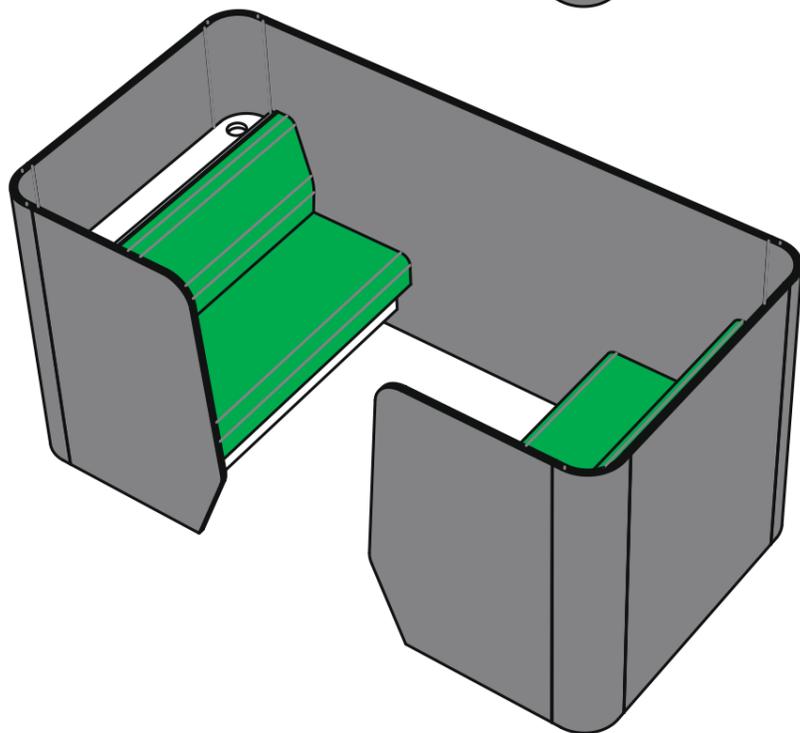
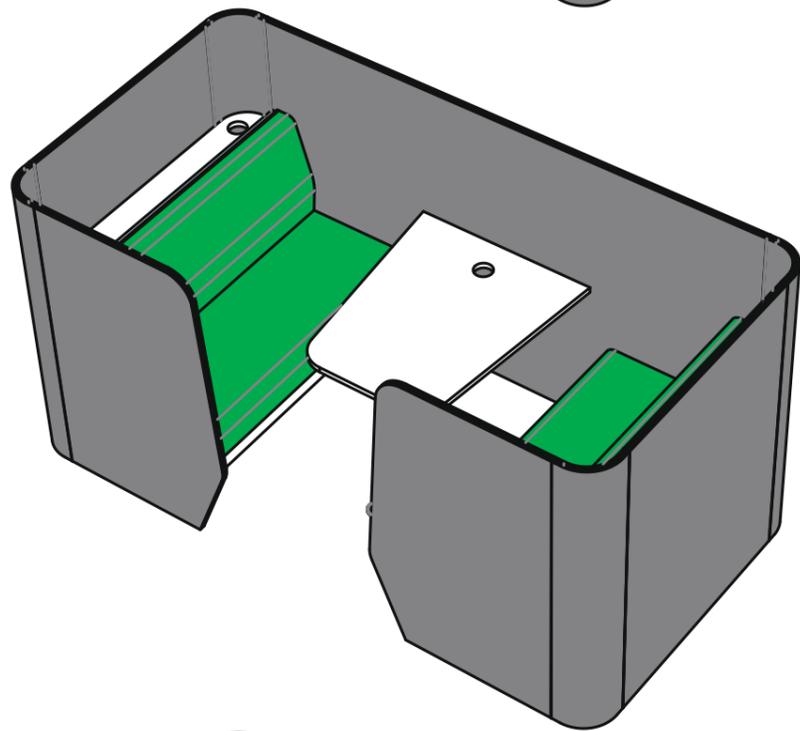
