

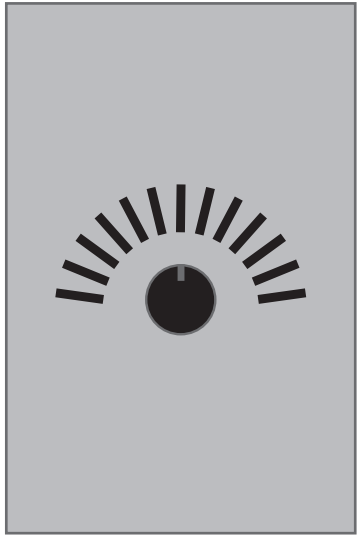
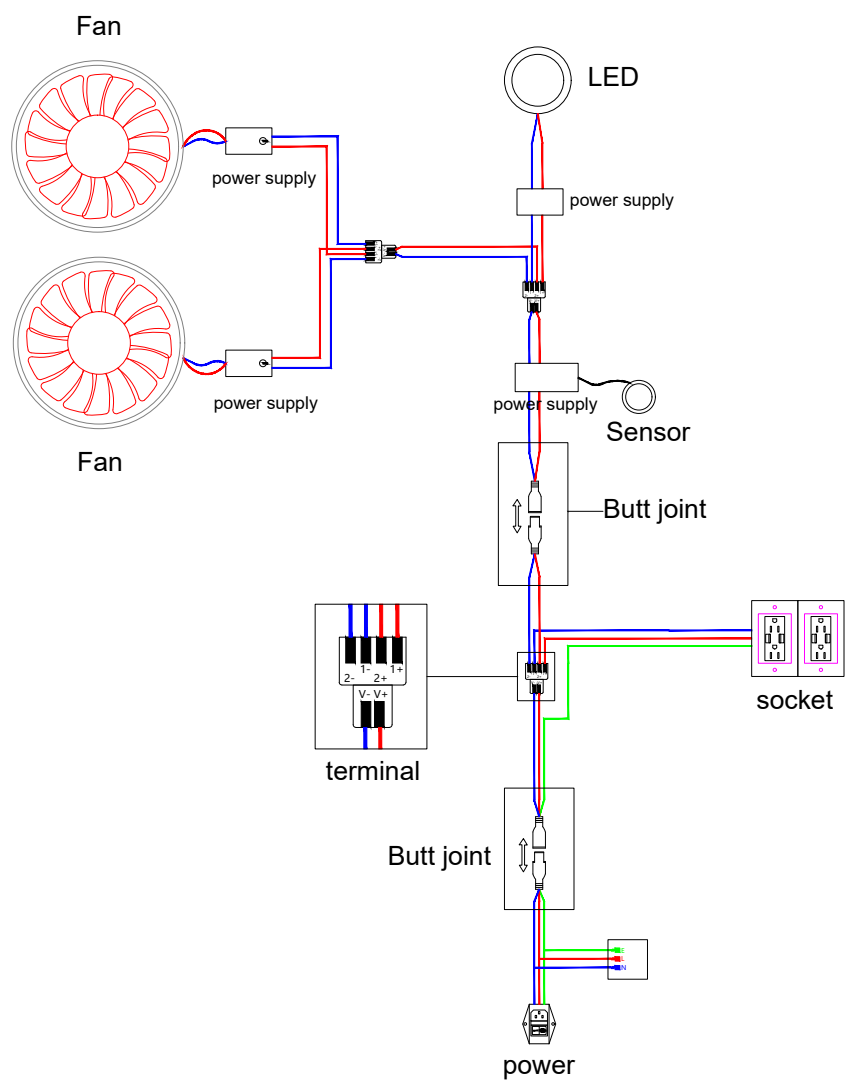
Reddispace OurTime Pod Installation Manual



METIME POD INSTALLATION GUIDE

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WIRING DIAGRAM



Fan Control Box

ELECTRICITY

	Input voltage range: 100-240 VAC (10A) 50-60 Hz. Ensure the on-site power supply meets the requirements.
	Use sockets with grounding wires.
	Do not use adapters to convert the socket for external power supply.
	Do not modify the electrical circuit without the presence of professionals to avoid damage to electrical equipment.
	The maximum power capacity of internal power supply is 1500W, exceeding the limit will cause fuses to blow.
	Touching areas with the following labels may have risk of electrical shock. Do not tamper unless with authorization from the manufacturer.



INSTALLATION

	Wear safety gloves and work boots to prevent injuries from heavy objects falling and sharp edges.
	Communicate with local property management for the safety management requirements.
	Separate parts from unpacking waste to prevent damage to parts' surface.
	Do not use sharp tools to directly contact the surface of parts, especially interior components, to avoid scratches.
	Some packaging materials are flammable, keep away from fire.
	If installed on an elevated floor, confirm the weight limit of the floor before installation.

DAILY USE

	Do not bring odorous or smoke producing items inside, as residues may be left that are difficult to remove.
	To prevent glass breaking, do not slam the glass door.
	Do not smoke or use open flames inside to prevent fire hazards.
	In the event of a fire hazard inside the booth: Exit the booth, turn off the power or unplug the power cord, and call for rescue.
	Before moving the product with casters, make sure all personnel exit, lock the door, and unplug the power cord.
	When moving the pod, raise all glides to the highest limit and remove all obstacles and obstructions.
	After moving the pod into place, adjust the glides so that the pod is fully supported and off the casters.
	Wall mounted worksurface has a load limit of 100lbs. Do not place items exceeding 100lbs to avoid damage. Place the following sticker at a visible area of the worksurface. 

TOOLS AND PERSONNEL

- At least 3 people required for installation
- Check parts list for missing or damaged pieces
- Make sure there is sufficient space for installation at the site
 - Leave enough space to access the pod's power cord and power switch
 - There needs to be at least 19 inches of clear space above the pod for proper ventilation and sound reflection
- Required tools listed below:



3 personnel



Helmet



Safety Gloves



Safety Boots



Power Drill
-Cross Head bit
-Flat Head bit



Ladder



Rubber Mallet

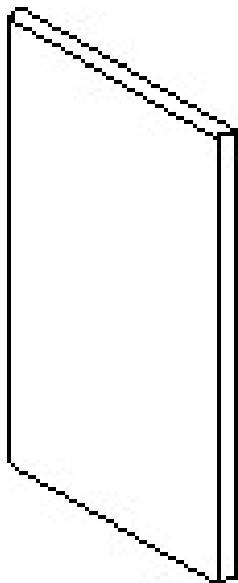


Leveling Tool

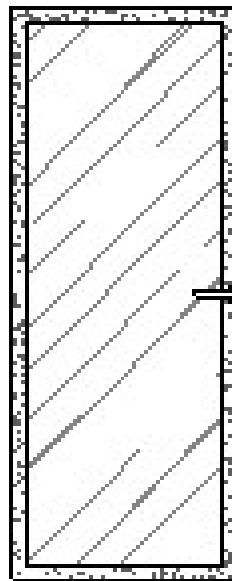


Glass suction handler

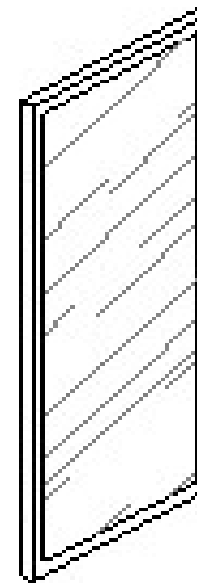
MODULES AND COMPONENTS



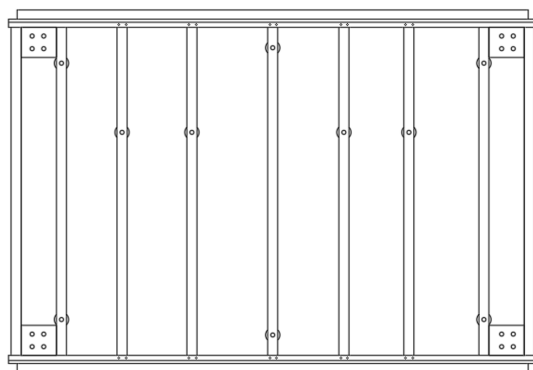
Side Panels
(Left & Right, QTY 1 Each)



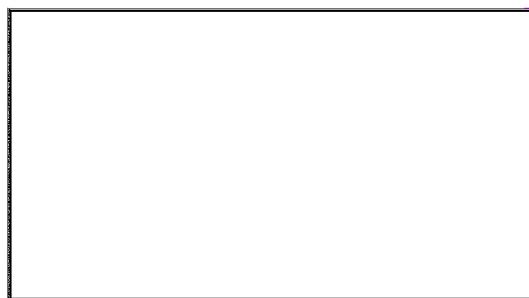
Door (QTY 1)



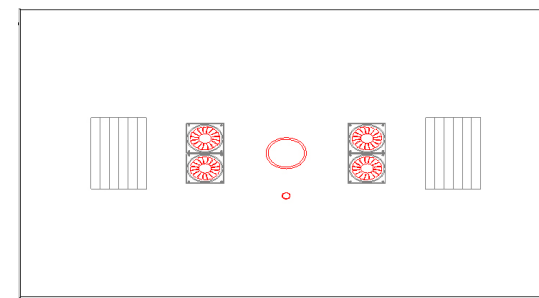
Front Glass Panel Left (QTY 1)
Front Glass Panel Right (QTY 1)
Back Glass Panel Left (QTY 1)
Back Glass Panel Right (QTY 1)



Frame Platform
(Inner + Outer)
(QTY 1 each)



Ceiling Frame (QTY 1)



Ceiling Panel (QTY 1)

MODULES AND COMPONENTS



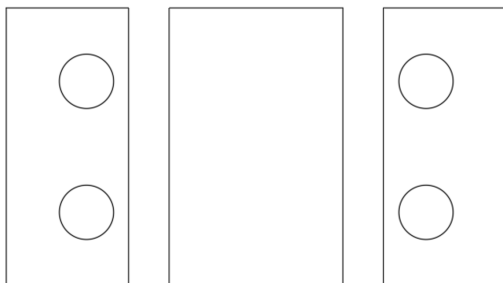
Rear equipment belt
(QTY 1)



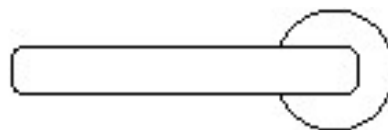
Magnetic Wall Felt
(Left, Right, and Rear
equipment belt QTY 1 Each)



