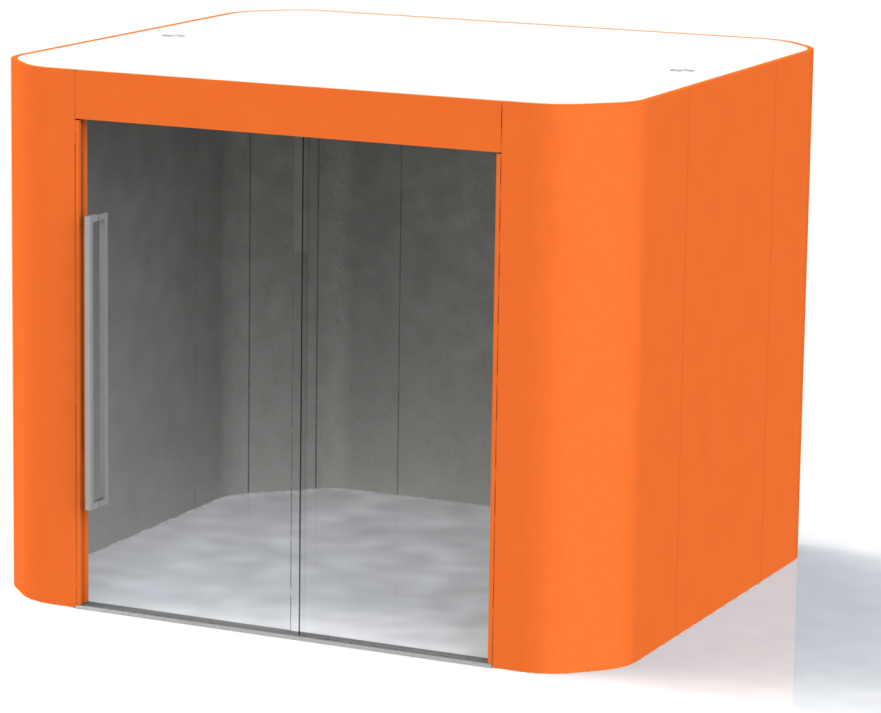


*PODS*  
**SAFETY AND INSTALLATION  
INSTRUCTIONS**



## 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.

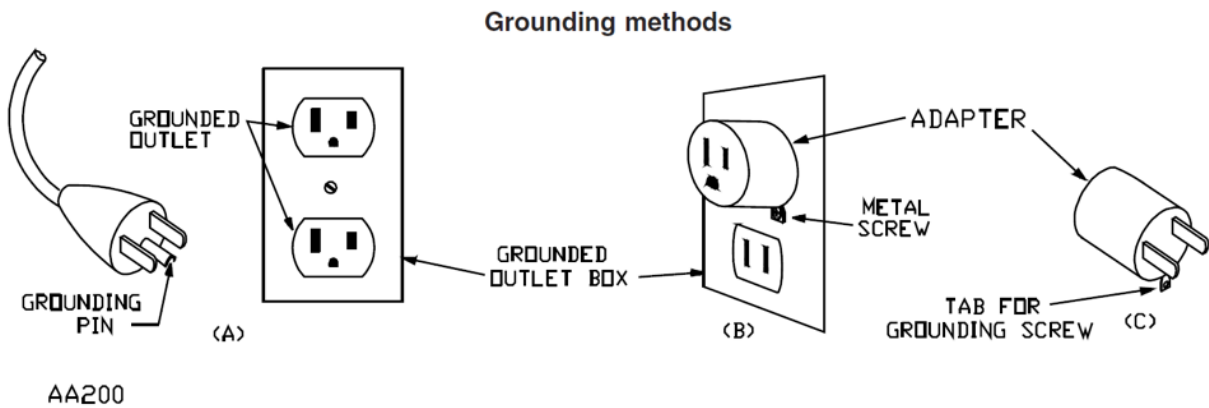
**WARNING** – To reduce the risk of burns, fire, electric shock, or injury to persons:

