

# mamava® Solo + Solo Base Assembly Guide

[service@mamava.com](mailto:service@mamava.com)

(802) 347-2111



Watch the  
assembly video





# mamava® Solo + Solo Base Assembly Guide

Shipping crate dimensions: **7'10" W x 4'7" D x 2'7" H**

Assembled pod dimensions: **4' W x 4' D x 7'9" H\***  
\*Height includes pod and antenna

Minimum ceiling clearance required for assembly: **7'9"**

Assembly: **2 people** approximately **1.5 hours**

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# Tools + Hardware

## Not included



**Cordless Drill  
with #2 Phillips Bit**

\*For crate disassembly only



**Adjustable Wrench**

(Up to 17 mm)



**2-6' Step Ladder**



**Phillips Head #2 Screwdriver**

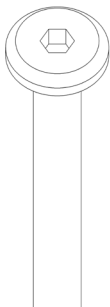


**Light Working Gloves**



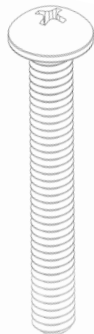
**Label Maker**

## Provided



**(22) M8 x 55  
Low Profile Hex Bolt**

(21670)



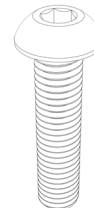
**(2) 1/4" x 2"  
Phillips Pan Head Screw**

(16870)



**(4) M8 x 20  
Button Head Cap Screw**

(16835)



**(8) M8 x 35  
Button Head Cap Screw**

(16840)



**(2) #8 x 5/8"  
Phillips Pan Head Screw**

(21670)



**5 mm Hex Key**

(16980)



**5/32" Hex Key**



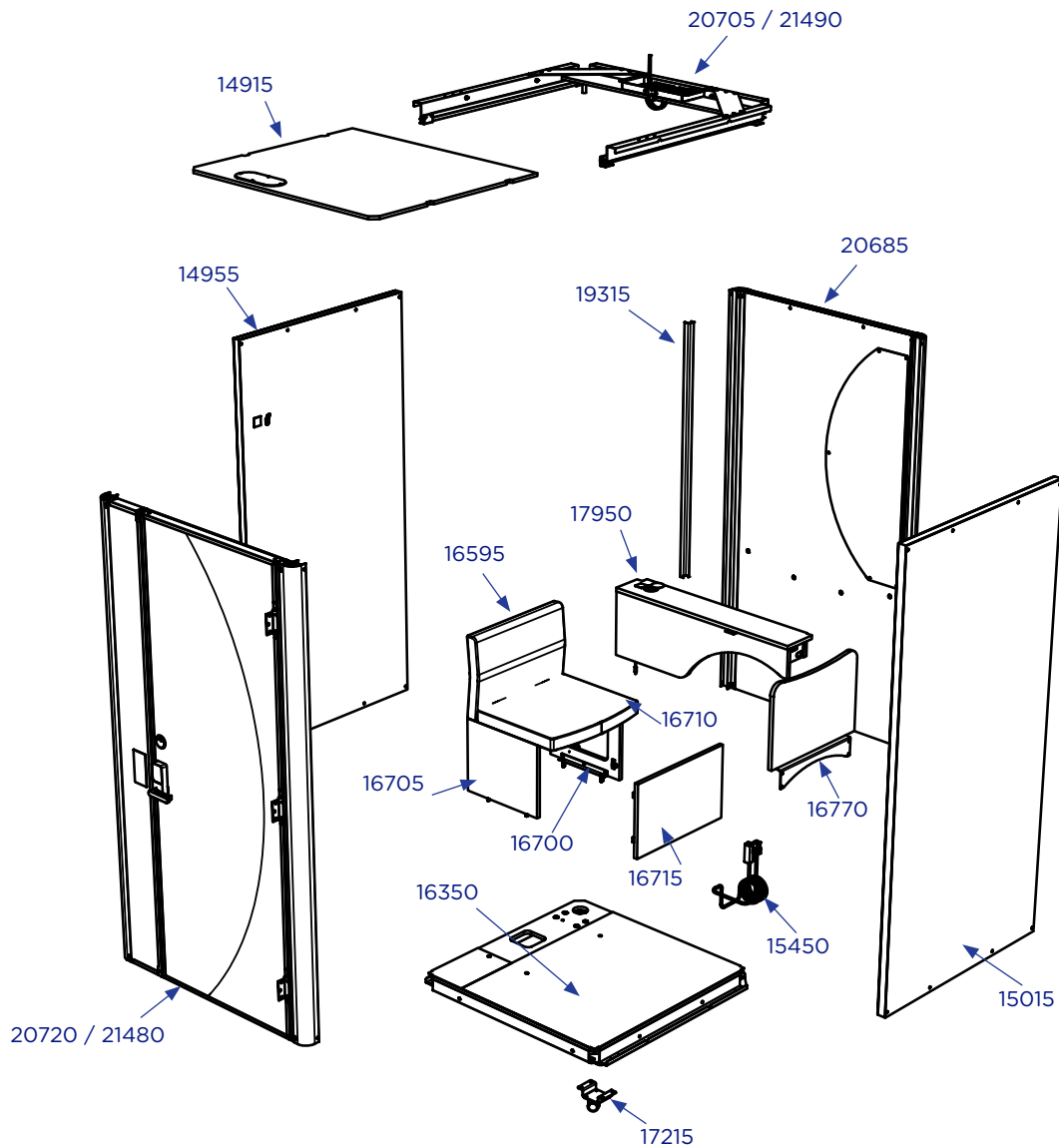
**(4) Zip Tie**

(14390)

# Parts

PART NUMBER	PART
14915	Roof Panel
14955	Left Wall Panel
20685	Back Wall Panel
15015	Right Wall Panel
15450	GFCI Plug
16350	Base
20705 (Solo Base)	Roof Frame
21490 (Solo)	
16595	Seatback
17950	Shelf

PART NUMBER	PART
16700	Seat Frame Right Side
16705	Seat Frame Left Side
16710	Seat Base
16715	Seat Frame Front
16770	Laptop Desk
19315	Wire Cover
17215	Caster Wheels
20720 (Solo Base)	Door
21480 (Solo)	



# Warnings

## To reduce the risk of electrical shock:

Always unplug this furnishing from the electrical outlet before cleaning or servicing.  
Connect the power cord to a properly grounded outlet only.  
Do not use the pod if you notice any defects to electrical equipment.



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



Read and understand the assembly guide and all safety instructions before assembly and use of this equipment.

Only assemble with tools as described in this assembly guide. Use of power tools in place of hand tools will damage hardware.

The weight of many components exceeds 40 lb. Two person lift required.

Do not climb on top of the pod, or place any load on the roof of the pod.

Protective gloves should be worn during assembly, maintenance, or disassembly.

Unplug from outlet before putting on or taking off parts.

Close supervision is necessary when this furnishing is used by, or near children or disabled persons.

Use this furnishing only for its intended use as described in these instructions.

Do not use attachments not recommended by the manufacturer.

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 or repair.

Keep the cord away from heated surfaces.

Never operate the furnishing with the air openings blocked. Keep the air openings free of lint, hair, and the like.

Never drop or insert any object into any opening.

Do not use outdoors.

Do not operate where aerosol (spray) products are being used or where oxygen is being administered.

To disconnect, turn all controls to the off position, then remove the plug from the outlet.

Use care when raising and lowering the laptop desk. The space between the desk and the shelf can be a pinch point.

Keep children away from moving laptop desk.

Connect this furnishing to a properly grounded outlet only.

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.

Mount furnishings at the correct height.

Mount only approved work surfaces and secondary surfaces (shelves) in accordance with instructions. Failure to do so may cause instability, collapse, or failure of electrical components.

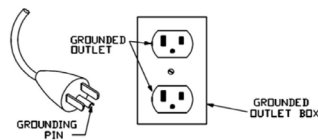
Maximum load for the laptop desk is 70 lb (31 kg).

Maximum load for the seat is 300 lb (136 kg).

Maximum load for the shelf is 80 lb (36 kg).

Maximum load for the coat hook is 15 lb (7 kg).

This product is for use on a nominal 120-volt circuit and has a grounding plug (see illustration). 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.



## Electrical ratings for the pod:

Branch Circuit: 120 vAC / 15 A / 50-60 Hz  
Pod: 12 vDC / 7 A  
Outlet: 120 vAC / 13.3 A



# Markings

## **WARNING**

**Risk of fire and shock**

Use only SJ00W type 12 AWG cord

## **AVERTISSEMENT**

**Risque d'incendie et de choc électrique**

Utilisez uniquement un cordon SJ00W de grosseur 12 AWG

## **WARNING**

**Risk of tip over**

Max 15 lb. load

## **AVERTISSEMENT**

**Risque de basculement**

Charge maximale  
6,8 kg (15 lb)

## **WARNING**

**Risk of tip over**

Max 80 lb. load

## **AVERTISSEMENT**

**Risque de basculement**

Charge maximale  
36 kg (80 lb)

## **WARNING**

**Risk of tip over**

Max 70 lb. load

## **AVERTISSEMENT**

**Risque de basculement**

Charge maximale  
31 kg (70 lb)

## **WARNING**

**Risk of Electric Shock, Fire and Injury**

Review the assembly instructions to confirm the appropriate critical components and accessories are being used with the furnishing.

## **AVERTISSEMENT**

**Risque de choc électrique, d'incendie et de blessure**

Lisez les instructions d'assemblage pour vérifier que les composants et accessoires essentiels appropriés sont utilisés avec la cabine.

