

Assembly Guide

Shipping crate dimensions:
7'10" W x 4'7" D x 2'5" H

Assembled pod dimensions:
4' W x 4' D x 7'4" H

It should take **2 people** approximately
1.5 hours to assemble this Mamava pod.



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Mamava, the leading expert in lactation space design, provides dignified lactation accommodations and breastfeeding resources for employers and organizations around the world. Our mission is to create a healthier society through infrastructure and support for breastfeeding.



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Tools + Hardware

Not included



Cordless drill
with #2 Phillips bit

*For crate disassembly only



Adjustable wrench

(Up to 17mm)



2-6' step ladder



Flat head screwdriver



Phillips head #2 screwdriver



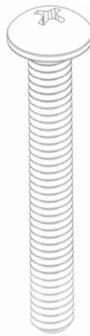
Light working gloves

Provided



(22) M8 x 55
Flange Head Bolt

(16370)



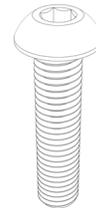
(2) 1/4" x 2"
Phillips Pan Head Screw

(16870)



(4) M8 x 20
Button Head Cap Screw

(16835)



(11) M8 x 35
Button Head Cap Screw

(16840)



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

(17240)



5 mm hex key

(16980)

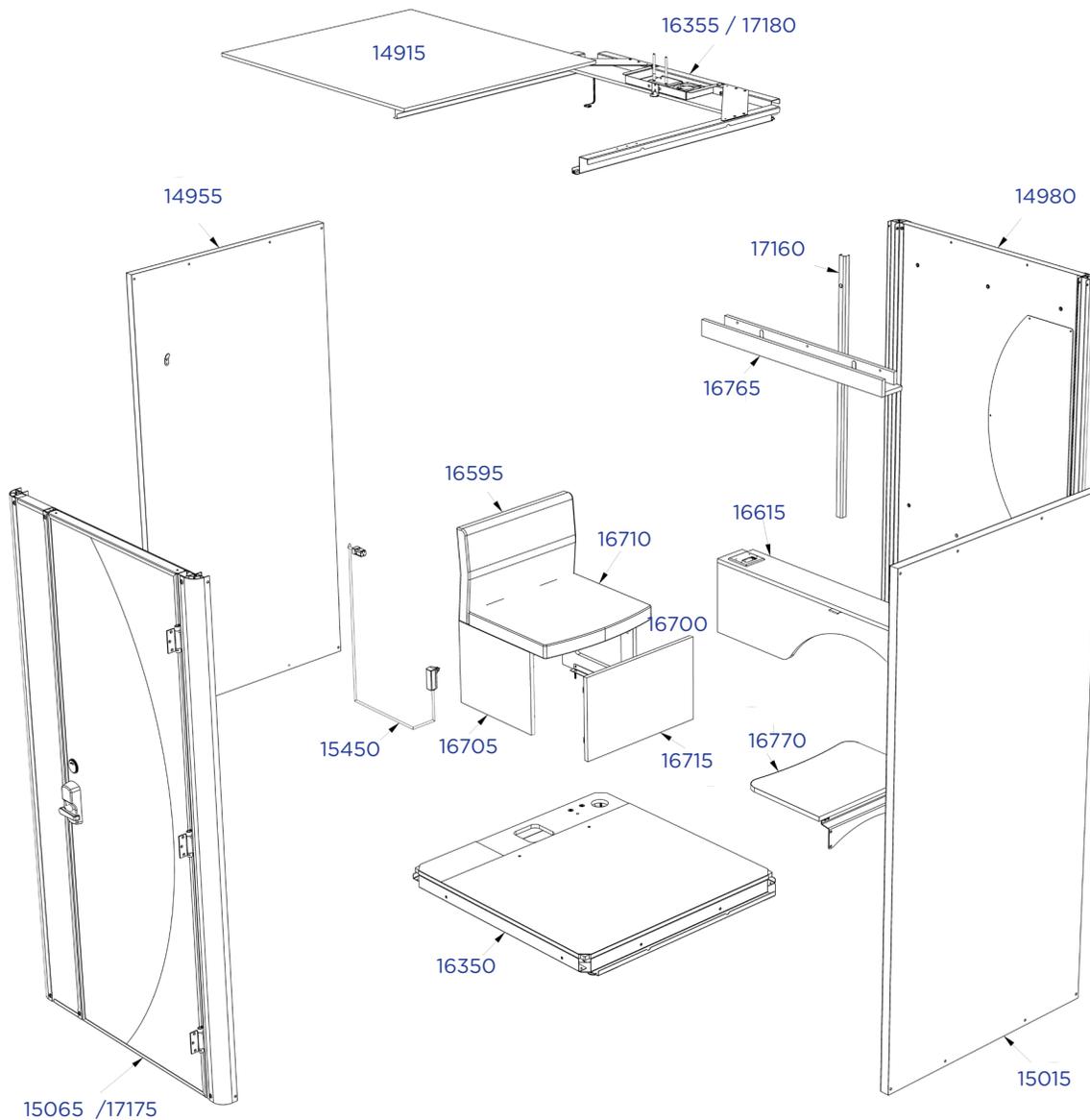


5/32" hex key

Parts

PART NUMBER	PART
14915	Roof Panel
14955	Left Wall Panel
14980	Back Wall Panel
15015	Right Wall Panel
15065 (Solo Base)	Door
17175 (Solo)	
15450	GFCI Plug
16350	Base
16355 (Solo Base)	Roof Frame
17180 (Solo)	

PART NUMBER	PART
16595	Seat Back
16615	Shelf
16700	Seat Frame Right Side
16705	Seat Frame Left Side
16710	Seat Base
16715	Seat Frame Front
16765	Light Fixture
16770	Laptop Desk
17160	Wire Cover
17215	Caster Wheels (optional)



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).

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

 **WARNING**
Risk of tip over
Max 15 lb. load

 **WARNING**
Risk of tip over
Max 80 lb. load

 **WARNING**
Risk of tip over
Max 70 lb. load

 **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.

Shipping Crate

TOOLS AND PARTS

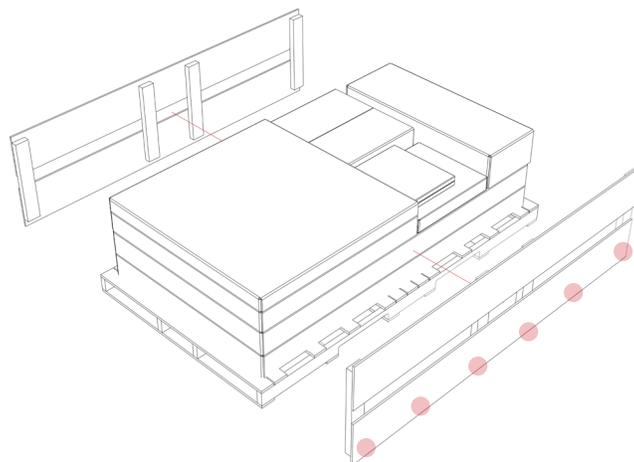
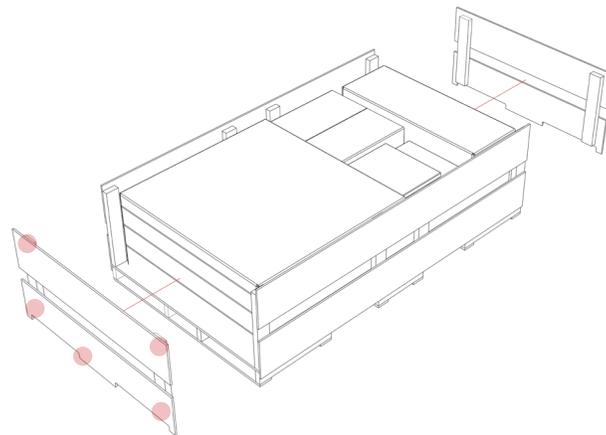
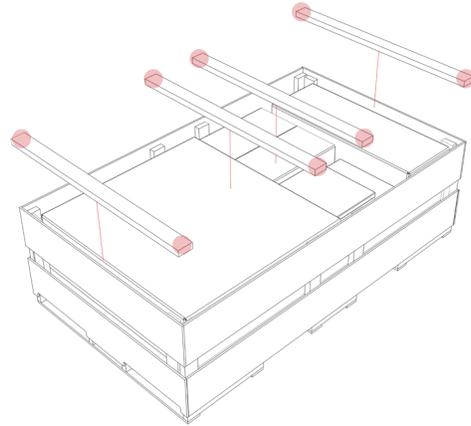
- Cordless drill with a #2 Phillips bit

Locate the serial number sticker on the exterior of the 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. Set aside the cross braces.