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 Wrench
- 9/16" Flat Wrench
- Lint Brush

## Hardware/Accessory Kit:

- 30 – 1/4-20 x 2-1/4" hex head bolts – Team Pod
- 30 – Wood Shims – Team Pod
- 10 – 1/4-20 x 2-1/4" hex head bolts – Duo Pod
- 10 – Wood Shims – Duo Pod
- 4 – 1/4-20 x 1-1/2" Phillips head bolts
- 8 - #12 x 1" self tapping screws
- 17 - #8 x 1-1/4" black drywall screws
- Double Handle Glass Suction Cups – 2 per order
- Glass Door Handle
- Glazing Seal
- Optional louvre ceiling: #8 x 5/8" screws

## Before you start:

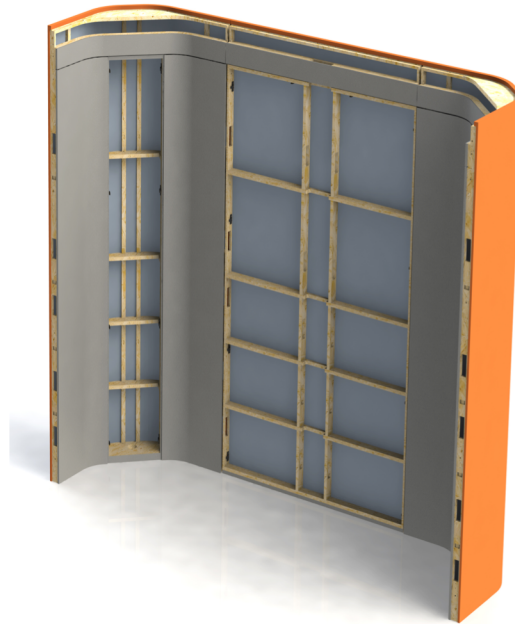
1. Read instructions and check that all parts are accounted for before you start building.
2. Begin assembly as close to final product location as possible.
3. Additional assembly instructions may be required depending on specification of product ordered.
4. Read all Operating & Safety instructions before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

# Step 1



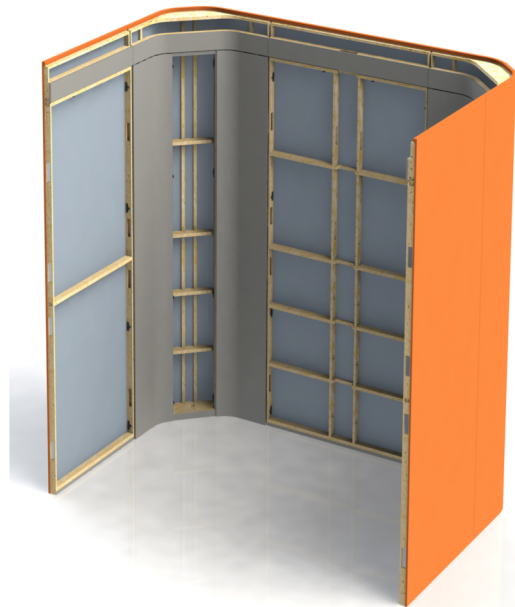
- A. Start the build with the rear Left Hand corner. The panel will have the opening for the electrical panel so you know which panel is correct.
- B. Connect the rear left hand corner to the rear straight wall using 5 – 1/4-20 x 2-1/4" hex head bolts into the threaded insert in the corner wall. After inserting the bolt through the center wall, attach a "shim" block between the end of the bolt and the frame you are connecting to. This will help ensure the walls are square when tightened.
- C. Make sure the panels line up along the inside, outside and top before fully tightening bolts.

## Step 2



- A. Install the right corner section.
- B. Connect the rear right hand corner to the rear straight wall using 5 -  $\frac{1}{4}$ -20 x 2-1/4" hex head bolts into the threaded insert in the corner wall. After inserting the bolt through the center wall, attach a "shim" block between the end of the bolt and the frame you are connecting to. This will help ensure the walls are square when tightened.
- C. Make sure the panels line up along the inside, outside and top before fully tightening bolts.