# 1 Shipping Crate

## TOOLS AND PARTS

- Cordless Drill With a #2 Phillips Bit

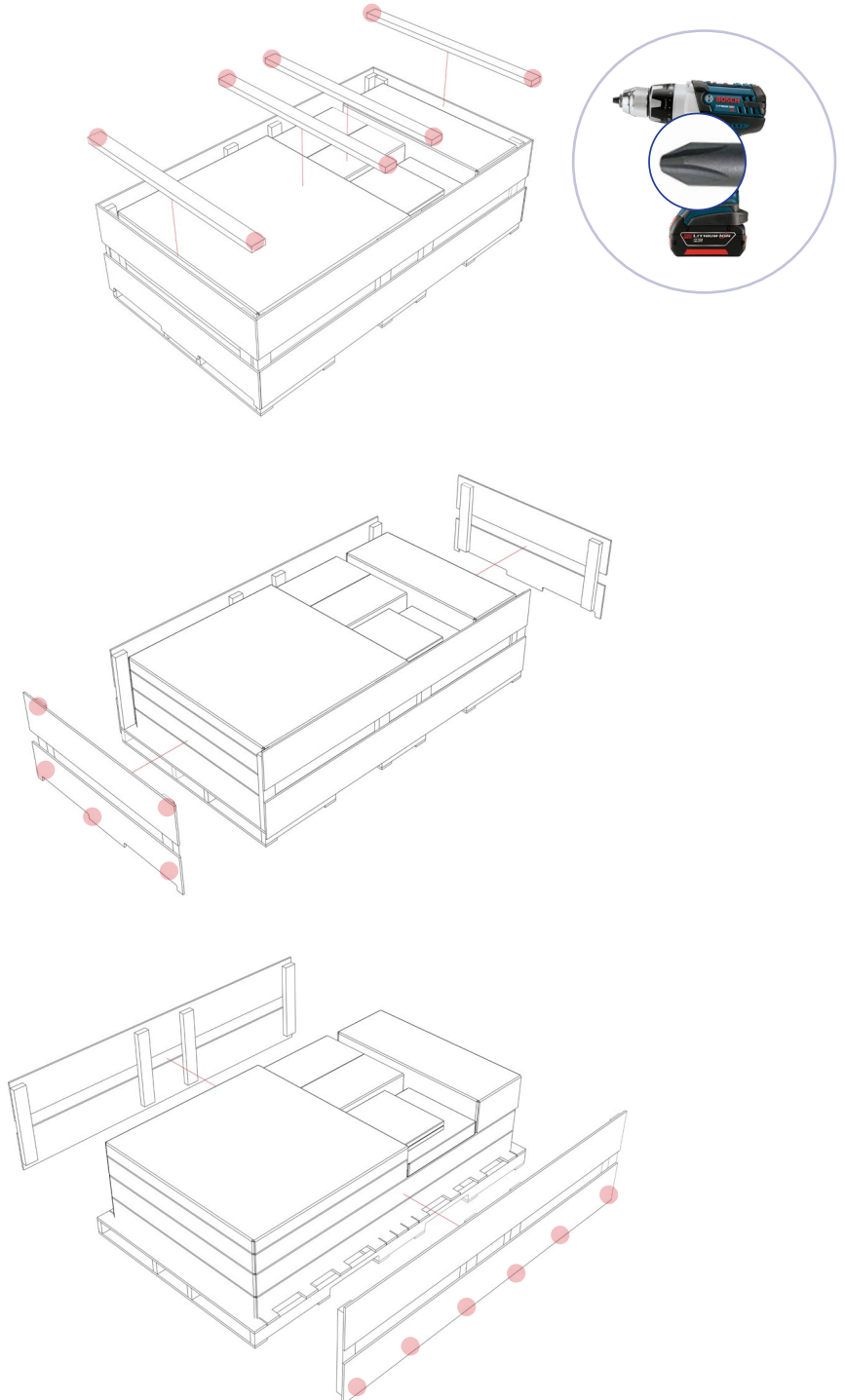
**Locate the serial number sticker on the exterior of the shipping crate. It begins with #XXXX followed by Solo or Solo Base. Follow assembly instructions based on your model.**

**1.** Use a cordless drill with a #2 Phillips bit to remove the screws from the crate cross braces.

**2.** Remove the screws from the end panels of the crate.

**3.** Remove the screws from the side panels of the crate.

**If you discover any damage to parts as you unpack boxes, please fill out the Damage Claim Form.**



## 2 Foundation

**TIP:** Assemble the Mamava Solo pod as close to its final location as possible. Once a location is selected, ensure the floor is level and there aren't any gaps greater than 1" between the bottom of the level and the floor.

### TOOLS AND PARTS

- 5 mm Hex Key (provided)
- Adjustable Wrench
- Base (16350)
- (4) Caster Wheel (17215) + (16) M8 x 20 Button Head Cap Screw (16835)

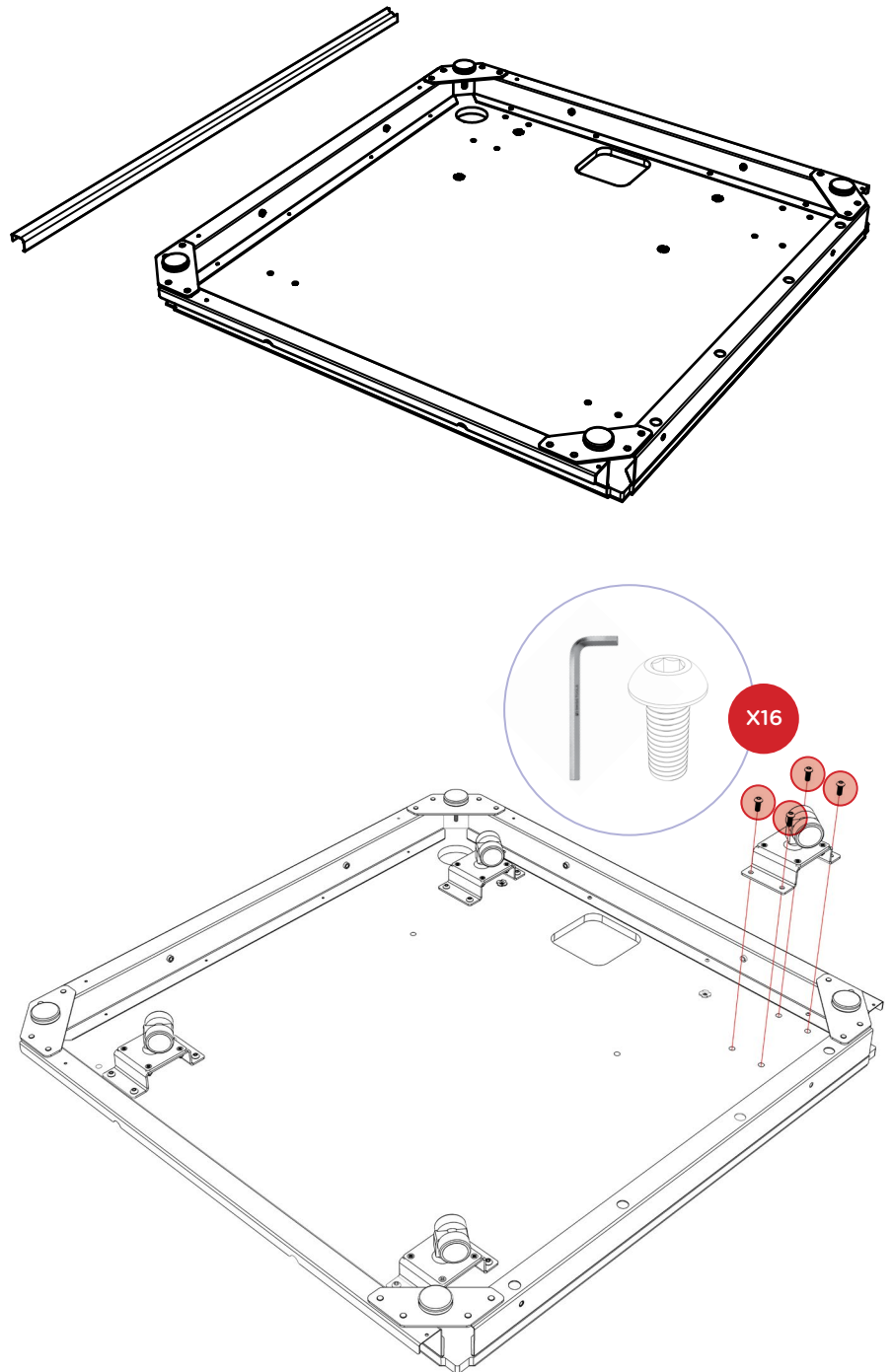
**1.** Unpack the base (16350) from Box 2: Base.

Protect the vinyl side of the base by setting it face down on leftover cardboard packaging.

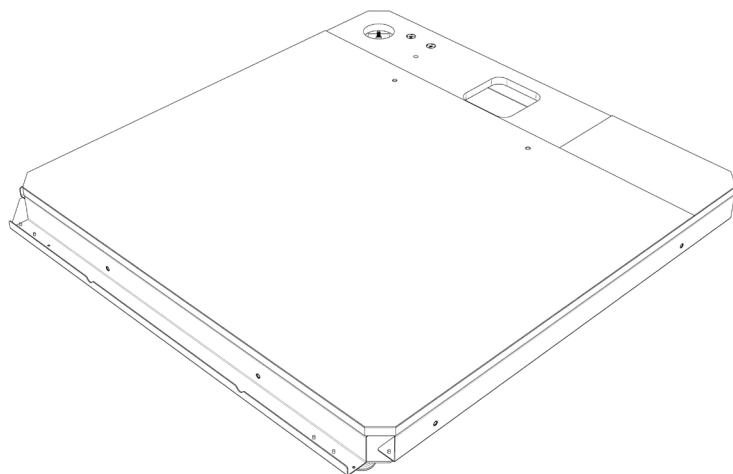
Remove the aluminum wire cover (19315) taped to the bottom of the base and set aside for now.

**2.** Remove the caster wheels (17215) from Box 9: Caster Wheels.

Use a 5 mm hex key to fasten all four caster wheels to the bottom of the base with M8 x 20 button head cap screws (16835) (4 per wheel).

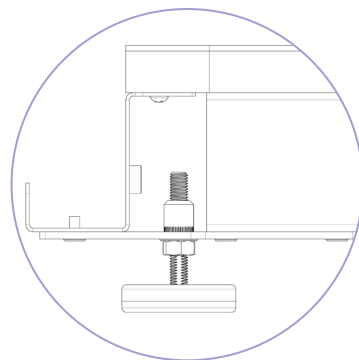


**3.** Turn the base over so the vinyl side is facing up and remove the cardboard.



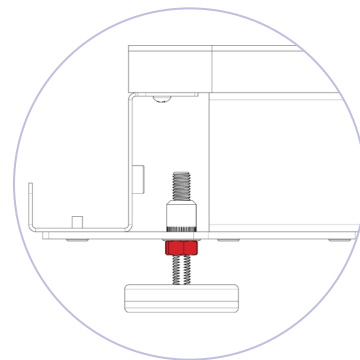
**4.** Adjust leveling feet by rotating them clockwise by hand until they extend an inch beyond the caster wheels and make contact with the floor. Make sure the base is stable.

If the base wobbles, adjust the height of the leveling feet.



**5.** Lock each foot in place by tightening the M8 nut with an adjustable wrench until flush with the frame of the base.

If you have trouble tightening the nuts, turn the base on its side. Once nuts are tight, return the base back to its position and ensure that it's stable.



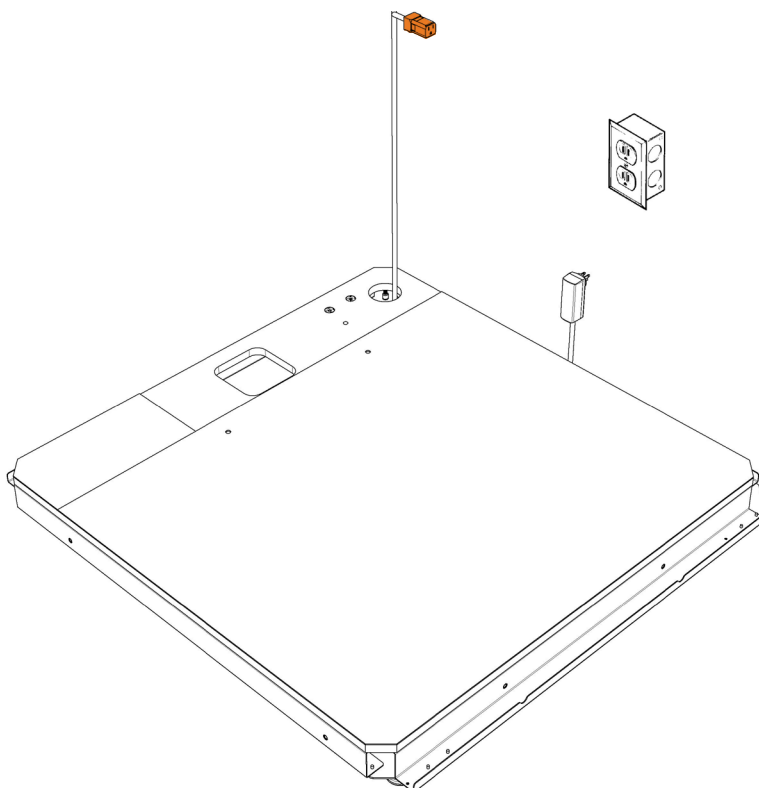
### TOOLS AND PARTS

- GFCI Plug (15450)

**1.** Unpack the GFCI plug cord (15450) from the plastic bag of parts.

Route the orange end of the GFCI cord up through the round hole in the base leaving approximately 2' of cord inside. Leave the GFCI plug outside the pod.