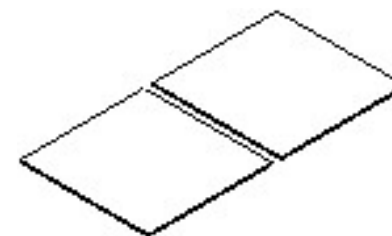
Glass Trim (QTY 4)



Ceiling Cover (QTY 1)

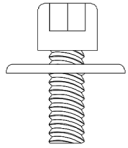


Lock, Handle, and Door
Closer (QTY 1 each)



Carpet (QTY 8)
Floorboard (QTY 2)

PRE-PACKAGED HARDWARE

Part name	Image	Usage
Hexagon Socket Screw		• Securing side panels to corners of ceiling and frame platform.
60mm Self Drilling Screw		• Securing side panels to frame • Securing glass panel to side panels • Securing ceiling frame to side panels
10mm Self Drilling Screw		• Securing internal frame • Securing glass panel to ceiling frame • Securing ceiling cover to frame
15mm screw		• Adjusting the door closer
Wooden blocks		• Propping up frame platform to align panel and frame installations
Hexagon socket wrench		• Securing hexagon socket screws
Panel-to-Panel bolt		• Securing side panels to each other



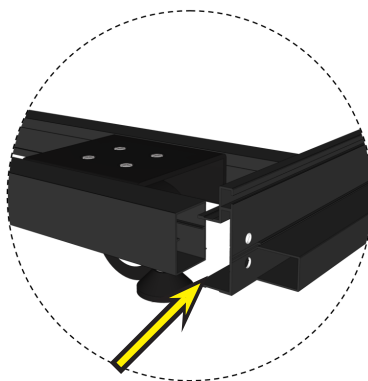
NOTE: Extra hardware for other pods may be included in the hardware bag. Confirm the parts needed before installing.

STEP 1: Set up frame platform

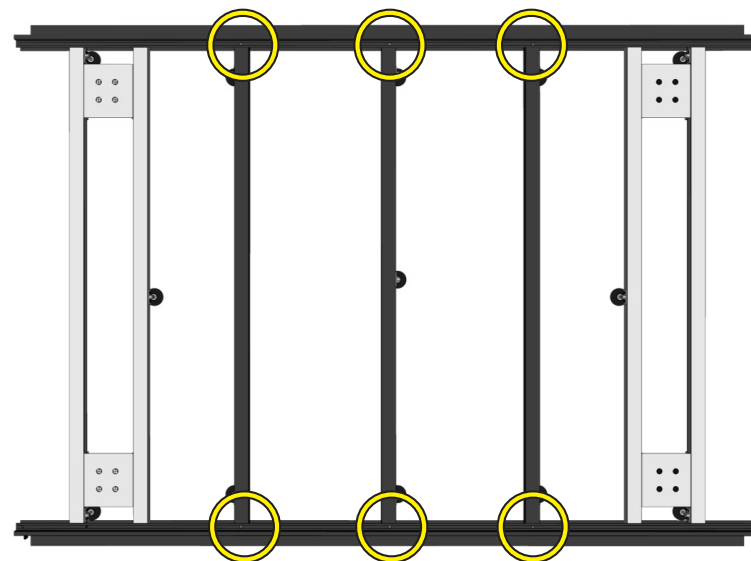
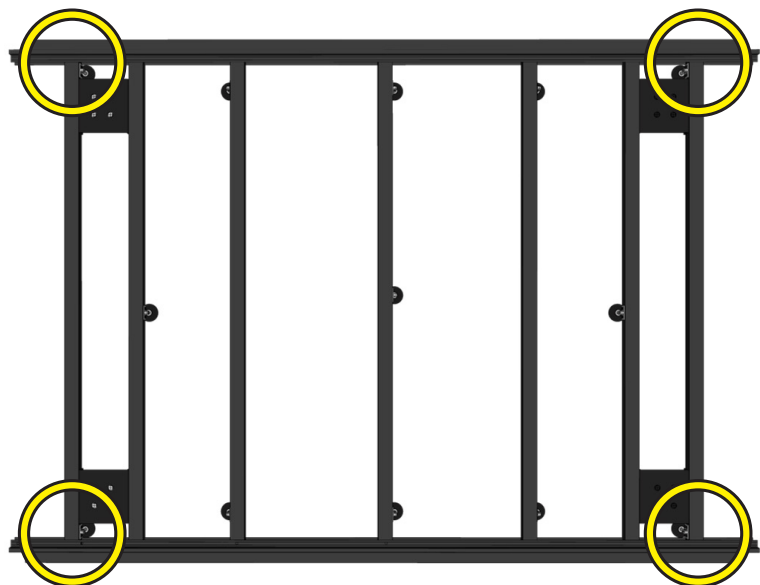
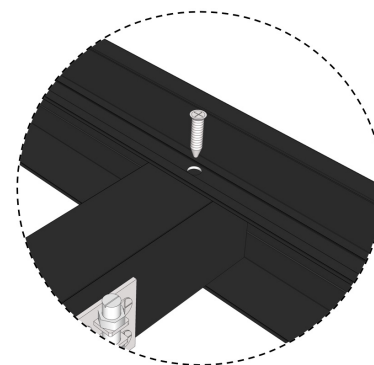
Tools Required:



A. Line up the inner frame and outer frame.

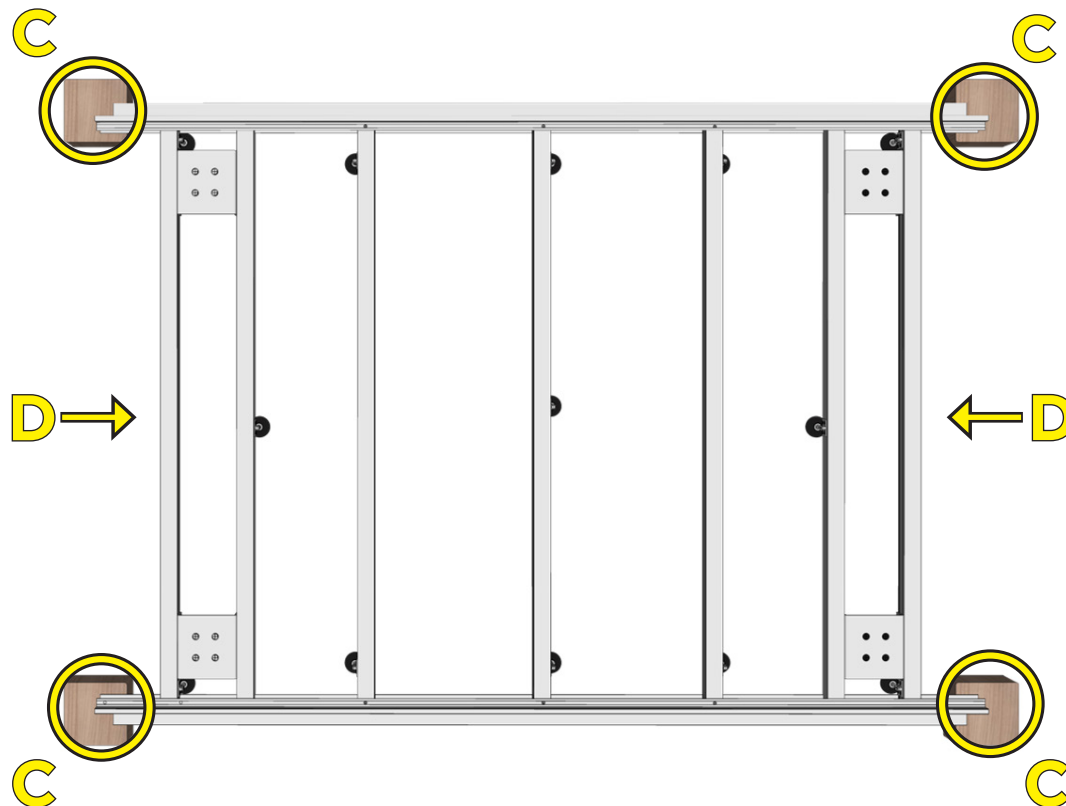
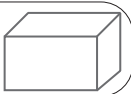


B. Secure the outer frame and inner frame using 10mm screws.



STEP 1: Set up frame platform cont.

Tools Required:



C. Place the corners of the frame platform on the inside corners of the wooden blocks.



WARNING: Do not move the wooden blocks until Step 12.

D. Slide the inner frame towards the center.

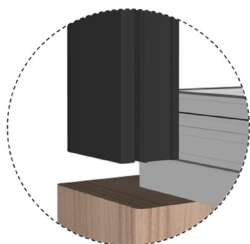
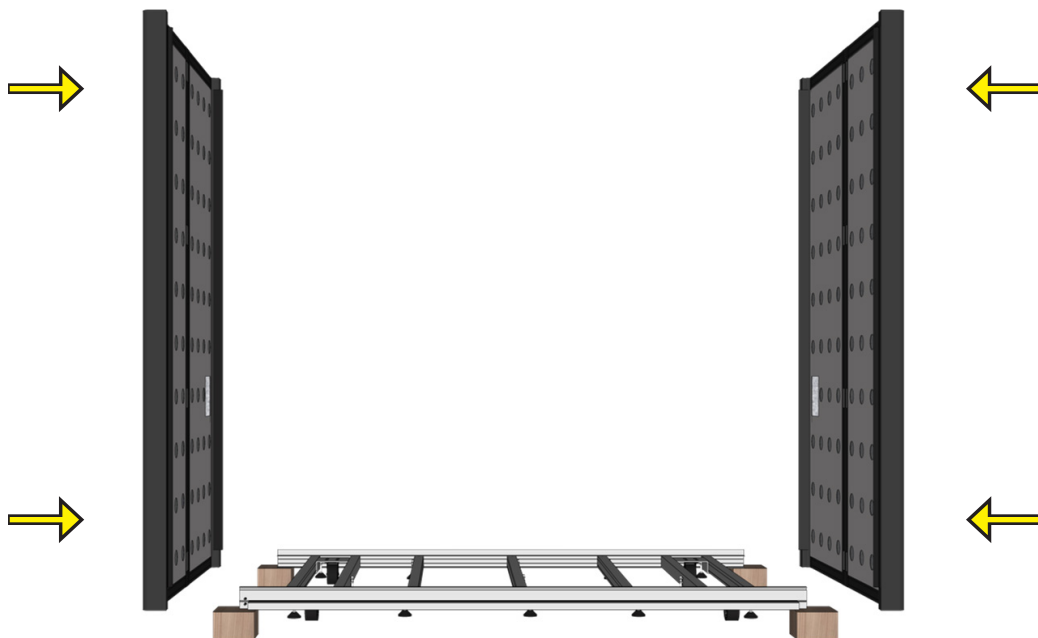
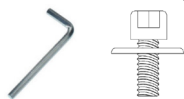


NOTE: Clear the frame channel of any debris to provide smooth operation of the frame glides.