## Step 3



- A. Attach the left side and right side wall sections. NOTE: If building a Soft Duo Pod (vs. Team Pod), you will SKIP this step).
- B. Connect each corner section to the side straight walls using 10 (5 per side) -  $\frac{1}{4}$ -20 x 2-1/4" hex head bolts into the threaded insert in the corner wall. After inserting the bolt through the side wall, attach a "shim" block between the end of the bolt and the frame you are connecting to. This will help ensure the walls are square when tightened.
- C. Make sure the panels line up along the inside, outside and top before fully tightening bolts.

## Step 4



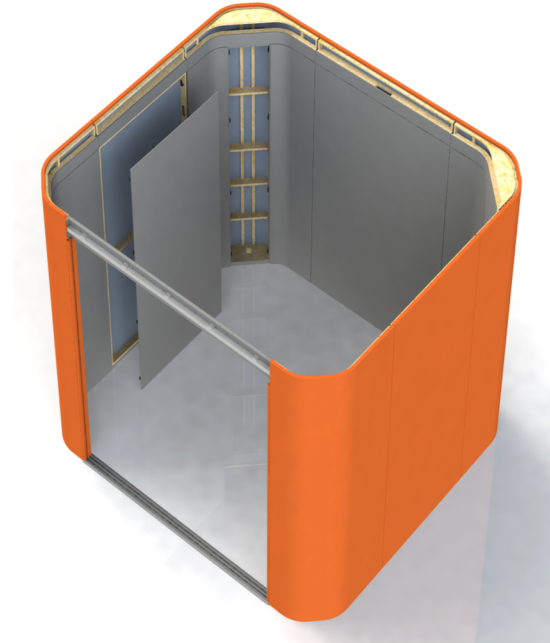
- A. Attach the front corner sections.
- B. If installing a Soft **Duo** Pod, connect the front corners to the rear corners by lifting the front corners and sliding them down onto the upholstery brackets on rear corners. Adjust as necessary so the panels are level.
- C. If installing a Soft **Team** Pod, connect each front corner section to the side straight walls using 10 (5 per side) – ¼-20 x 2-1/4" hex head bolts into the threaded insert in the front corner section. After inserting the bolt through the side wall, attach a "shim" block between the end of the bolt and the frame you are connecting to. This will help ensure the walls are square when tightened.
- D. Make sure the panels line up along the inside, outside and top before fully tightening bolts.

## Step 5



- A. Install the header glass track.
- B. Bolt the header to each front corner using 4 (2 per side) –  $\frac{1}{4}$ -20 x 1-1/2" Phillips head bolts into the threaded insert and tighten.
- C. Install threshold (not shown above) using 8 (4 per side) - #12 x 1" self tapping screws. The screws will be attached to the inside, bottom of the door frame.

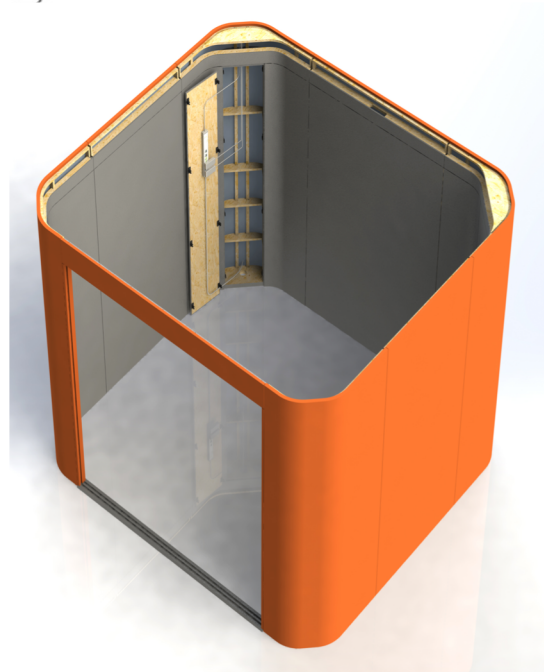
## Step 6



- A. Install the interior acoustic panels.
- B. Attach the panels to the side walls. If there are glass side walls, there will be small side wall panels to install. Align the panels with the clips and push into place. The side panels are acoustic so they will have acoustic panels on the inside.

