Haven Team+

INSTRUCTION MANUAL

OFFICEPODS KNIGHT

Intro

Welcome to your Haven Pod Instruction Manual – your ultimate guide for pod setup, assembly, and maintenance.

IMPORTANT NOTICE!
Take the time to thoroughly read this manual, as it offers crucial details regarding the safety, usage, installation, and upkeep of your pod.

Caution
Non-compliance with or neglect of assembly, safety, and operational guidelines related to this product could lead to severe bodily harm.

TRANSPORTATION
- For the safe transportation of pod crates, an enclosed transport vehicle must be used to shield the packaging from the elements.
- Utilise the pallet base provided with the crates, requiring a forklift or pallet jack with the appropriate load capacity.
- Exercise special care when handling crates containing glass elements, identifiable by a printed glass icon.
- During loading, unloading, and movement to the installation site, take extra precautions in lifting and carrying the crates, strictly avoiding dropping, dragging, or placing them on their sides.
- When lifting pod components, ensure to lift from the bottom or in alignment with the arrows indicated on the packaging.
- Before transporting pods in a lift, confirm that all elements fit. Avoid transporting open packages in a lift; if necessary, cover the pod with cushioning to prevent surface damage.

SETUP & INSTALLATION
- Follow the assembly guidelines provided in the document when putting together your pod from individual pieces.
- Before commencing the assembly process, ensure that you have all the required components by checking the contents upon opening the packaging.
- When handling glass elements, use suction pads for lifting.

POD LOCATION
- Ensure the floor is robust and capable of supporting the pod's weight before finalising its placement.
- Avoid assembling your Pod in the immediate vicinity of a damp area (with relative air humidity exceeding 60%) or in close proximity to a cold environment (with temperatures below +10° C) or near a heating device.
- To relocate your already assembled Pod, lower the wheels located in the base and move it to its new on-site location.
- Before pushing your Pod to its new spot, ensure it's emptied of any objects and furniture, and disconnect it from the power supply.
- If your assembled pod needs relocating to an off-site location, please contact Knight and we will put you in touch with our certified installers.

SAFETY
- Ensure the pod is used safely to prevent potential damage to the table and to avoid causing harm to the user or individuals in close proximity.
- Avoid tampering with electrical components, as this could result in a malfunctioning product or pose a risk of serious bodily harm.
- Connect the pod's power cord only to the specified mains power voltage.
- The use of electrical appliances in the pod should not exceed 1600W.
- Kindly keep this operation manual for reference and pass it on to any future owner.

USAGE
- Set up and utilize your Pod in dry and heated rooms, maintaining an air temperature above +10°C, and ensuring relative air humidity falls within the range of 40-60%.
- Do not place heavy objects on the floor or ceiling of the pod.
- Refrain from attaching or hanging additional weight from the door.
- Do not place hot objects directly on the surfaces of the pod.
- Ensure the air outlet channels are not covered.
- Please note that the manufacturer does not accept warranty claims or liability for damages resulting from improper use or handling of the table frame, other than as explicitly described in this operation manual.

CLEANING & MAINTENANCE

To preserve the appearance of your pod, regular cleaning and maintenance are essential.

- Use a damp cloth to dust laminate surfaces.
- For fabric and PET panels, vacuum regularly with low suction using an upholstery attachment to remove dust and maintain the pod's aesthetic appeal.
- Do NOT connect the vacuum cleaner into the power outlets in the pod.
- Clean glass surfaces with water or a commercial/domestic glass cleaning product, using a cleaning cloth, preferably a microfiber cloth.
- Swiftly dry any water spills on the pod's surfaces using a soft, dry rag.
- For spot cleaning, use a damp cloth (avoid saturation) and let the fabric dry thoroughly.
- Ensure all surfaces are wiped dry after cleaning.
- Exercise caution during the cleaning process to prevent excessive friction and rubbing, as this may damage the felt and alter its appearance.

DO NOT use cleaning products containing:

- Acetone and other highly soluble or abrasive ingredients.
- Natural or synthetic wax, or cleaning products with silicone oils.

SUPPLIERS GUARANTEE

We guarantee that the product is in accordance with the active regulations and that its quality matches the one of the product sample as long as the buyer follows the guidelines and recommendations given in this manual.

Please note the warranty does not extend to the floor cover's permanent wear deterioration that can be caused by the levelers of pod.

Parts

Panels
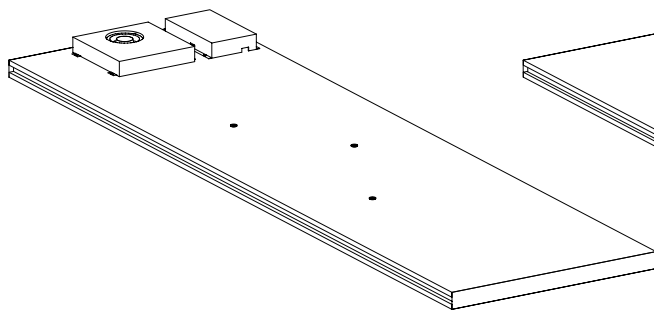
1. 1 x Top Panel 1
(L – 1 – R)
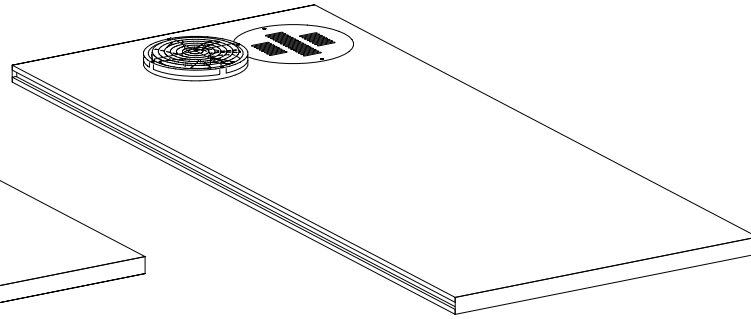
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(L – 1 – R)
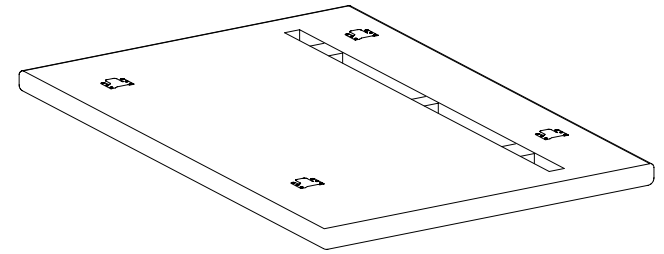
3. 1 x Top Upholstered Panel LEFT
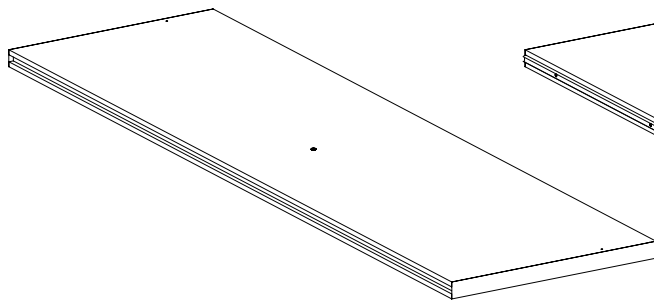
4. 1 x Bottom Panel 1
(L – 1 – R)
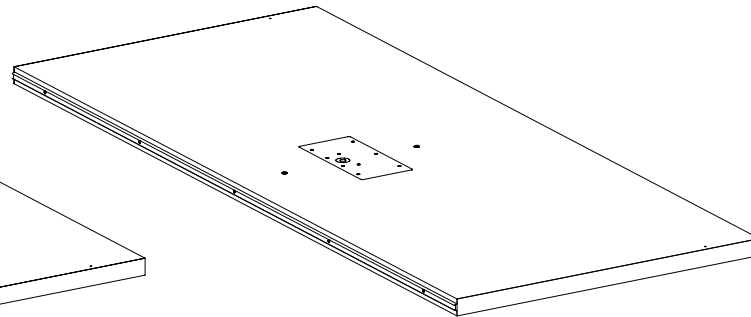
5. 1 x Bottom Panel 2
(L – 1 – R)
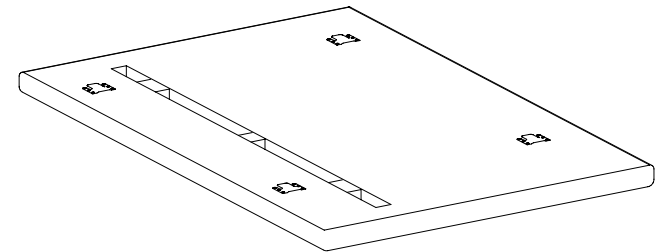
6. 1 x Top Upholstered Panel RIGHT

Parts
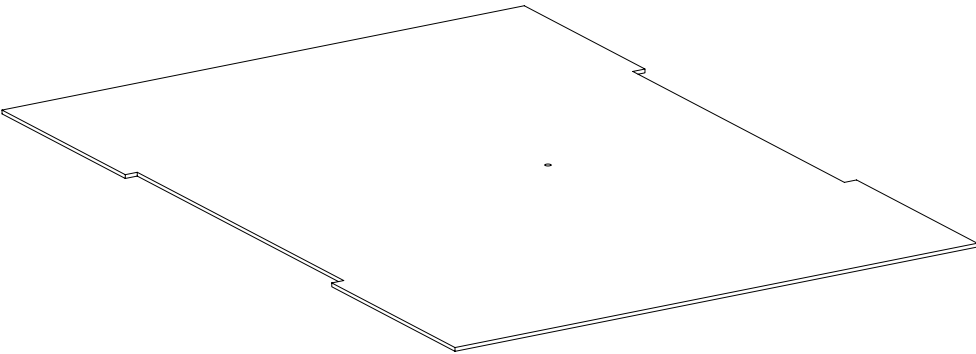
8. 8 x Arc Rail End
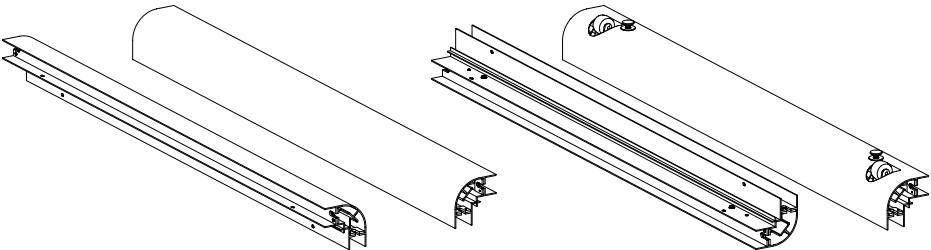
9. 2 x Top Arc Rail (L–U & R–U)

10. 2 x Bottom Arc Rail with Castors and Feet (L–D & R–D)

7. 1 x Carpet
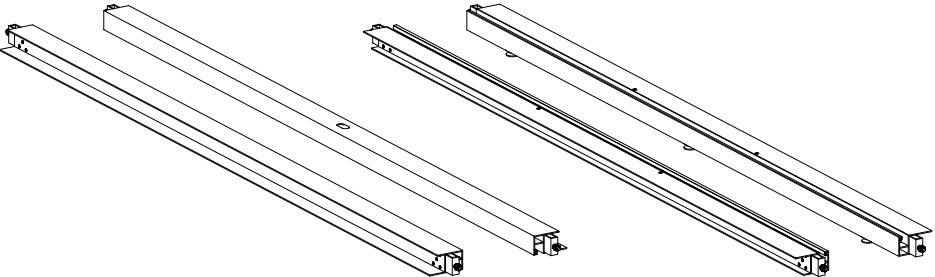
11. 2 x Top Rail

12. 2 x Bottom Rail with Feet

Parts
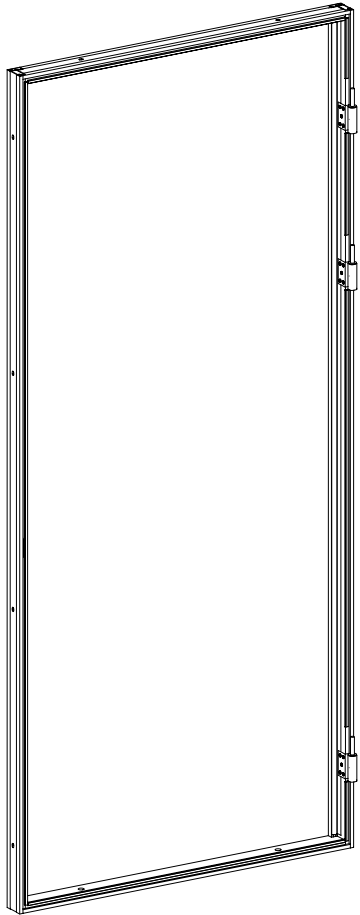
13. 1 x Door Frame
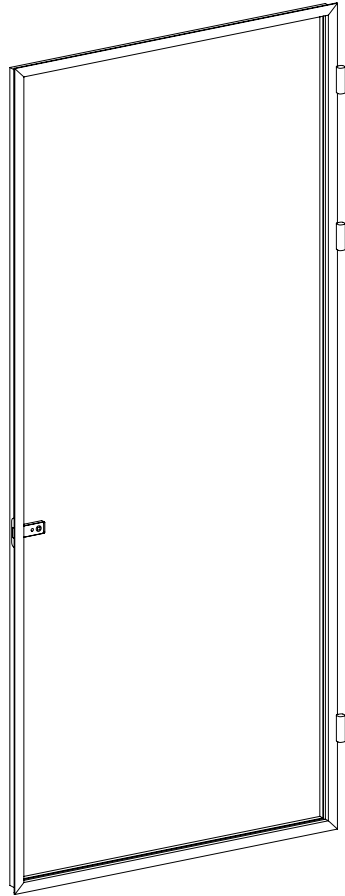
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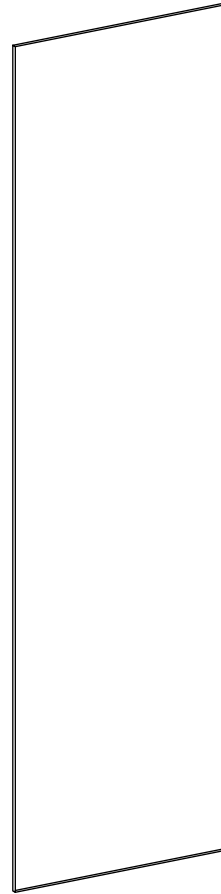
15. 4 x Glass Panel
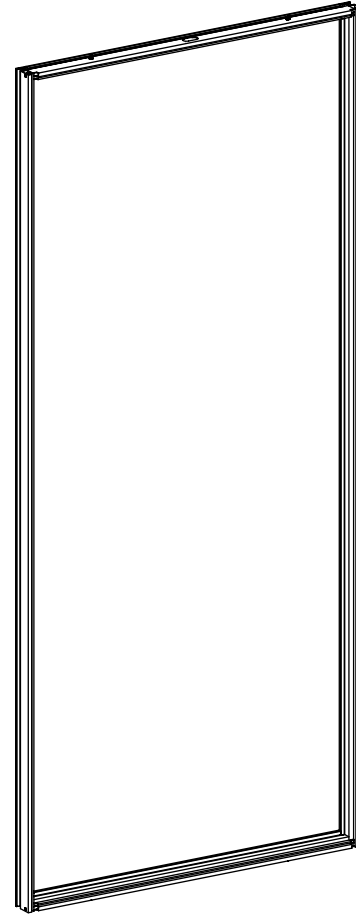
16. 1 x Back Panel Frame
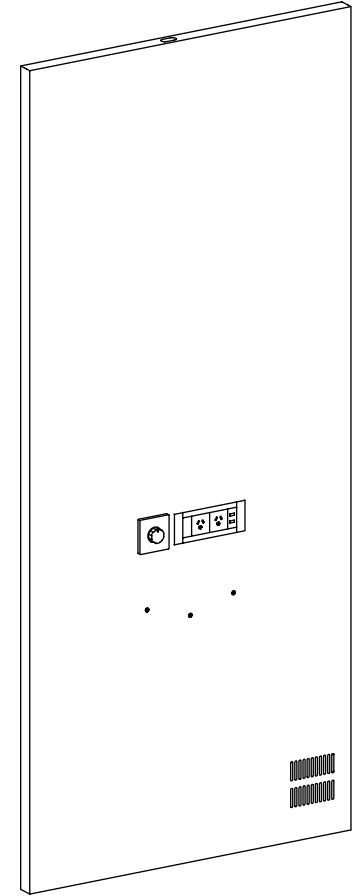
17. 1 x Back Panel

Parts
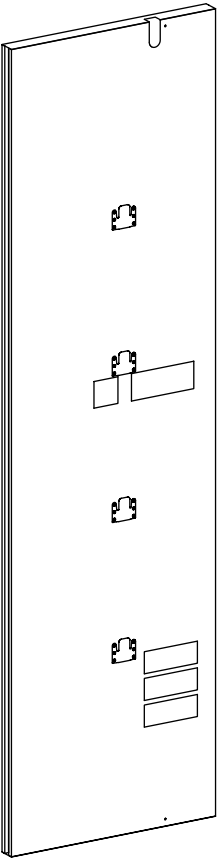
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(L1)
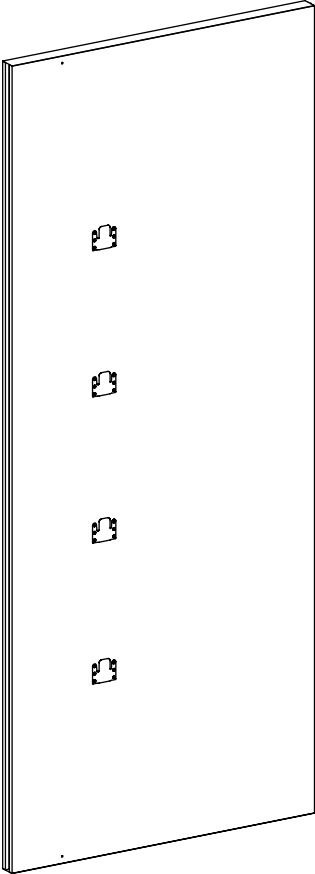
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(L1)
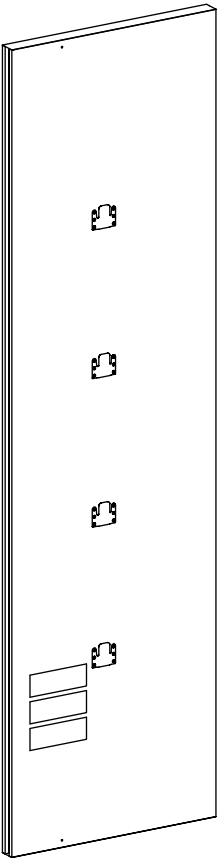
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(R1)
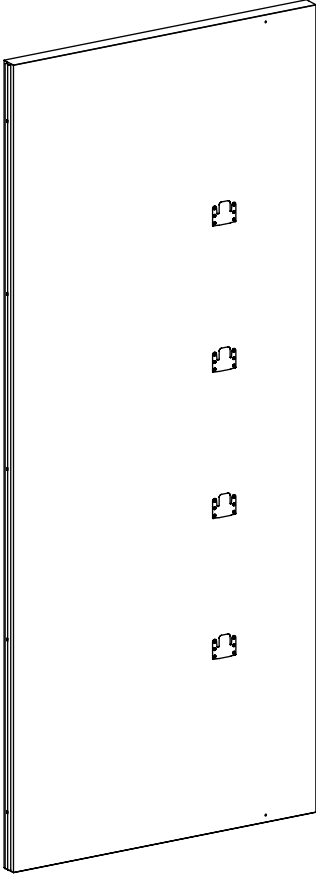
21. 1 x Right Panel 2
(R1)
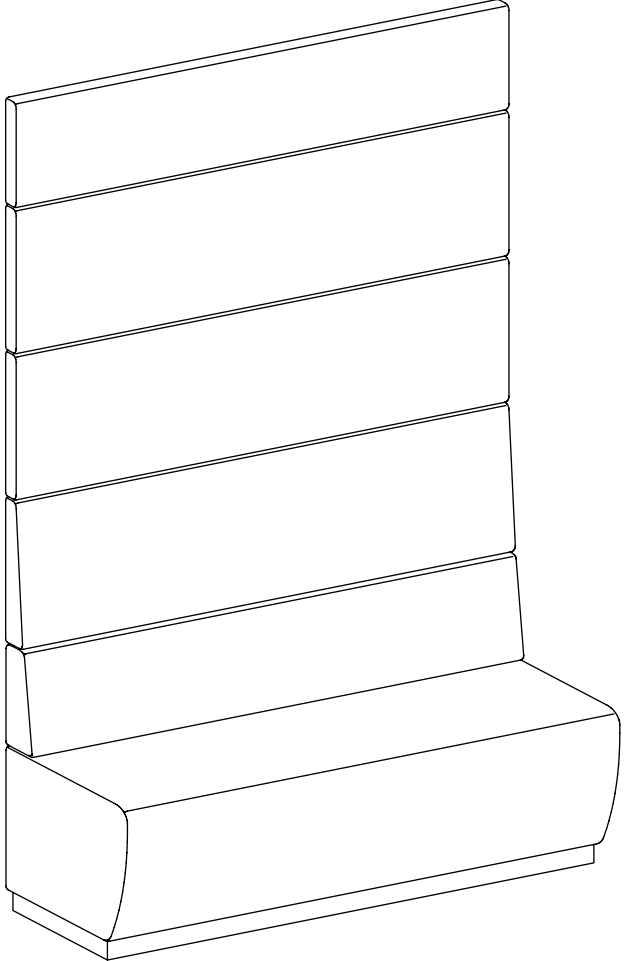
22. 8 x Upholstered Panels
& 2x Bench

Parts
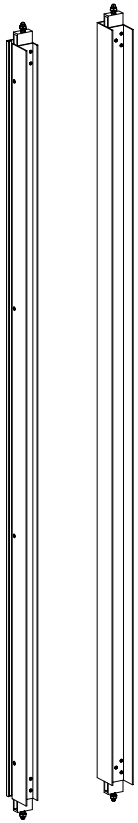
23. 2 x Back Tall Rail
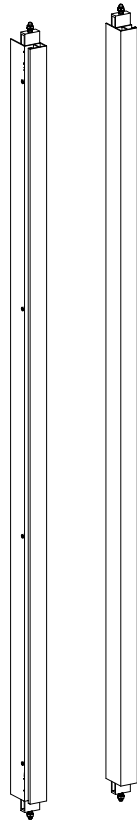
24. 2 x Front Tall Rail
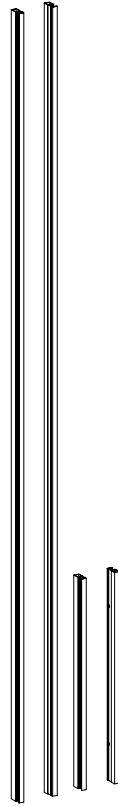
25. 4 x Window Rail
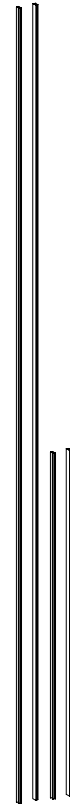
26. 4 x Window Edge
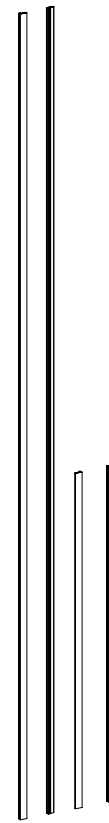
27. 4 x Back Panel Edges
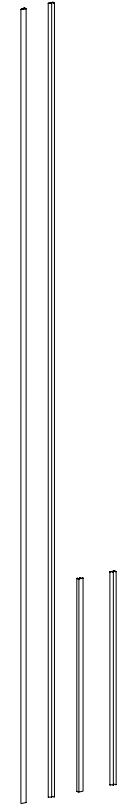
28. 4 x Window Seal

Parts
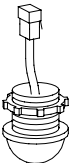
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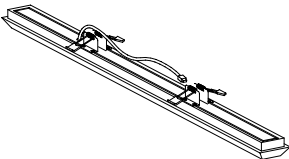
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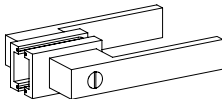
31. 1 x Door Handle
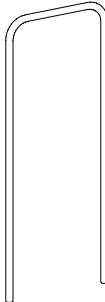
32. 1 x Door Handle Silicon Sealing Strip
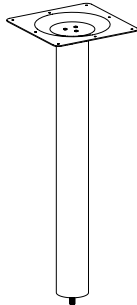
33. 1 x Desk Leg
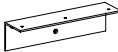
34. 1 x Desk Bracket
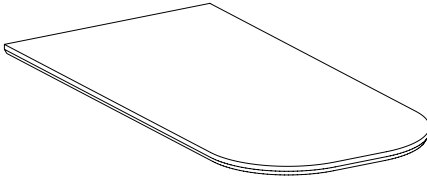
35. 1 x Desk
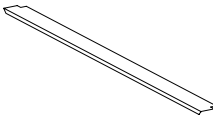
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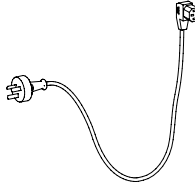
37. 1 x Power Plug + Cord
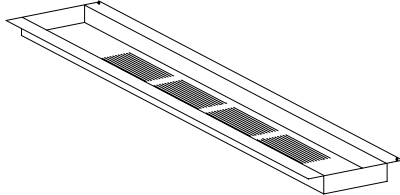
38. 1 x Ceiling Cover

Parts

Screws & Tools – Supplied
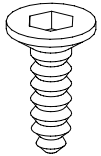
39. 48 x M5x15
(Hexagon Screw)
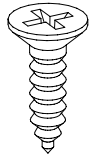
40. 7 x M5x20
(Self Tapping Screw)
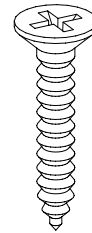
41. 5 x M5x32
(Self Tapping Screw)

42. 3 x Washer (spares)
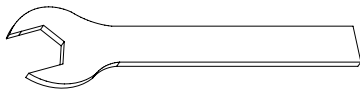
43. 1 x 17mm Wrench

44. 1 x M3 Allen Key

45. 1 x M5 Allen Key
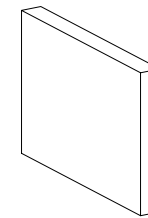
46. 1 x Wooden Block

Parts

Screws & Tools – Recommended
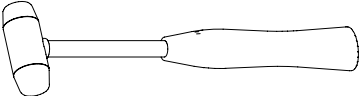
Soft Mallet

17mm Combination Wrench

14mm Combination Wrench

13mm Combination Wrench
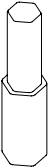
M5 Allen key Drill Bit
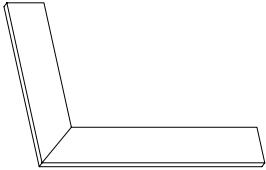
Square

Crowbar
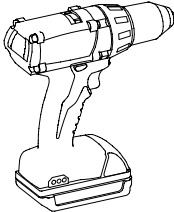
Power Drill

Glass Suction

01

NOTE: Take off protective tape on ALL metal components.