2. Remove the screws from the end panels of the crate. Set aside the end panels.

3. Remove the screws from the side panels of the crate. Set aside the side panels.



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

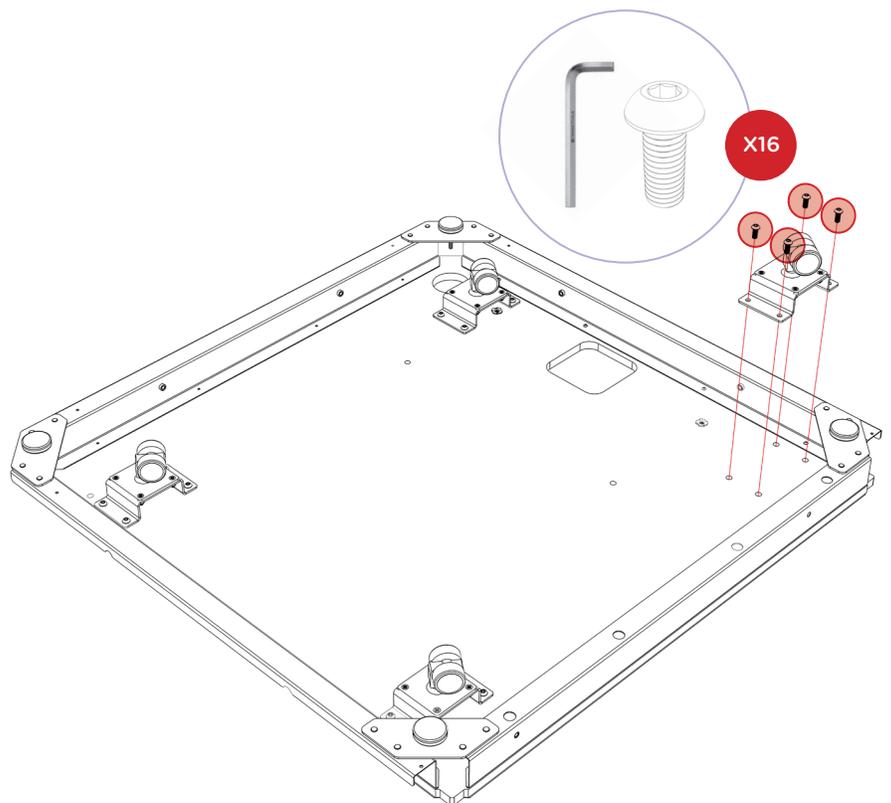
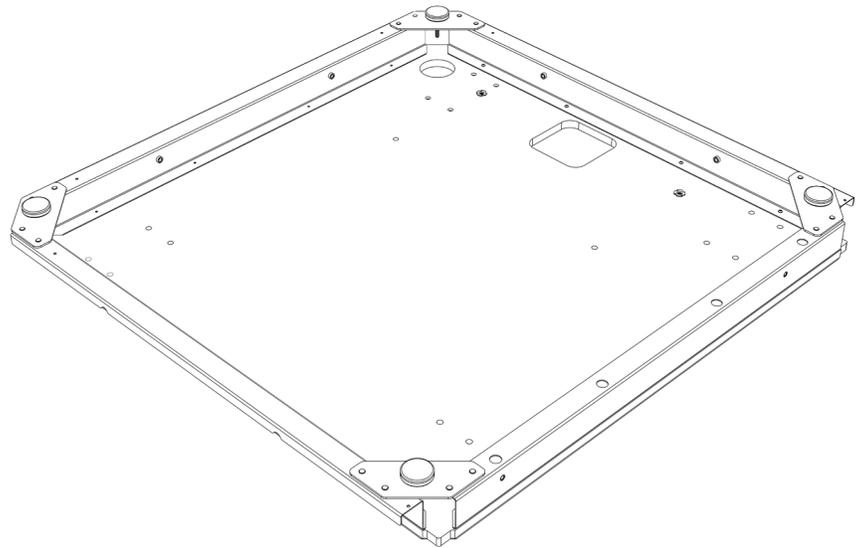
- 5 mm hex key (provided)
- Adjustable wrench
- Base (16350)
- Caster Wheels (17215) + (16) M8 x 20 Button Head Cap Screws (16835) (optional)