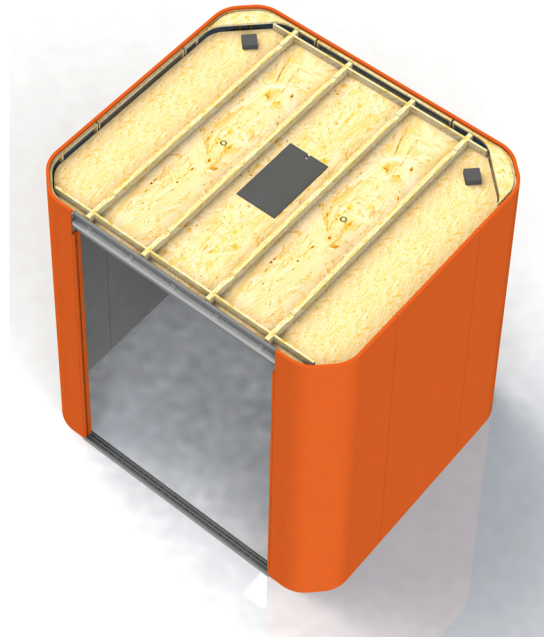


## Step 7



- A. Before installing the corner panel with the electronics, all connections will have to be made. For troubleshooting, see “Electrical Troubleshooting” section at the end of this document.
- B. Route the cord that will be plugged into the electrical outlet through the bottom grommet hole and out the back of the booth. **DO NOT YET PLUG THE END IN.**
- C. Connect the power cord from the ceiling lighting to one of the outlets on the power strip labelled “switched”.
- D. Connect the motion sensor cord from the ceiling to the port on the side of the power strip labelled “sensor”.
- E. If you have optional power required for a TV or outlets, those extension cords should be plugged into the outlets on the power strip labelled “always on”. Route those extension cords through the corner panel into the media wall section so they can be pulled through the grommets in the media wall.
- F. Connect the power and make sure the light turns off/on via the sensor (the light intensity can be changed by adjusting the dials on the ceiling panel).
  - i. If the light does not work, first check all connections on the wall panel and ceiling.
  - ii. Reset the motion sensor (See Step 12, B).
  - 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.
- G. Install the corner electronics panel by lining up the clips and pushing into place.
- H. Route any necessary cords through the media wall. Install the media wall panel by lining up the clips and pushing into place.

## Step 8

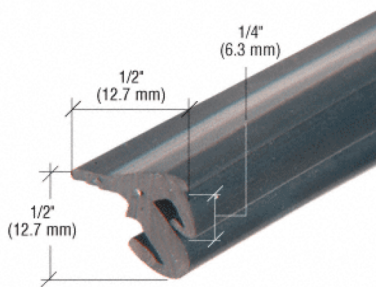


- A. Install the ceiling panels. There will be 5 panels to install.
- B. After all 5 panels are set in place, each section should be level and flush (from the inside) and then the panels will be joined from the top using 12 - #8 x 1-1/4" black drywall screws. Repeat this process for each panel, ensuring that they are level from the inside.
- C. ***NOTE: If you are installing a louvre ceiling, please refer to the Optional Louvre Ceiling Installation Instructions at the end of this document.***

## Step 9



- A. Install stationary piece of glass first. Lift glass into the rear groove of the upper track where there is an upholstered "L" shaped piece. The bottom of the glass panel should sit in the rear channel of the threshold. Use glazing seal on the inside of the threshold section to secure the panel in place.
- B. Install the door glass. Lift the glass door and place the hanging hardware (attached to the door) over the hex head bolts that are attached to the header. Adjust the bolt so that it is level with the side wall and not dragging on the bottom of the threshold.
- C. Once level, tighten the nuts down so the door cannot be lifted out of place.
- D. Push front fabric header panel into the upper track. You will then screw down from the top of the unit into the fabric header panel using 5 - #8 - 1-1/4" drywall screws to secure it in place.