12.

10.

10.

02

03
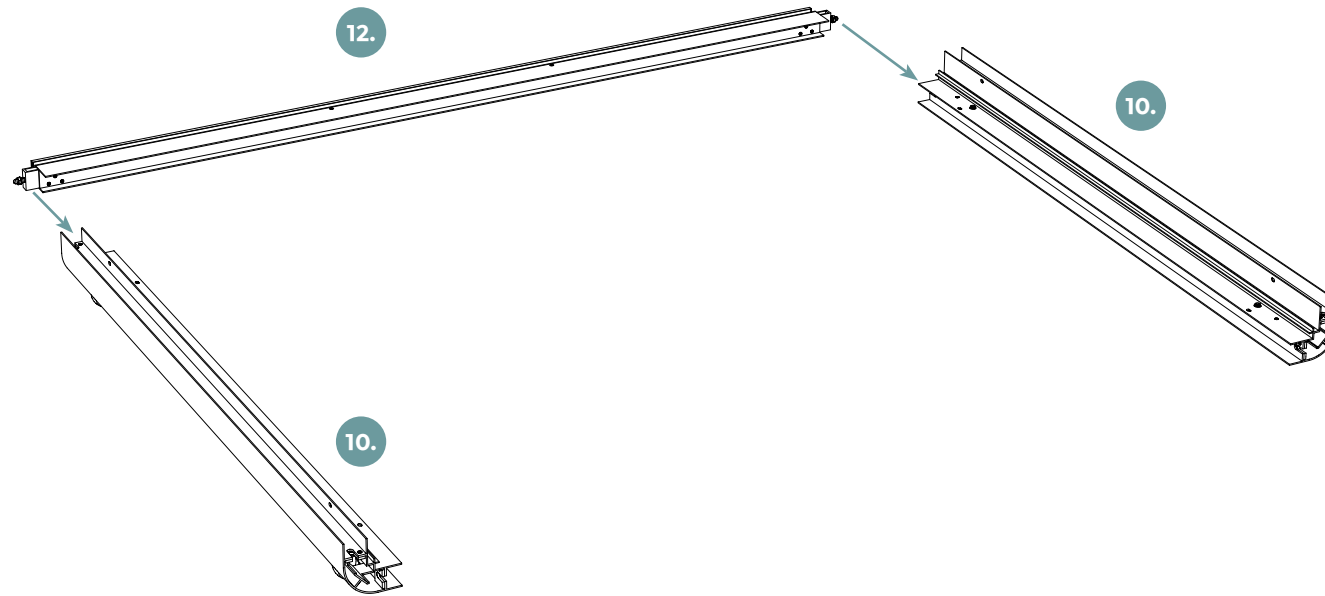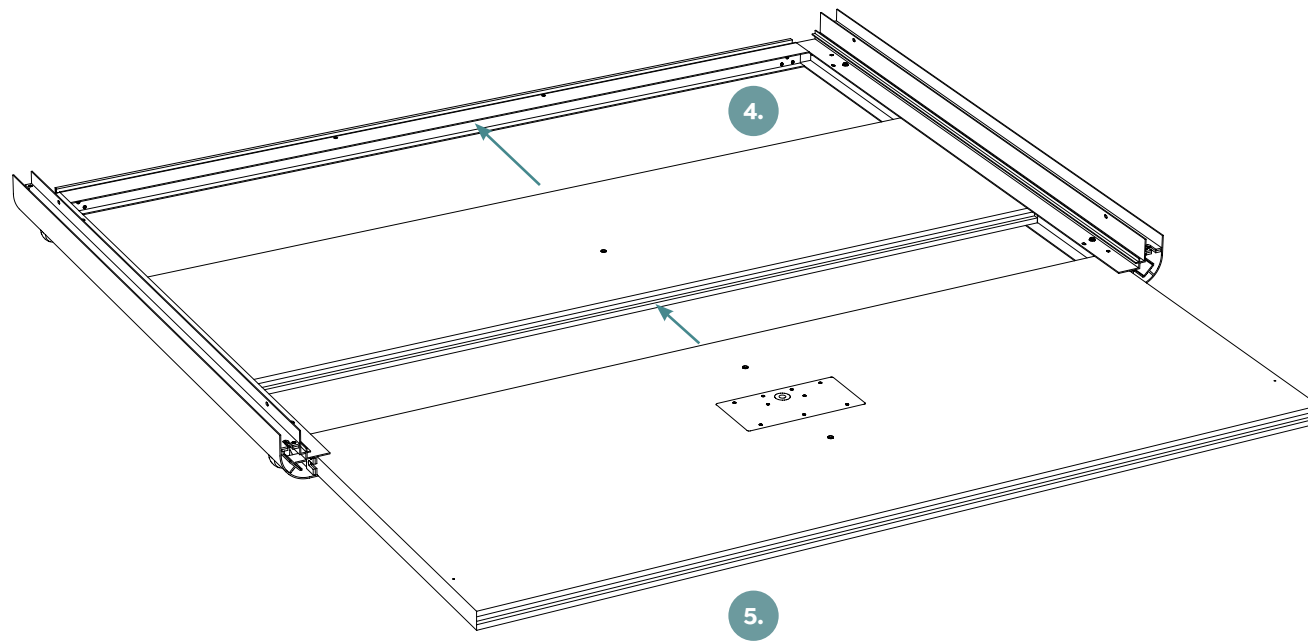
**NOTE: Use Wrench and semi-tighten. Make sure the rails
are on 90°. Repeat on all steps that include tightening.**

43.

90°

90°
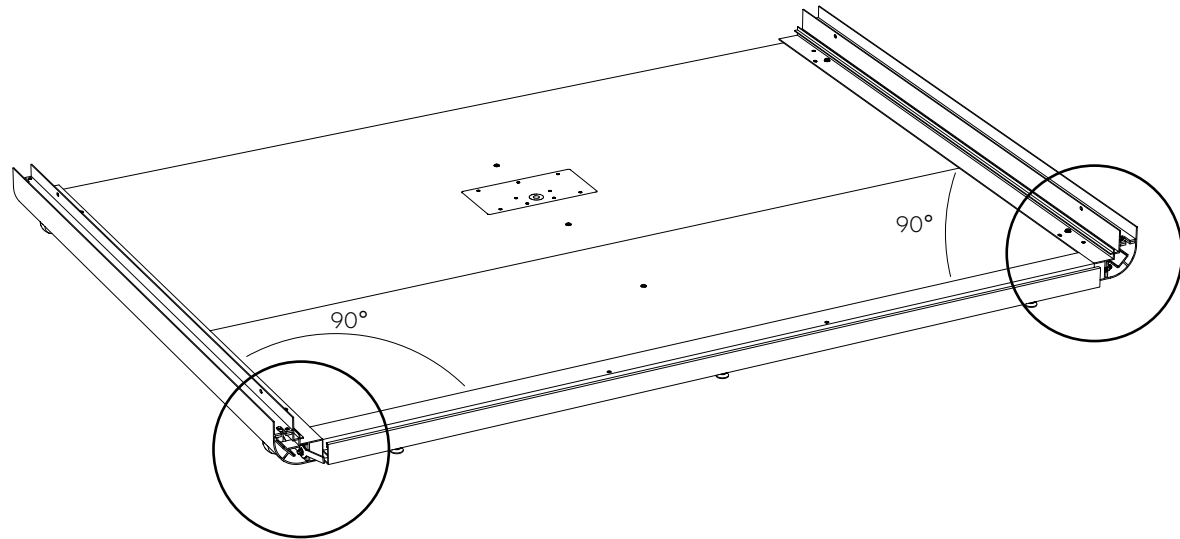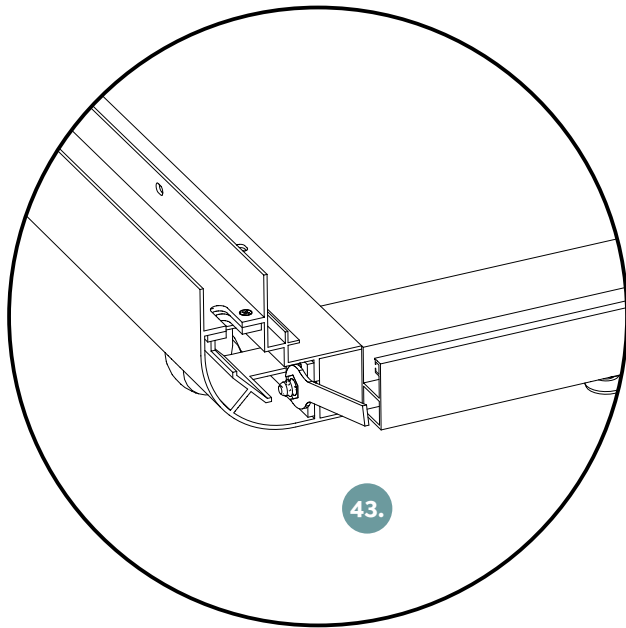
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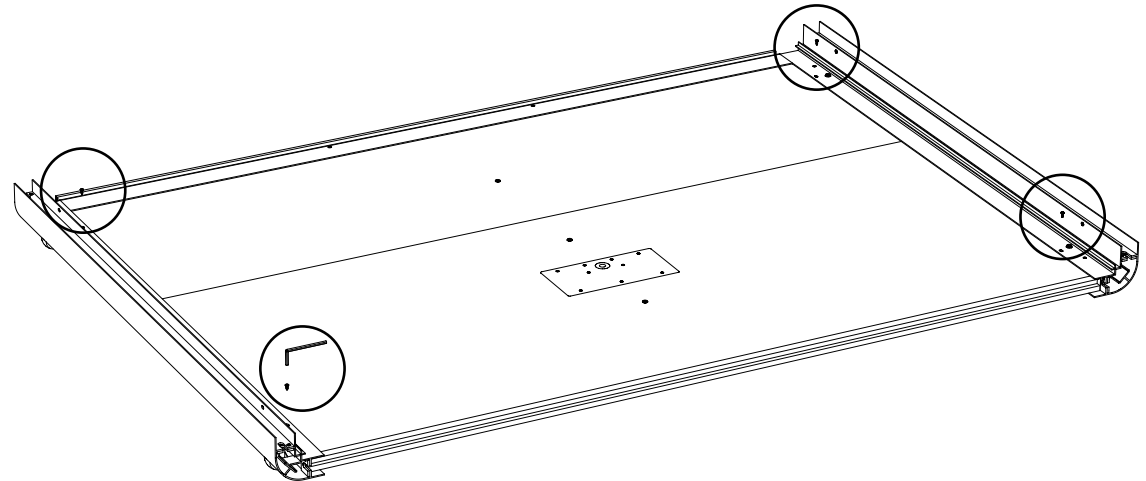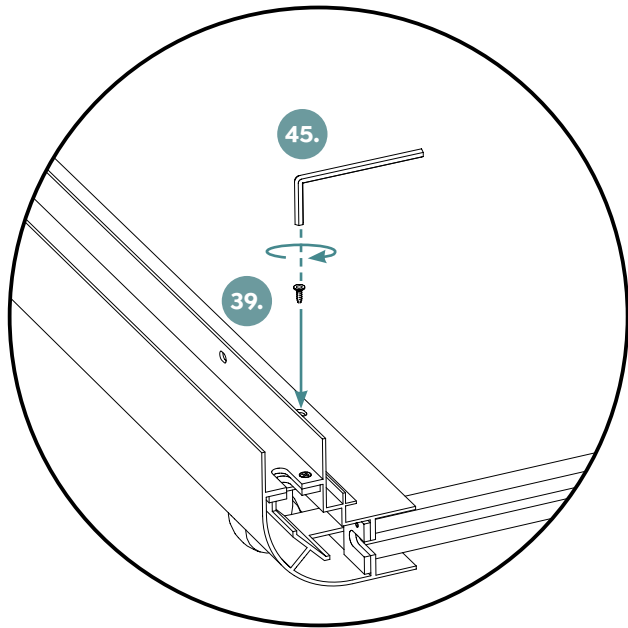
05

NOTE: Arc Rail (9. & 10.) edges need to align with the groove of Top (11.), Bottom (12.) and Tall Rails (23. & 24.).

90°

90°

12.

06

43.

07

23.

08

43.

90°

09

20.