**2.** Check that the GFCI plug can reach the nearby outlet, but don't plug in yet.



## TOOLS AND PARTS

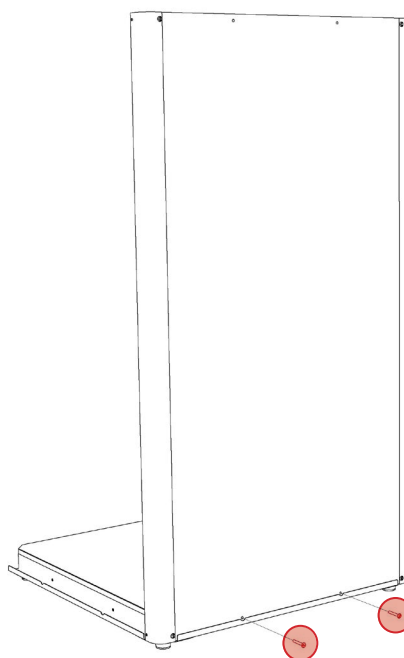
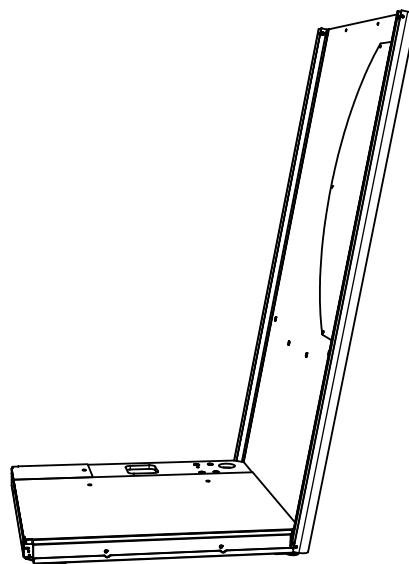
- 5 mm Hex Key
- Phillips Head Screwdriver
- (16) M8 X 55 Low Profile Hex Bolt (21670)
- (2) #8 x 5/8" Phillips Pan Head Screw (17240)
- Back Wall Panel (20685)
- Left Wall Panel (14955)
- Right Wall Panel (15015)
- Door (20720 or 21480)
- Coat Hook (11130)

**1.** Unpack the back wall panel (20685) from Box 3: Wall Panels.

Set the bottom of the back wall panel inside the back channel of the base at a 60° angle, then straighten into place. The aluminum flange on the pod base should be visible at the bottom of the wall. The screw holes at the bottom of the back wall panel should line up with the notches in the aluminum flange.

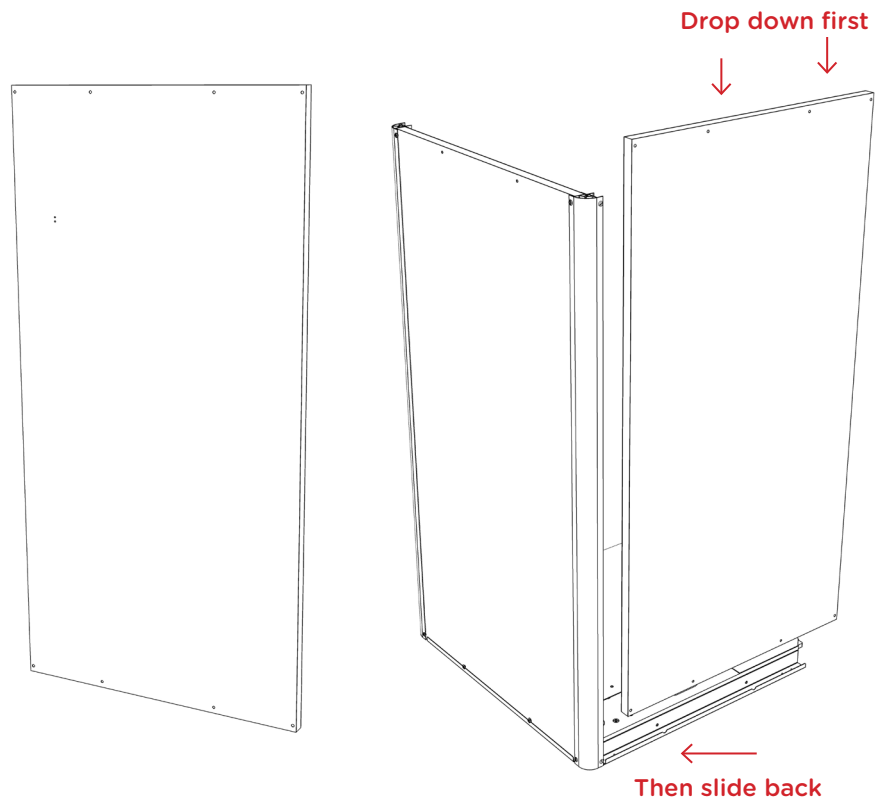
**Once in place, one person should continue to hold the wall panel.**

**2.** Use a 5 mm hex key to fasten the back wall panel to the base with (2) M8 x 55 low profile hex bolts (21670). If the bolt doesn't tighten, you may need to adjust the alignment of the wall panel. Loosely tighten for now, you'll secure later.



**3.** Unpack the left wall panel (14955) from Box 3: Wall Panels.

With the white side of the left wall panel facing the interior, place the bottom of the wall panel into the left channel and push the panel towards the back of the pod until flush with the back wall panel. The holes should line up with the notches in the aluminum flange.



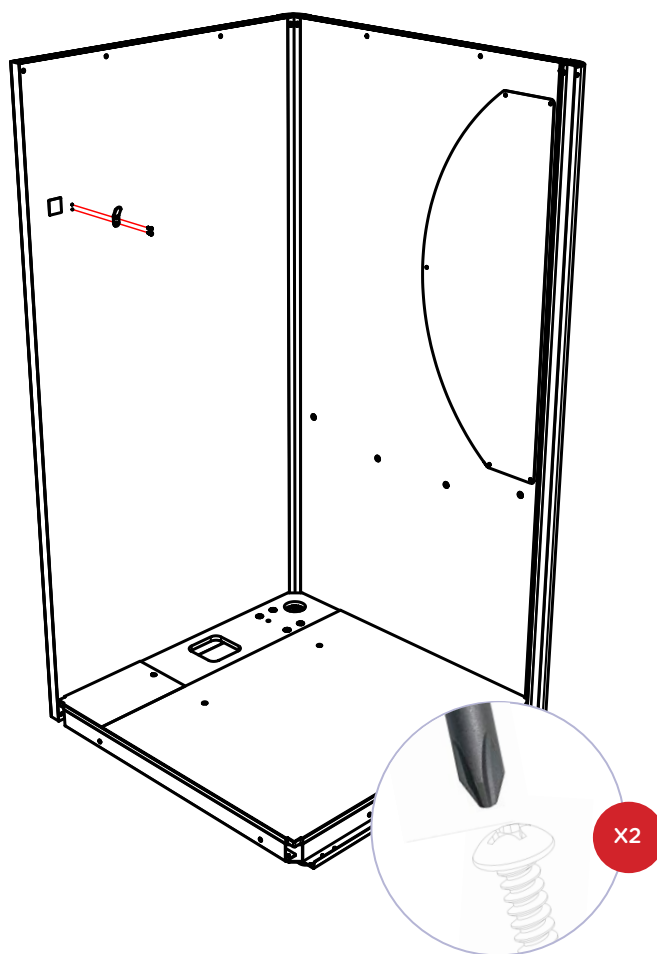
**4.** Use a 5 mm hex key to fasten the left wall panel to the foundation and back wall with (4) M8 x 55 low profile hex bolts (21670). Start from the top left to ensure the pod wall is stable. Loosely tighten for now, you'll secure later.



**5.** Remove the coat hook (11130) from the plastic bag of parts.

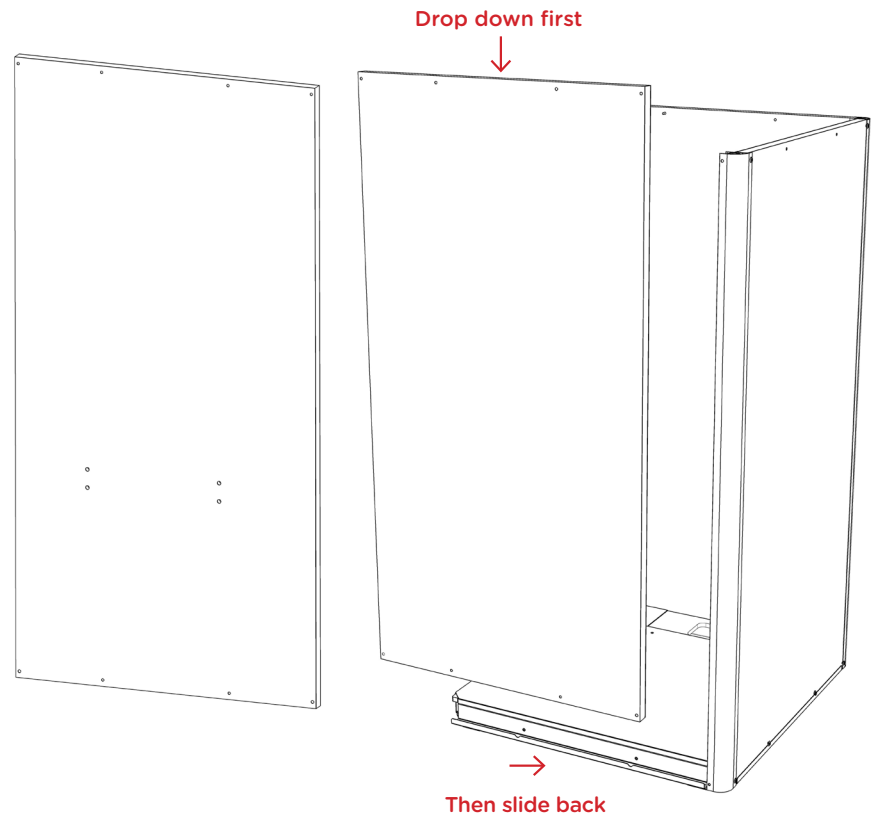
Align the two holes in the coat hook with the two holes on the left wall.

Use a Phillips head screwdriver to attach in place with (2) #8 x 5/8" Phillips pan head screws (17240).