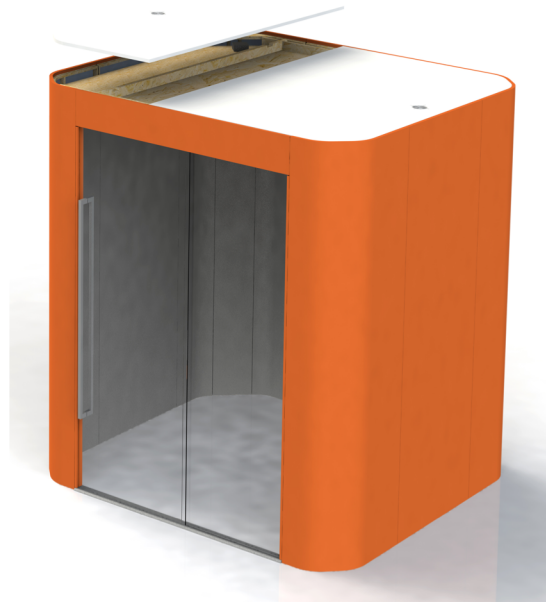
Glazing Seal

Step C

Step B



## Step 10



- A. Install finished ceiling cap (3 pieces). They are set in place and not attached with screws.

## Step 11



- A. Clean glass.
- B. Use a lint roller on the fabric panels to remove any handling marks.
- C. Adjust the motion sensor as follows:
  - i. Press and hold the button on the side for 5 seconds until the red LED illuminates. Then press:
    - a. Twice for 10 minutes
    - b. Three times for 30 minutes
    - c. Four times for 60 minutes
  - ii. 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.
- D. Secure the motion sensor to the rear portion of the light panel by using the double stick tape provided on the back of the sensor.
- E. Install any optional furniture/accessories – see the end of this document for installation instructions