21.
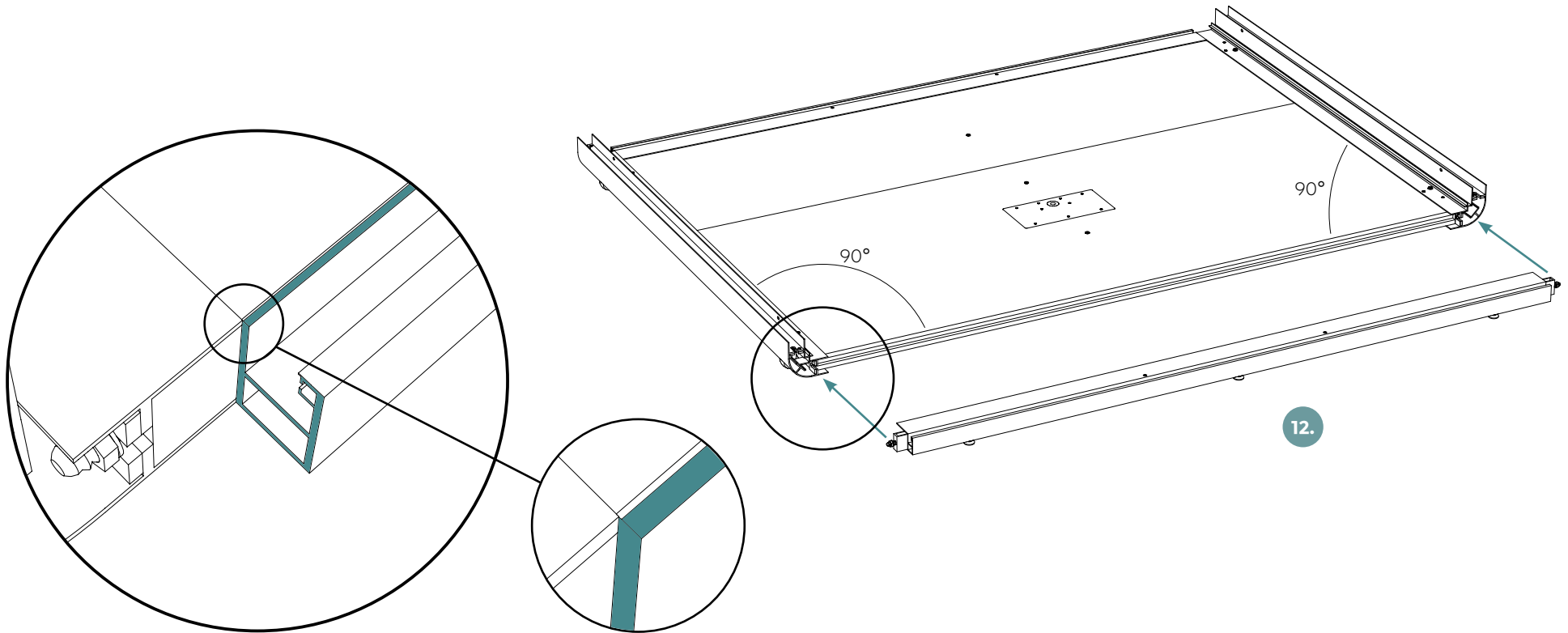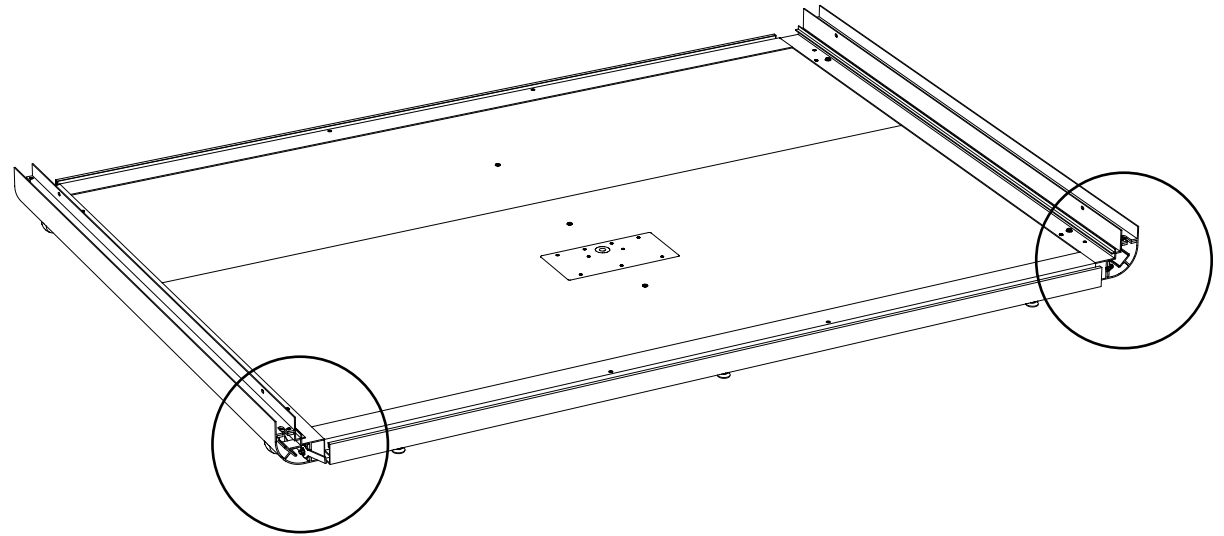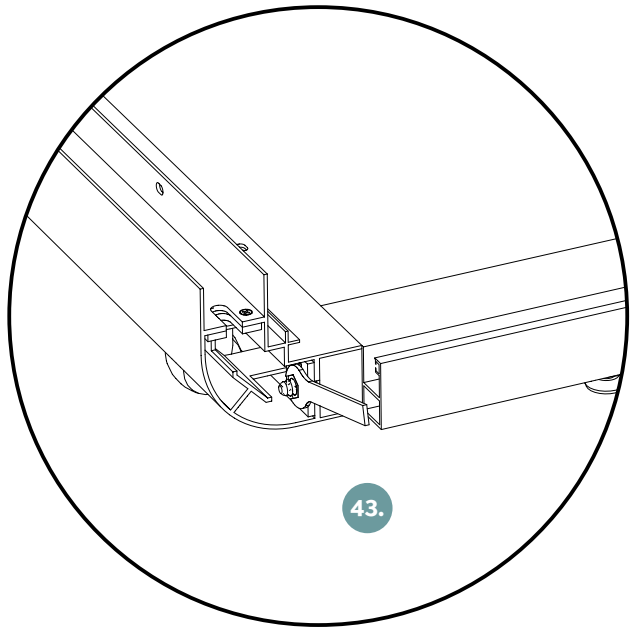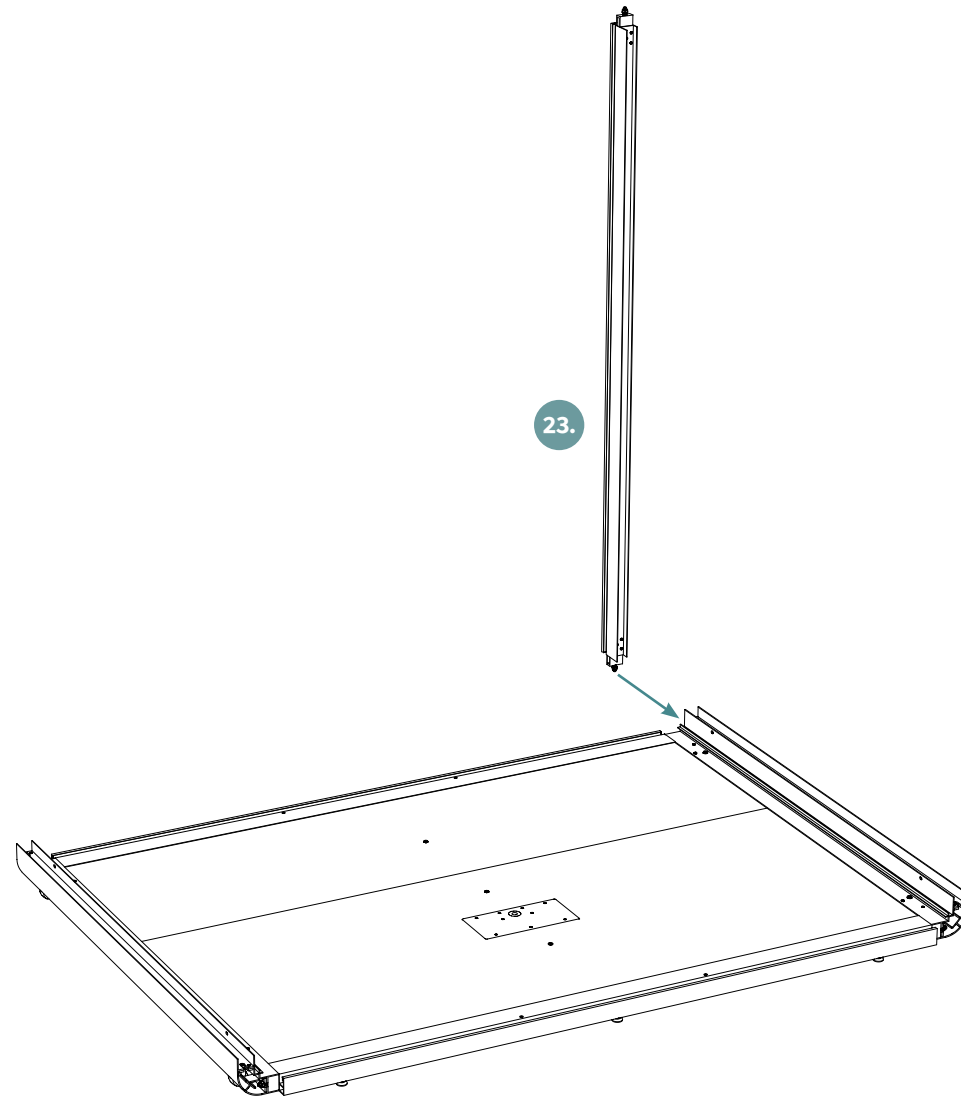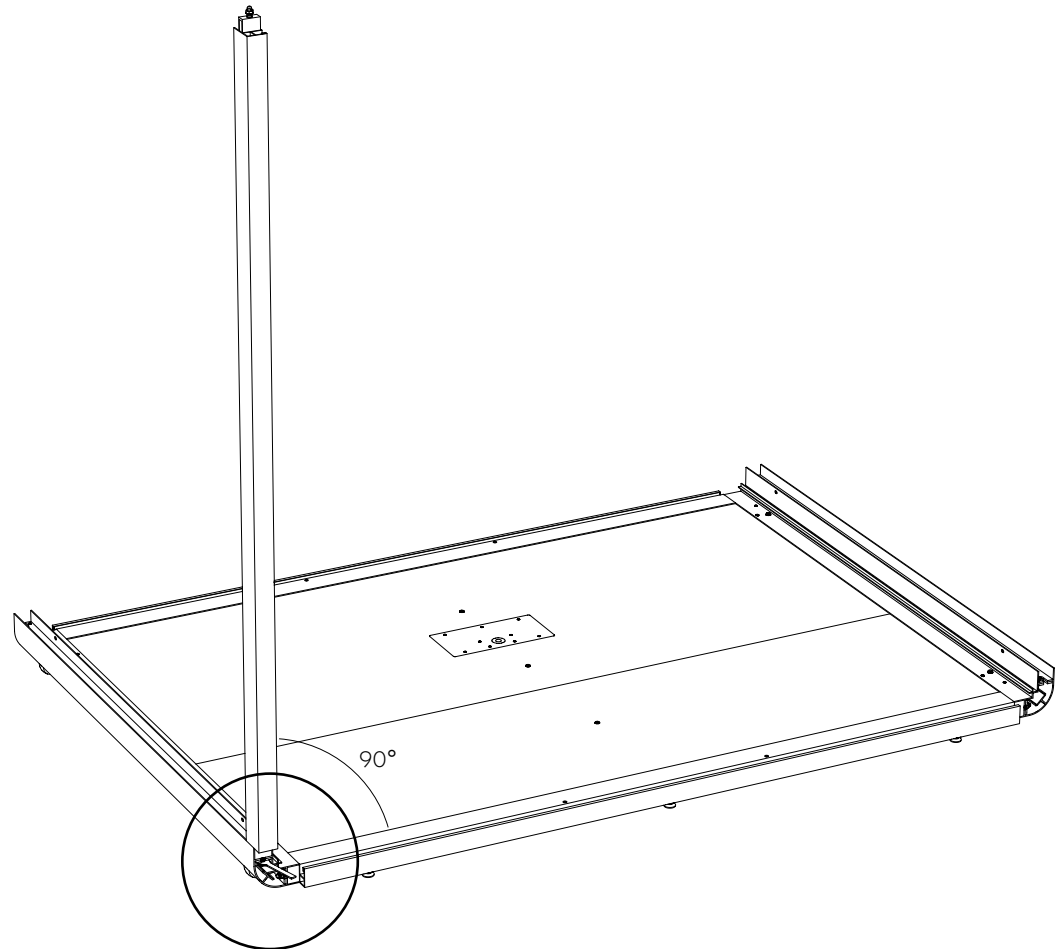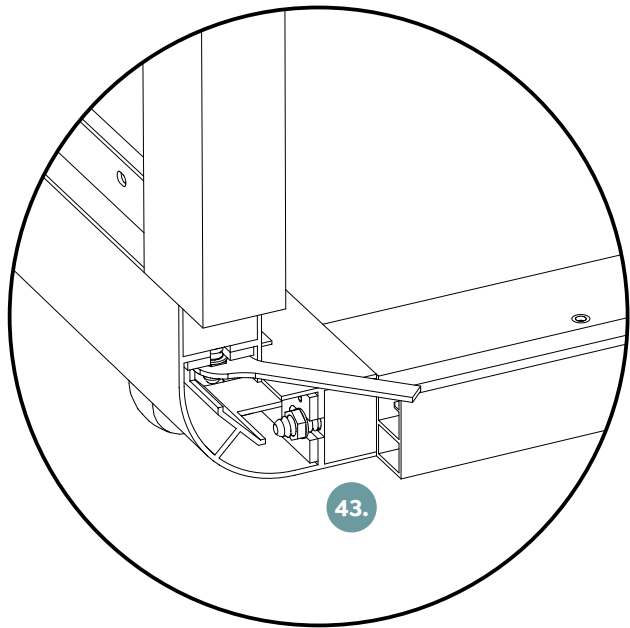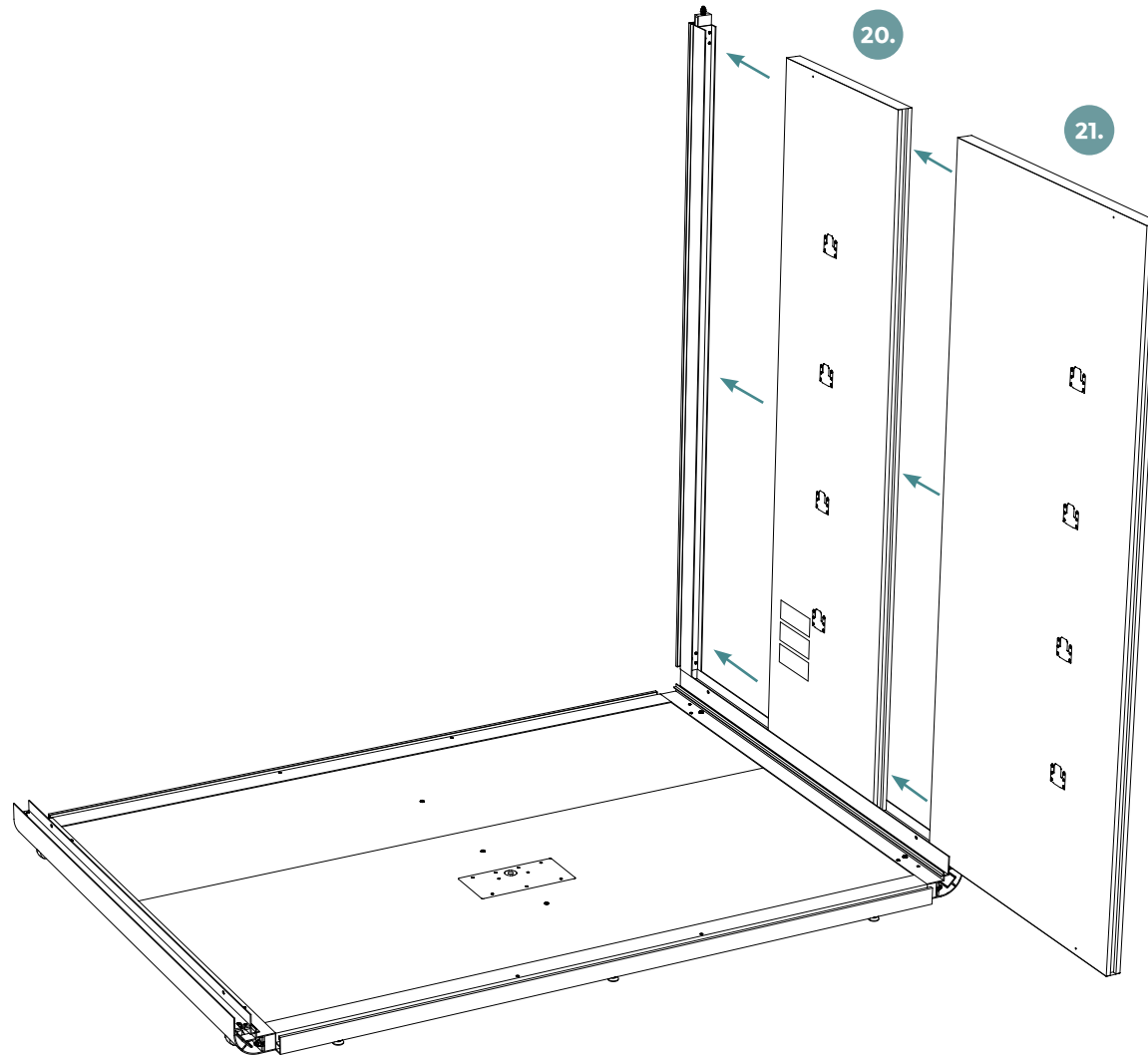
10

NOTE: Repeat Steps 7-10 on left side.

9.

11

11.

12

43.

13

14

11.

24.

15

43.

16

39.

45.