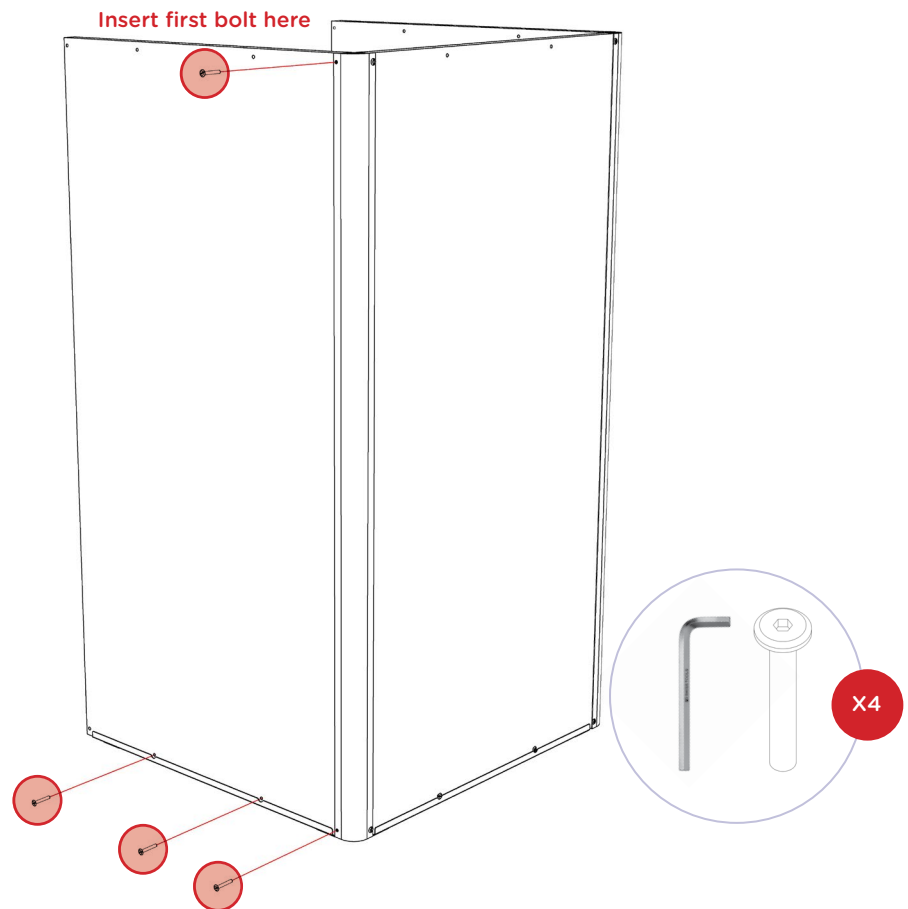


**6.** Unpack the right wall panel (15015) from Box 3: Wall Panels.

With the white side of the right wall panel facing the interior, place the bottom of the wall panel into the right channel and slide the panel towards the back of the pod until flush with the back wall panel. The holes should line up with the notches in the aluminum flange.

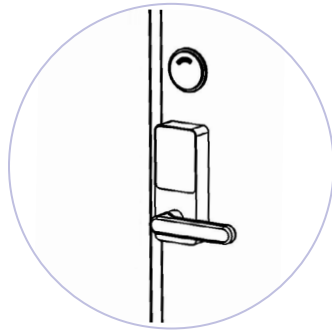


**7.** Use a 5 mm hex key to fasten the right wall panel to the base and back wall panel with (4) M8 x 55 low profile hex bolts (21670). Start from the upper right to stabilize the pod. Loosely tighten for now, you'll secure later.

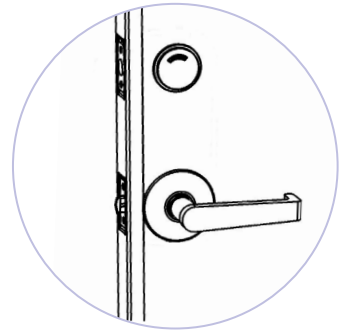


**8.** Unpack the door (20720 or 21480) from Box 4: Door.

**If your pod has a keypad lock on the door, you have a Solo model. Pods without a keypad are Solo Base models. Follow respective directions throughout this guide.**

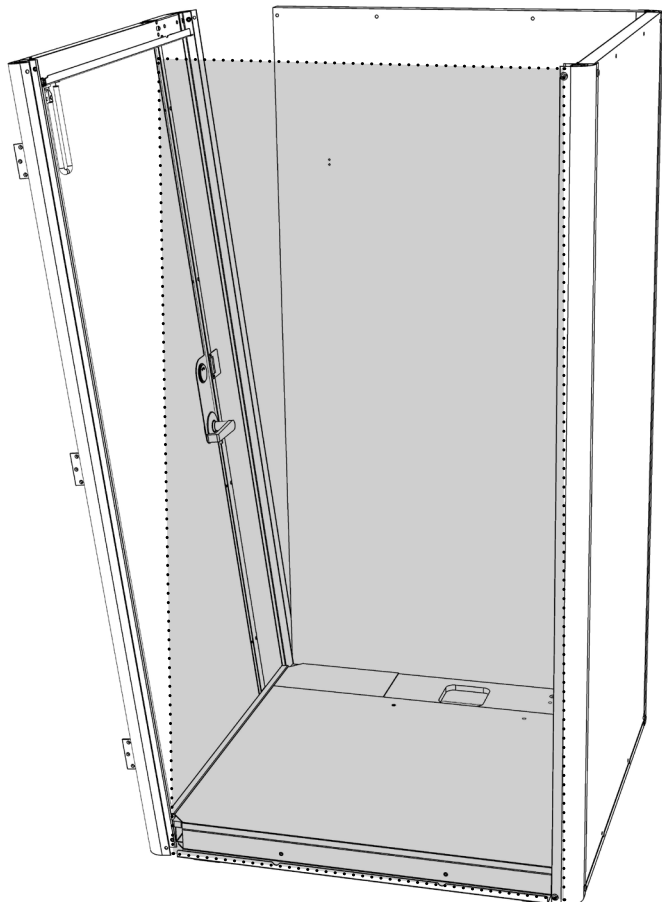


**Solo**



**Solo Base**

**9.** Place the door on the base so that the bottom aluminum flange sits on top of the threshold and the aluminum corners align with the left and right wall panels.



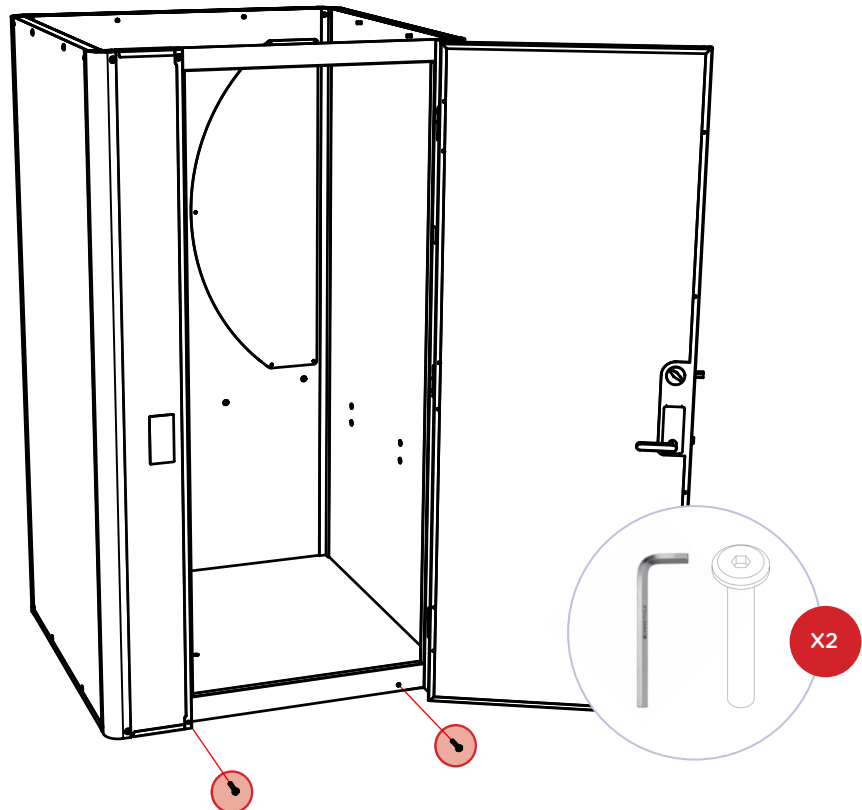
**10.** Use a 5 mm hex key to fasten the door to the left and right walls with (4) M8 x 55 low profile hex bolts (21670). Fasten the top left and right bolts first, then fasten the lower left and right bolts. Loosely tighten for now, you'll secure later.

It may be helpful to have a second person push on the door and/or side walls to help line up the holes.



**11.** Use a 5 mm hex key to fasten the door to the base with (2) M8 x 55 low profile hex bolts (21670).

To access the second hole, open the door by entering 2014# on the keypad. Keep the door propped open. It may be helpful to use the deadbolt to do so. Loosely tighten for now, you'll secure later.



## 5 Roof Frame

### TOOLS AND PARTS

- 5 mm Hex Key
- LTE Antenna
- (6) M8 X 55 Low Profile Hex Bolt (21670)
- Roof Frame (20705 or 21490) / Roof Panel (14915)
- Wire Cover (19315)

1. Set up your ladder behind the pod.

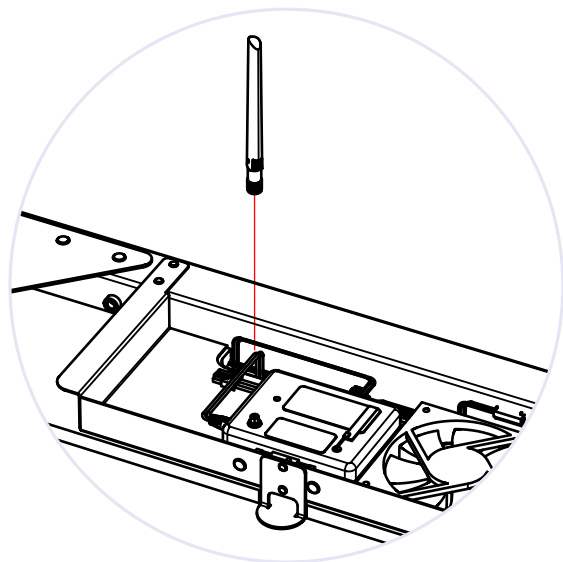
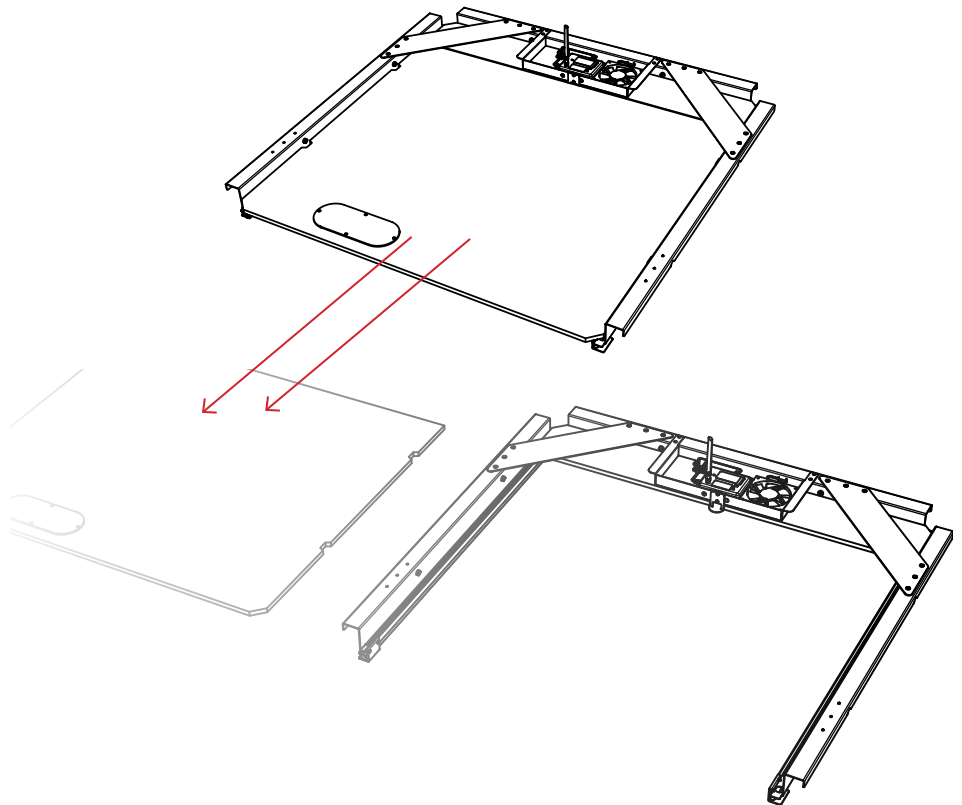
Unpack the three-sided roof frame (20705 or 21490) from Box 5: Roof.