## OPTIONAL LOUVRE CEILING INSTALLATION

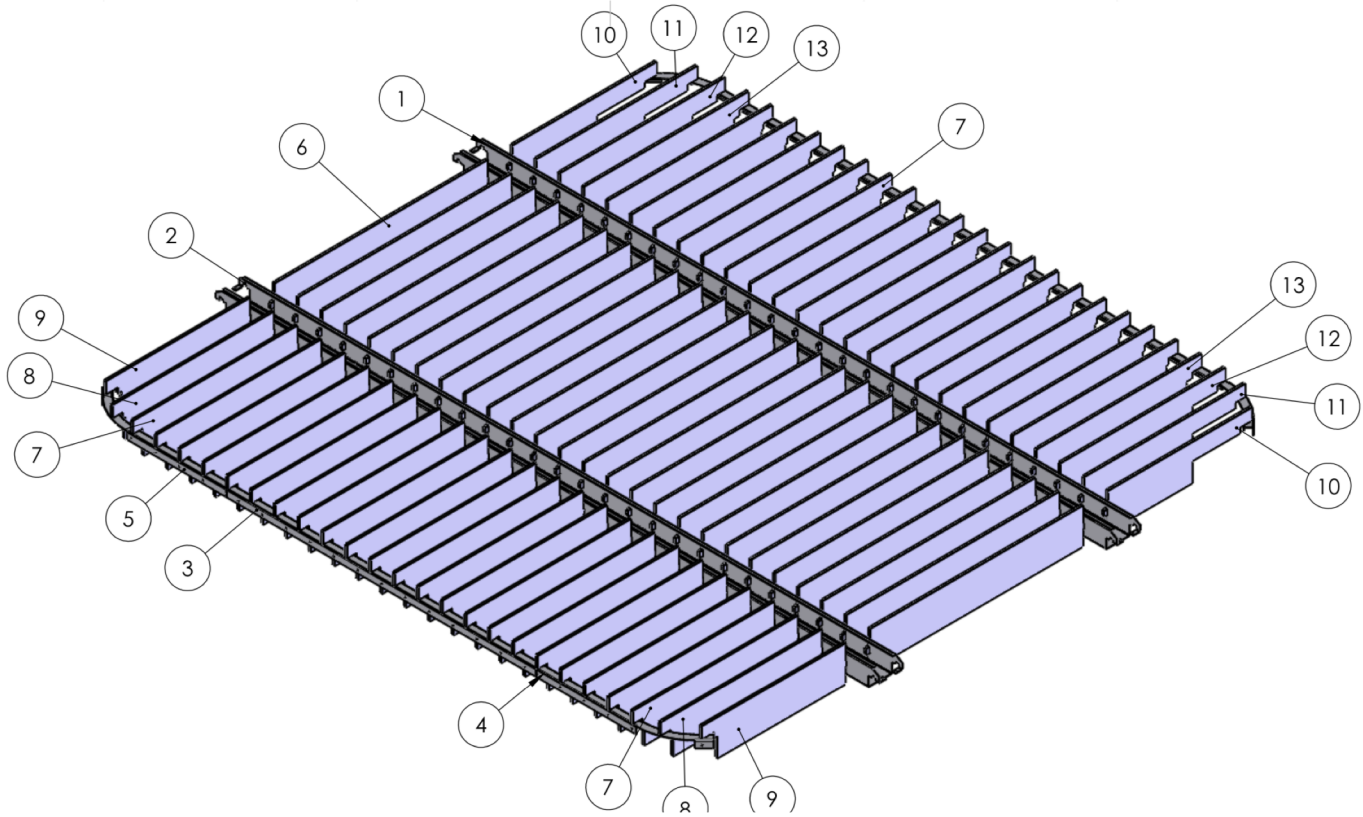


- A. Mount the side supports along the top edge of the structure. There will be two corner and one straight section for each side. The metal fold sits on the inside of the top lip. Secure with #8 x 5/8" wood screws. See detail drawing below for further clarification.
- B. Lay the lighting channels in position but do not screw in place. Position the channel with the motion sensor on the side closest to the corner with the power supply.
- C. Route the cords for the lighting and motion sensor down through the corner with the power supply. You will connect the power later in the installation.



- A. The louvres have various sizes based on the size booth and location of the louvre. See detailed louvre instructions on the following pages.
- B. Install the louvres per the detailed plans. Always start from one side, finish that entire side and then move to the middle (if applicable) and then complete the other side.
- C. Once all louvres are installed secure the ends of the lighting channels with #8 x 5/8" screws.
- D. Your ceiling installation is now complete.

## SMALL TEAM POD – LOUVRE DETAIL



ITEM NO.	Description	Drawing No	Part no	QTY.
1	Oasis Soft Lighting Channel LTB (Sensor)	OBD_0053		1
2	Oasis Soft Lighting Channel STP	OBD_0263		1
3	Louver Support Straight 1300	OBD_0262		2
4	Louver Corner Support LH	OBD_0055		2
5	Louver Corner Support RH	OBD_0056		2
6	Oasis Soft Ceiling Louvre (Centre) 900	OBD_0261		26
7	Oasis Soft Ceiling Louvre - Standard	OBD_0050		40
8	Oasis Soft Ceiling Louvre - C2	OBD_0048		2
9	Oasis Soft Ceiling Louvre - C1	OBD_0049		2
10	Oasis Soft Ceiling Louvre - SC1	OBD_0047		2
11	Oasis Soft Ceiling Louvre - SC2	OBD_0046		2
12	Oasis Soft Ceiling Louvre - SC3	OBD_0045		2
13	Oasis Soft Ceiling Louvre - SC4	OBD_0044		2