17
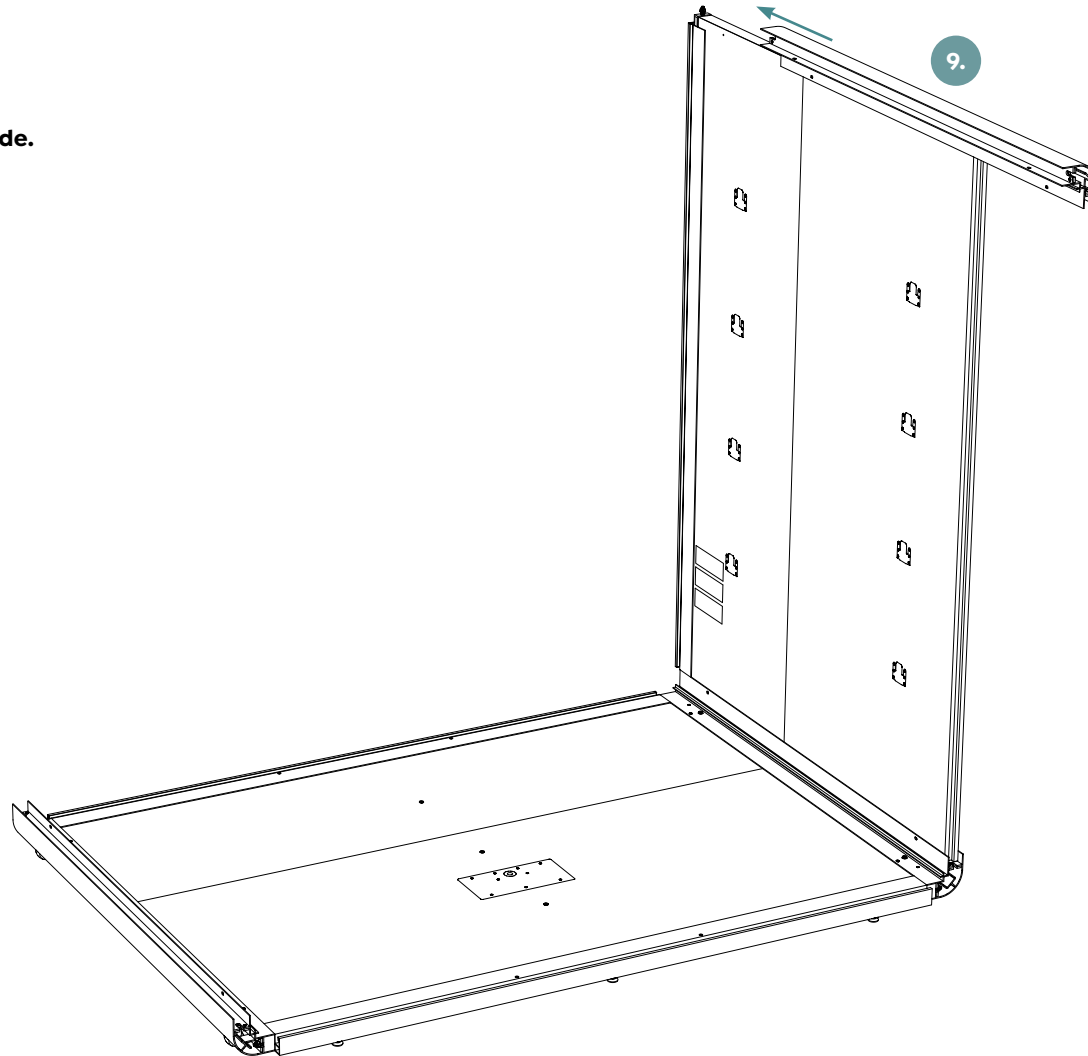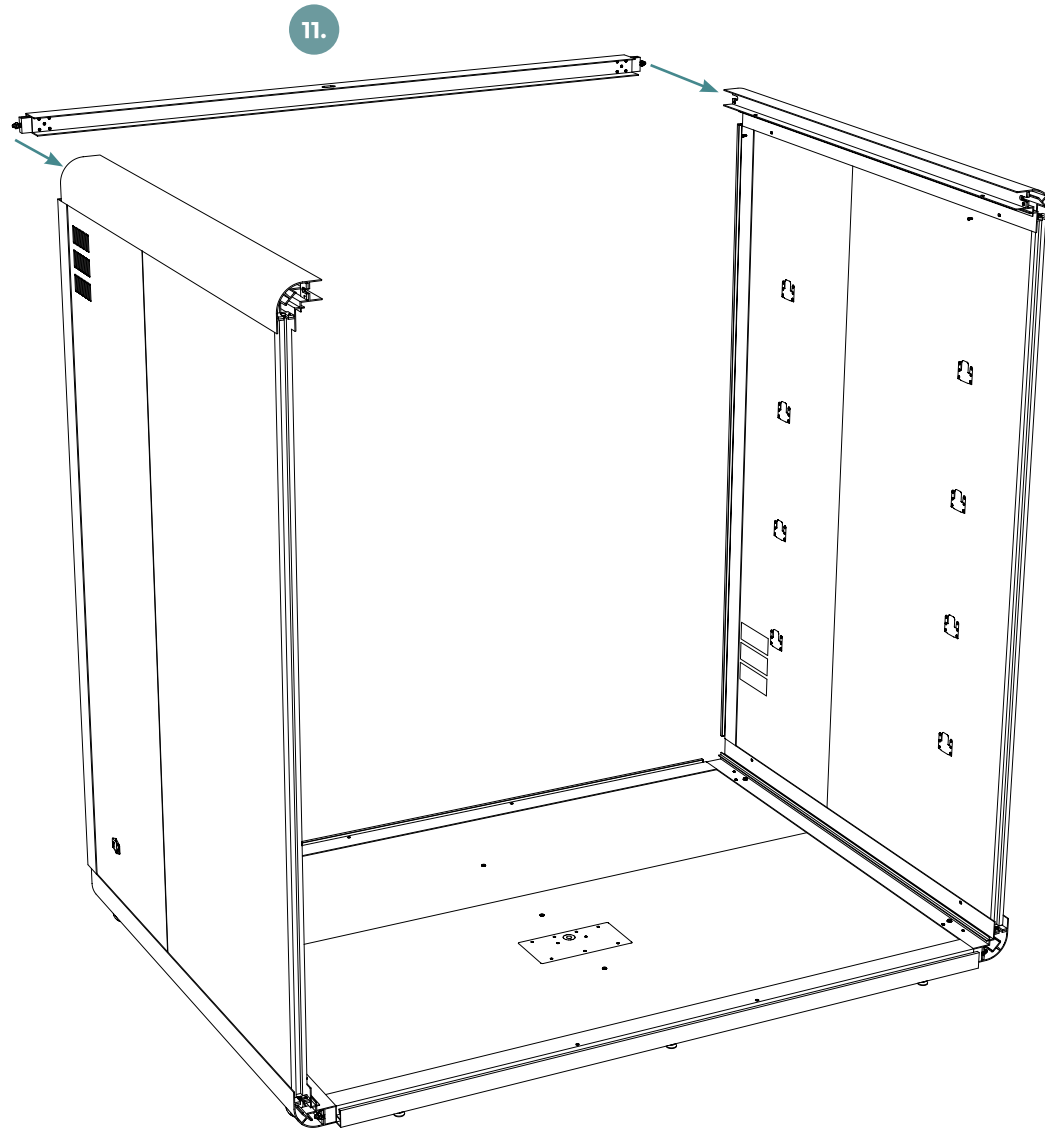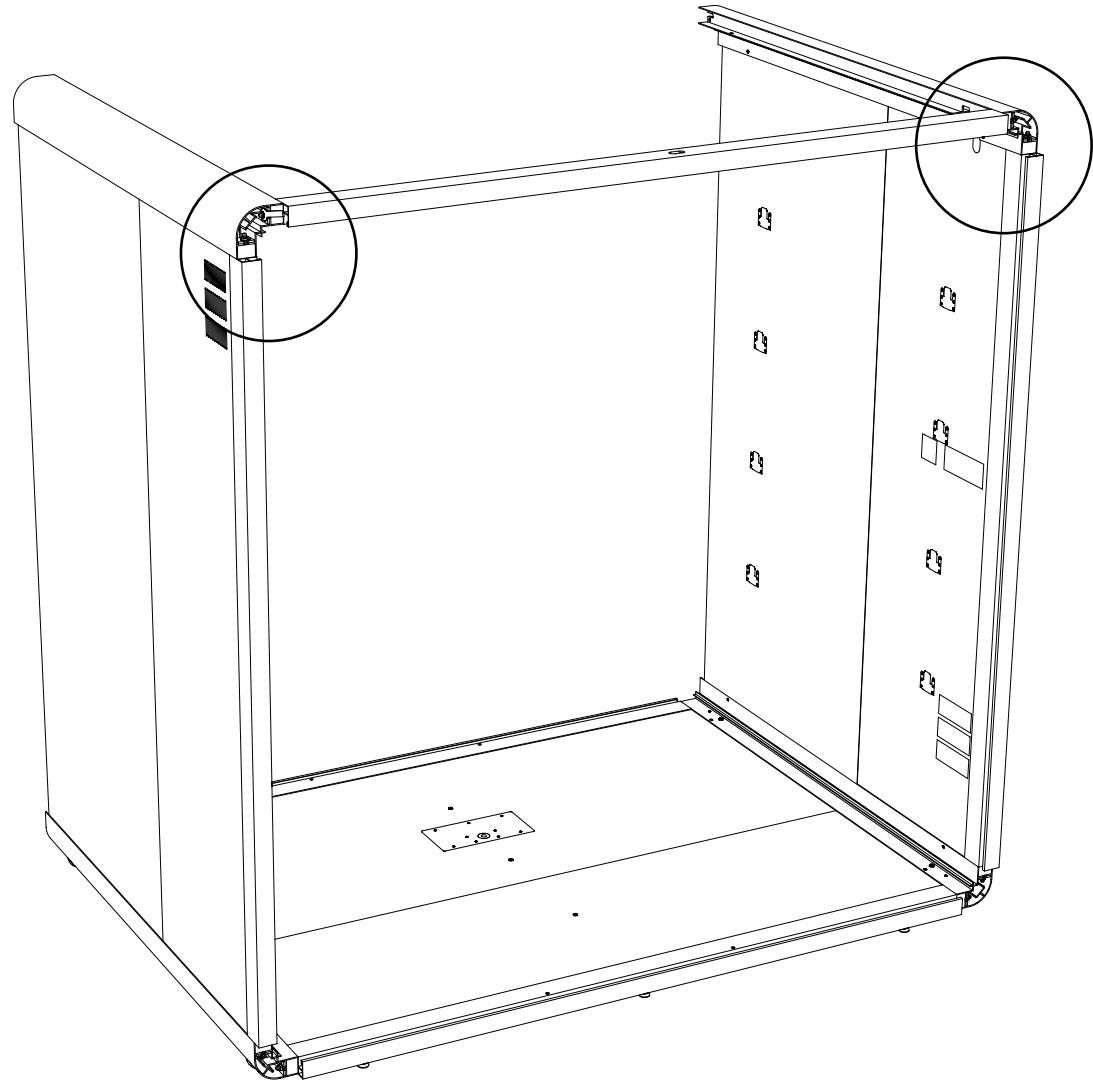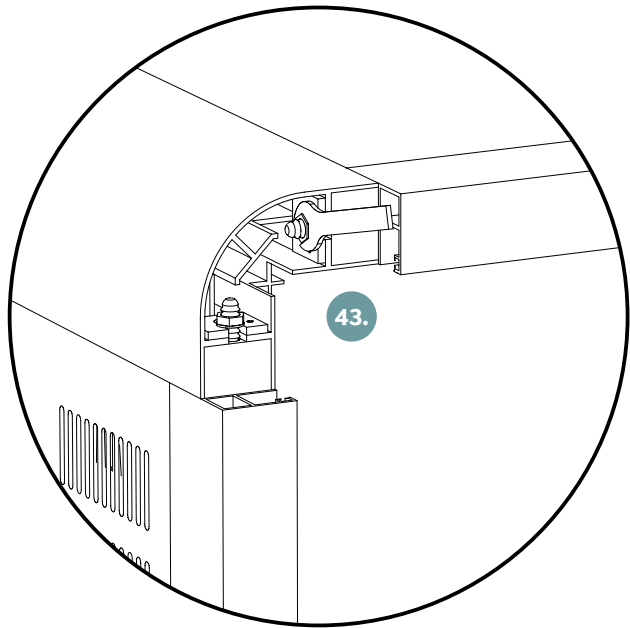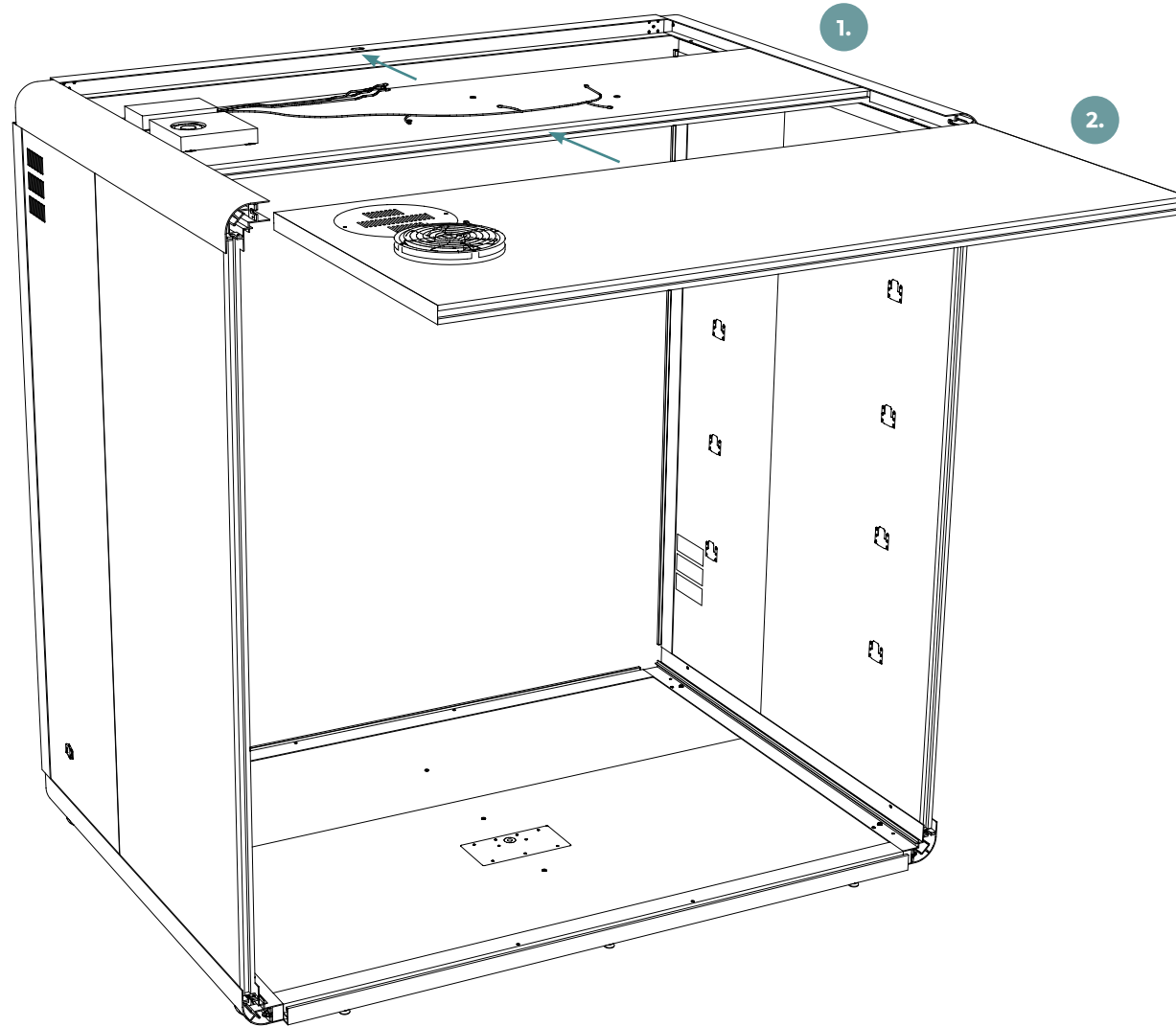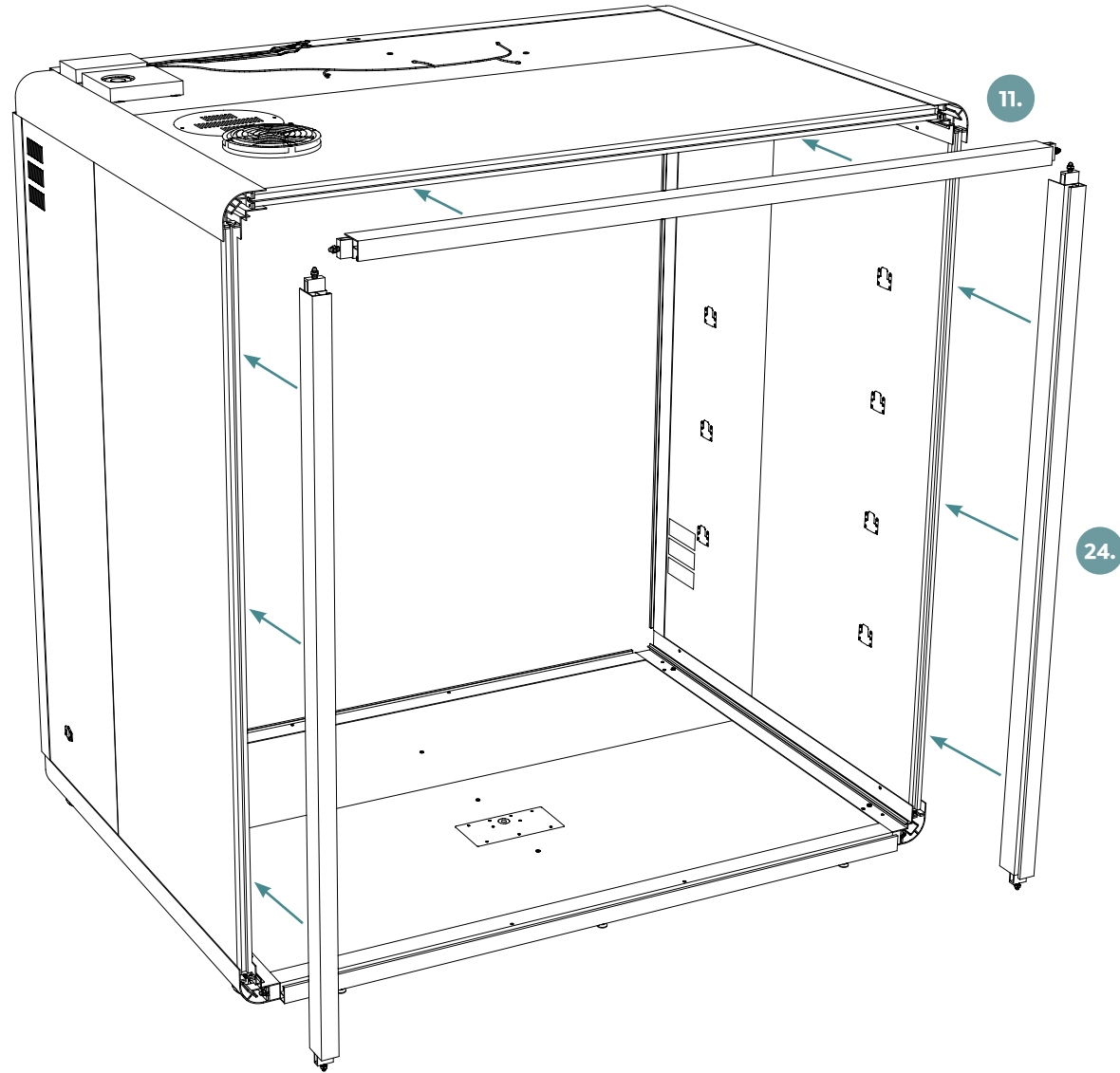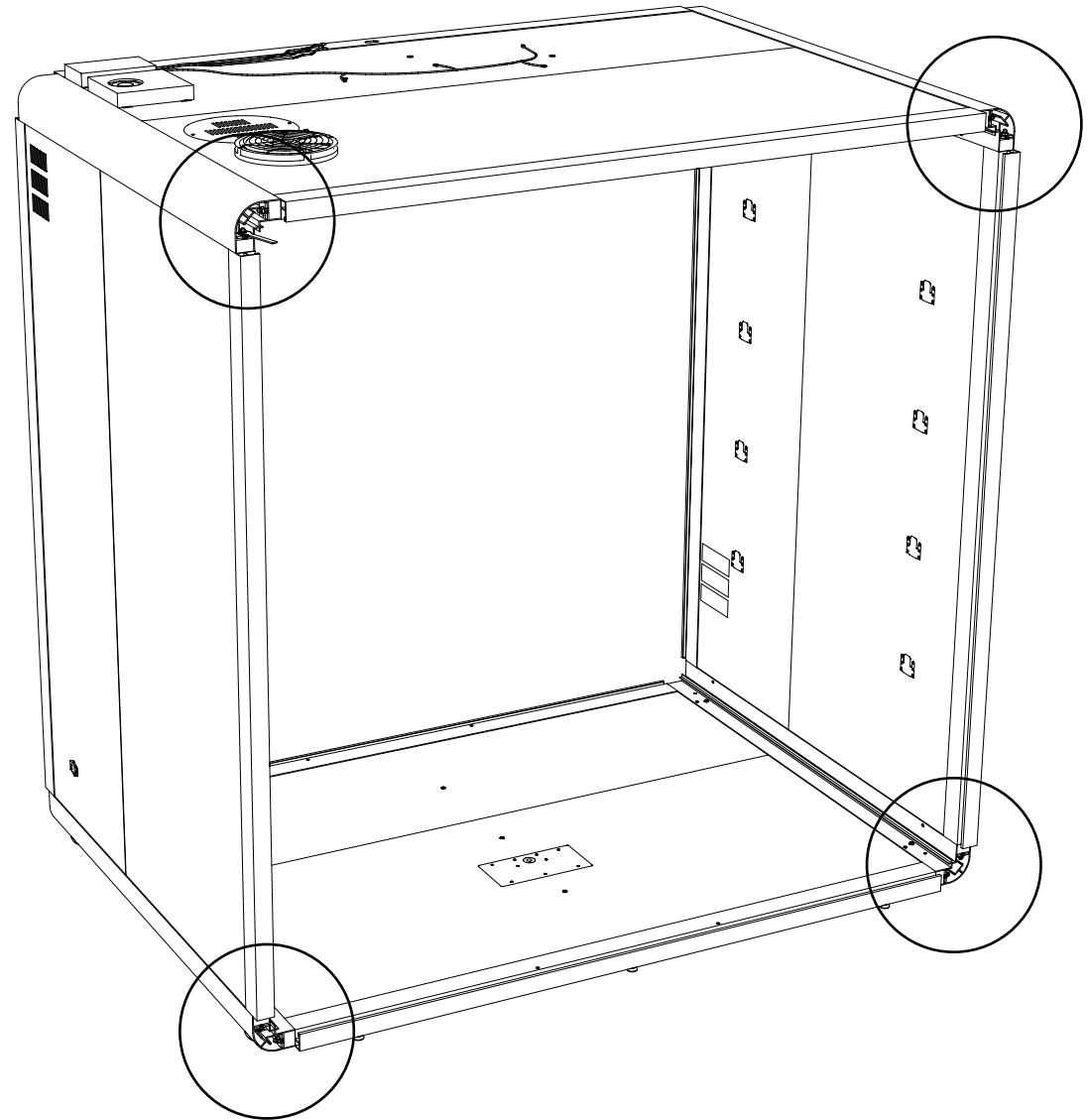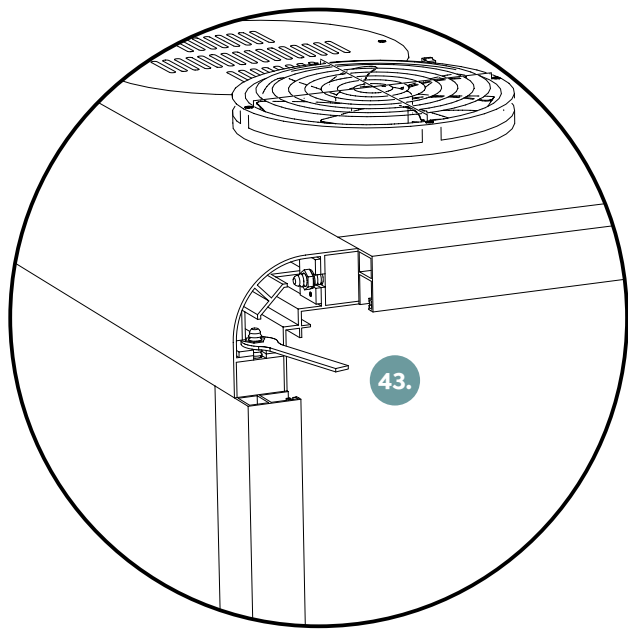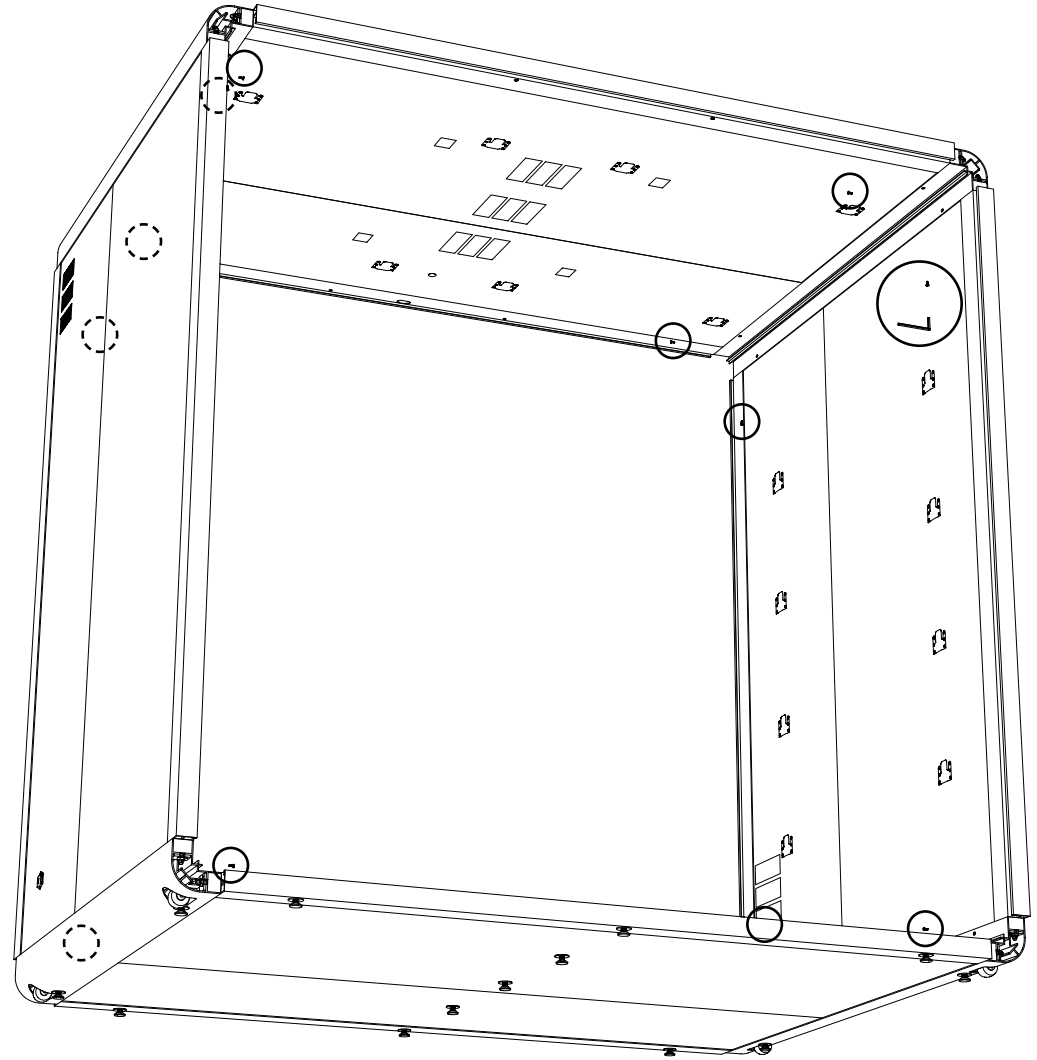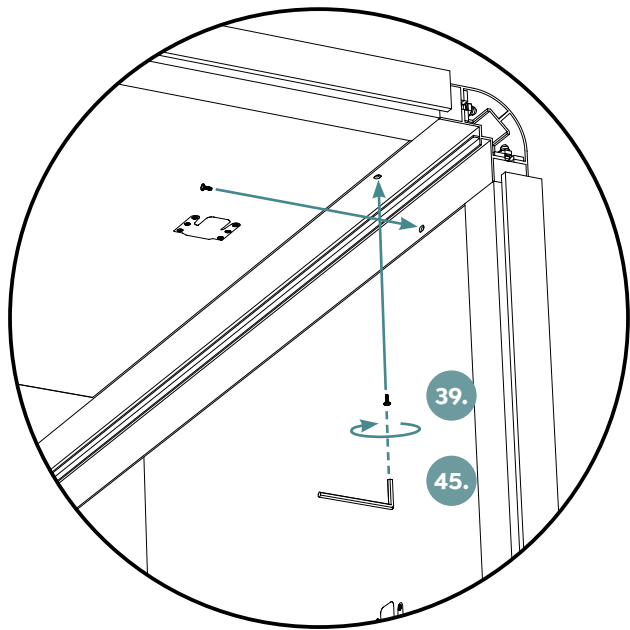
NOTE: Glass suction tool required.

15.

18

NOTE: Using glass suction tool, move glass panels all the way to the edge along the rail, to enable space for middle panel in the next step.

16.

20

45.

39.

21
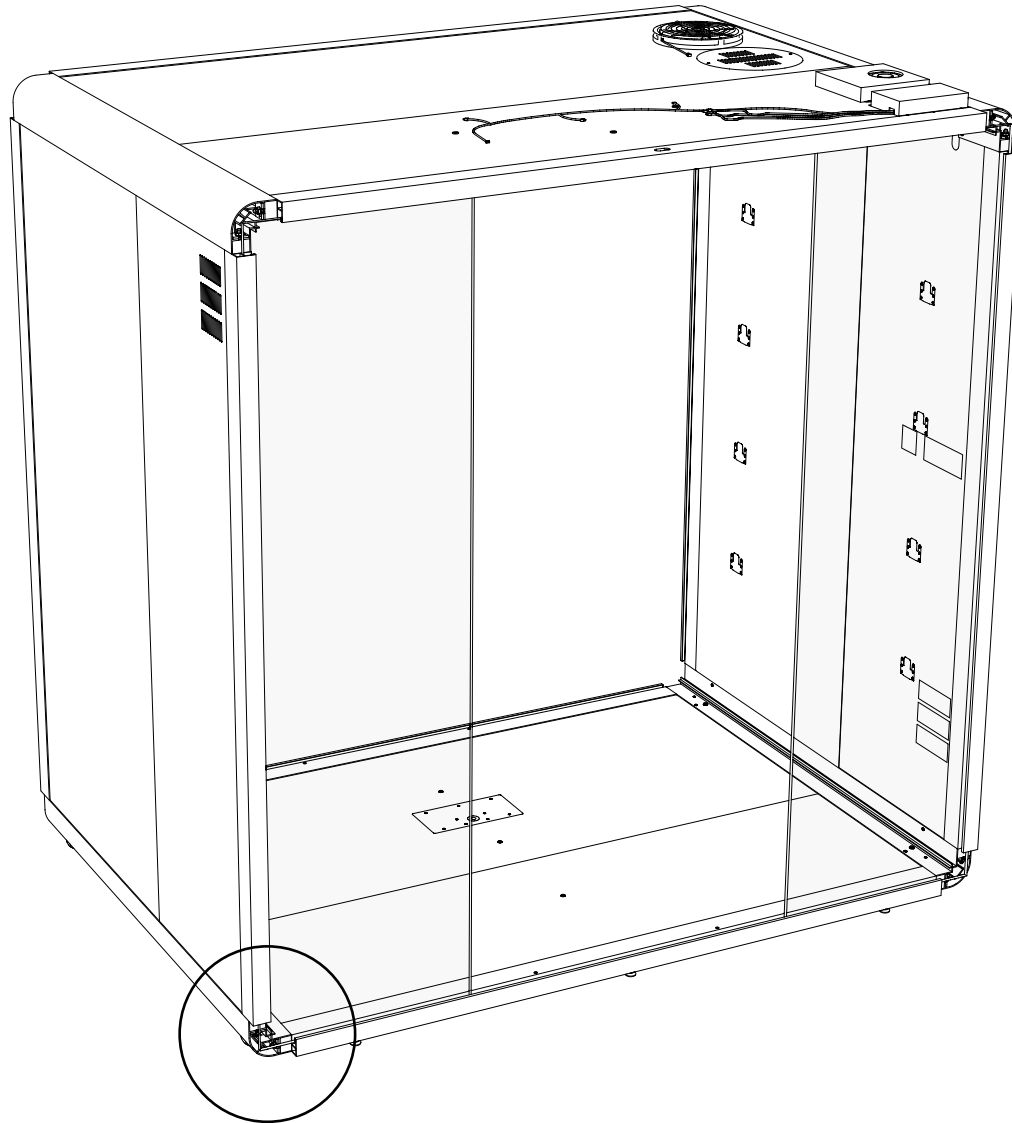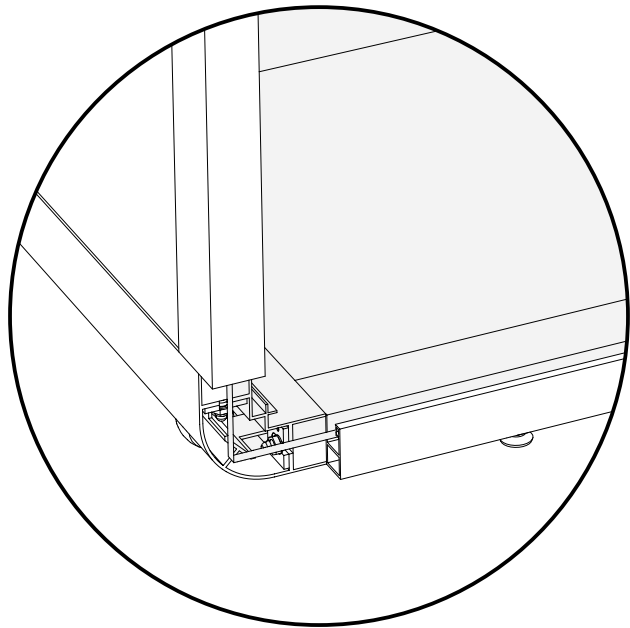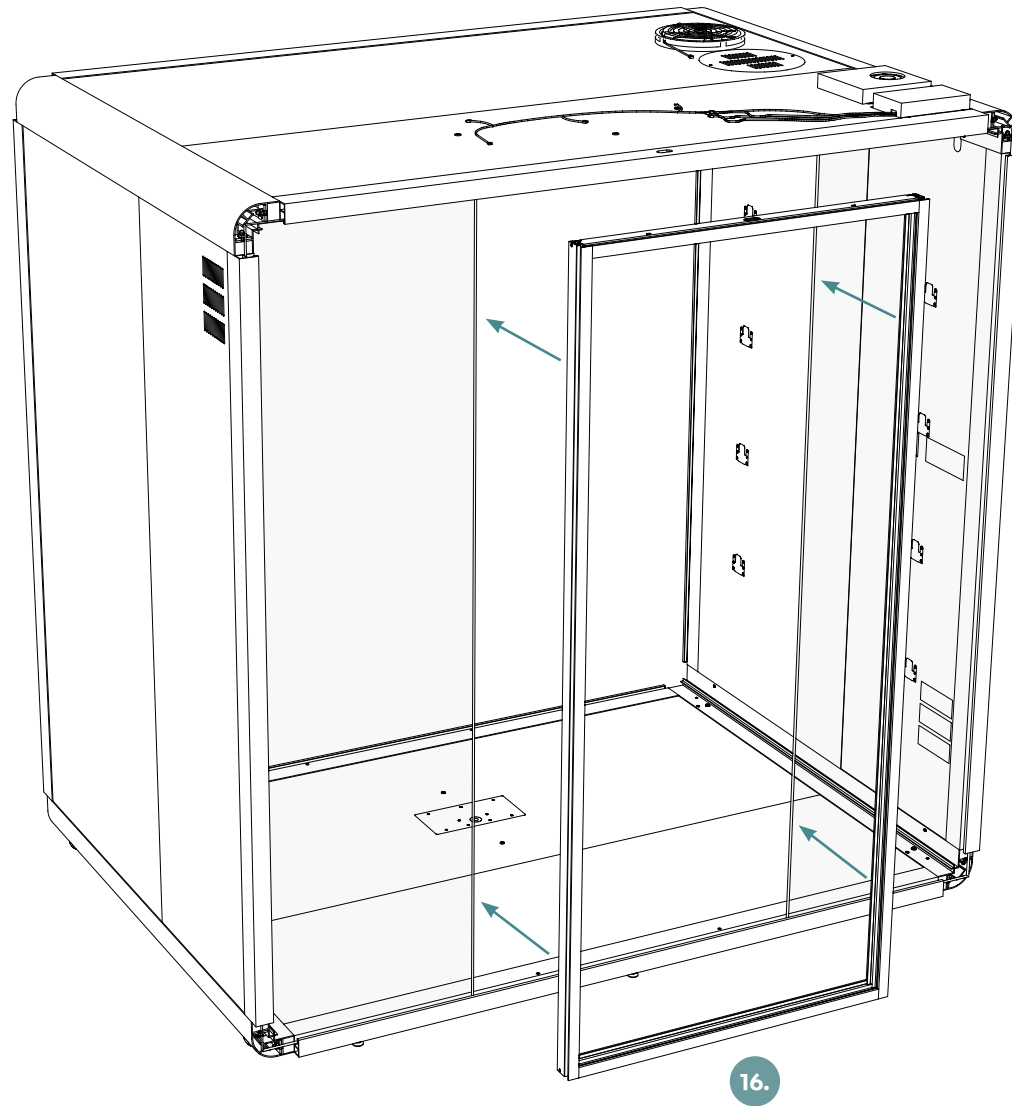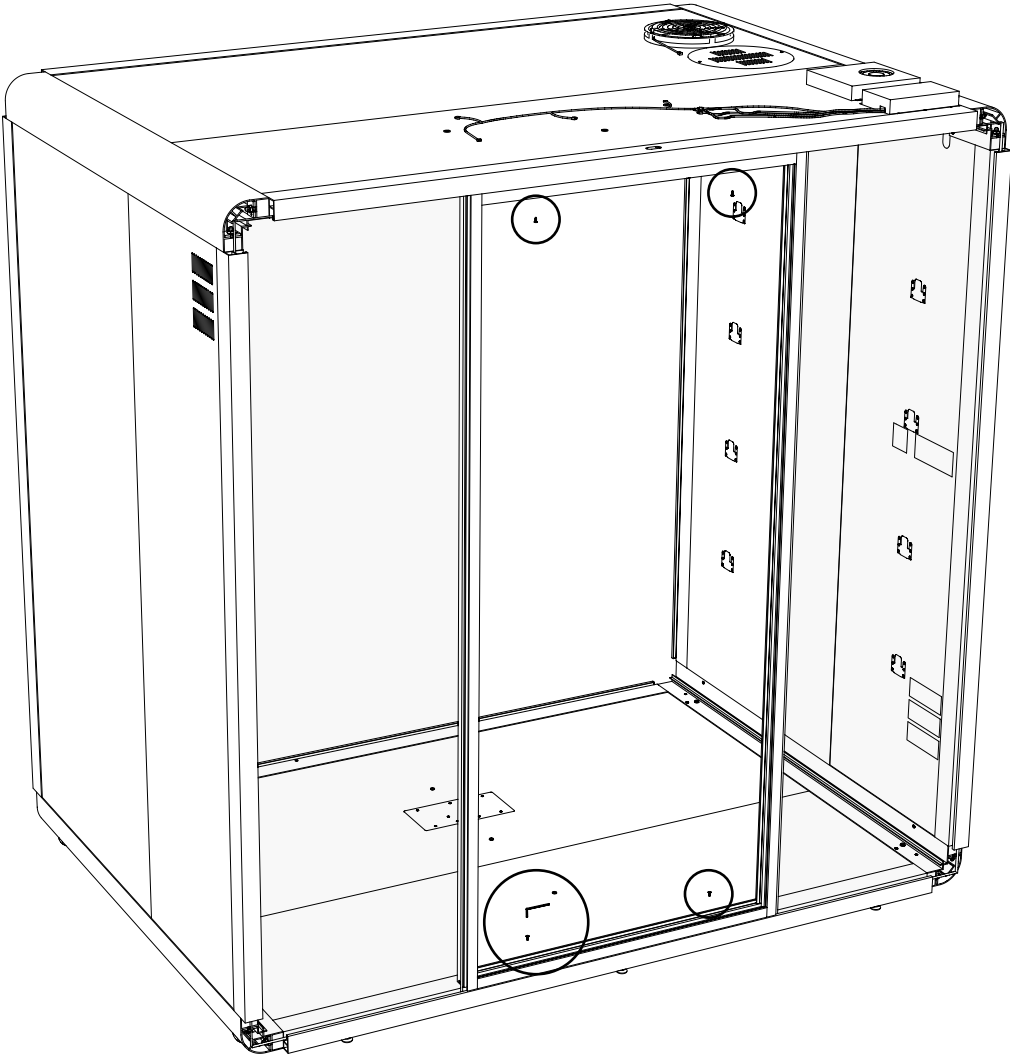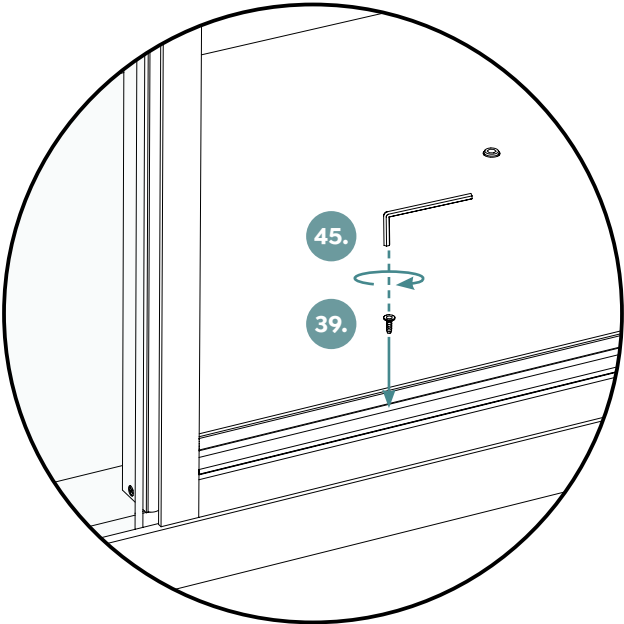
NOTE: While puting the panel in place, make sure you put cables through the hole in the Top rail.