Remove the roof panel (14915) from the roof frame and set aside.

**\*If you have the Solo Base, skip ahead to step 3.**

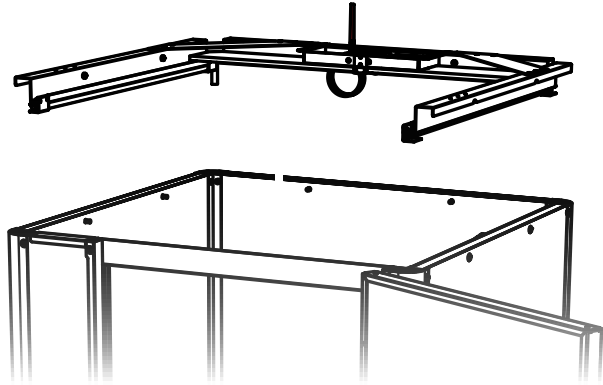
2. Remove the antenna from the plastic parts bag taped next to the PCD.

Attach the antenna to the top of the Pod Control Device (PCD). Once secured, flip the antenna upright towards the ceiling.



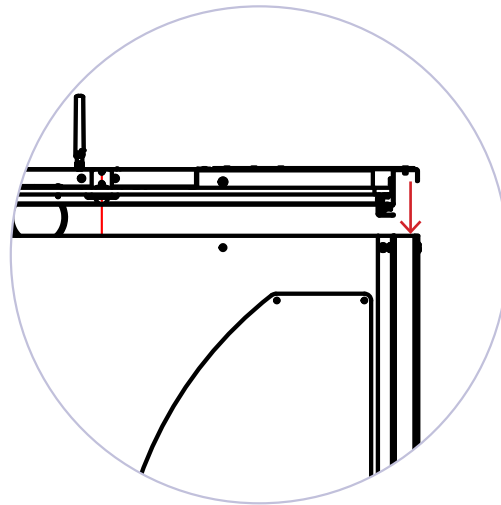
**3.** Orient the roof frame with the fan towards the back wall panel.

Hand the roof frame over the top of the pod to the person on the ladder. At this point, it's useful to have a third person to help lift it.

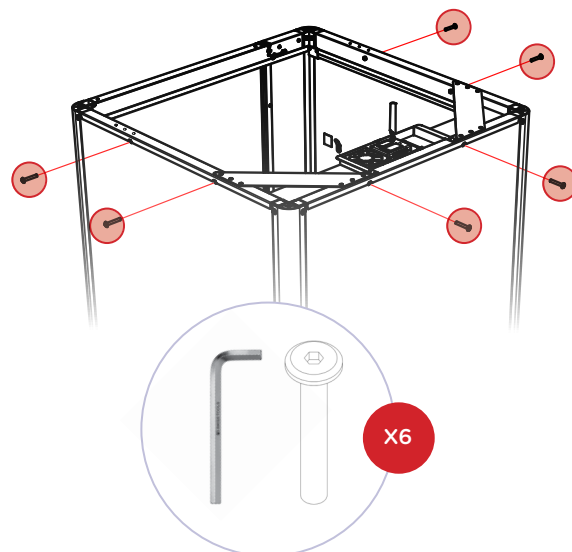


**4.** Slide the roof frame inside the top of the wall panels until the aluminum flange caps the top of the wall.

Ensure the wires hang inside at the back left corner of the pod.



**5.** Use a 5 mm hex key to secure the roof frame to the left back and right walls with (6) M8 x 55 low profile hex bolts (21670). Loosely tighten as the bolts will be fully secured in the next step.

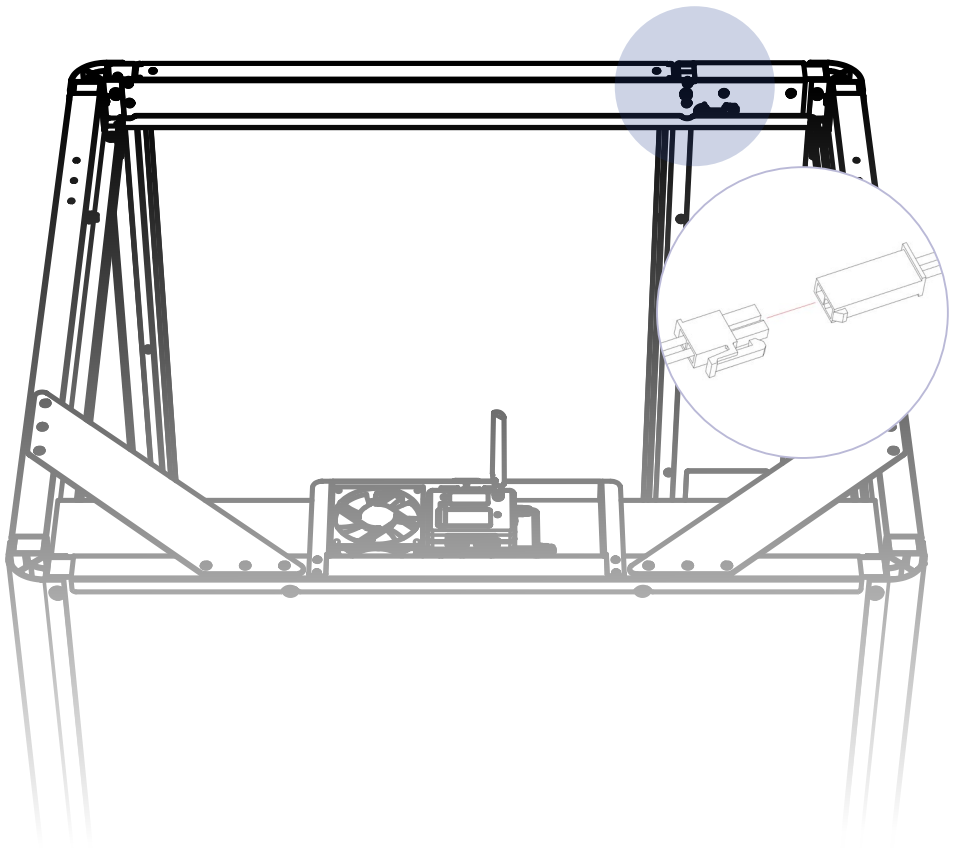


**6.** Once the roof frame is in place, use a 5 mm hex key to fully tighten all of the exterior M8 x 55 low profile hex bolts (21670). Bolts should be secure, but stop tightening if the wall panels begin to dimple.

**If you have the Solo Base, skip ahead to Wiring + Lighting.**



**7.** Connect the wires at the top right of the door frame and then tuck them into the channel.



## 6 Wiring + Lighting

### TOOLS AND PARTS

- Wire Cover (19315)

1. Enter the pod (use 2014# if your door isn't propped open.)

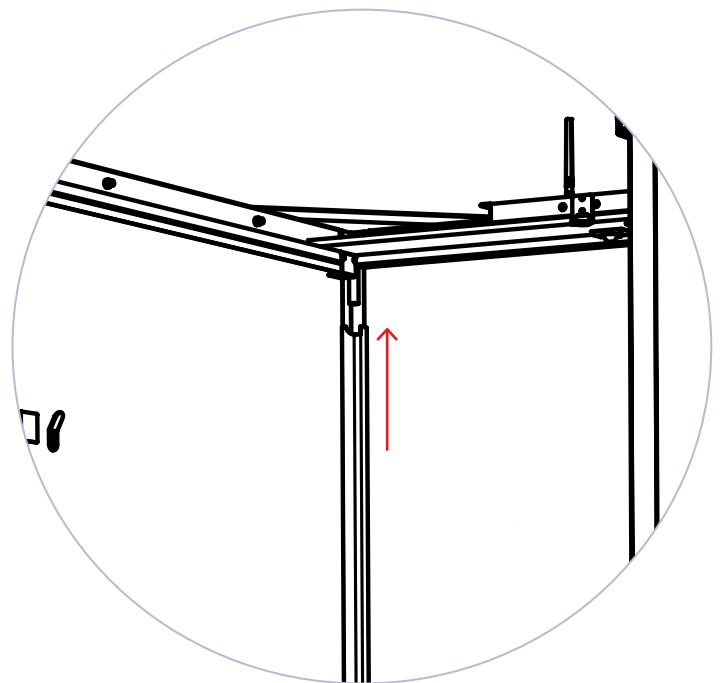
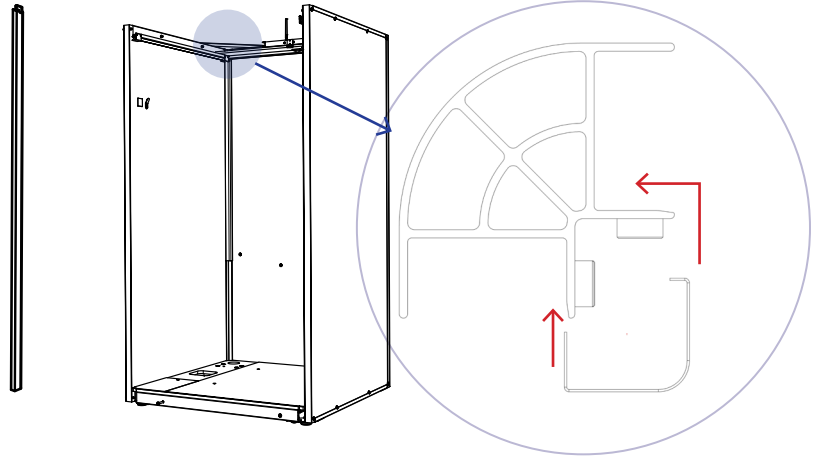
Uncoil the black power cord from the back left corner of the roof frame and let it drop to the floor.

2. Locate the aluminum wire cover (19315) that you set aside while unpacking the pod base from Box 2: Base.

3. Make sure the black power cord is hanging behind the wire cover.

Snap the wire cover into the back left corner and slide it up until it touches the roof frame.