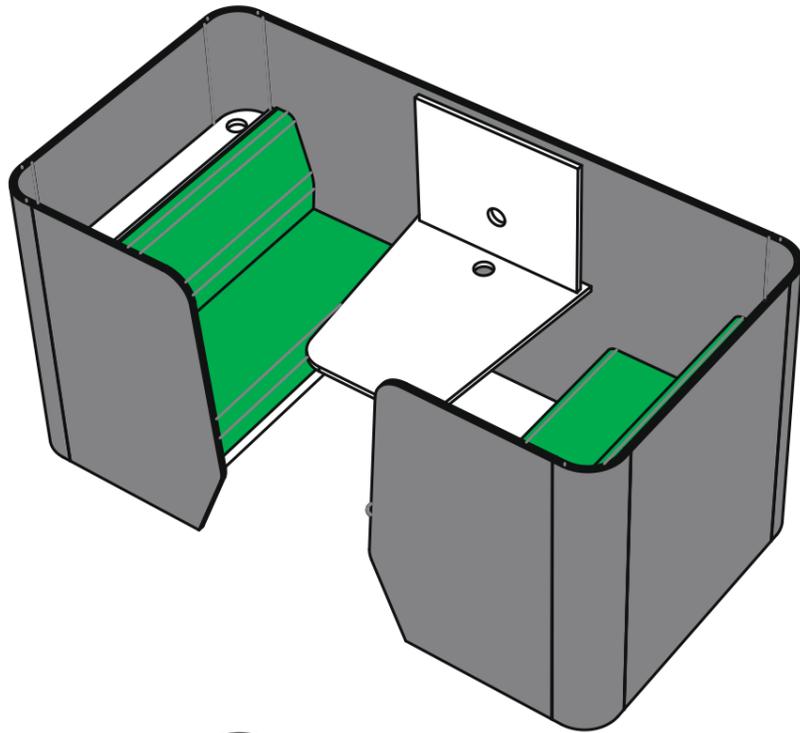
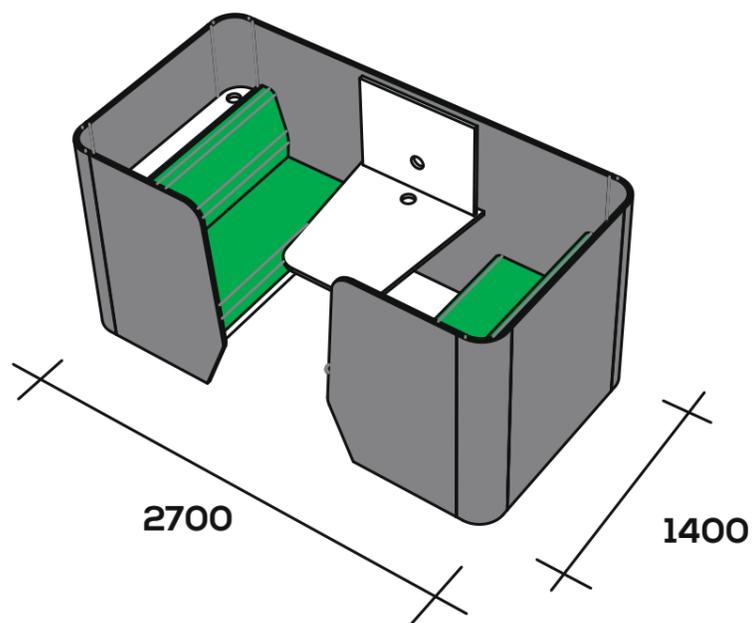