## OPTIONAL WALL MOUNTED WOOD FRAME TABLE

### Tools needed for assembly:

- #2 Phillips Screwdriver/Bit

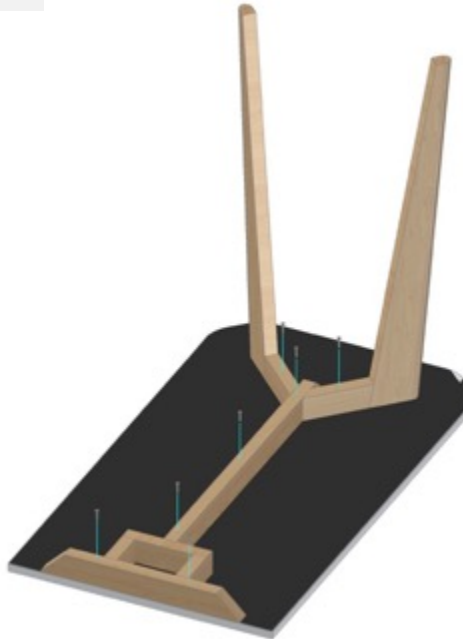
### Hardware/Accessory Kit:

- Qty Depends on Size of Table - #8 x 3 1/2" Wood Screws
- 4 - #8 x 2 1/2" 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. If applicable, install electrical following manufacturer directions provided.
- B. Attach top to legs using #8 x 3 1/2" Wood Screws

Step 2



- A. If applicable, connect electrical outlet to extension cord coming out of the wall grommet. Push extra cord into the wall through the grommet opening.
- B. Secure table to wall using 4 - #8 x 2 1/2" Wood Screws
- C. **MAKE SURE TO SCREW SECURELY INTO WALL BLOCKING**

## OPTIONAL WALL MOUNTED PEDESTAL TABLE

### Tools needed for assembly:

- #2 Phillips Screwdriver/Bit

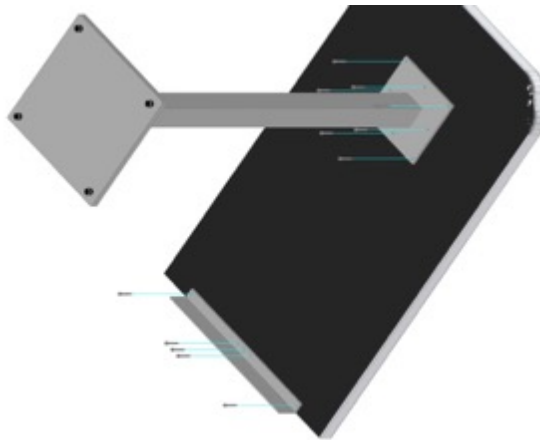
### Hardware/Accessory Kit:

- Qty Depends on Size of Table - #10 x 1" 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. If applicable, install electrical following manufacturer directions provided.
- B. Attach top to legs using #10 x 1" Wood Screws in pre-drilled locations in the table top.
- C. Attach wall bracket to top using #10 x 1" Wood Screws in pre-drilled locations in the table top.

# Step 2



- A. If applicable, connect electrical outlet to extension cord coming out of the wall grommet. Push extra cord into the wall through the grommet opening.
- B. Secure table to wall using #10 x 1" Wood Screws
- C. **MAKE SURE TO SCREW SECURELY INTO WALL BLOCKING**

## OPTIONAL TV WALL MOUNT

### Tools needed for assembly:

- See instructions in TV Wall Mount box

### Hardware/Accessory Kit:

- All hardware necessary will be included in TV Wall Mount box

### 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.



- A. Image above is representative. Actual bracket may vary slightly.
- B. Designed for TV's 32" to 55"
- C. Max weight limit (including bracket) is 99 lbs.
- D. Install per instructions provided with TV Wall Mount
- E. Route all electrical through grommets to connect to TV.
- F. **MAKE SURE THAT THE BRACKET IS SCREWED SECURELY INTO WALL BLOCKING TO AVOID THE RISK OF THE TV FALLING**