids, or disabled persons.
3. Use this furnishing only for its intended use as described in these instructions. Do not use attachments not recommended by the manufacturer.
4. Never operate this furnishing if it has a damaged cord or plug, if it is not working properly, if it has been dropped or damaged, or dropped into water. Return the furnishing to a service center for examination and repair.
5. Keep the cord away from heated surfaces.
6. Never operate the furnishing with the air openings blocked. Keep the air openings free of lint, hair, and the like.
7. Never drop or insert any object into any opening.
8. Do not use outdoors.
9. Do not operate where aerosol (spray) products are being used or where oxygen is being administered.
10. **WARNING: Risk of Electric Shock** – Connect this furnishing to a properly grounded outlet only. See Grounding Instructions below.
11. For loading always put heavier items at the bottom and not near the top in order to help prevent the possibility of the furnishing tipping over.
12. **WARNING** Risk of injury – Maximum Load on Table Work Surface is 200 pounds evenly distributed.

SAVE THESE INSTRUCTIONS

GROUNDING INSTRUCTIONS

This product is for use on a nominal 120-volt circuit and has a grounding plug that looks like the plug illustrated in the sketch below. Make sure that the product is connected to an outlet having the same configuration as the plug. No adapter should be used with this product.



Tools needed for assembly:

- Drill/Driver with #2 Phillips Bit
- 7/16" Socket with extension
- Lint Brush

Hardware/Accessory Kit:

- 5 - 1/4" x 20 x 1 1/2" hex head bolts with washers
- 12 - 1/4" x 20 x 1 1/2" Phillips head bolts
- 8 - #10 x 1" Phillips head wood screws

Before you start:

1. Read instructions and check that all parts are accounted for before you start building.
2. Begin assembly as close to final product location as possible.
3. Additional assembly instructions may be required depending on specification of product ordered.
4. Read all Operating & Safety instructions before using this Oasis Berco furnishing.

Step 1



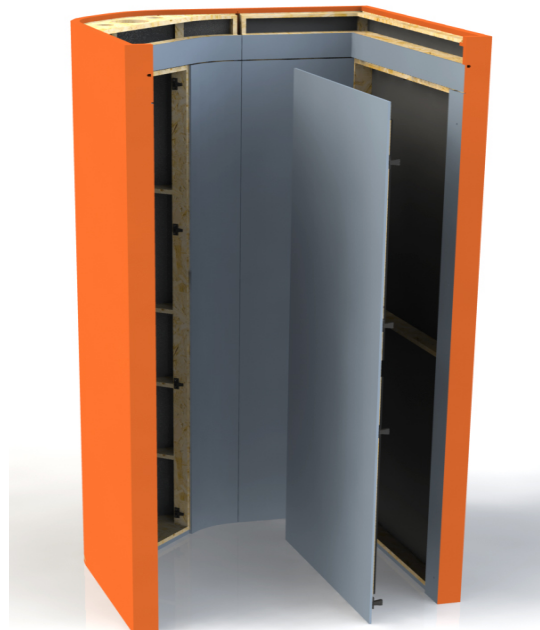
- A. These instructions are for a left hand Soft Phone Booth. Directions are mirrored for a right hand unit.
- B. Start with the L section as shown above.
- C. Note that the panels will join together with 1/4" x 20 x 1 1/2" hex head bolts. To attach panels you will line up the adjoining panel and tighten the bolts until it is tight and level.

Step 2



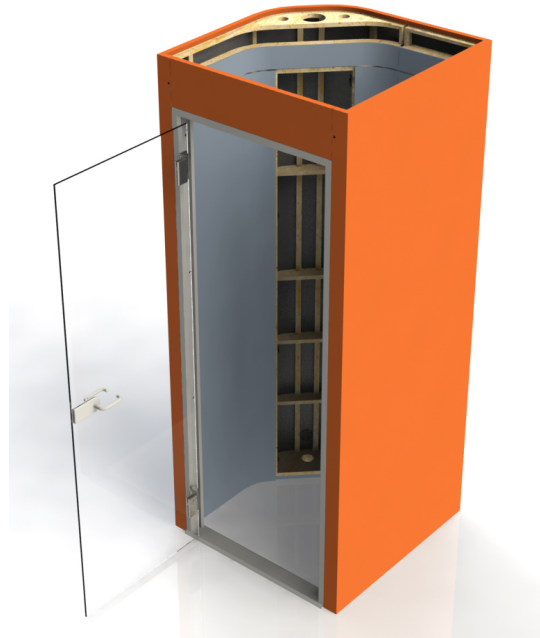
- A. Bring the corner section into position.
- B. Align the panels; start by inserting the (5) hex head $\frac{1}{4}$ " x 20 x $1\frac{1}{2}$ " bolts with washers through the corner section into the threaded inserts in the L shaped section.
- C. Make sure the tops of the panels are aligned as you tighten all 5 bolts thoroughly.