17.
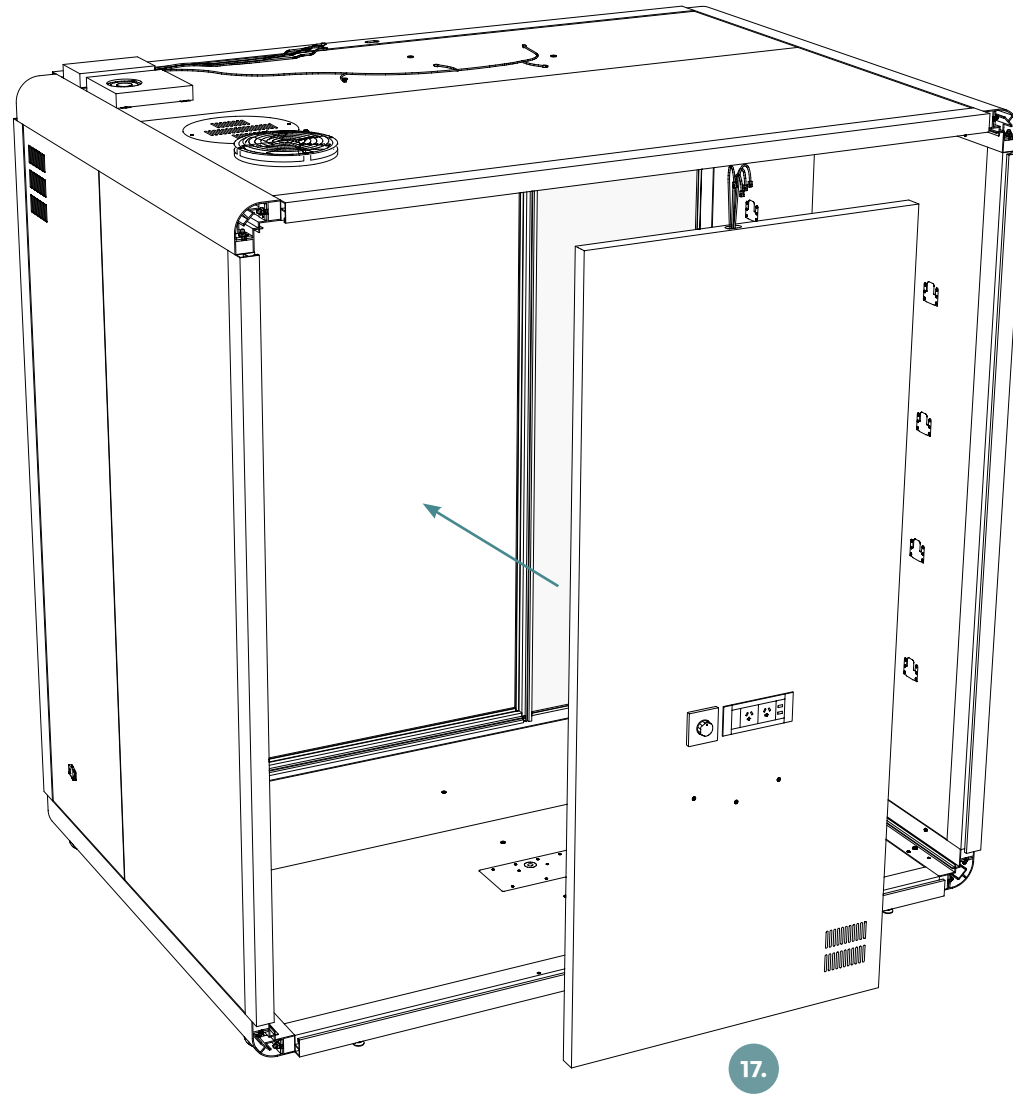
22

NOTE: Connect all the cables on the top of the pod.
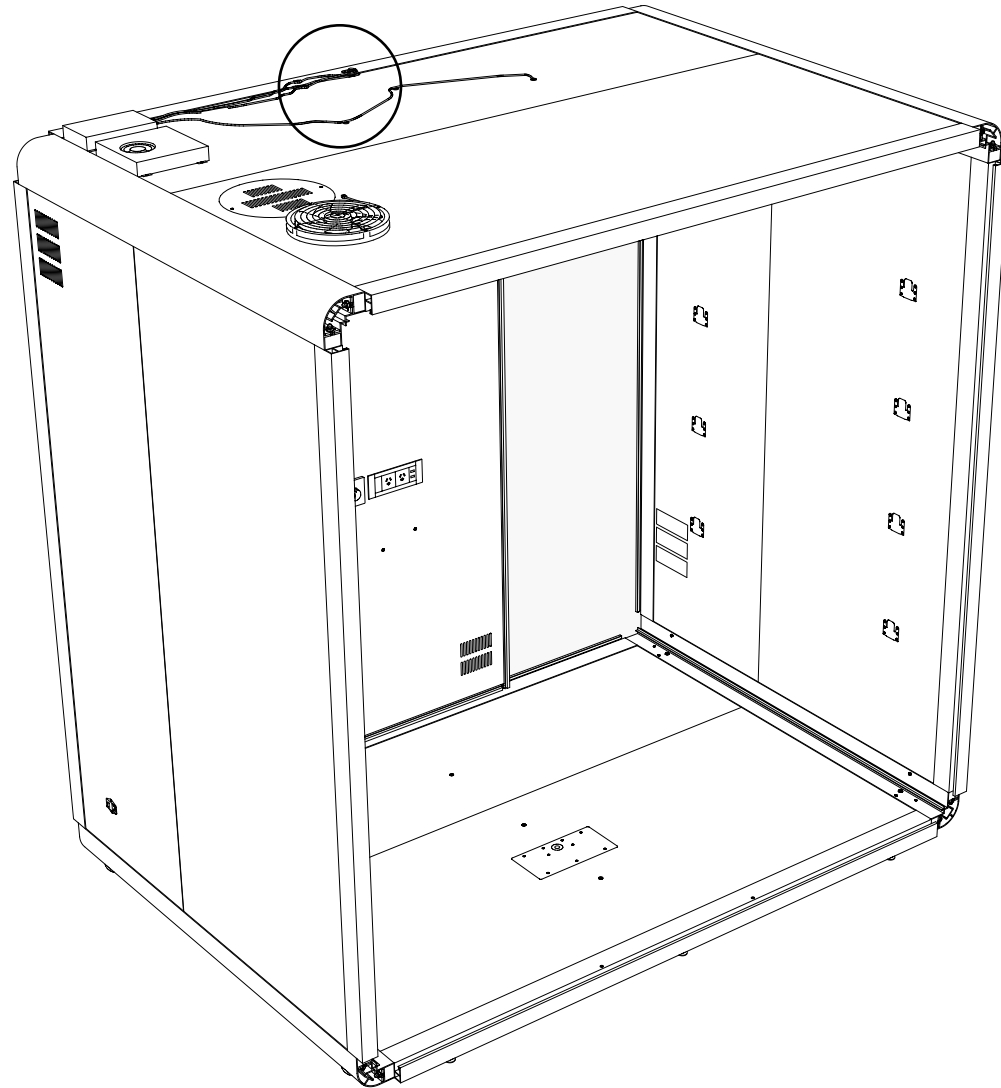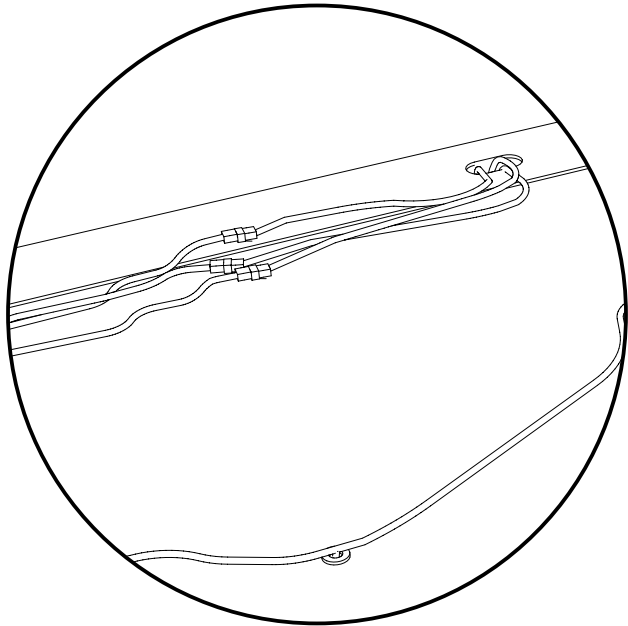
23

NOTE: Use glass suction tool to move the left and right glass panel towards back panel frame.
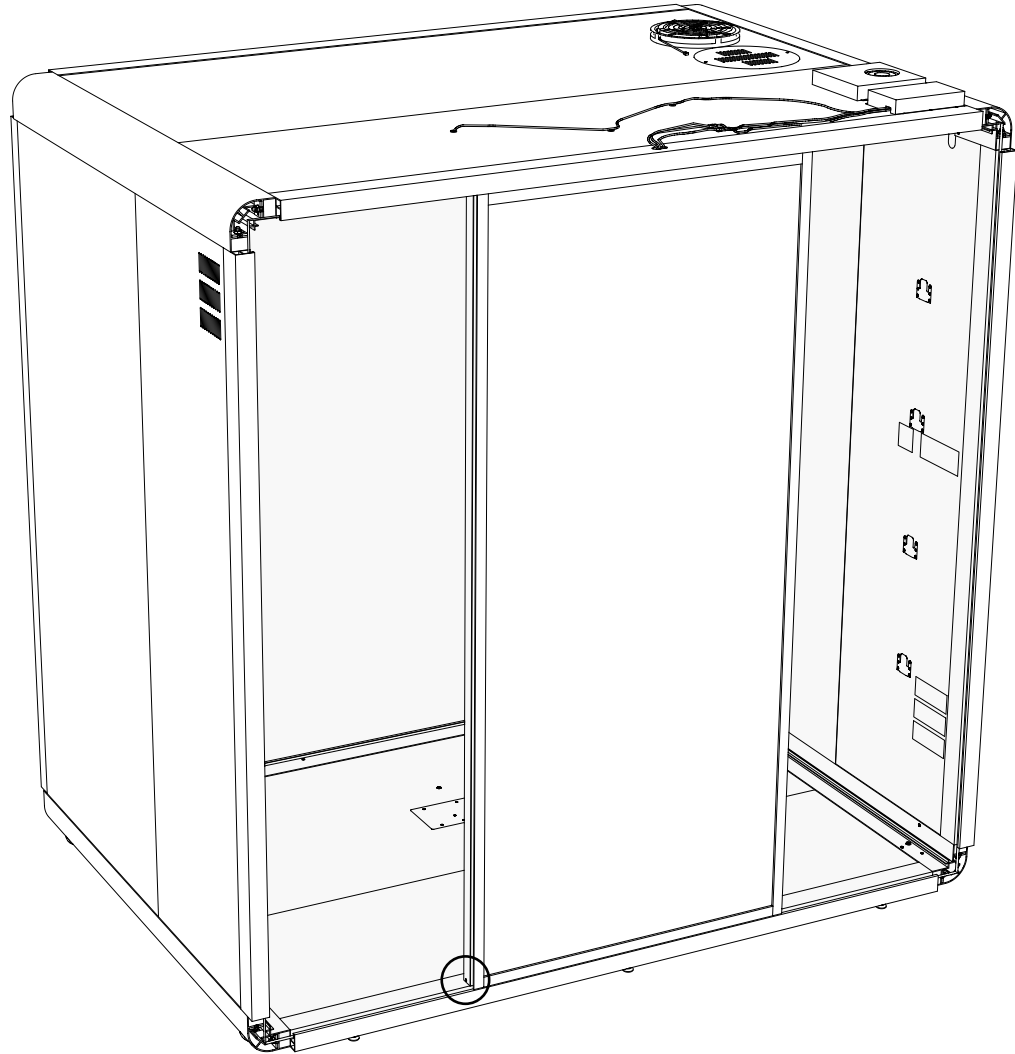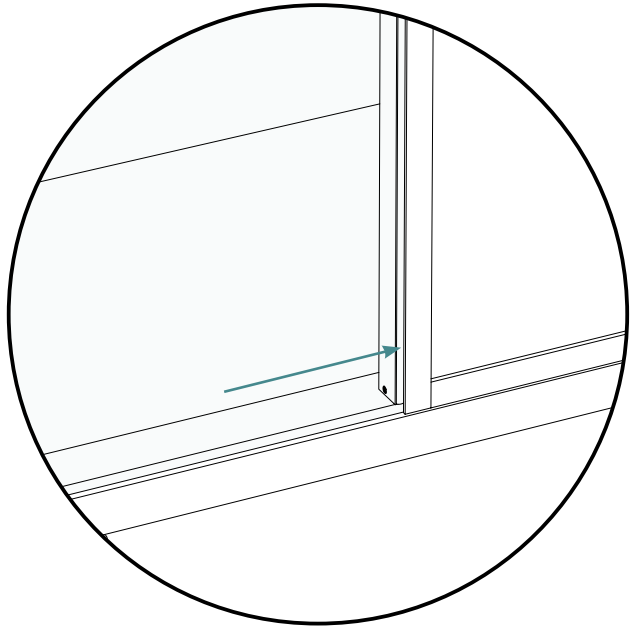
24

NOTE: Use wooden block to knock the back pandel side edges in.
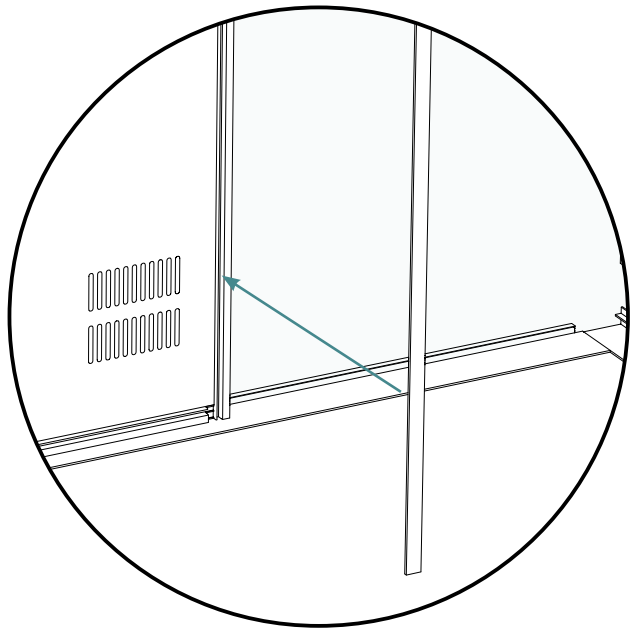
25

NOTE: Use wooden block to knock the back panel top and bottom edges in.

27.
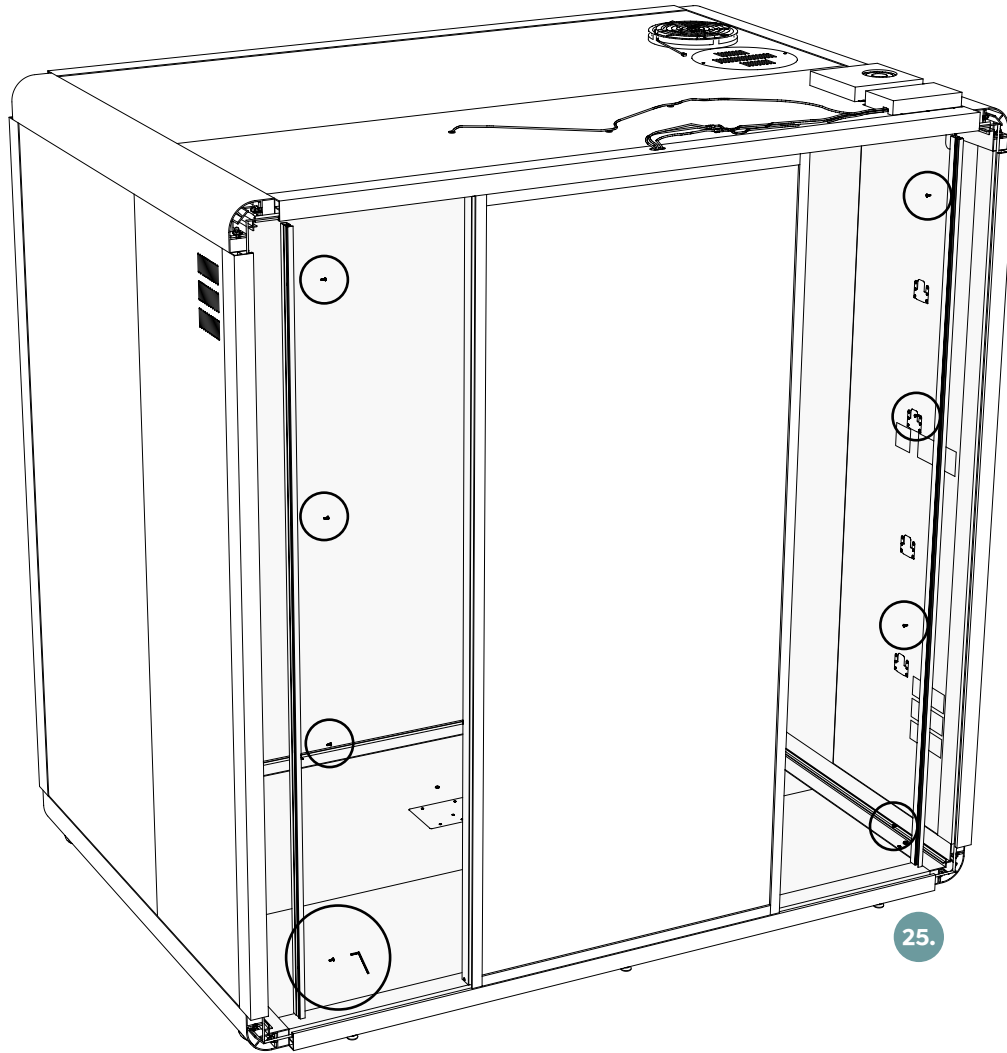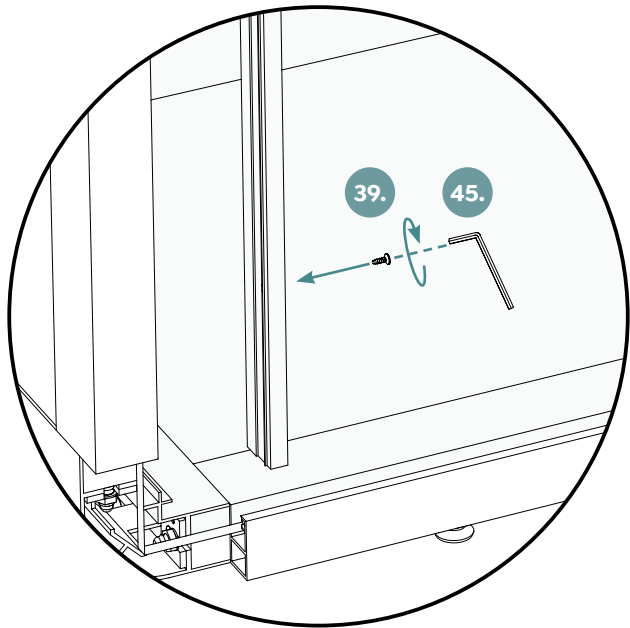
26

39.