# ZONE MEETING POD ASSEMBLY INSTRUCTIONS



## TOOLS REQUIRED:

SHORT PZ2 SCREWDRIVER  
STANDARD PZ2 SCREWDRIVER  
LARGE RUBBER Mallet  
NYLON Mallet  
STANLEY KNIFE  
6MM ALLEN KEY  
DOOR LIFTER  
17MM SPANNER



**STEP 1:** IDENTIFY THE LOCATION FOR THE INSTALLATION

IDENTIFY THE LOCATION FOR THE INSTALLATION

\*PLEASE NOTE THAT THIS PRODUCT CAN NOT BE MOVED ONCE IT IS ASSEMBLED SO TAKE CARE TO GET THE POSITION CORRECT FROM THE OUTSET.

**STEP 2:** INSTALL THE CORNERS

THE 3 FITTINGS PRESENT ON THE ENDS OF THE PANELS SECURE THE CORNERS BY SLOTTING INTO THE KEY HOLE SHAPED FEATURE ON THE RECESSED EDGE OF THE CORNER MODULES.

- LIFT UP THE PANEL BY 20MM
- OFFER UP THE CORNER AND TAP ONTO THE END OF THE PANEL IF REQUIRED WITH A RUBBER Mallet TAKING CARE NOT TO DAMAGE THE UPHOLSTERY
- TAP THE PANEL DOWN TO ENGAGE THE FITTINGS TAKING CARE TO MAKE SURE ALL 3 SETS ARE LOCKED IN PLACE

**STEP 3:** INSTALL THE INTERMEDIATE PANELS

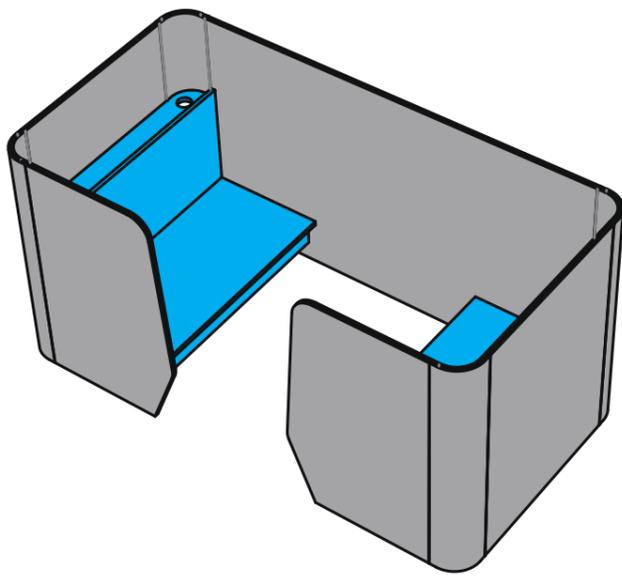
- LIFT UP THE PANEL BY 20MM
- OFFER UP TO THE CORNER AND TAP INTO THE CORNER IF REQUIRED WITH A RUBBER Mallet TAKING CARE NOT TO DAMAGE THE UPHOLSTERY
- TAP THE PANEL DOWN TO ENGAGE THE FITTINGS TAKING CARE TO MAKE SURE ALL 3 SETS ARE LOCKED IN PLACE

**STEP 4:** INSTALL THE CORNERS

- LIFT UP THE PANEL BY 20MM
- OFFER UP THE CORNER AND TAP ONTO THE END OF THE PANEL IF REQUIRED WITH A RUBBER Mallet TAKING CARE NOT TO DAMAGE THE UPHOLSTERY
- TAP THE PANEL DOWN TO ENGAGE THE FITTINGS TAKING CARE TO MAKE SURE ALL 3 SETS ARE LOCKED IN PLACE

**STEP 5:** INSTALL THE END PANELS

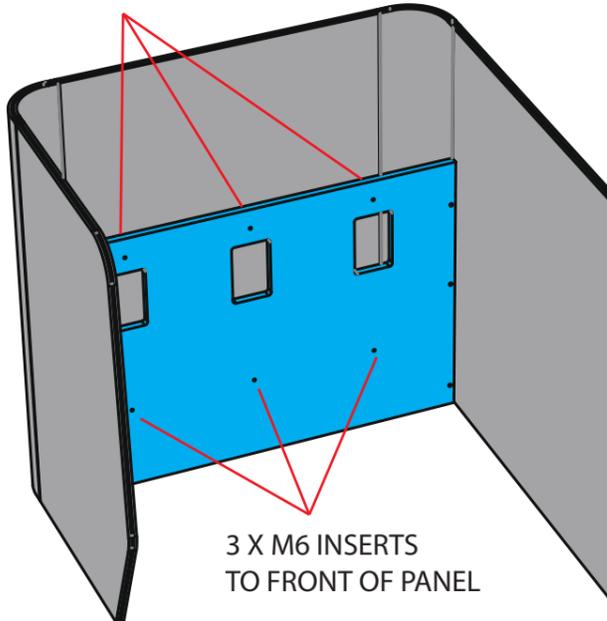
- LIFT UP THE PANEL BY 20MM
- OFFER UP TO THE CORNER AND TAP INTO THE CORNER IF REQUIRED WITH A RUBBER Mallet TAKING CARE NOT TO DAMAGE THE UPHOLSTERY
- TAP THE PANEL DOWN TO ENGAGE THE FITTINGS TAKING CARE TO MAKE SURE ALL 3 SETS ARE LOCKED IN PLACE