A rubber mallet can be used to tap the frame along the channel.

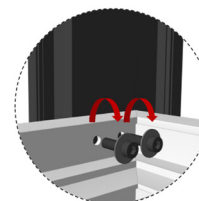
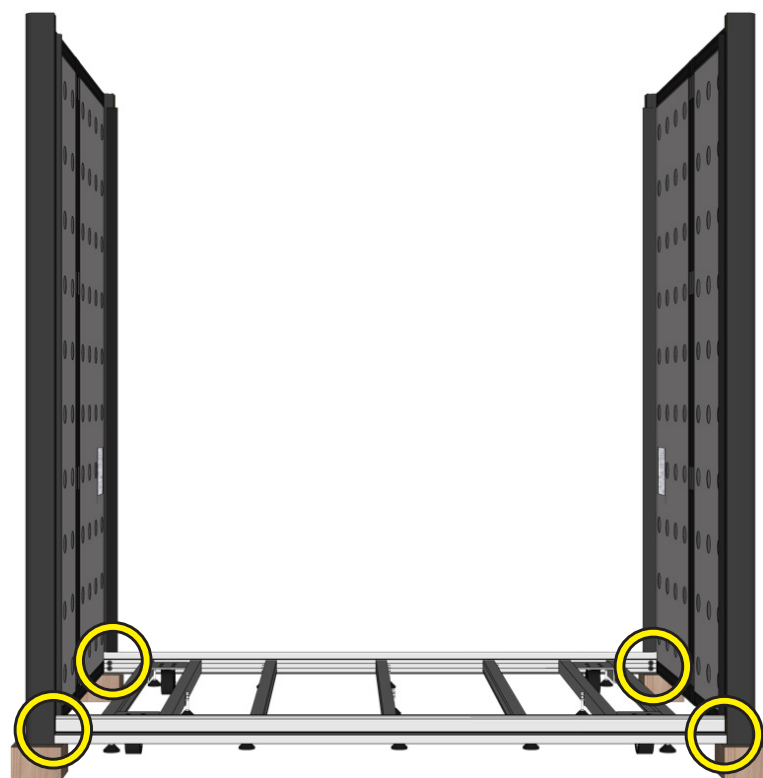
STEP 2: Secure side panels to platform

Hardware Required:



A. Hold the side panels on the wooden blocks and line them up with the corners of the frame platform.

NOTE: Do not remove plastic wrap until installation has completed.



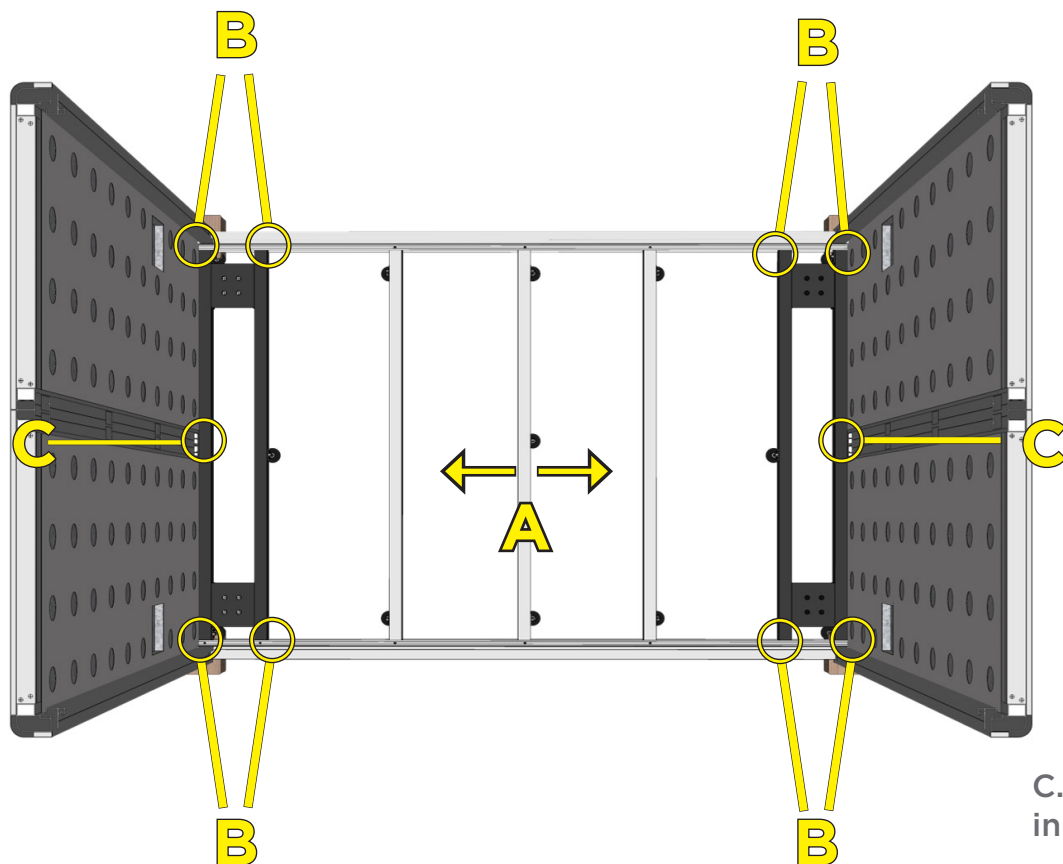
B. Secure the hexagon socket screws to the frame using the hexagon socket wrench.



WARNING: Do not release the side panels until BOTH are secured onto the frame platform.

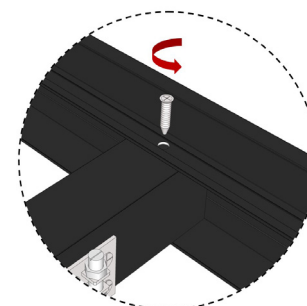
STEP 3: Secure inner frame

Hardware Required:

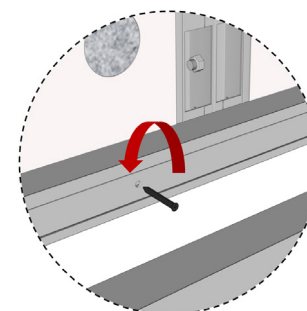


A. Slide the inner frame outward until it reaches the side panels.

B. Secure the inner frame with 10mm screws.

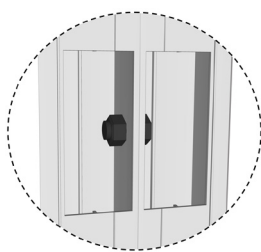
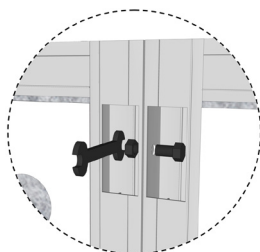
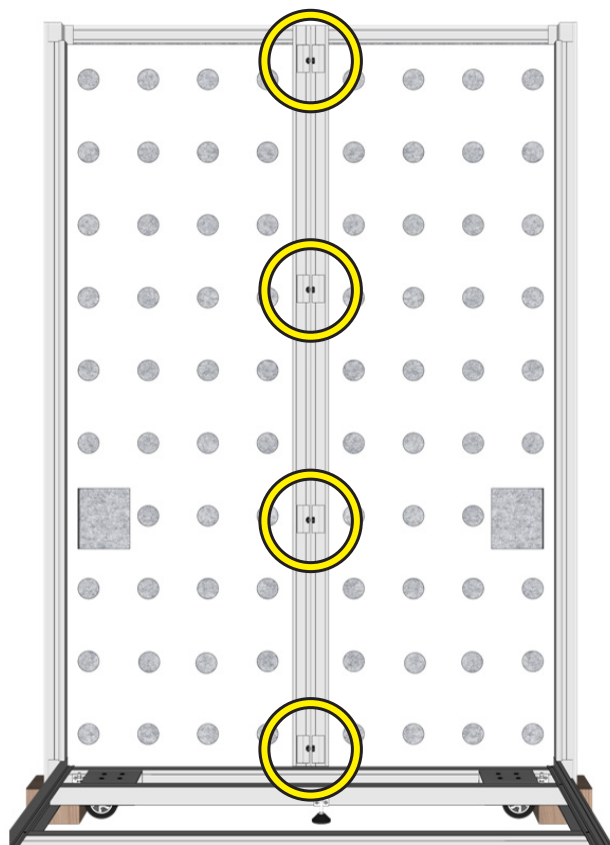
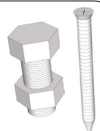


C. Use 60mm screws to secure the inner frame to the side panels.

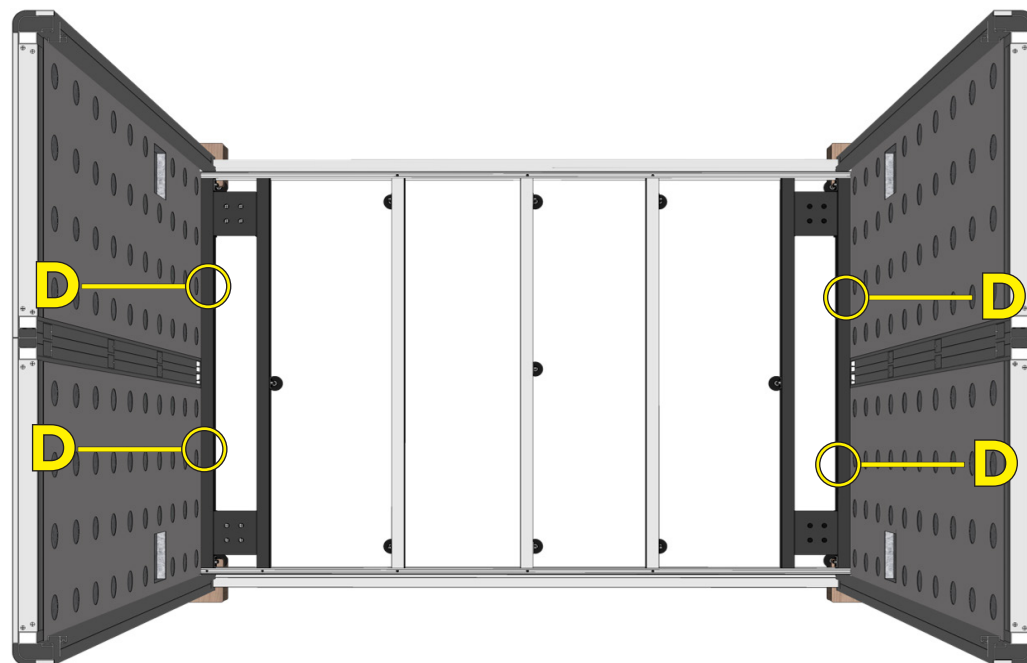


STEP 3: Secure inner frame cont.