45.

25.

27

39.

45.

25.

28

NOTE: Use wooden block to knock the window edges in.

26.
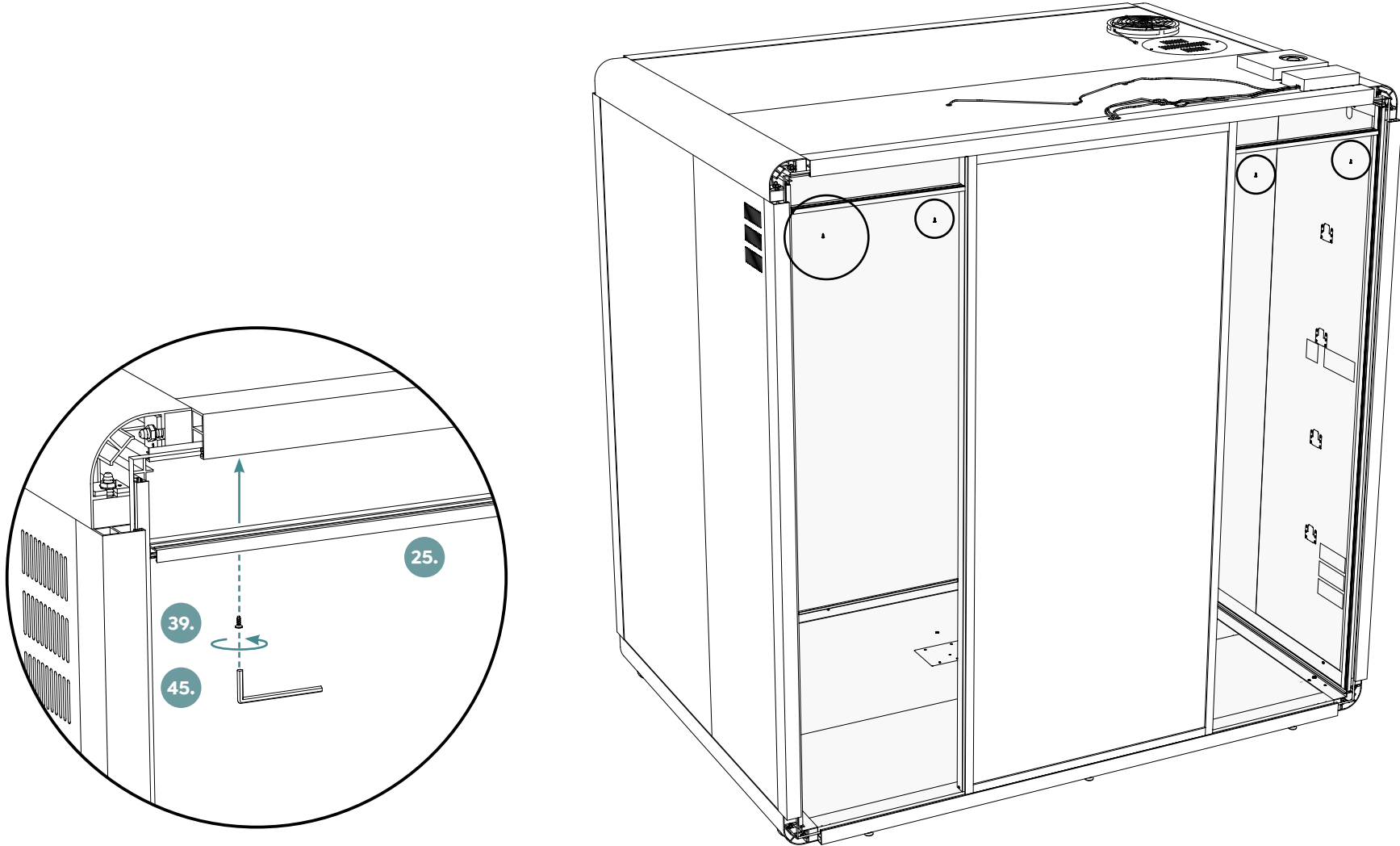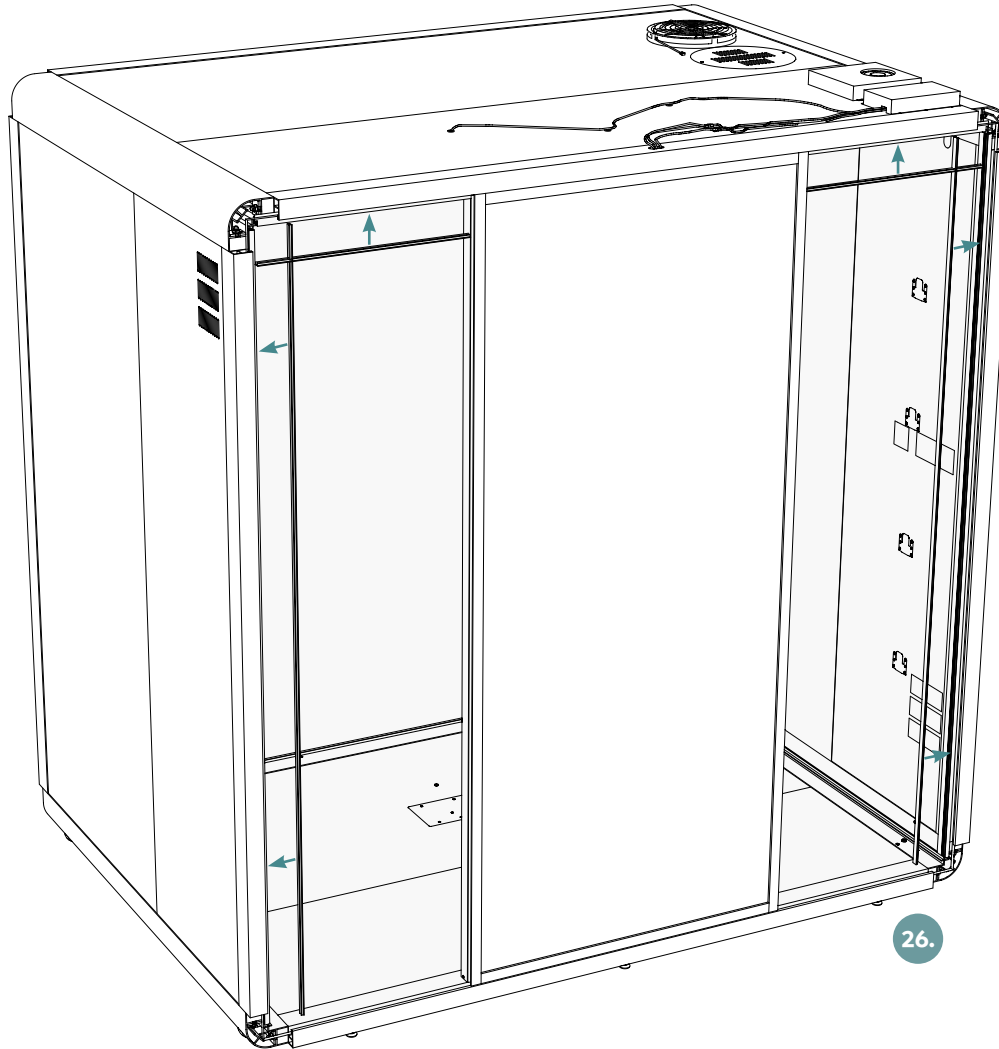
29

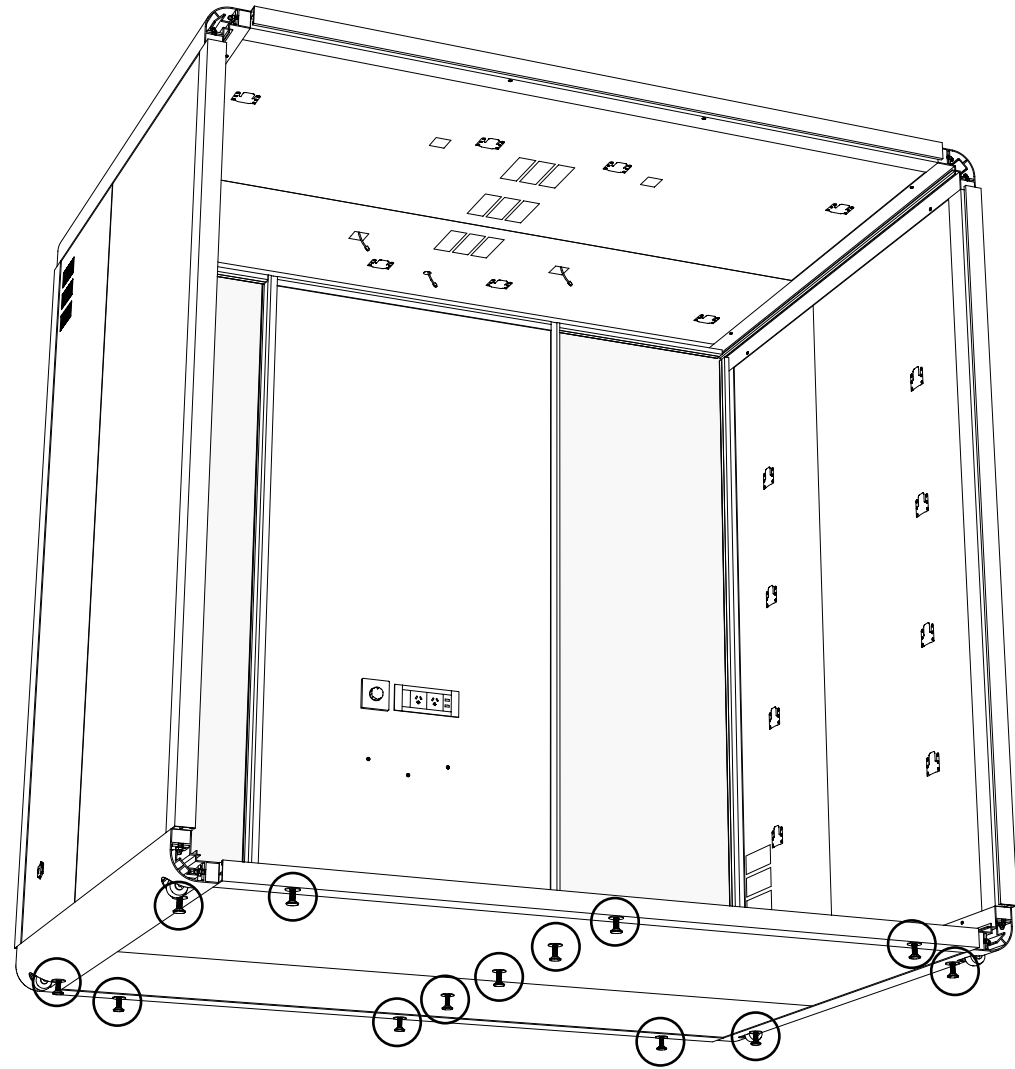**NOTE: Make sure the light and sensor cables protrude through the ceiling panels.**
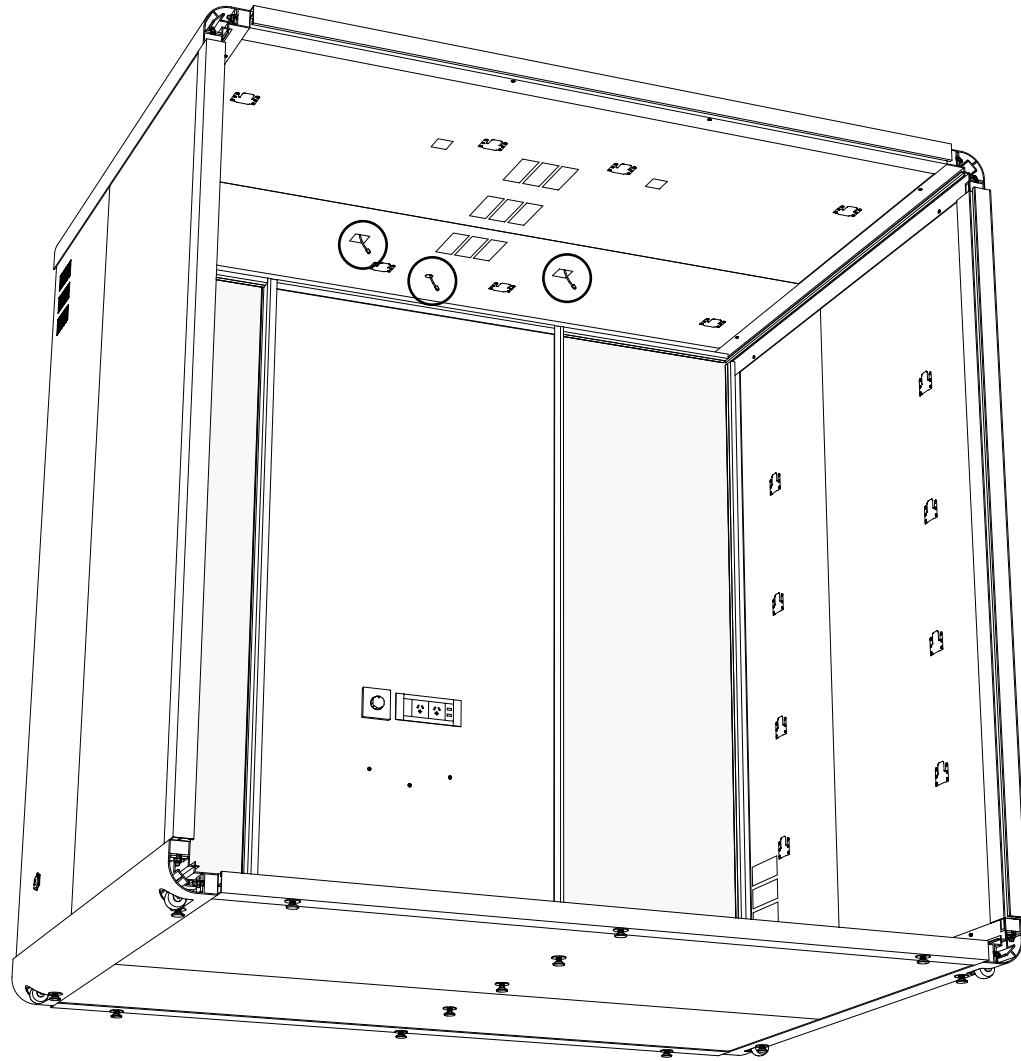
30

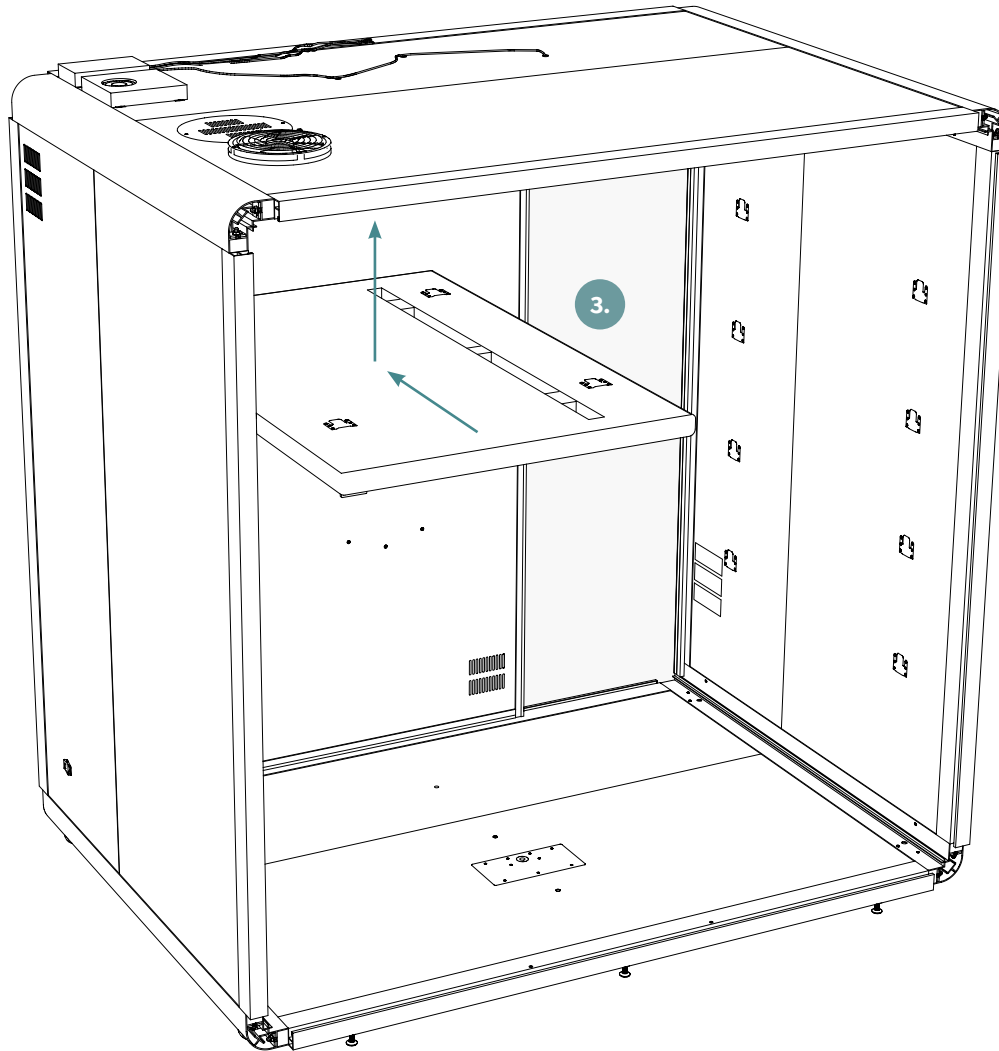**NOTE: Move pod to final location and screw down the pod feet, to make it stable.**

45.
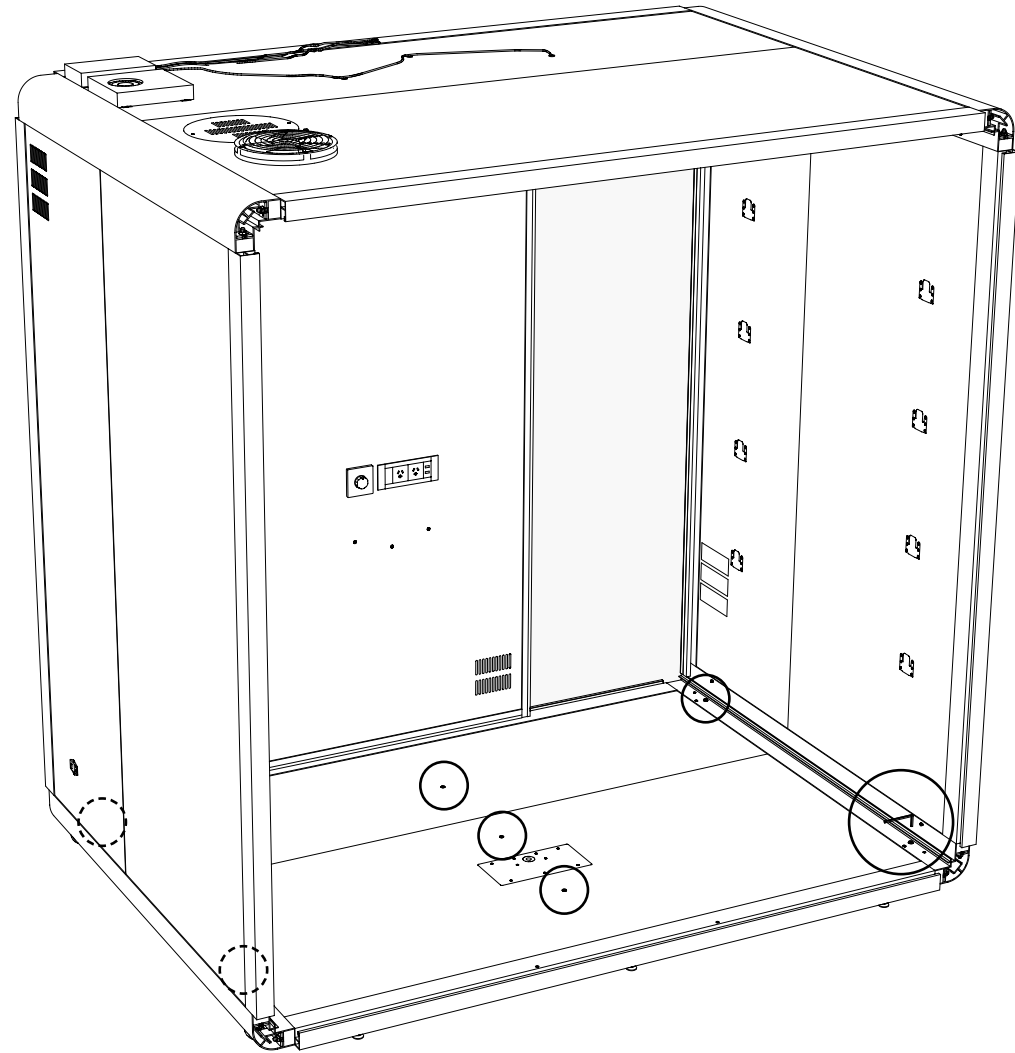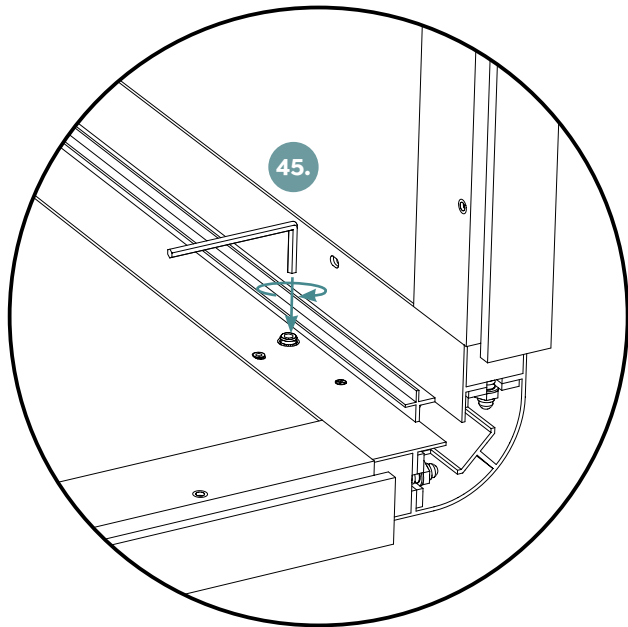
31