## STEP 5: INSTALL THE SEATING PANELS

PRIOR TO INSTALLING THE SEATING PANELS PLEASE CHECK THAT THE OUTER PANELS ARE IN THE CORRECT LOCATION, AND THAT THE PANELS ARE SQUARE AND PARALLEL TO EACH OTHER.

3 X M6 INSERTS  
TO REAR OF PANEL



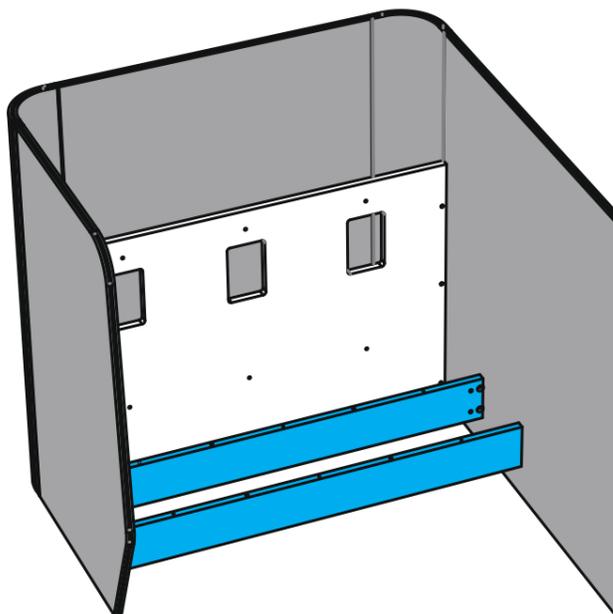
3 X M6 INSERTS  
TO FRONT OF PANEL

### STEP 5.1: INSTALL THE SEATING BACK PANEL

- THREAD THE RAFIX PINS INTO THE RELEVANT THREADED INSERTS ON THE UPHOLSTERED PANELS
- KNOCK IN THE SUPPLIED RAFIX FITTINGS INTO THE REAR OF THE PANEL
- SCREW IN 6 X M6 THREADED INSERTS INTO THE PRE DRILLED HOLES AS SHOWN
- PUSH THE PANEL ONTO THE PINS AND TIGHTEN THE FITTINGS FROM THE FRONT OF THE PANEL (**TURN ANTI-CLOCKWISE**)

\*TAKE CARE THAT THE PANELS ARE CORRECTLY ALIGNED FOR THE FITTINGS AND ADJUST THE PANEL POSITION IF REQUIRED.