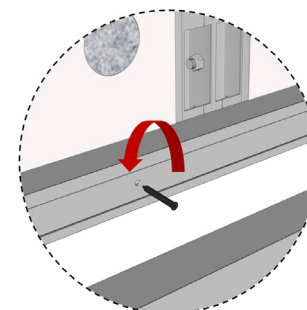
Hardware Required:



C. Use the panel-to-panel bolts to secure both side panels.

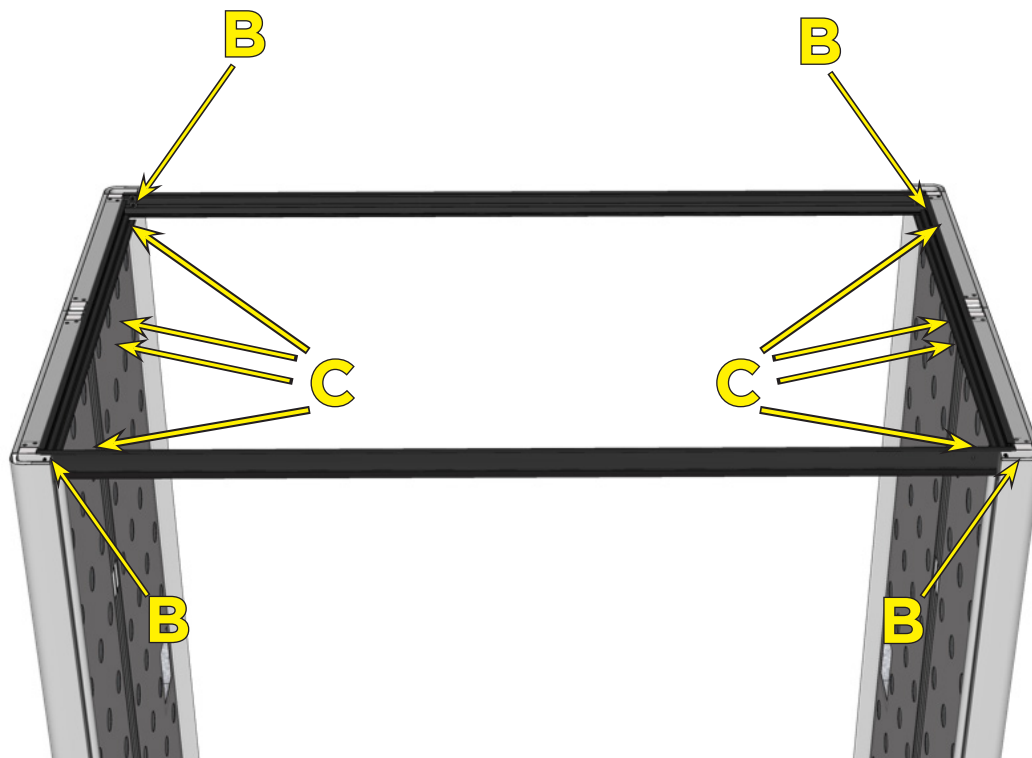
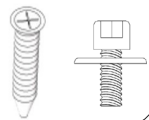


D. Use 60mm screws to secure the inner frame to the side panels.



STEP 4: Secure ceiling frame

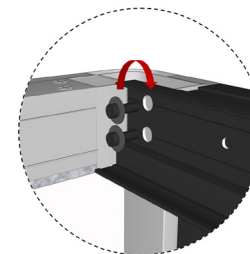
Hardware Required:



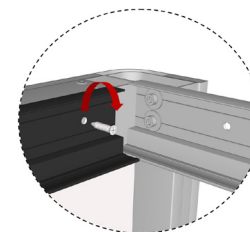
A. Place the ceiling frame on the side panel and align the holes.



B. Secure the ceiling frame with a hexagon socket screw.



C. Use 10mm screws to attach the ceiling frame to the side panels.

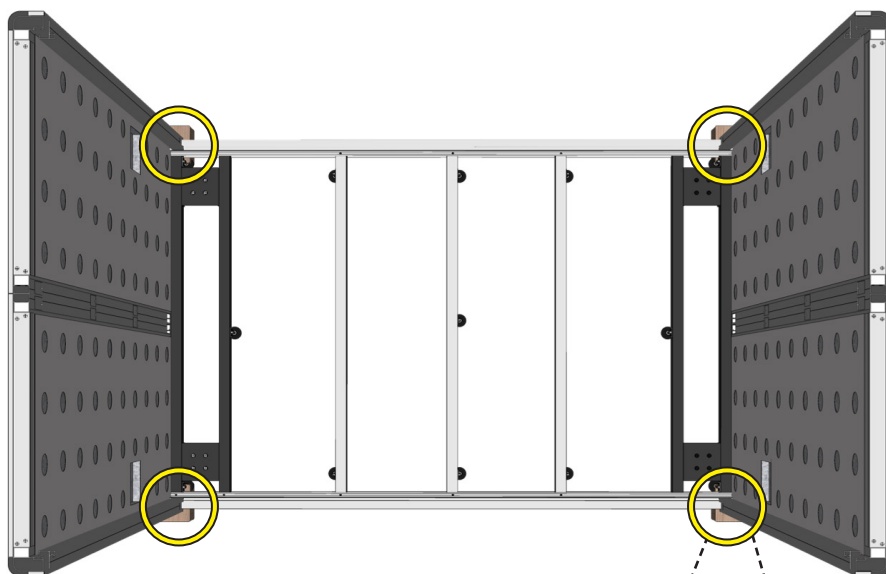


STEP 5: Secure glass panels to side panels

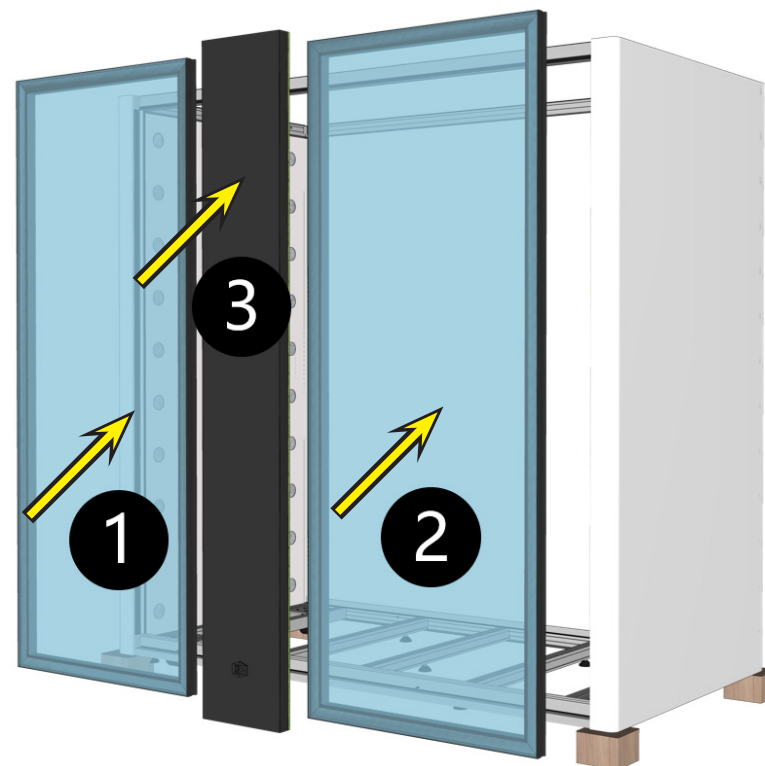
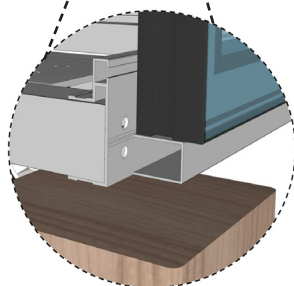
Hardware Required:



Optional:



A. Set the glass panels on the edge of the frame platform.



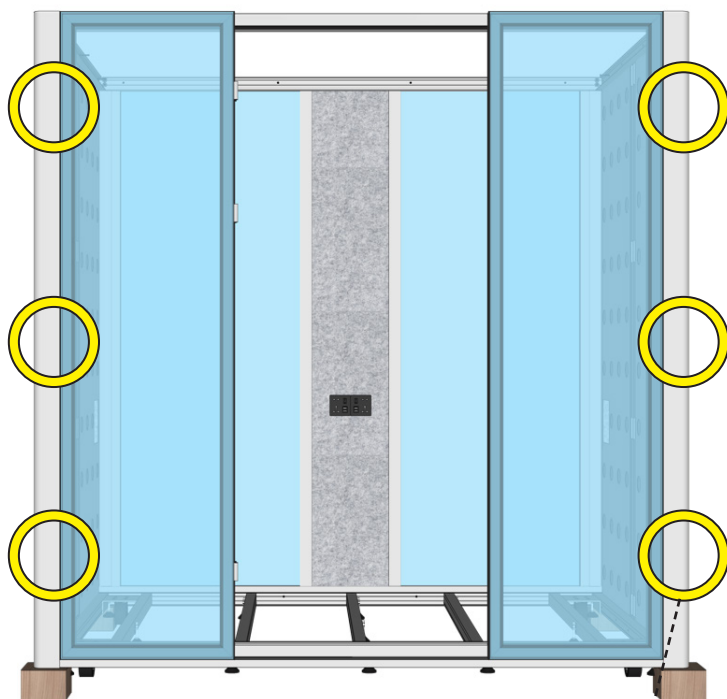
B. Place the back glass panels on the frame platform first, then place the rear equipment belt.

STEP 5: Secure glass panels to side panels cont.