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

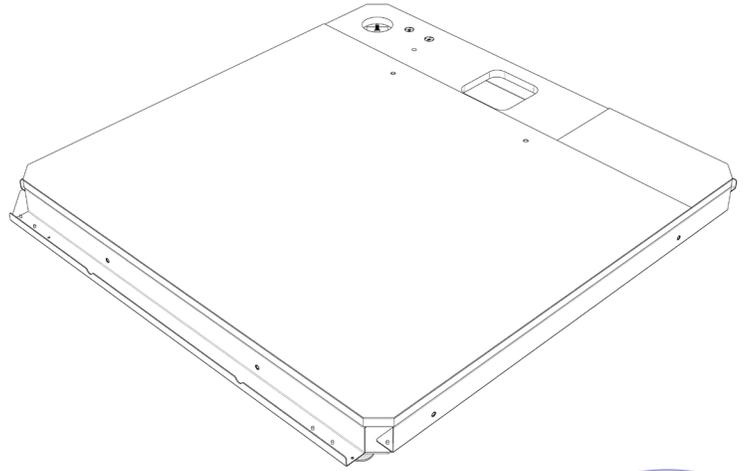
Protect the vinyl side of the base by setting it face down on leftover cardboard packaging.

2. If you ordered accessory caster wheels (17215), remove them from Box 9: Caster Wheels.

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



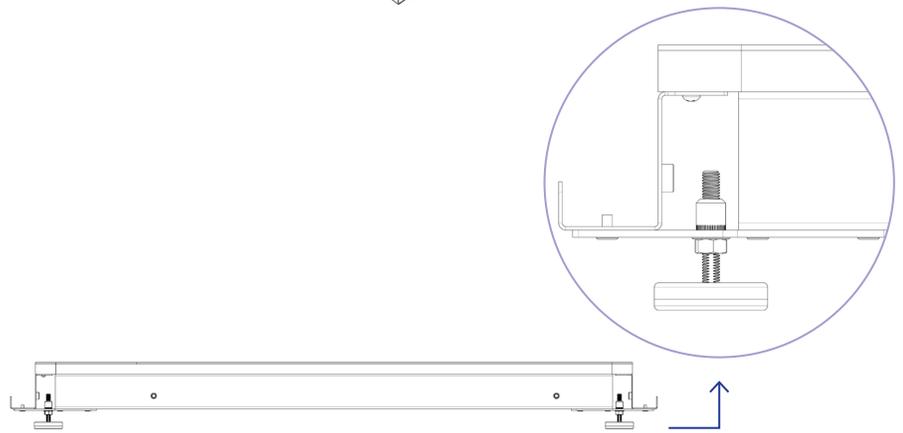
3. Flip the base over, so that the vinyl side is facing up and the cardboard is removed.



4. Adjust leveling feet by rotating them clockwise by hand until they are in contact with the floor. Make sure the base is stable.

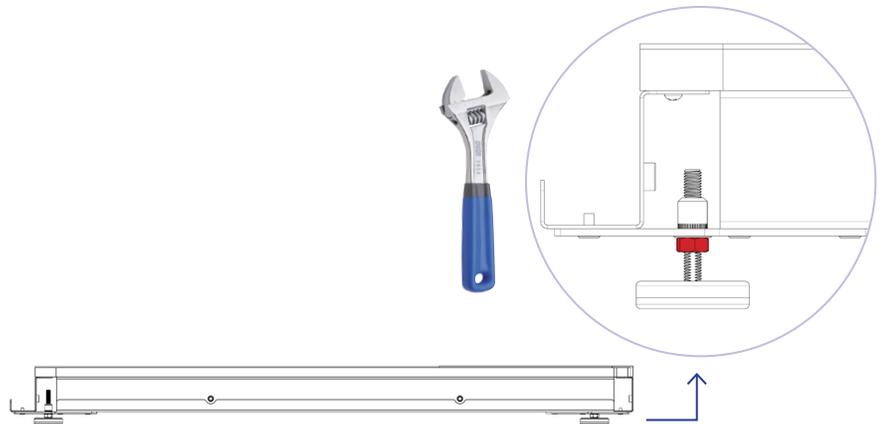
If the base wobbles, adjust the height of the leveling feet.

*If installing caster wheels, adjust the leveling feet so they extend an inch beyond the caster wheels.



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.