\*DO NOT FORCE THE FITTING TIGHT IF NOT CORRECTLY ALIGNED

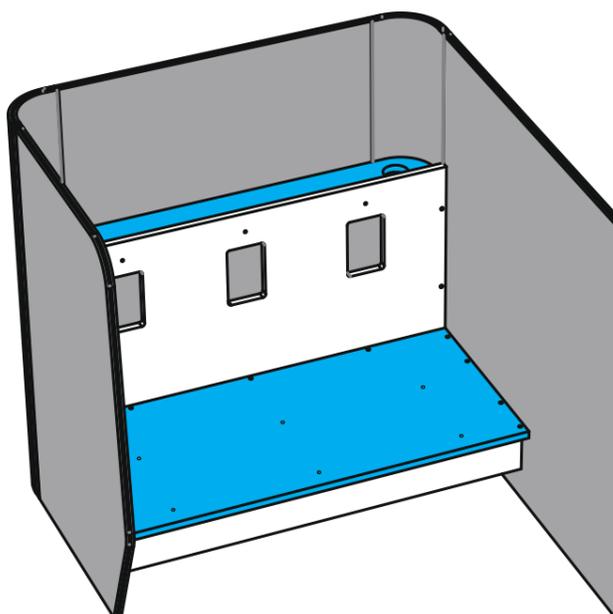


### STEP 5.2: INSTALL THE SEAT SUPPORTING PANELS

- THREAD THE RAFIX PINS INTO THE RELEVANT THREADED INSERTS ON THE UPHOLSTERED PANELS
- KNOCK IN THE SUPPLIED RAFIX FITTINGS INTO THE REAR OF THE PANELS
- PUSH THE PANEL ONTO THE PINS AND TIGHTEN THE FITTINGS (**CLOCKWISE**)
- FIT THE REAR PANEL FIRST WITH THE FITTINGS FACING FORWARDS
- FIT THE FRONT PANEL SECOND WITH THE FITTINGS FACING REARWARDS

\*TAKE CARE THAT THE PANELS ARE CORRECTLY ALIGNED FOR THE FITTINGS AND ADJUST THE PANEL POSITION IF REQUIRED.

\*DO NOT FORCE THE FITTING TIGHT IF NOT CORRECTLY ALIGNED

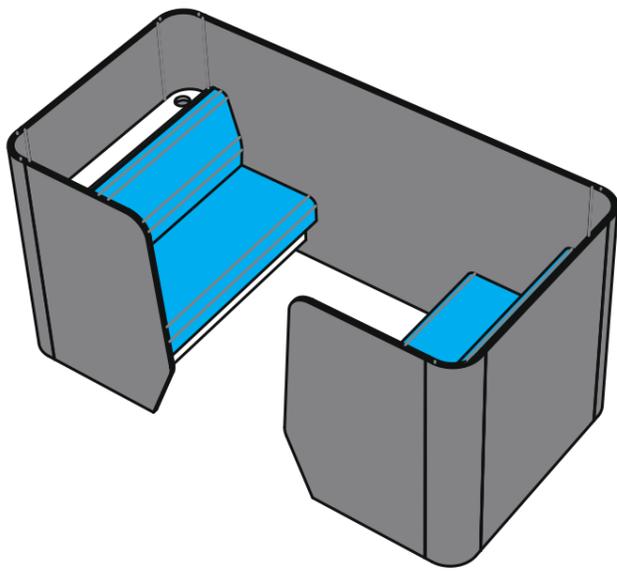


### STEP 5.3: INSTALL THE SEAT BASE AND SHELF

- THREAD THE RAFIX PINS INTO THE RELEVANT THREADED INSERTS ON THE UPHOLSTERED PANELS AND INTO THE M6 INSERTS ON THE SEAT BACK
- KNOCK IN THE SUPPLIED RAFIX FITTINGS INTO THE REAR OF THE PANELS
- PUSH THE SEAT BASE ONTO THE PINS AND TIGHTEN THE FITTINGS FROM ABOVE (**TURN ANTI-CLOCKWISE**)
- USE THE CONFIRMAT SCREWS FROM ABOVE TO TIGHTEN THE BASE TO THE SEAT SUPPORTS
- PUSH THE SHELF ONTO THE PINS AND TIGHTEN FROM BELOW USING THE CUTOUTS IN THE SEAT BACK FOR ACCESS (**CLOCKWISE**)