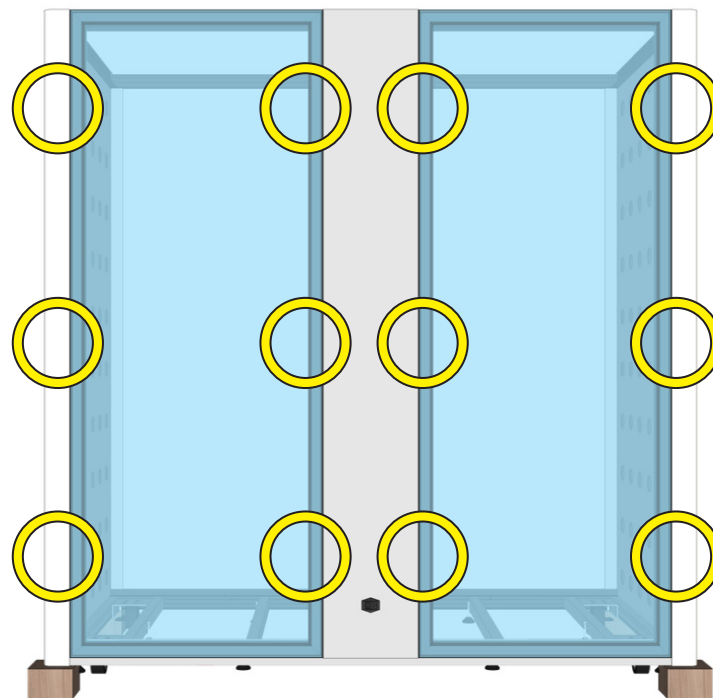
Hardware Required:



Optional:

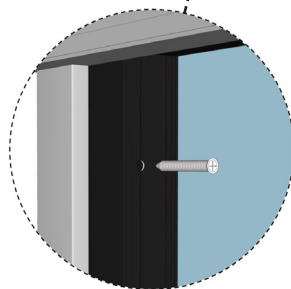


Front view



Back view

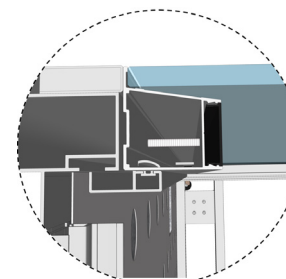
C. Secure the glass panel with 60mm screws.



D. Snap fit the glass trim over the screw locations.



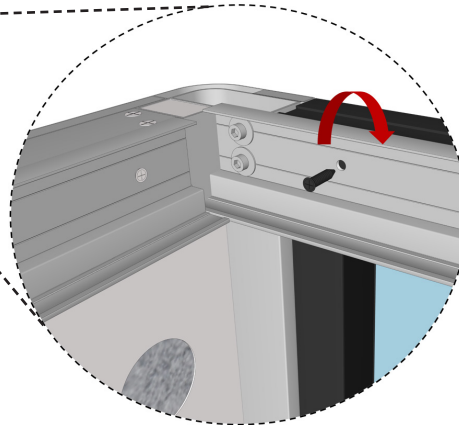
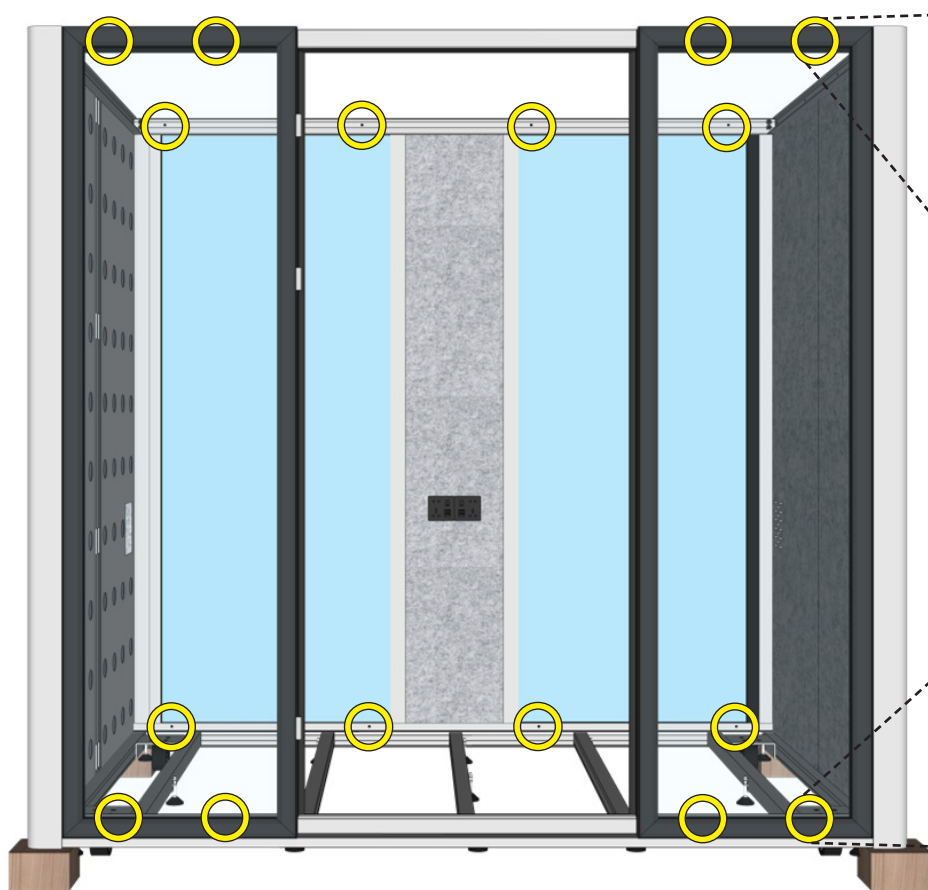
NOTE: A rubber mallet can be used to gently tap the trim in place.



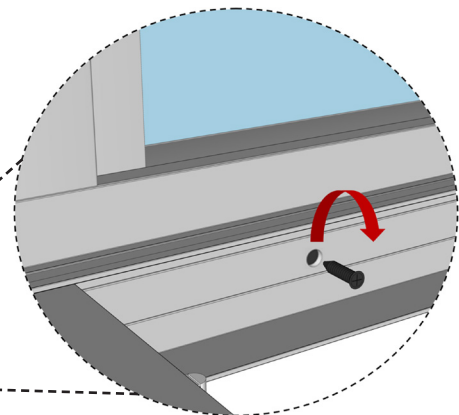
Top down view

STEP 6: Secure glass panel to frames

Hardware Required:

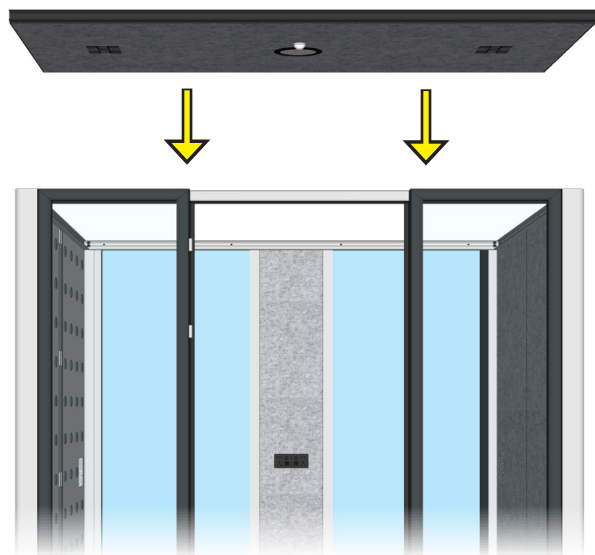


A. Secure the glass panel to the ceiling frame and frame platform.



STEP 7: Install ceiling panel

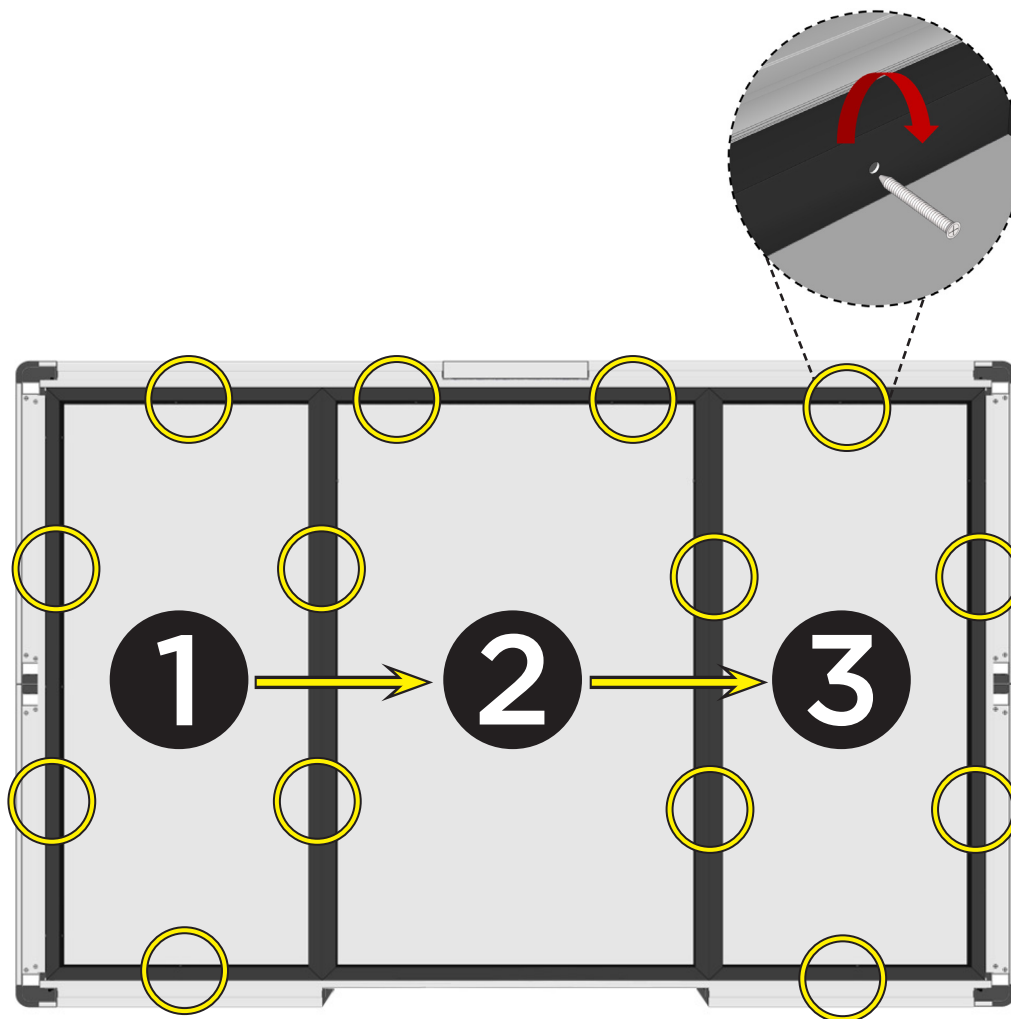
Hardware Required:



A. Place the ceiling panel in the middle of the ceiling frame.

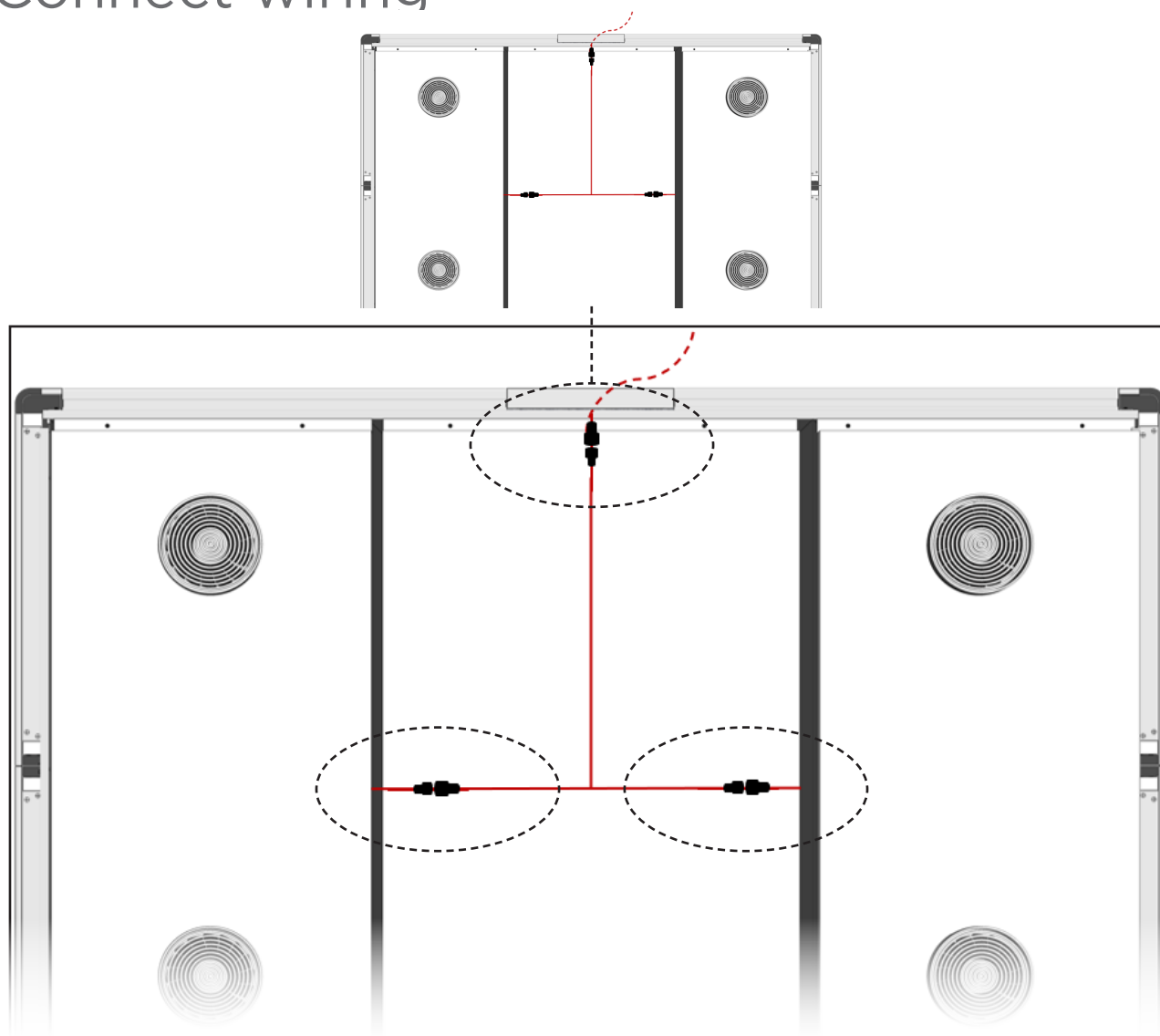


NOTE: Make sure the ceiling panel is installed so that the cable is extending out on the right side panel.



B. Use 60mm screws to secure the ceiling panel onto the ceiling frame, beginning from the left side panel to right side panel.

STEP 8: Connect wiring



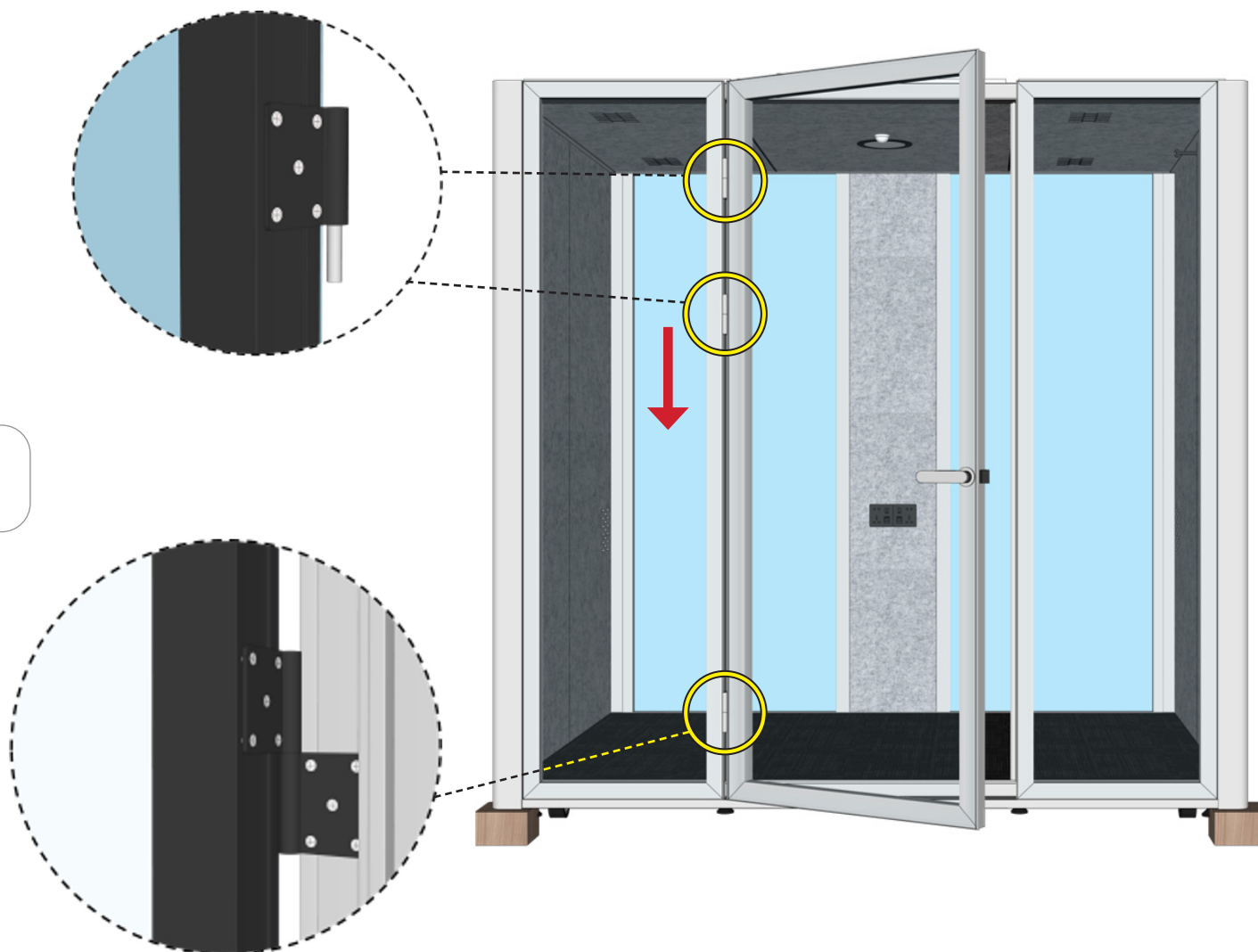
A. Connect the ceiling wiring to the rear equipment belt wiring.

STEP 9: Install door

A. Lift the door to slide the hinges into place.

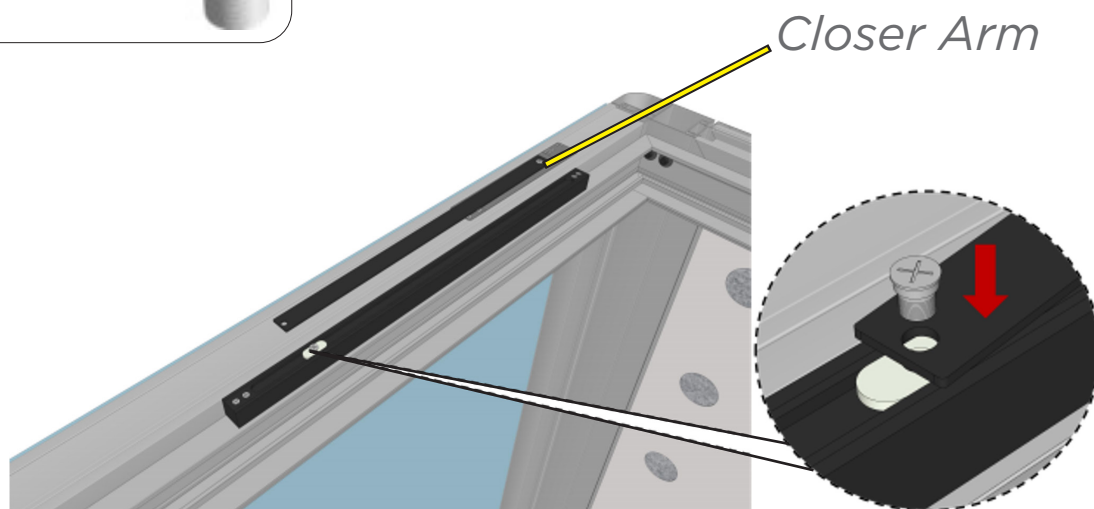


NOTE: Remove all excess protective foam from the door hinges before installation.