Wall Plug Wiring

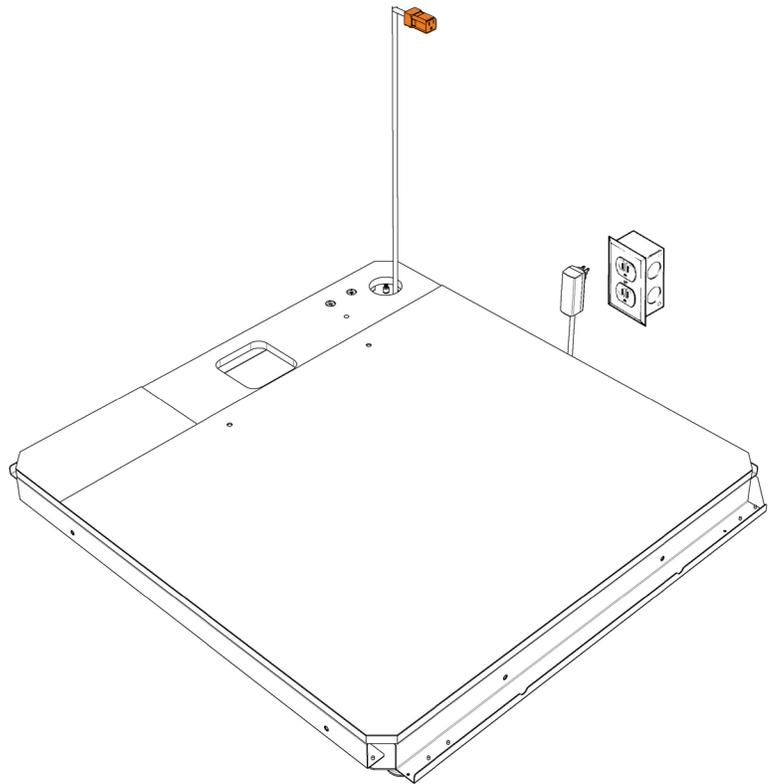
TOOLS AND PARTS

- 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.



Wall Panels + Door

TOOLS AND PARTS

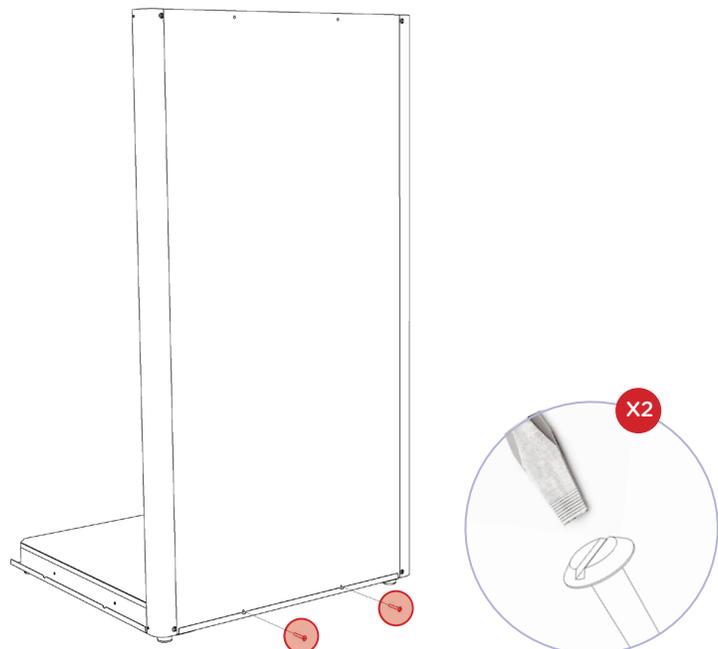
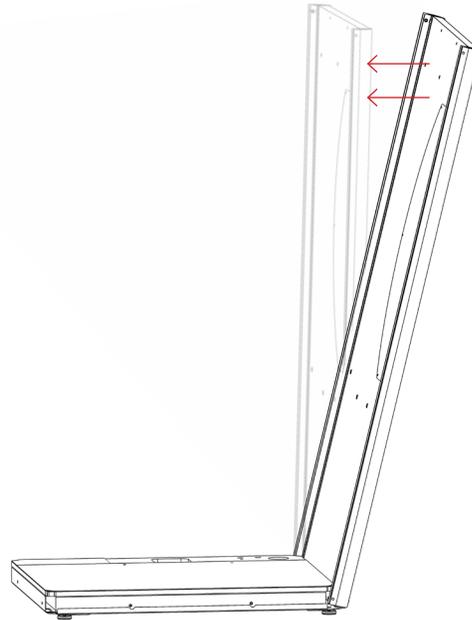
- Flat head screwdriver
- Phillips head screwdriver
- (16) M8 X 55 Flange Head Bolt (16370)
- (2) #8 x 5/8" Phillips Pan Head Screw (17240)
- Back Wall Panel (14980)
- Left Wall Panel (14955)
- Right Wall Panel (15015)
- Door (15065)
- Door Handle
- Coat Hook (11130)

1. Unpack the back wall panel (14980) from Box 3: Wall Panels.

Set the bottom of the back wall panel inside the back channel of the base at a 45° 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.