Step 3



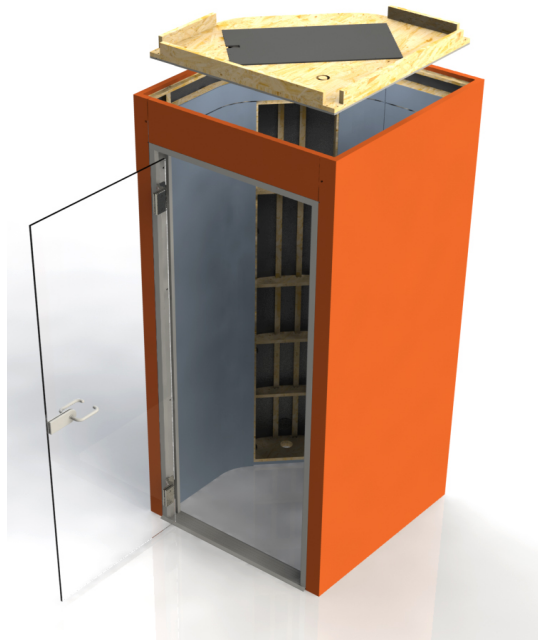
- A. Install the internal acoustic panel into the L shaped section.
- B. Align the clips on the panel to those inside the wall. Push into place to secure.

Step 4



- A. Make sure the unit is level. Adjust floor glides as necessary.
- B. Lift the door frame unit into place. Secure the header panel to the side walls using (4) $\frac{1}{4}$ " x 20 x $1\frac{1}{2}$ " Phillips head bolts into the threaded inserts in the side walls. Do not tighten all the way.
- C. Secure the door frame to the side walls using (8) $\frac{1}{4}$ " x 20 x $2\frac{1}{2}$ " Phillips head bolts into the treaded inserts in the side walls. Do not tighten all the way.
- D. Check again to make sure the unit is level. Adjust floor glides as necessary.
- E. Tighten all 12 bolts.
- F. Test the door to make sure it works properly. If not, the unit is not level and must be adjusted.

Step 5



- A. Lift the ceiling panel into position and feed the cable for the light down into the corner section.

Step 6



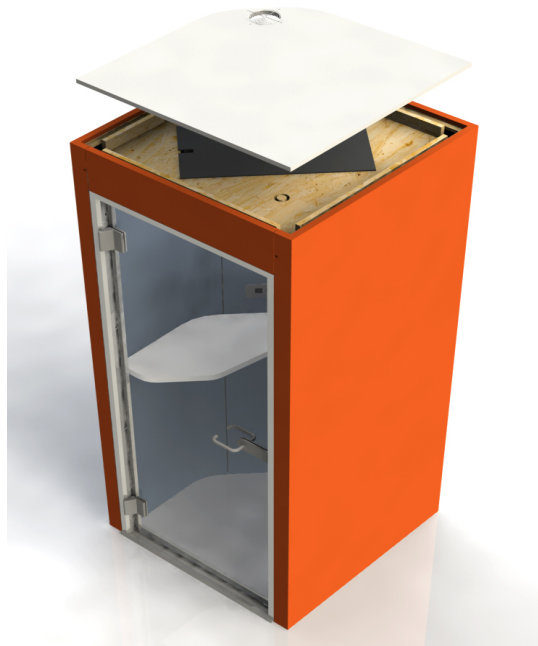
- A. The cover panel for the corner will have all the power components installed, including the optional Cove outlet.
- B. Attach the cords from the light to the "switched" outlets on the power strip. Attach the cord from the motion sensor into the side of the power strip into the plug that looks like a phone jack and is marked "sensor". Feed the motion sensor end through the top of the interior corner and over towards the hinge side of the door. For more information see "Electrical Troubleshooting" document at the end of this Installation Guide.
- C. Route the power cable from the power strip out the grommet hole at the bottom of the unit (in the corner section).
- D. Connect the power and make sure the light & fan turn off/on via the sensor (the light intensity and fan speed can be changed by adjusting the dials on the ceiling panel).
 - i. If the light and fan do not work, first check all connections on the ceiling panel.
 - ii. Reset the motion sensor (See Step 9, E).
 - iii. See Electrical Troubleshoot section at the end of this document.
 - iv. If all connections are secure, please contact Oasis Berco at 888-772-4788 and ask for Dave Dunn or James Holborow in Engineering.
- E. Secure the motion sensor to the interior upper door frame using the supplied double stick tape.
- F. Once all electrical has been tested, the corner panel can be pushed into place by lining up the clips on the panel to those inside the wall.