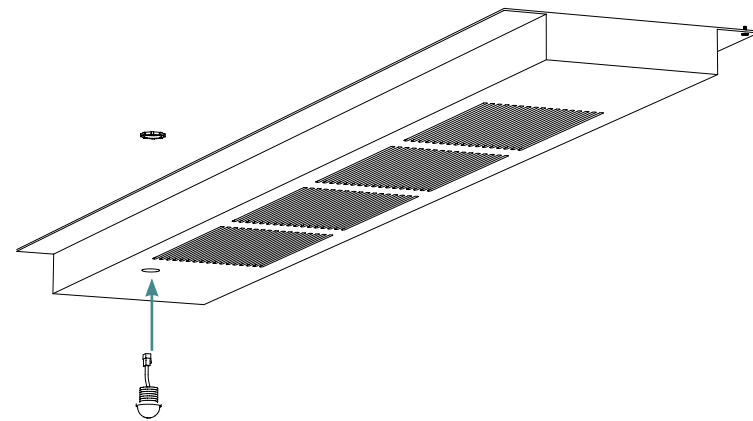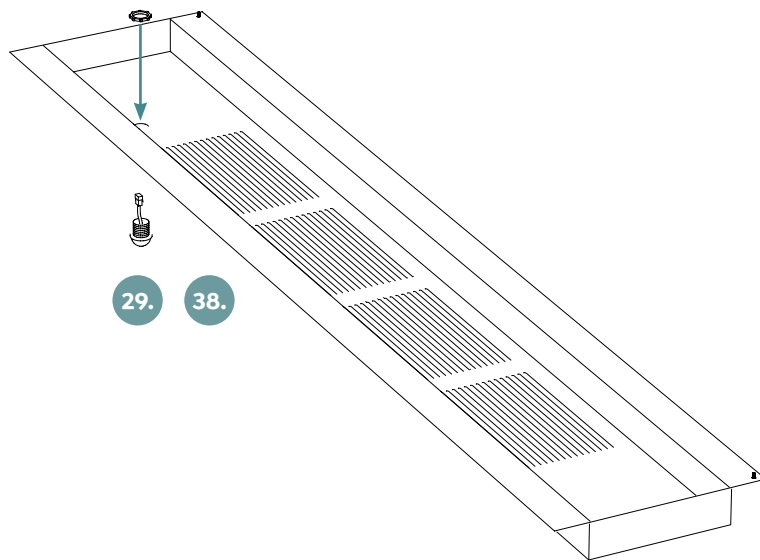**NOTE: Screw the feet down enough to lift castors off the floor.**
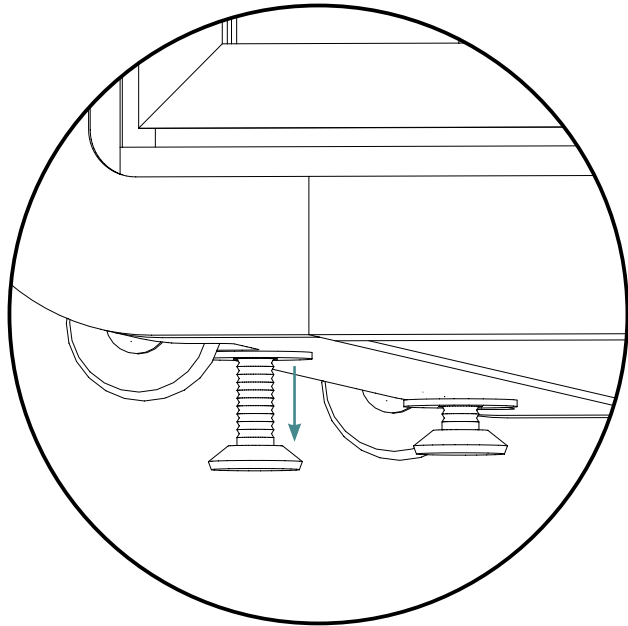
32

NOTE: Make sure that brackets clip onto the ceiling.

33
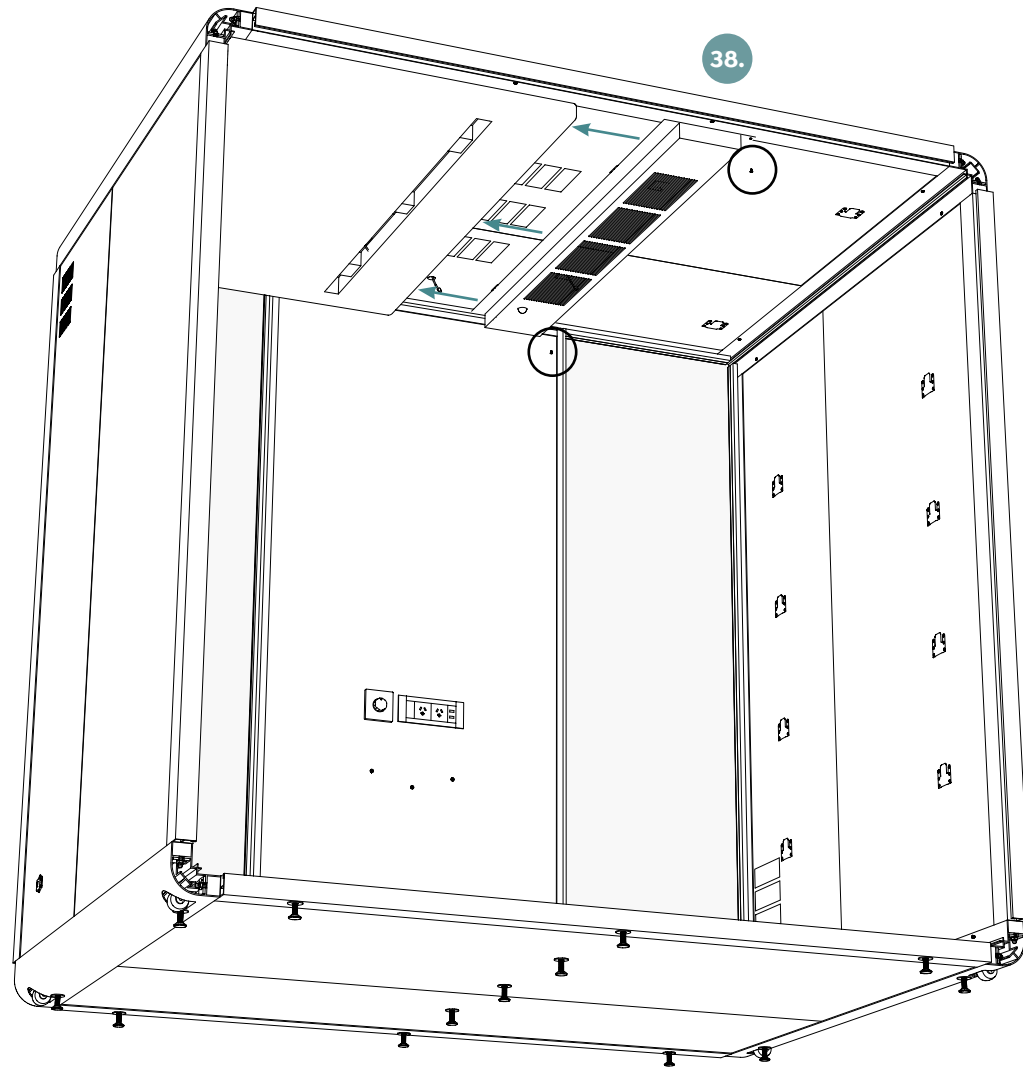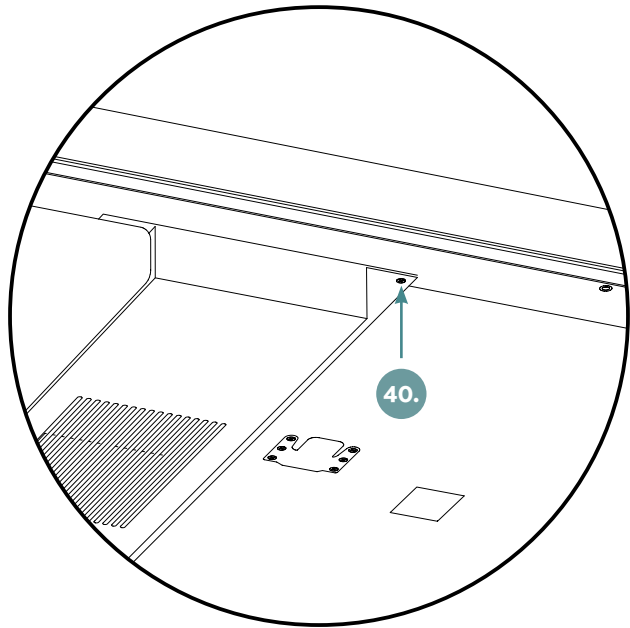
NOTE: Place sensor through ceiling cover and secure it on the other side.
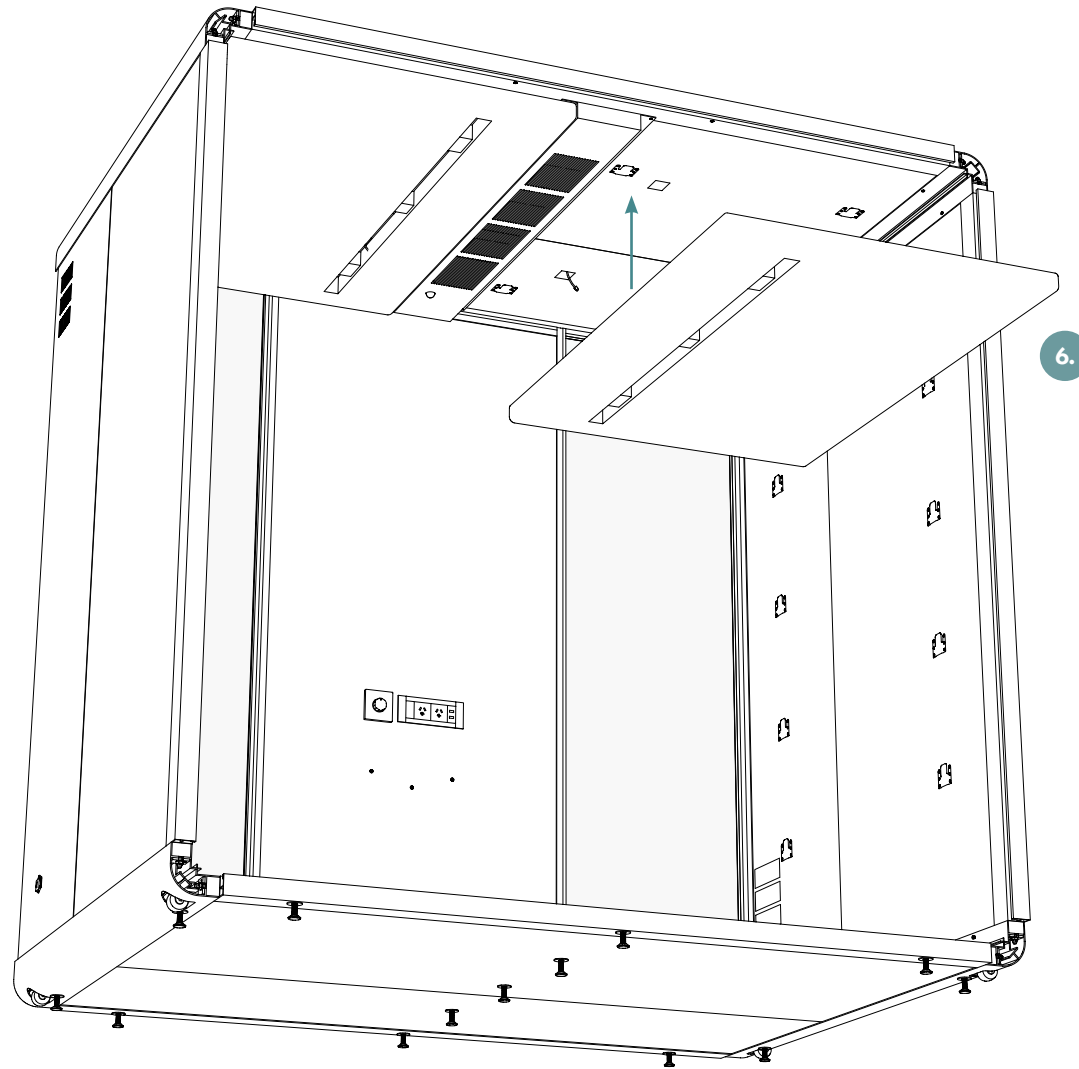

29. **38.**

34

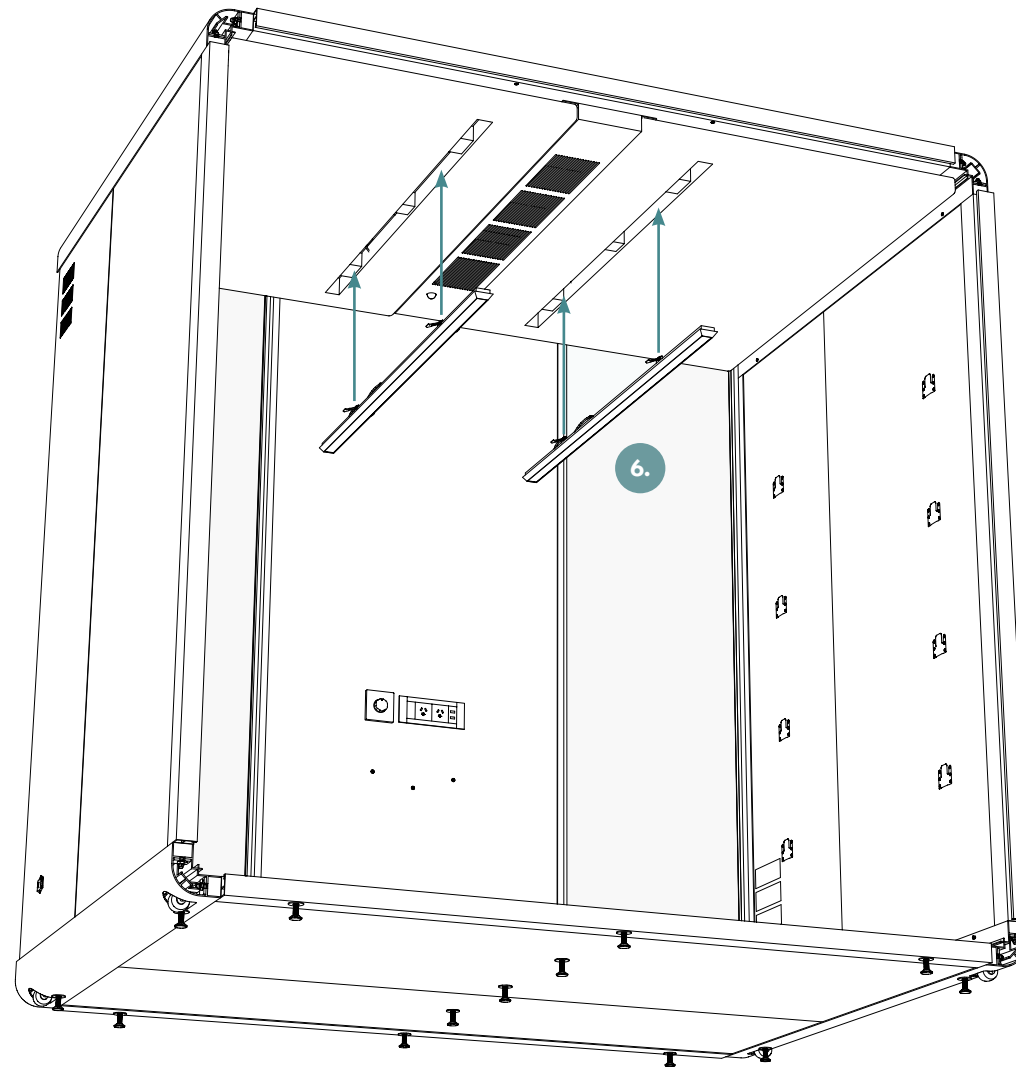**NOTE: Slide ceiling cover under upholstered panel on left side and screw it on the ceiling on the right side.**
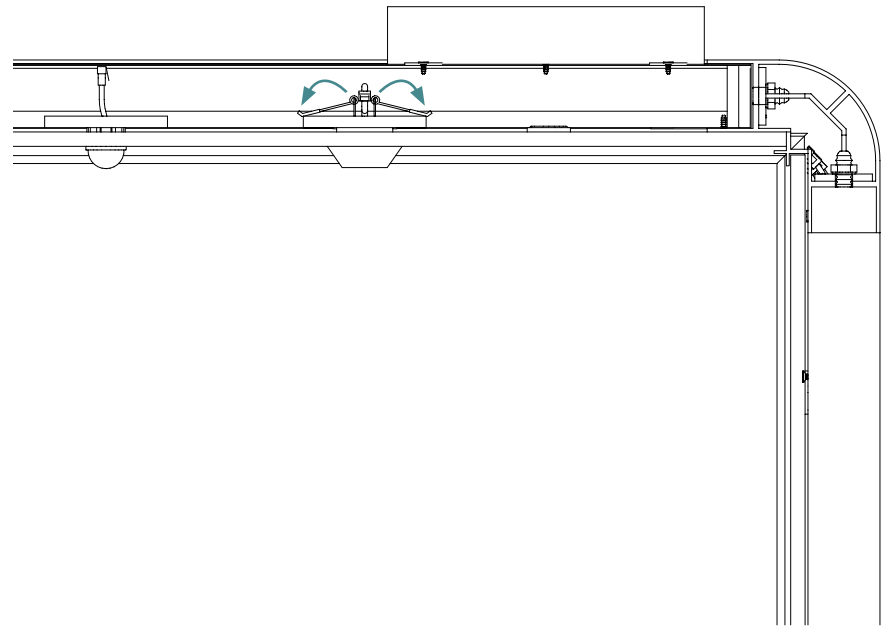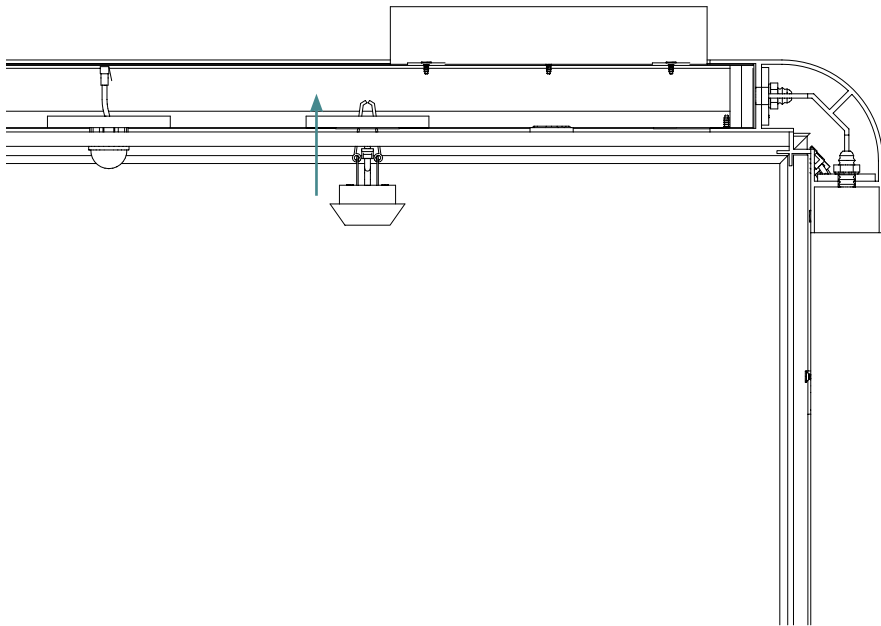

38.

40.

35

6.
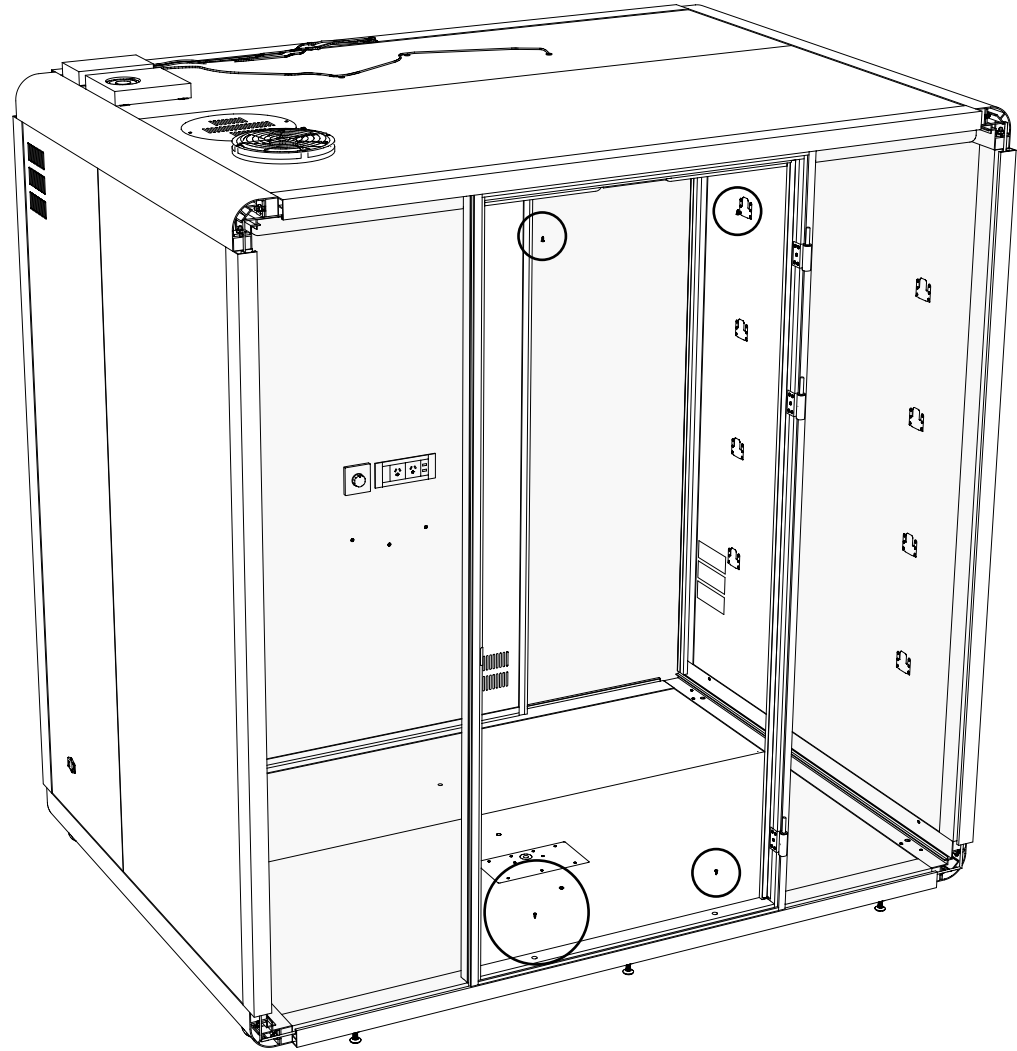
36

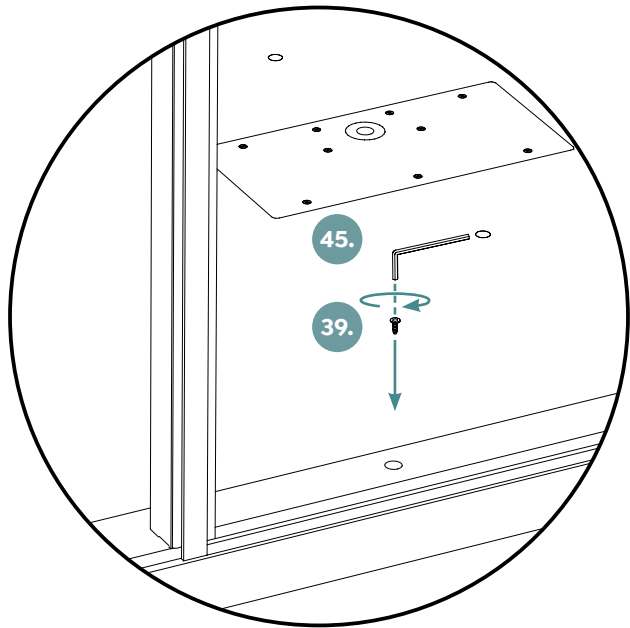**NOTE: See following step to insert lights.**

6.