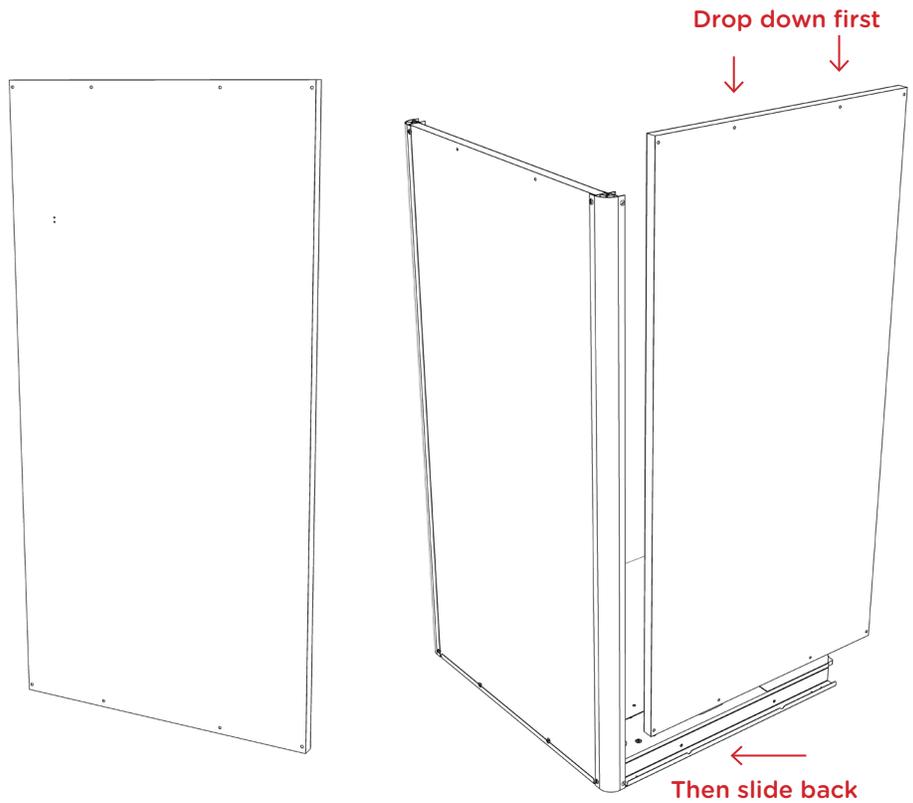
Once in place, one person should continue to hold the wall panel.

2. Use a flat head screwdriver to fasten the back wall panel to the base with (2) M8 x 55 flange head bolts (16370). 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.