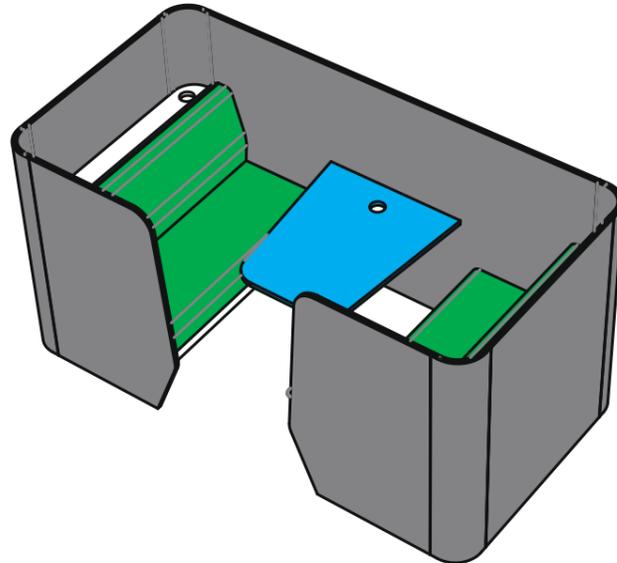
\*TAKE CARE THAT THE PANELS ARE CORRECTLY ALIGNED FOR THE FITTINGS AND ADJUST THE PANEL POSITION IF REQUIRED.

\*DO NOT FORCE THE FITTING TIGHT IF NOT CORRECTLY ALIGNED



### STEP 6: INSTALL THE SEAT CUSHIONS

- FIX THE BASE SEAT CUSHION FIRST USING THE SELF ADHESIVE VELCRO PROVIDED
- FIX THE BACK CUSHION SECOND USING THE SELF ADHESIVE VELCRO PROVIDED

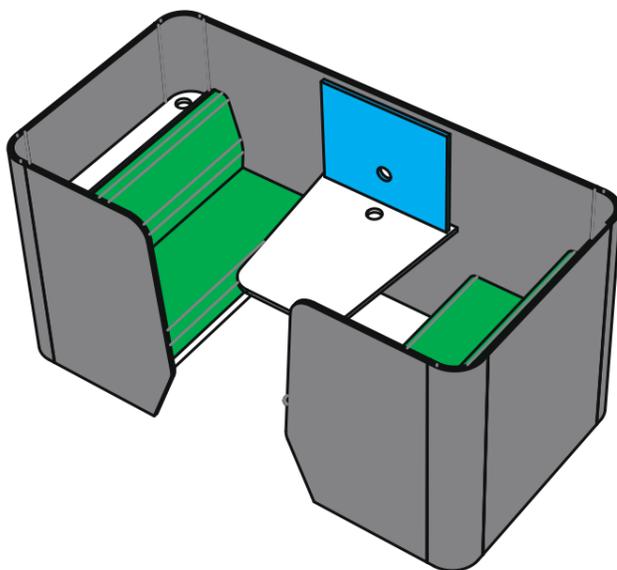


### STEP 7: (IF APPLICABLE) INSTALL THE MEETING TABLE

- THREAD THE RAFIX PINS INTO THE RELEVANT THREADED INSERTS ON THE UPHOLSTERED PANEL
- KNOCK IN THE SUPPLIED RAFIX FITTINGS INTO THE REAR OF THE TABLE TOP
- FIX THE LEG ONTO THE THREADED INSERTS USING THE FITTINGS PROVIDED.
- PUSH THE TABLE TOP ONTO THE PINS AND TIGHTEN THE FITTINGS (CLOCKWISE)

\*TAKE CARE THAT THE PANELS ARE CORRECTLY ALIGNED FOR THE FITTINGS AND ADJUST THE PANEL POSITION IF REQUIRED.

\*DO NOT FORCE THE FITTING TIGHT IF NOT CORRECTLY ALIGNED



### STEP 8: (IF APPLICABLE) INSTALL THE MEDIA PANEL

- FEED ANY CABLES REQUIRED THROUGH THE DESK TOP
- OFFER THE PANELS UP TO THE UPHOLSTERED PANEL AND REST THEM ON THE DESK TOP AND FEED THROUGH ANY CABLES REQUIRED
- USE THE 70MM X M6 BOLTS PROVIDED TO FIX THE PANELS FROM THE FRONT.

\*DO NOT OVER TIGHTEN THE FITTINGS ( DO NOT USE A DRILL DRIVER )