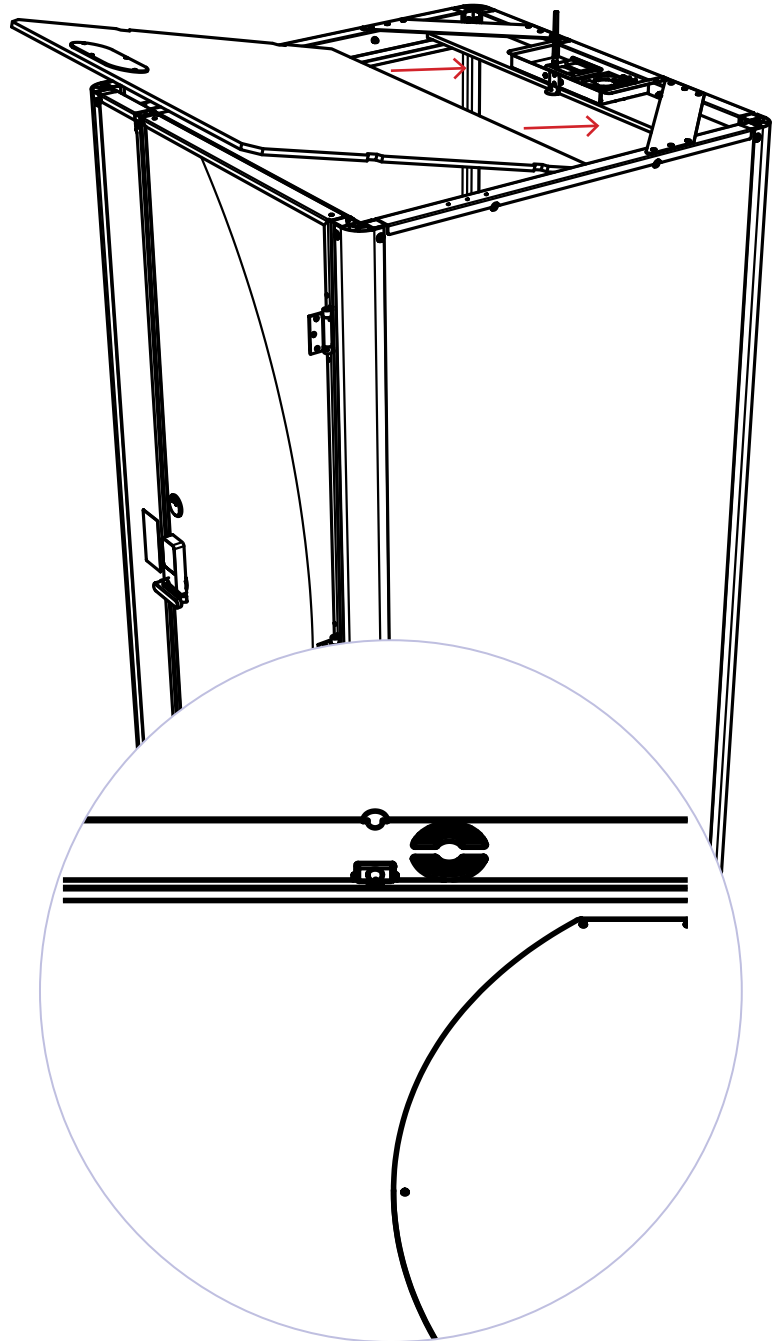
Ensure the wire cover slides behind the light bar.



## TOOLS AND PARTS

- Roof Panel (14915)

1. With one person on the ladder, lift the roof panel (14915) over the top of the pod, guiding it under the metal corner brackets and bolts, but on top of the small aluminum flange in the center of the roof frame. (Make sure your hands are clean before handling the roof.)



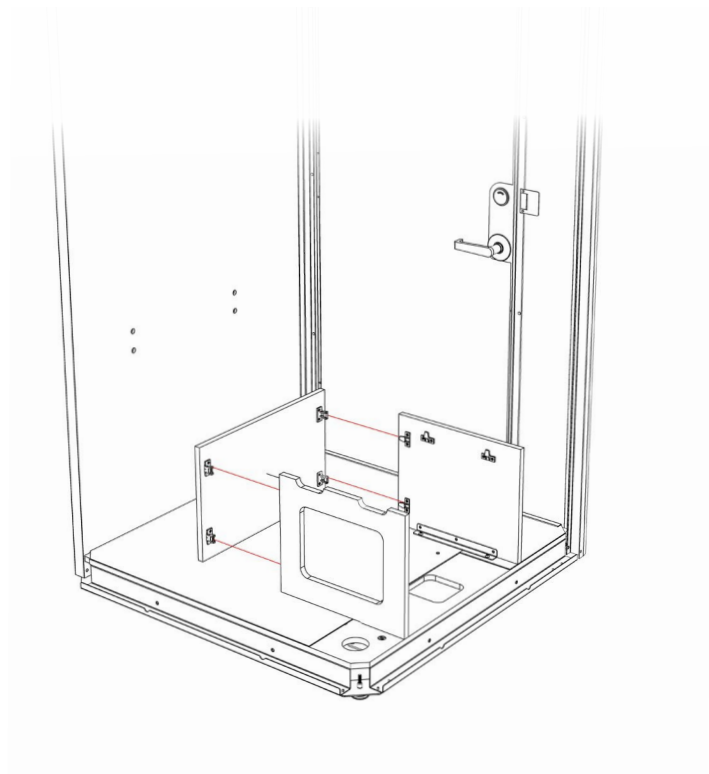
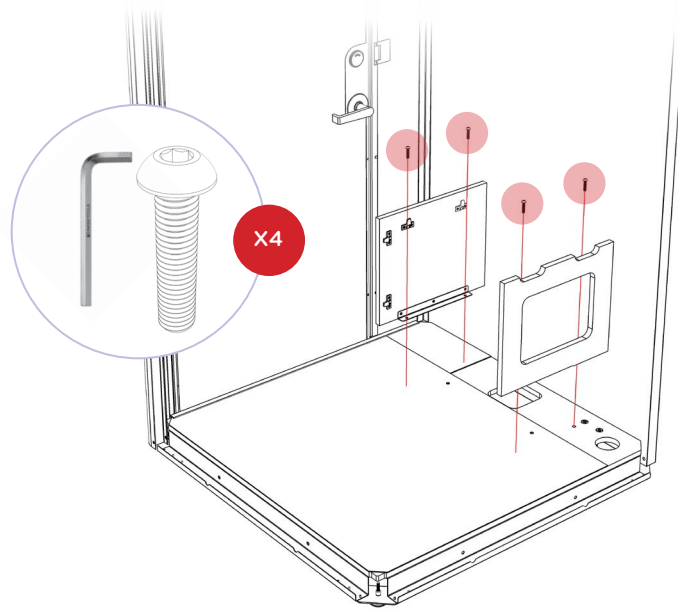
## TOOLS AND PARTS

- 5 mm Hex Key (provided)
- Philips Head Screwdriver
- (4) M8 x 35 Button Head Cap Screw (16840)
- (2) 1/4" x 2" Phillips Pan Head Screw (16870)
- (2) Zip Tie (14390)
- Seatback (16595)
- Seat Frame Right Side (16700)
- Seat Frame Left Side (16705)
- Seat Base (16710)
- Seat Frame Front (16715)

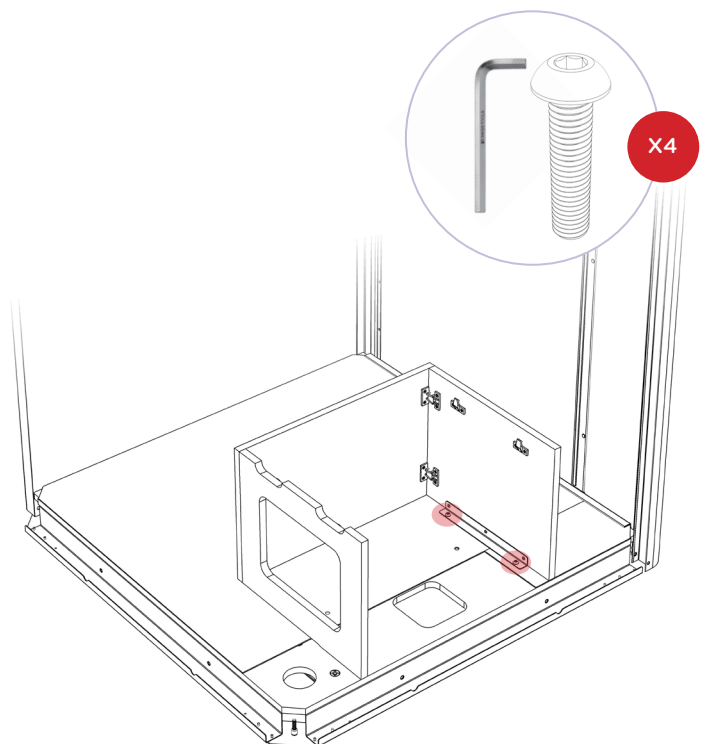
**1.** Unpack the seat parts (Seat Back-16595, Seat Frame Right Side-16700, Seat Frame Left Side-16705, Seat Base-16710, Seat Frame Front-16715) from Box 6: Seat, Box 7: Seat, and Box 8: Seat + Laptop Desk.

**2.** Use a 5 mm hex key to connect the seat frame left side and seat frame right side to the base with (4) M8 x 35 button head cap screws (16840). Loosely tighten for now, you'll secure later.

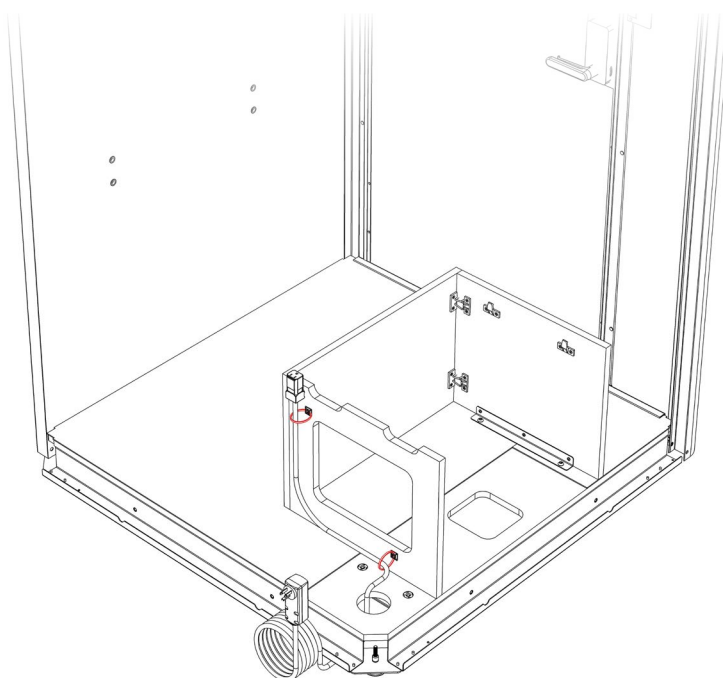
**3.** Snap the seat frame front into place with the blue edge facing down.