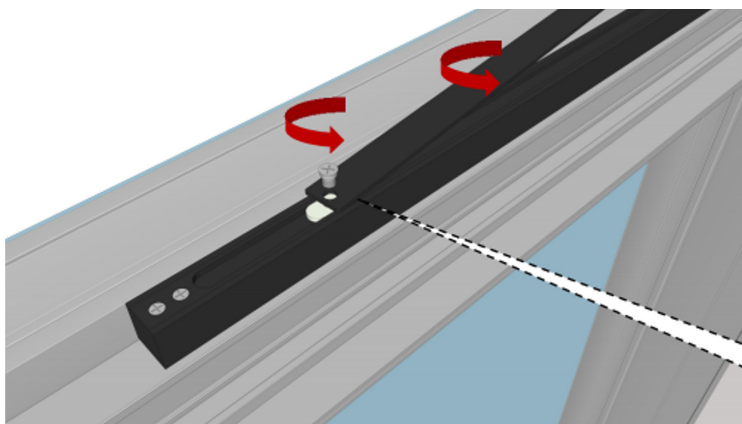


STEP 10: Install door closer

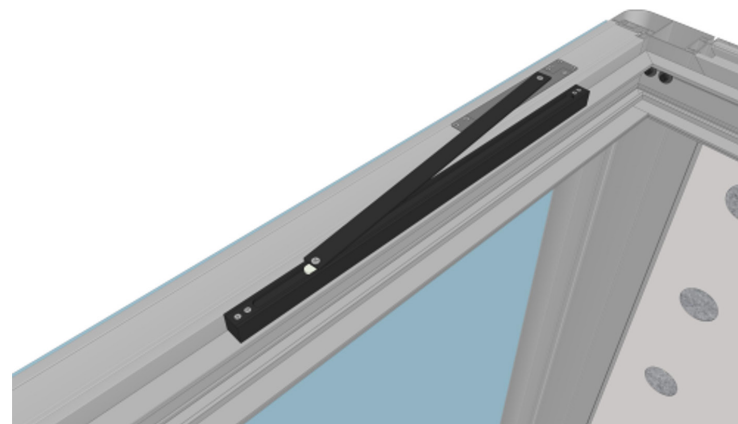
Hardware Required:



A. Remove the 15mm screw on the hinge of the door closer.



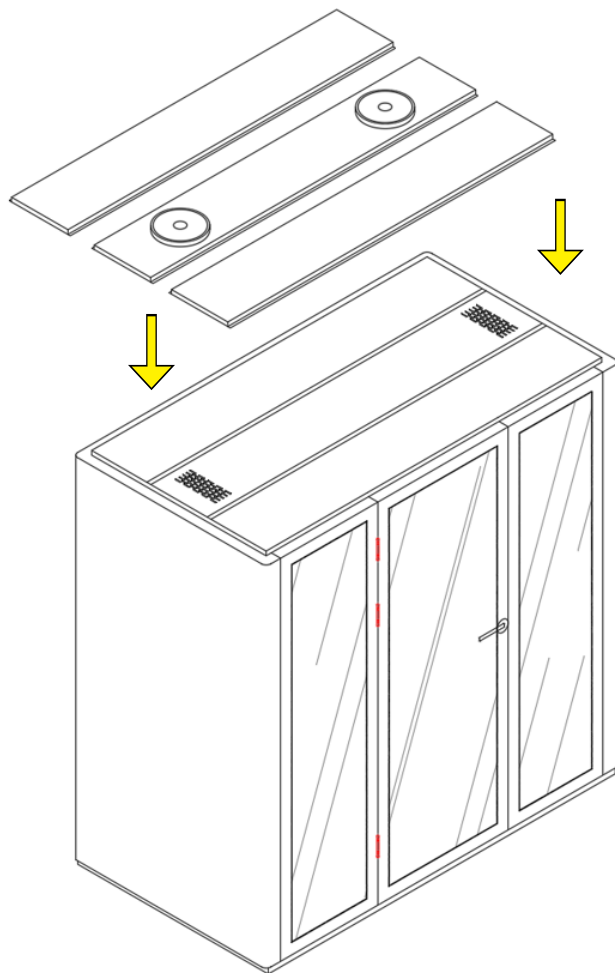
B. Swing the closer arm and align it with the screw hole.



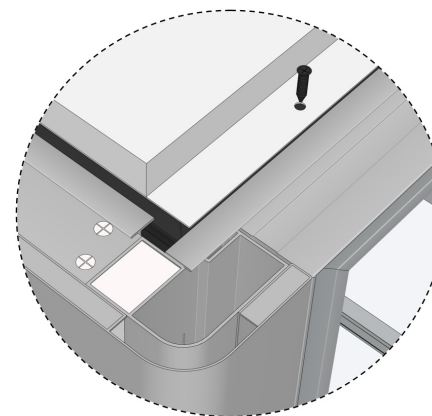
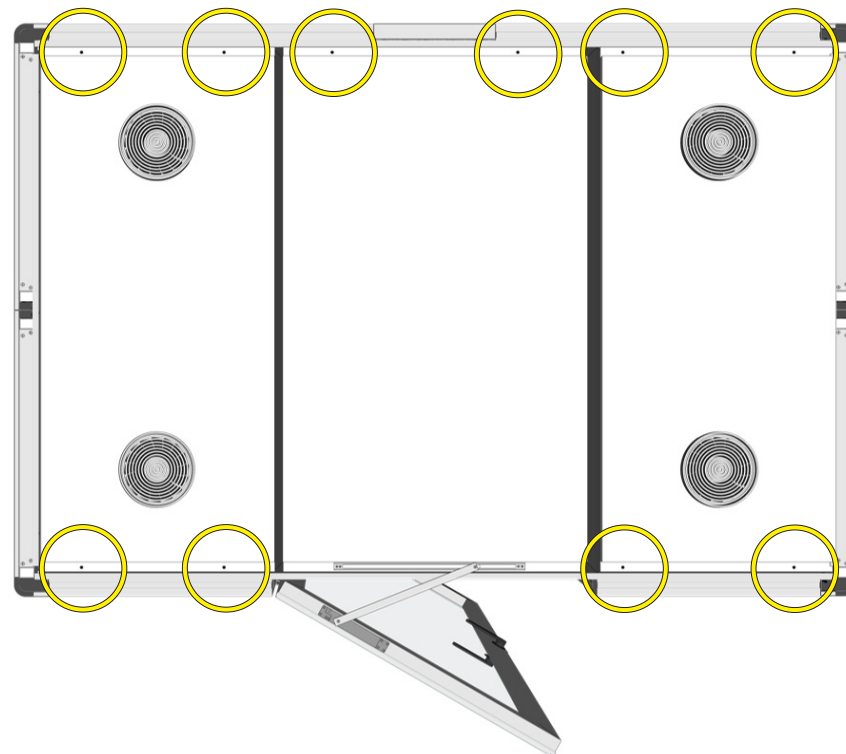
C. Hand-tighten the screw to lock the arm in place.

STEP 11: Install ceiling covers

Hardware Required:

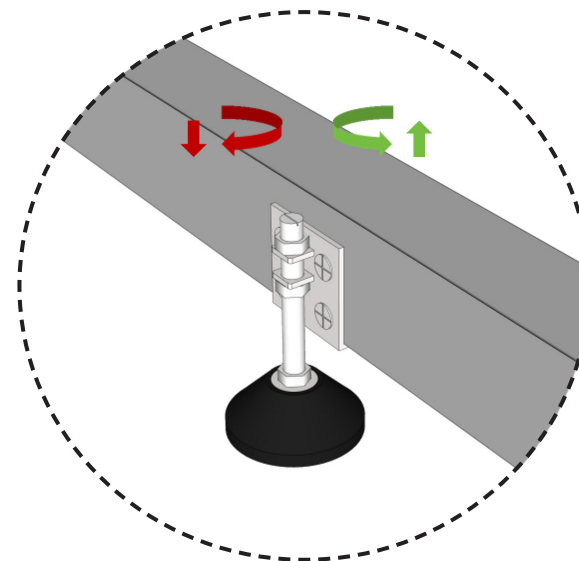
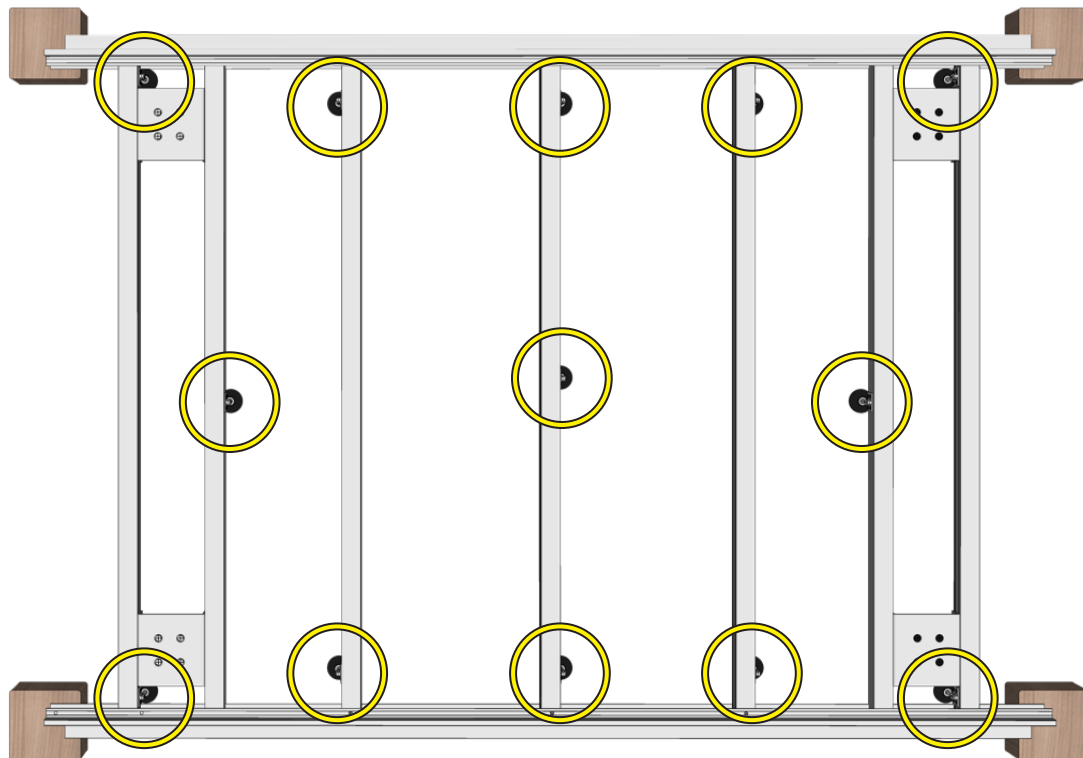