Step 7



- A. Install work surface. Brackets are already installed to the curved portion of the wall. Use 8 - #10 x 1" Phillips round head screws to attach the work surface to the brackets.

Step 8



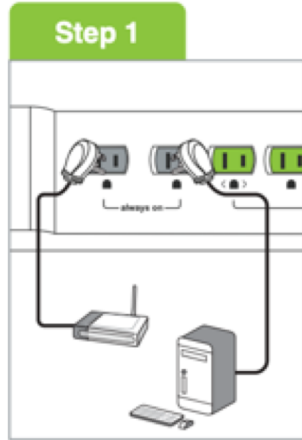
- A. Install ceiling cap to finish ceiling exterior.

Step 9

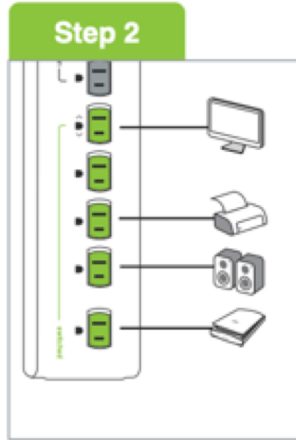


- A. Clean the door glass.
- B. Clean work surface.
- C. Use lint roller to clean upholstery.

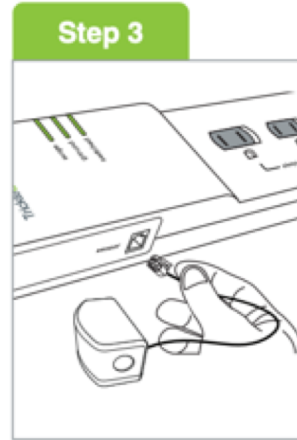
ELECTRICAL TROUBLESHOOTING (Page 1 of 2)



Plug in devices that require continuous power into the always-on outlets (e.g., modem, CPU).



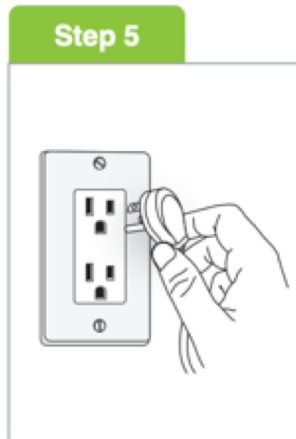
Plug peripheral electronics into the outlets on the power strip labeled "switched".



Plug the SensorClick motion sensor into the port on the side of the power strip that looks like a phone jack and is marked "sensor".



Mount the motion sensor to a flat surface (e.g., under the desk) aiming at the area you wish to detect movement.



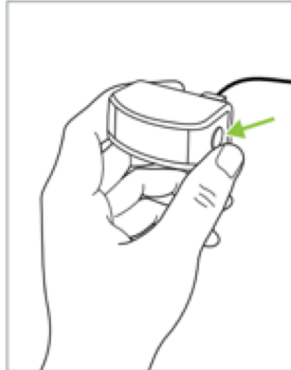
Plug the power strip into a grounded outlet receptacle. The ground and surge lights on the power strip will illuminate indicating that the power strip is properly grounded, and that surge protection is active.



Important: The product must only be plugged into a grounded outlet receptacle. All connected electronics should be plugged directly into the product. Use of an extension cord, adaptor, or any power strip in conjunction with the Product will void all warranties.

ELECTRICAL TROUBLESHOOTING (Page 2 of 2)

The SensorClick motion sensor has a configurable countdown timer that has a default setting of 30 minutes.



To configure the countdown timer, press and hold the button on the side of the SensorClick motion sensor for 5 seconds until the red LED illuminates. Then press:

- Twice for 10 minutes
- Three times for 30 minutes
- Four times for 60 minutes

After the countdown timer is set, the LED will flash the same number of times the button was pressed to confirm the new timer setting.

Troubleshooting

! There is no power supplied to any of the outlets.

Ensure that the circuit breaker switch on the top of the power strip is not set to off. If so, flip the switch to reset the circuit breaker.

! There is no power supplied to the switched outlets.

The SensorClick motion sensor must be connected to the power strip, and motion must be detected to turn on the switched outlets.

Alternatively, press the button on the motion sensor to manually turn on the switched outlets.

! The SensorClick motion sensor is blinking.

This is a notification that no motion has been detected within the countdown timer period, and that the electronics plugged into the switched outlets will soon shut off.

The LED on the motion sensor will also flash each time motion is detected.

! The electronics plugged into the switched outlets keep switching off.

The power strip shuts off the electronics plugged into the switched outlets after 10/30/60 minutes if no motion is detected by the motion sensor. Ensure that the motion sensor is placed in a proper location and can detect movement. The countdown timer will reset for another 10/30/60 minutes each time motion is detected.