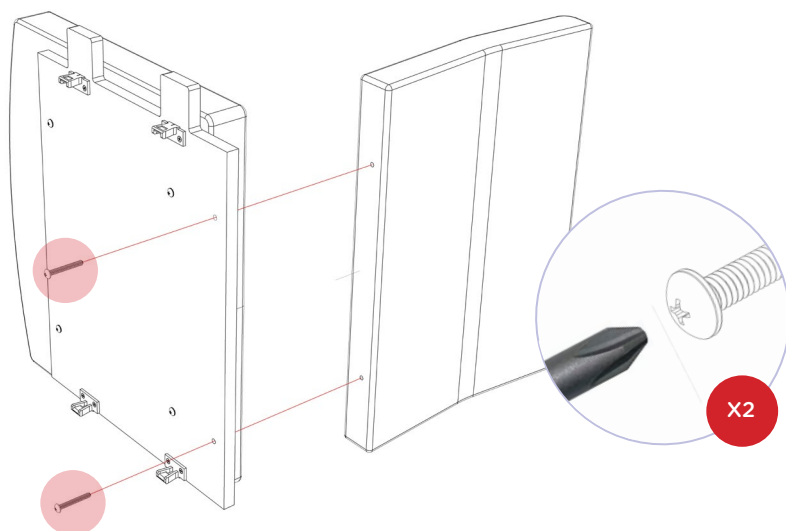
**4.** Tighten the (4) M8 x 35 button head cap screws (16840) on the seat frame right side and seat frame left side.



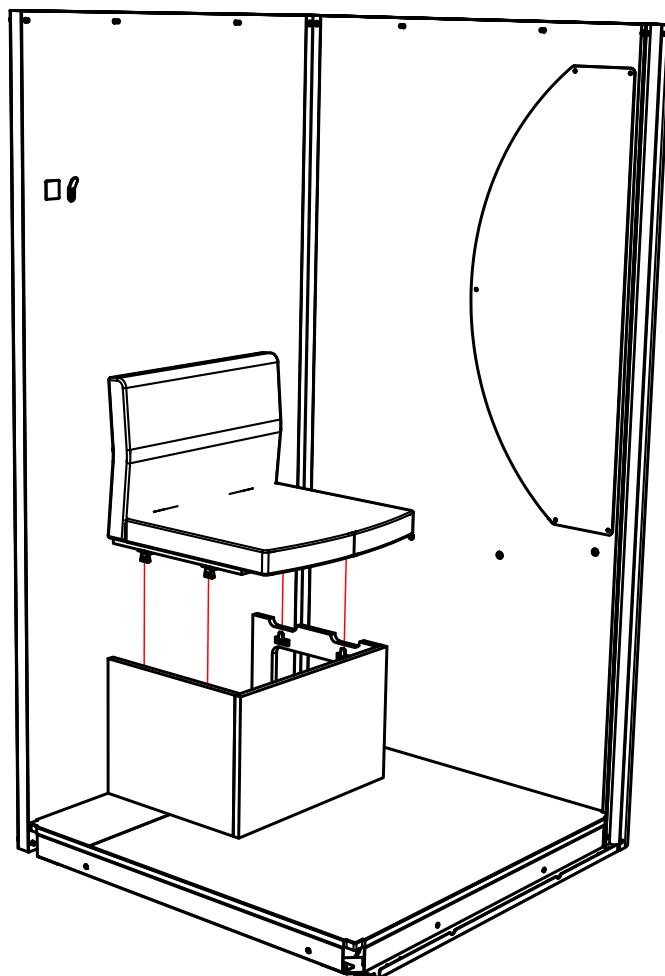
**5.** Secure the GFCI Cable to the inside of the right seat base, as shown, using (2) zip ties (14390) from the product pack. Leave 2-3" of wire above the top zip tie.



**6.** Place the seatback on its side. Use a Phillips head screwdriver and (2) 1/4" x 2" Phillips pan head screws to fasten the seatback to the seat base.



**7.** Position the assembled seat over the base frame, align the corners and plastic connectors, and press down firmly to snap into place.



## 9 Shelf + Laptop Desk

### TOOLS AND PARTS

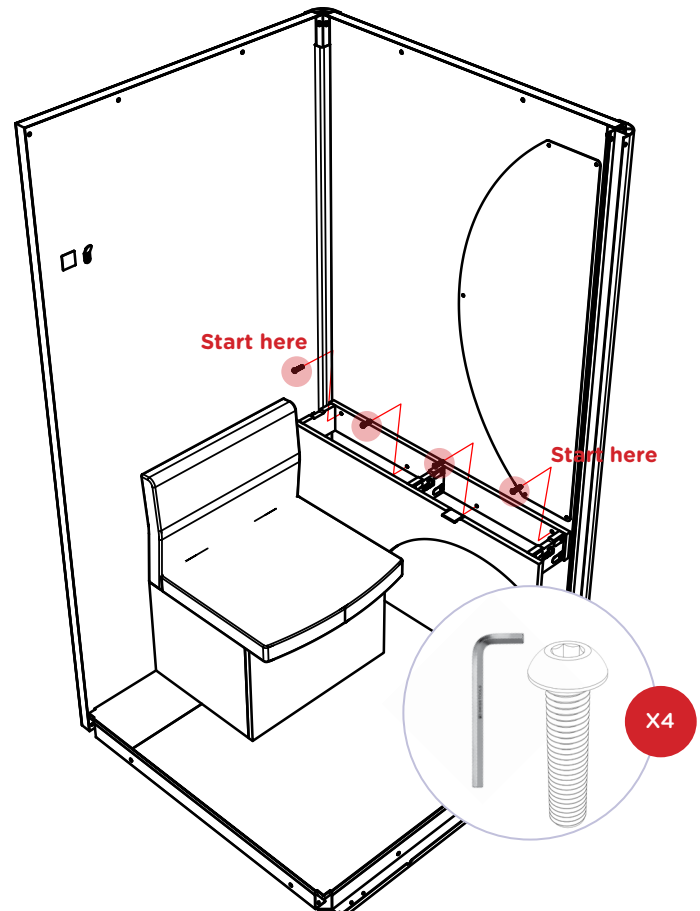
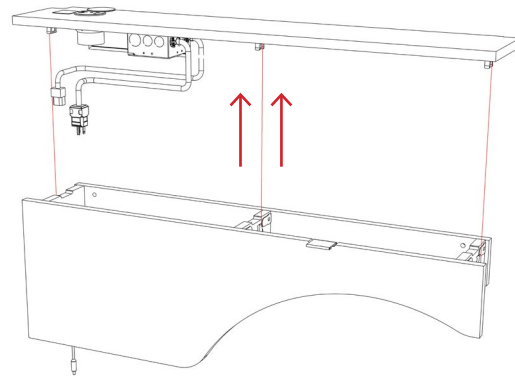
- 5 mm Hex Key (provided)
- (4) M8 x 20 Button Head Cap Screw (16835)
- (4) M8 x 35 Button Head Cap Screw (16840)
- Shelf (17950)
- Laptop Desk (16770)
- (2) Zip Tie (14390)

**1.** Remove the shelf (17950) from Box 1: Assembly Guide + Hardware. Remove the red reusable zip tie from the coil of wires.

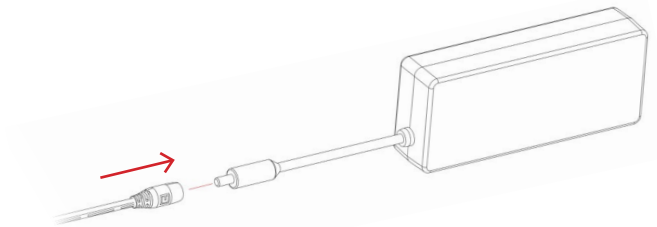
Separate the shelf top from the frame by pulling up firmly.

**2.** Align the shelf frame with the back wall panel. Ensure the black cord on the left is hanging loosely and not pinched behind the shelf frame.

Use a 5 mm hex key to fasten the shelf frame to the back wall panel with (4) M8 x 35 button head cap screws (16840). Start with the outside holes first, then finish with the center holes.



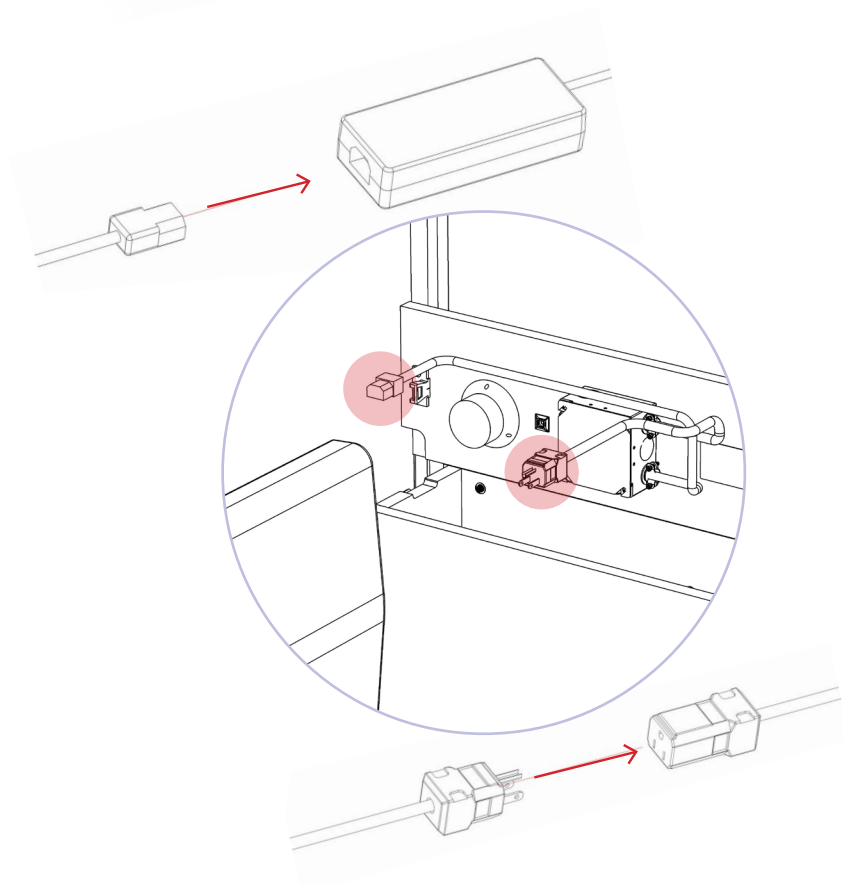
**3.** Connect the black wire that exits the wire cover into the power supply located on the back of the shelf fascia.



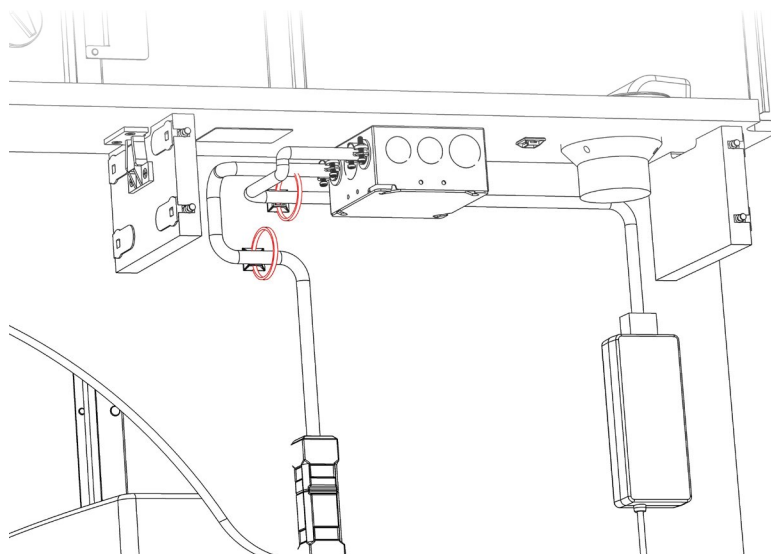
**4.** Hold the shelf top above the shelf frame.