37

38

NOTE: Repeat step 17. and 18. for the front glass panels.
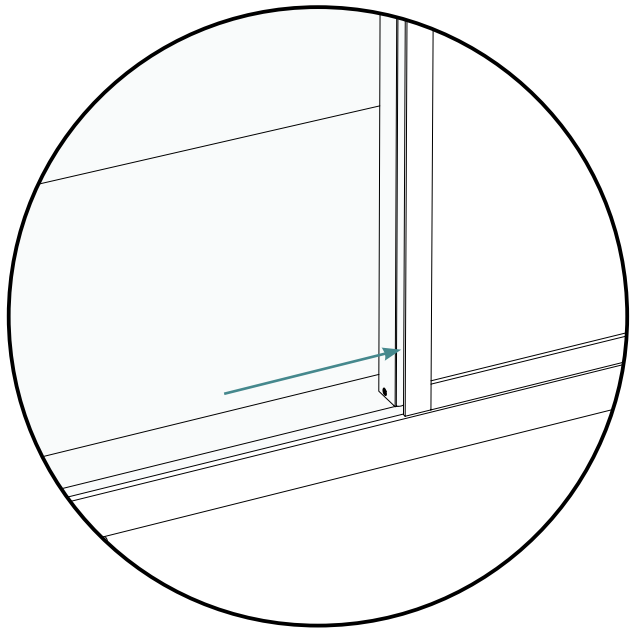

15.

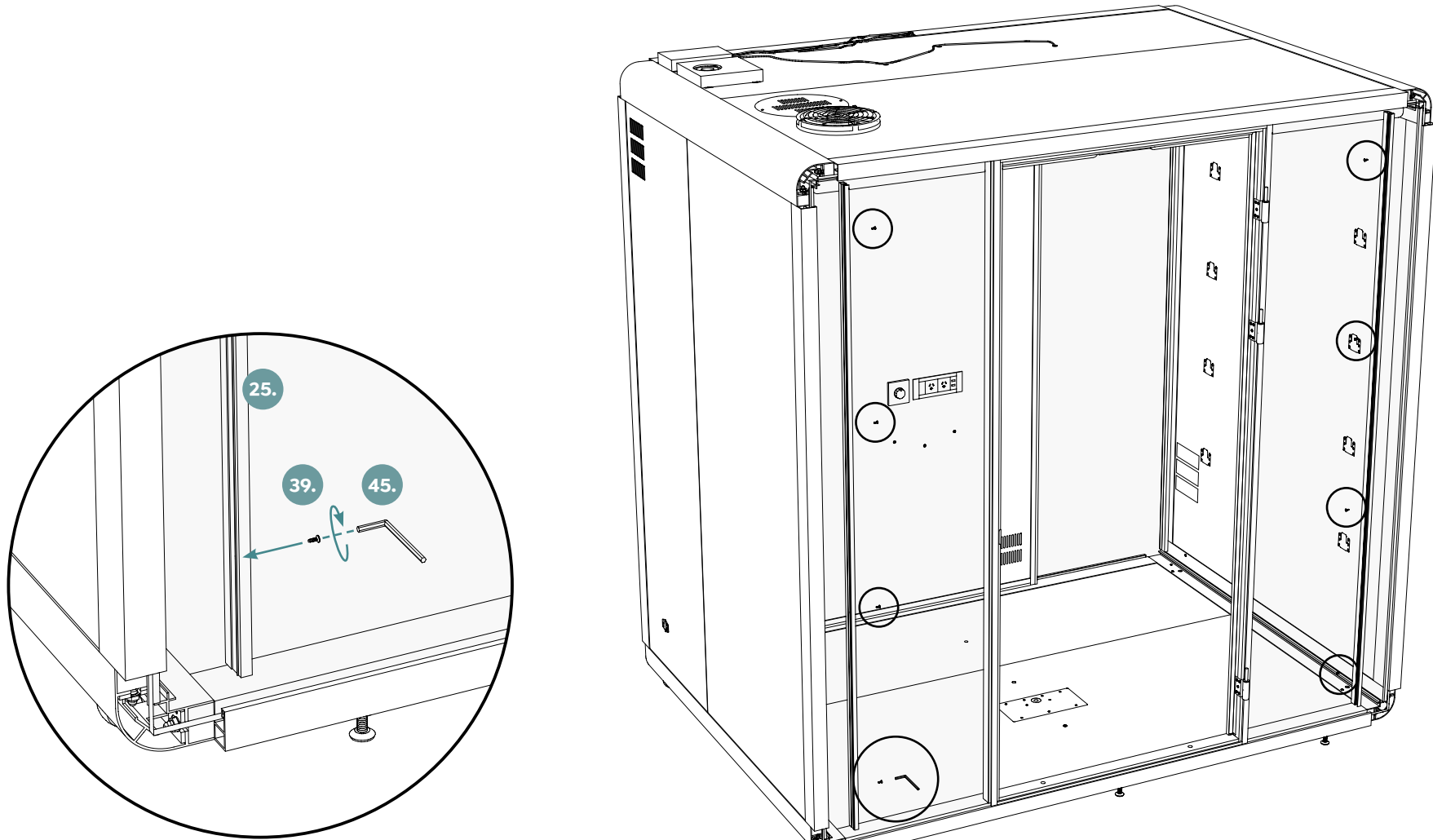# 39
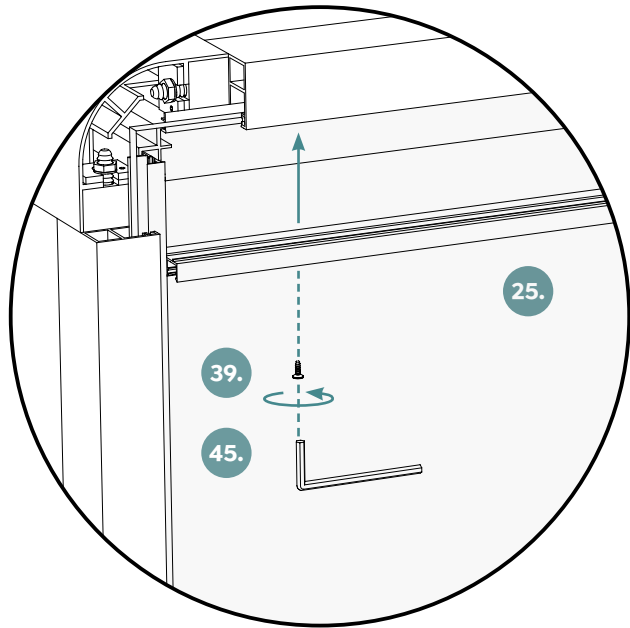

13.

40

45.

39.

41

NOTE: Use glass suction tool to move the left and right glass panel towards back panel frame.
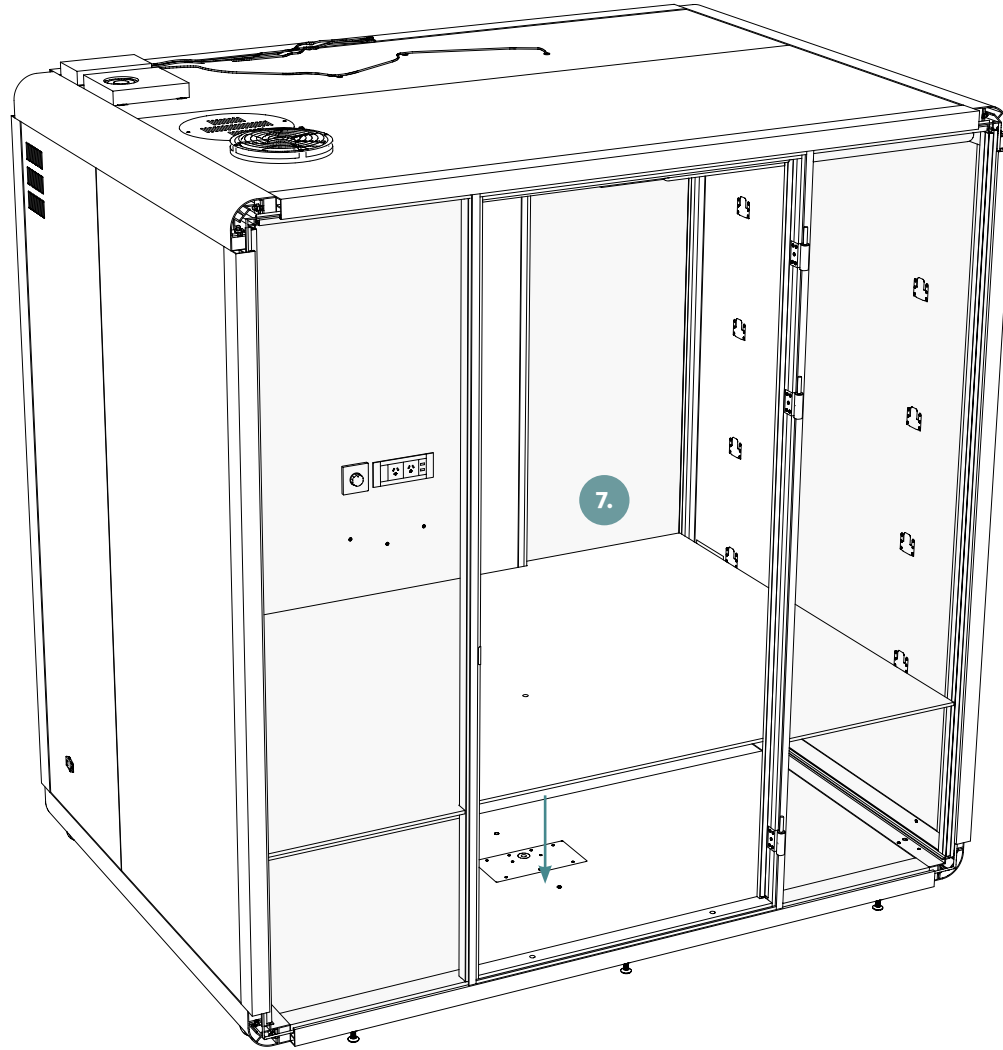
42

43

25.

39.

45.

44

NOTE: Use wooden block to knock the window edges in.

26.

45

46

NOTE: Make sure that brackets clip onto the side panel.

47

48
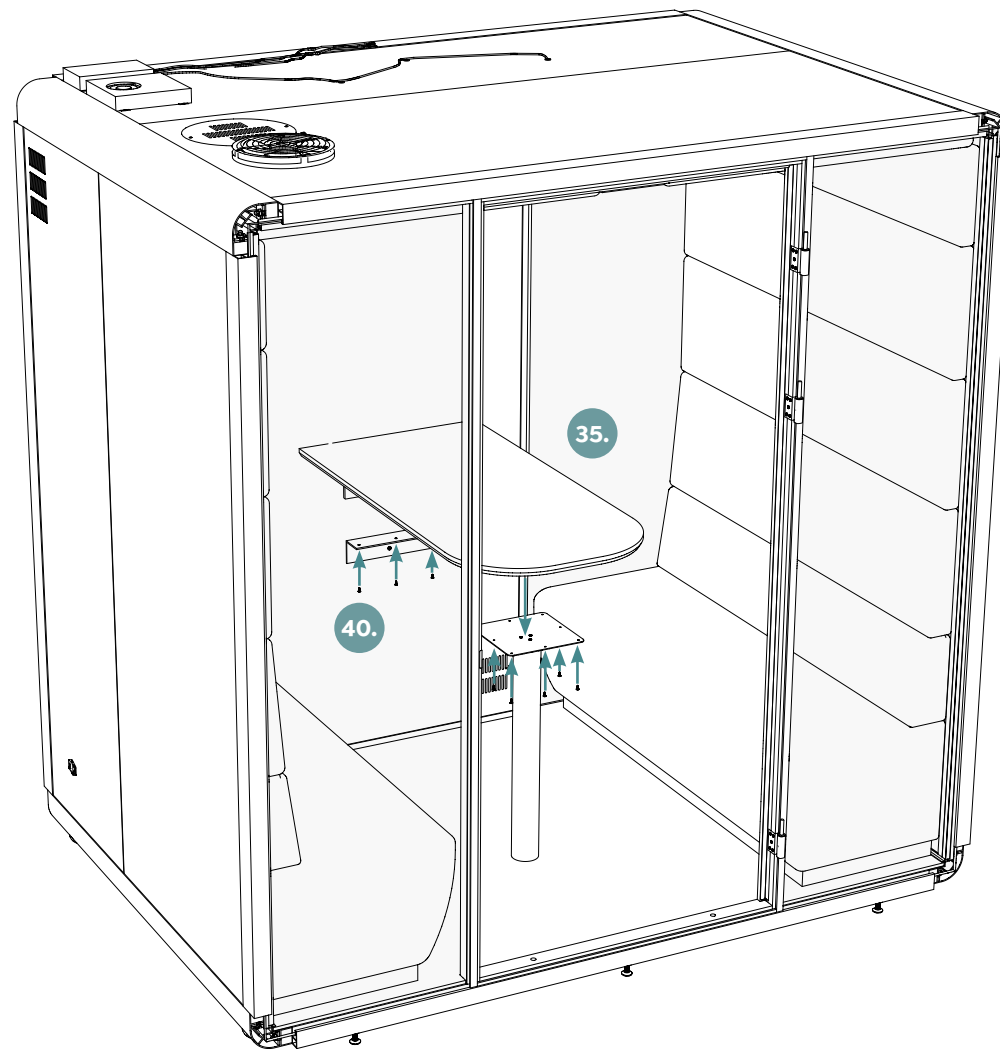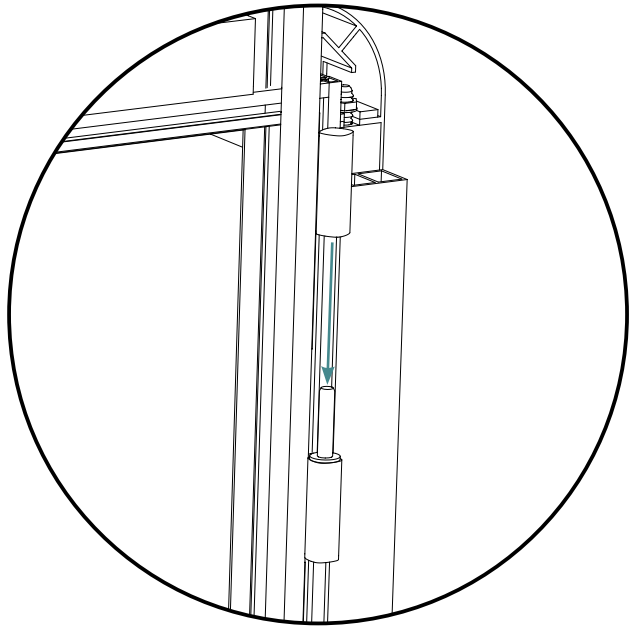
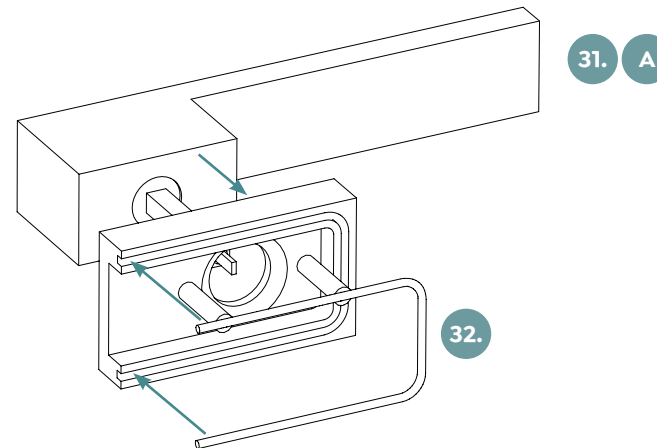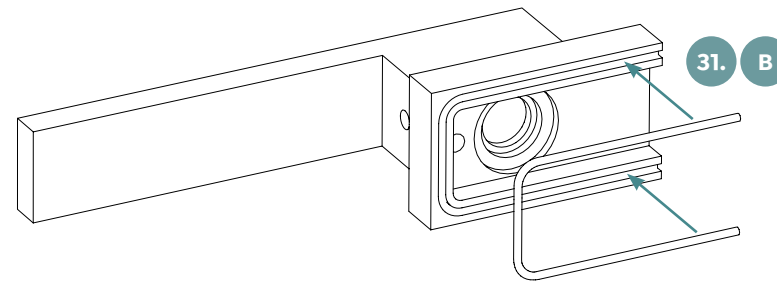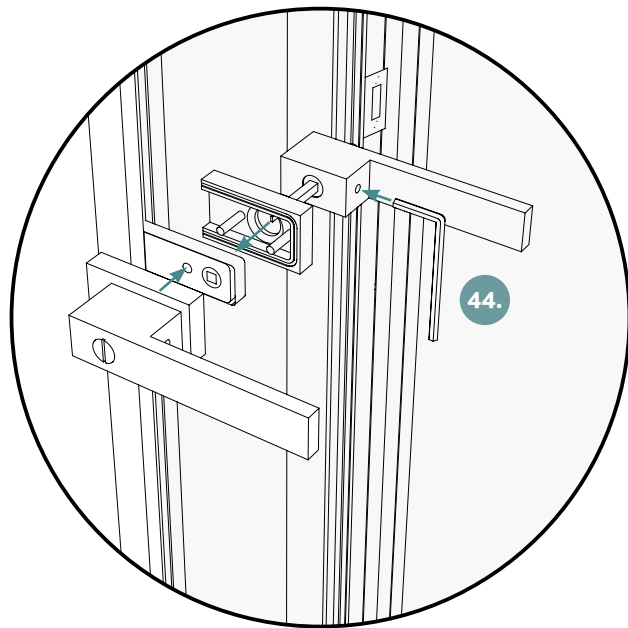**NOTE: Repeat Step 46 and Step 47 on all other panels.**

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14.

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NOTE: Cut the silicon strip to fit in.

31. B

31. A

32.

53

44.

54

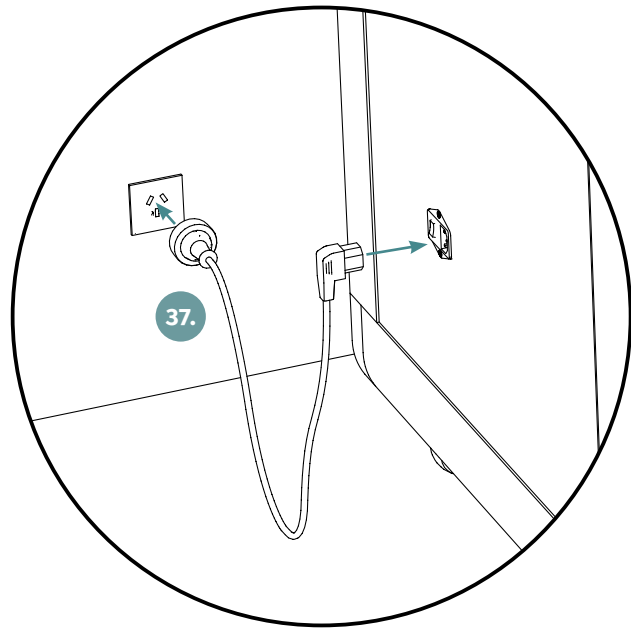**8.**

55

36.
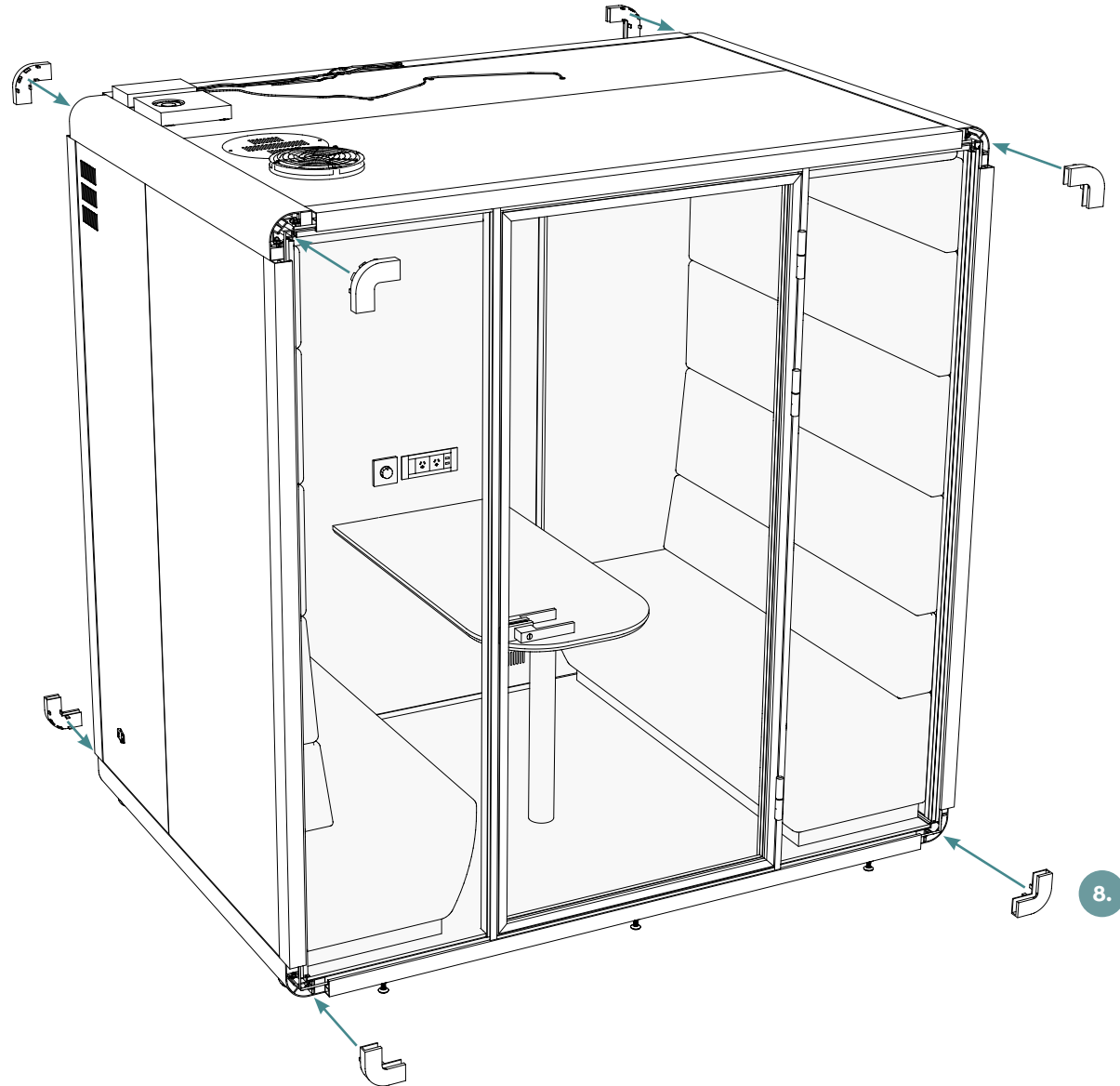
56

NOTE: Plug in the pod.

37.

Completed

Your pod experience starts here...

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