A. Place the ceiling covers on the ceiling frame.



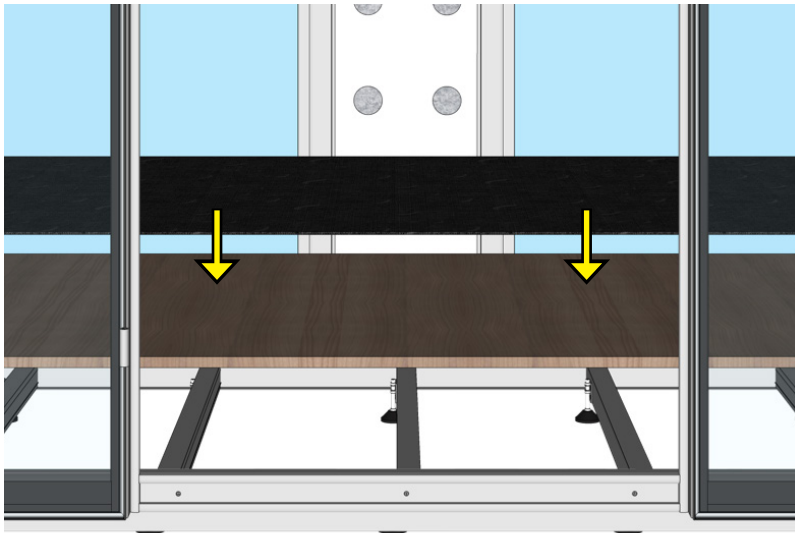
B. Use 10mm screws to secure the covers to the ceiling frame.

STEP 12: Adjust the glides

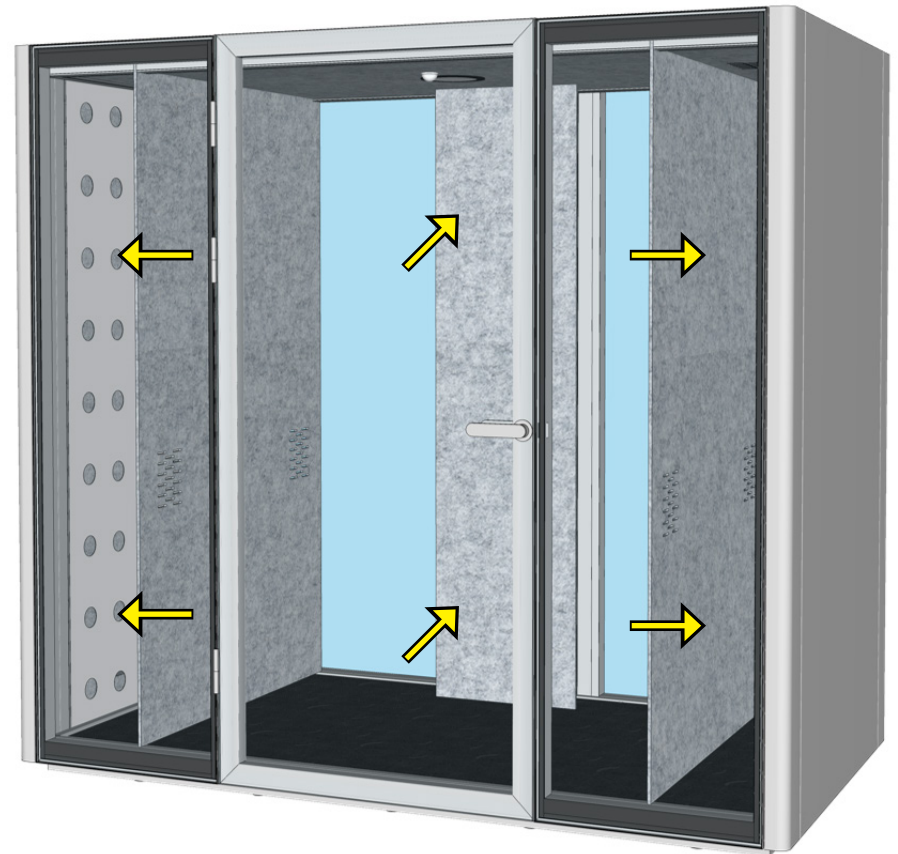


- A. Adjust the glides until the pod is level.
- B. Remove the wooden blocks.

STEP 13: Place flooring and fabric carpet + walls



A. Apply the floorboards, then the carpet to the frame platform.



B. Apply the magnetic wall felt to the side panels and rear equipment belt.

CHECKLIST

Check the installed products according to the following list to ensure their quality and safety

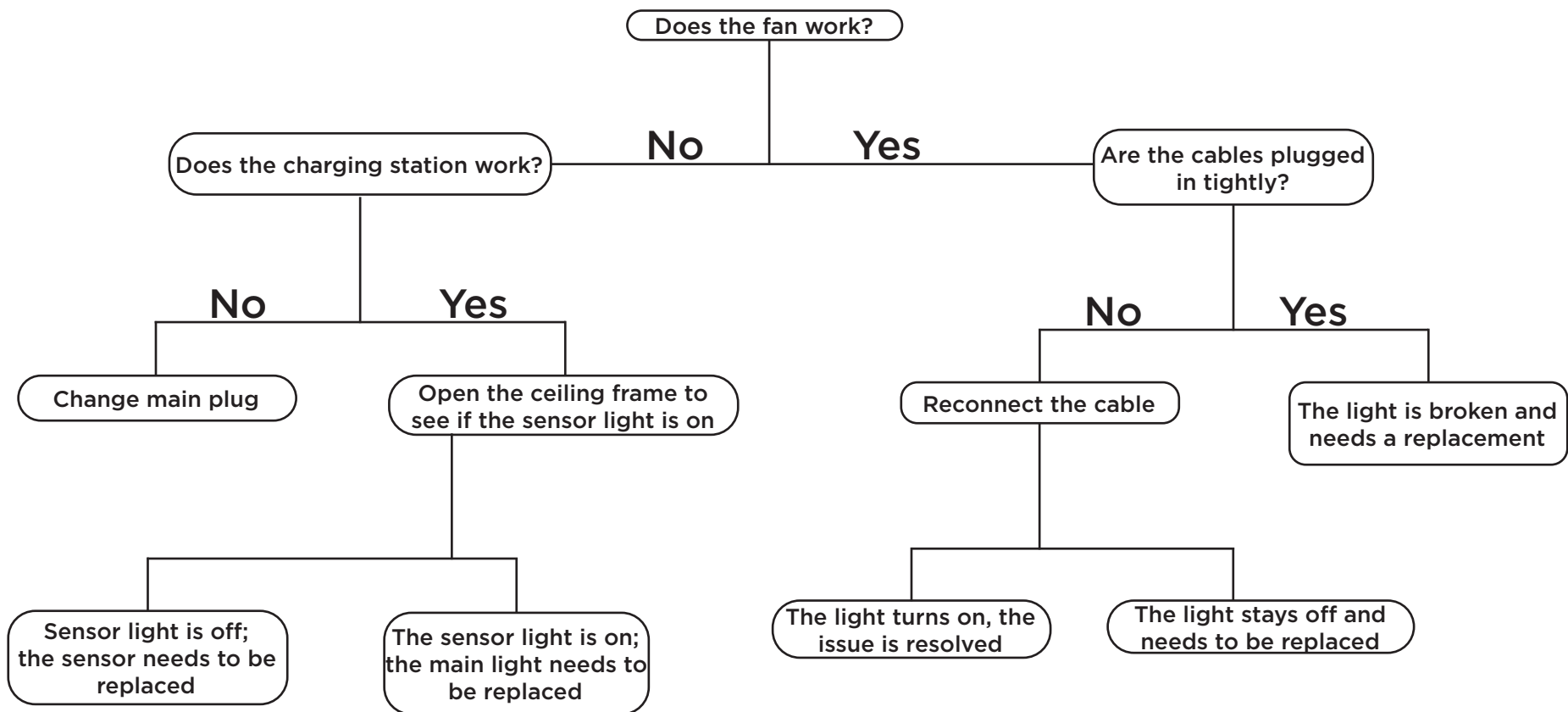
- Screws have been tightened
- The pod is level
- The gap around the door is even
- All glides touch the ground
- The power cable supplies power to the pod
- The lighting and ventilation system can be opened, closed and adjusted
- The ventilation system works and operates smoothly
- The door is able to shut and click properly

TROUBLESHOOTING

Issue	Reason	Solution
Door cannot be closed properly	The floor is not level	Use a level and adjust the glides until the pod has leveled out
	Door seam is too small	Check the hinges are screwed tightly
	The door closing force is too weak	Adjust the door closer's force
	Door is deformed	Replace the door
The induction light/fan doesn't turn off automatically	The induction time of the light is too long	Refer to page 29
	The sensor does not work	
The charging station is working, but the light and fan are not turning on	The sensor does not work	Refer to page 29
	Bad electrical contact	Check to see if the wires are loose or disconnected; re-tighten if possible
The fan is too loud	The ceiling was assembled incorrectly	Look up at the top air intake in the pod to check if the fan can be seen directly. If so, change the direction of the ceiling
	The speed of the fan is too fast	Adjust the dial on the fan controller to lower the speed

TROUBLESHOOTING (LIGHT AND FAN)

Main light does not work



MAINTENANCE GUIDE

1. Unplug the power cord.
2. Check if the booth is level.
3. Check if the door gaps are even.
4. Check if there are any foreign objects in the top fan area.
5. Remove the furniture and fan from the booth.
6. Use a vacuum cleaner to clear the air duct, ventilation grille, and furniture.
7. Use a cloth towel to wipe down all parts of the booth: worksurface, carpet, inner glass, magnetic wall felt, power socket. Make sure there's no water residue around the electrical components.
8. Move the furniture back in.
9. Wipe down the exterior of the pod.
10. Reconnect the power cord and check that all functions are operating.

ATTENTION

- Conduct a comprehensive maintenance at least once per month to avoid accumulation of grime.
- Ensure all cleaning tools are free of sharp debris to prevent scratches.
- Dust-free cloths are recommended for wiping glass.
- Avoid using corrosive detergent for cleaning surfaces.
- If using uncommon cleaning product, first test it on an insignificant area of the pod to ensure it won't cause damage.
- Since the booth is a closed space, do not use cleaning products that leave lingering smells.