Connect the male orange plug extending from the side of the outlet box into the female orange plug on the end of the GFCI cord.

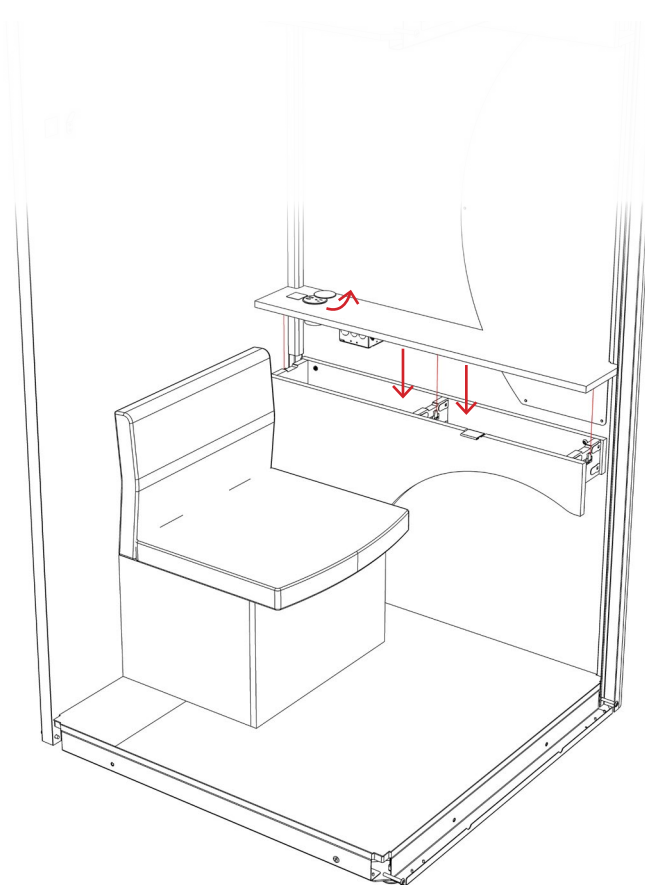
Insert the male black plug from the side of the outlet box into the power supply.



**5.** Secure the two black wires to the inside of the shelf with the (2) zip ties (114390).

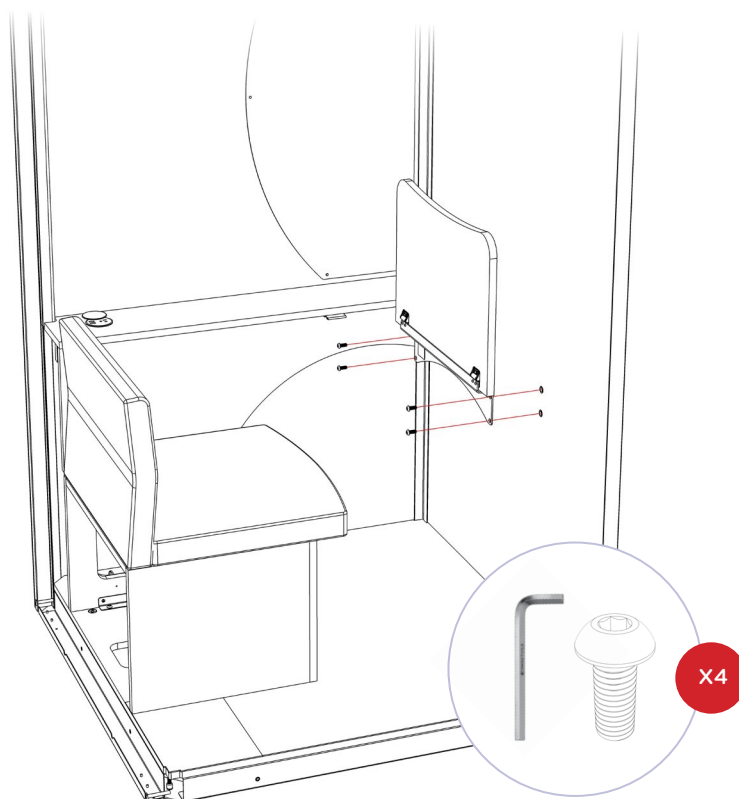


**6.** Align the plastic clips on the shelf top with the shelf frame and press down firmly.



**7.** Remove the laptop desk (16770) from Box 8: Seat + Laptop Desk.

Hold the laptop desk up, flat against the wall. Use a 5 mm hex key to attach it to the right wall panel with (4) M8 x 20 button head cap screws (16835).



## 10 Final Assembly + Testing

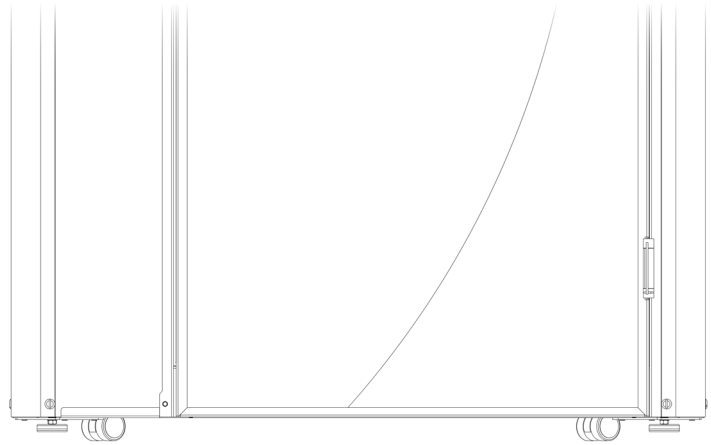
### TOOLS AND PARTS

- Adjustable Wrench
- 5/32" Hex Key (provided)
- GFCI Plug (15450)
- Label Maker (or Permanent Marker)

**1.** If you assembled the pod away from its final location, you'll need to move it to the desired spot. To use the built-in caster wheels, loosen the nuts on the leveling feet with an adjustable wrench. Then turn the leveling feet until they are just off the floor and the caster wheels are engaged.

Once the pod is in its final location, lower the leveling feet so that the caster wheels are no longer on the floor. Then tighten the nuts into place using an adjustable wrench.

**2.** Insert the power plug on the exterior of the pod into the GFCI wall outlet and **press the reset button**.

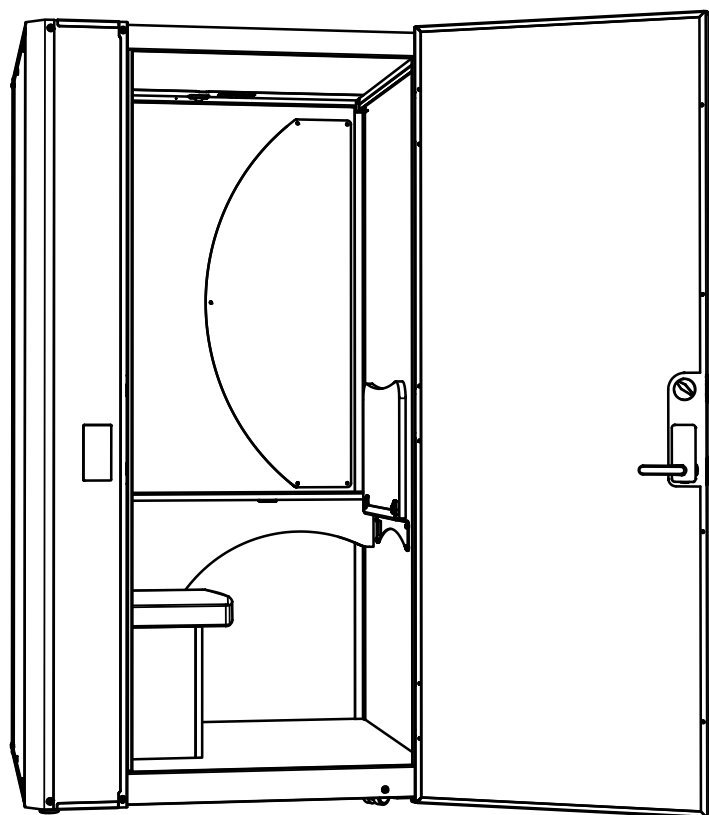


**3.** Test access with your keypad code by entering 2014# to unlock the door.

Step inside to activate the motion sensor, and ensure the lights and fans turn on.

Check that all outlets (standard and USB port) work. We recommend leaving the outlet cover in the open position.

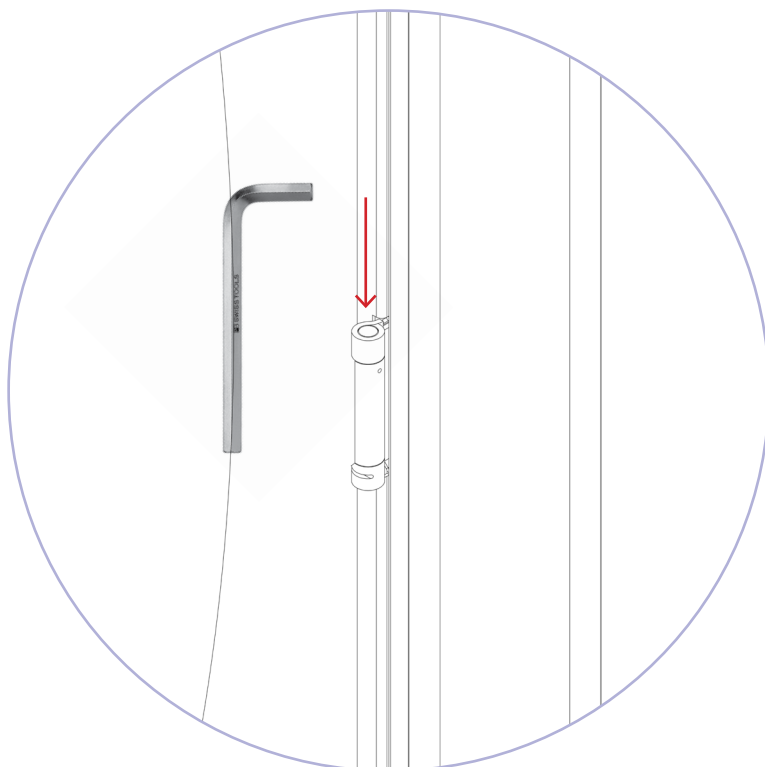
Check that the deadbolt engages fully and easily.



**4.** Make sure the door latches, but doesn't slam.

To increase the door closure speed, close the door and insert a 5/32" hex key in the top of the hinge, firmly push down, and rotate clockwise.

To decrease the door closure speed, rotate counterclockwise.



5. Fill out the interior maintenance decal located to the right of the interior door frame. Include contact information for users to call should any issues arise. We recommend using a label maker or permanent marker.

If you're experiencing an emergency, **please call 911.**

To report service/maintenance issues at this facility, contact:

**Don't forget:** If this pod is being listed on the free Mamava app—so breastfeeding parents can find the space using Mamava's Smart Access—please send photos of your installed pod to [fulfillment@mamava.com](mailto:fulfillment@mamava.com).

## Notes

## Need assistance?

Visit [help.mamava.com](https://help.mamava.com) or contact [service@mamava.com](mailto:service@mamava.com) • (802) 347-2111

Learn about service plans to help protect your pod at [mamava.com/service](https://mamava.com/service).