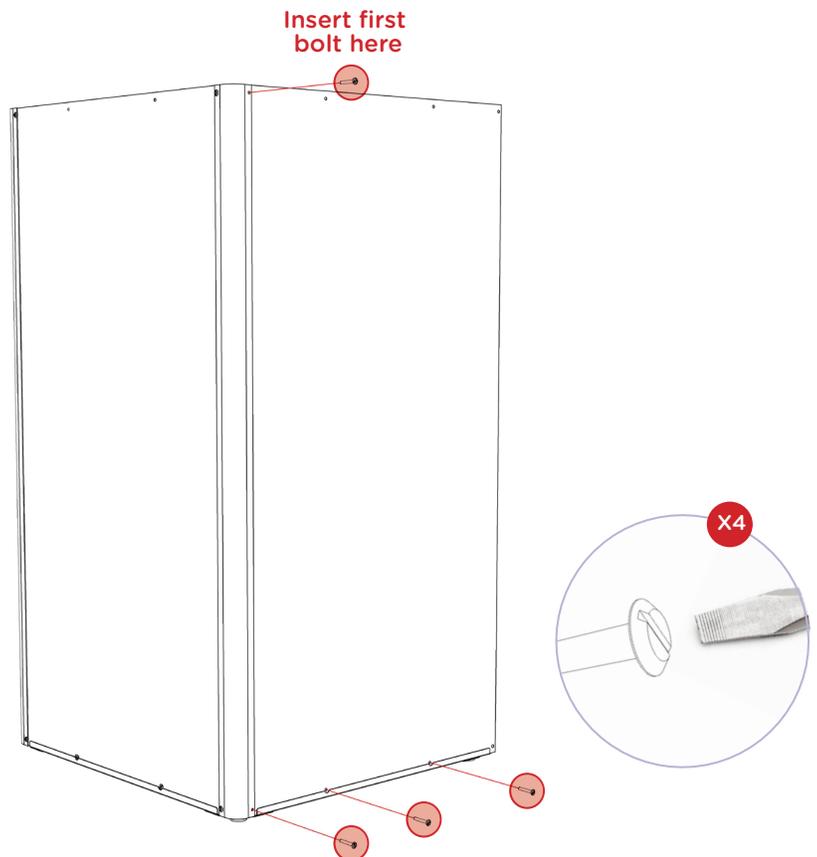


3. Unpack the left wall panel (14955) from Box 3: Wall Panels.

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.



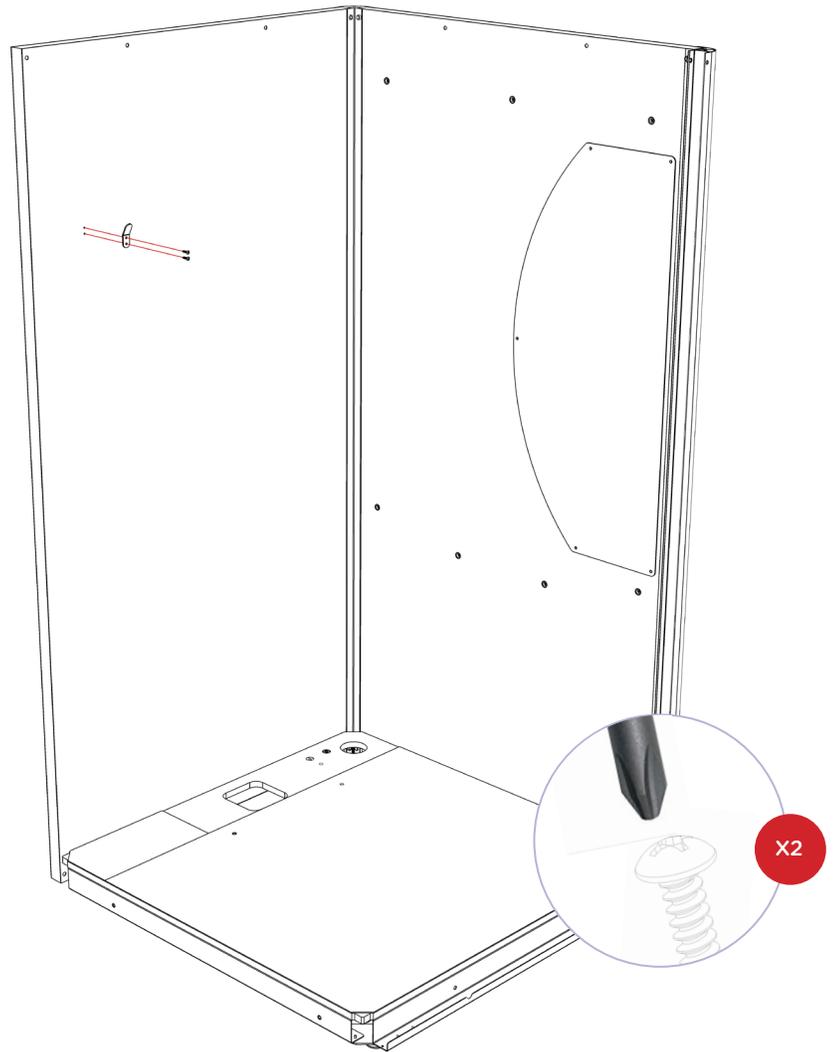
4. Use a flat head screwdriver to fasten the left wall panel to the foundation and back wall with (4) M8 x 55 flange head bolts (16370). Start from the top left to ensure the pod wall is stable. Loosely tighten for now, you'll secure later.



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

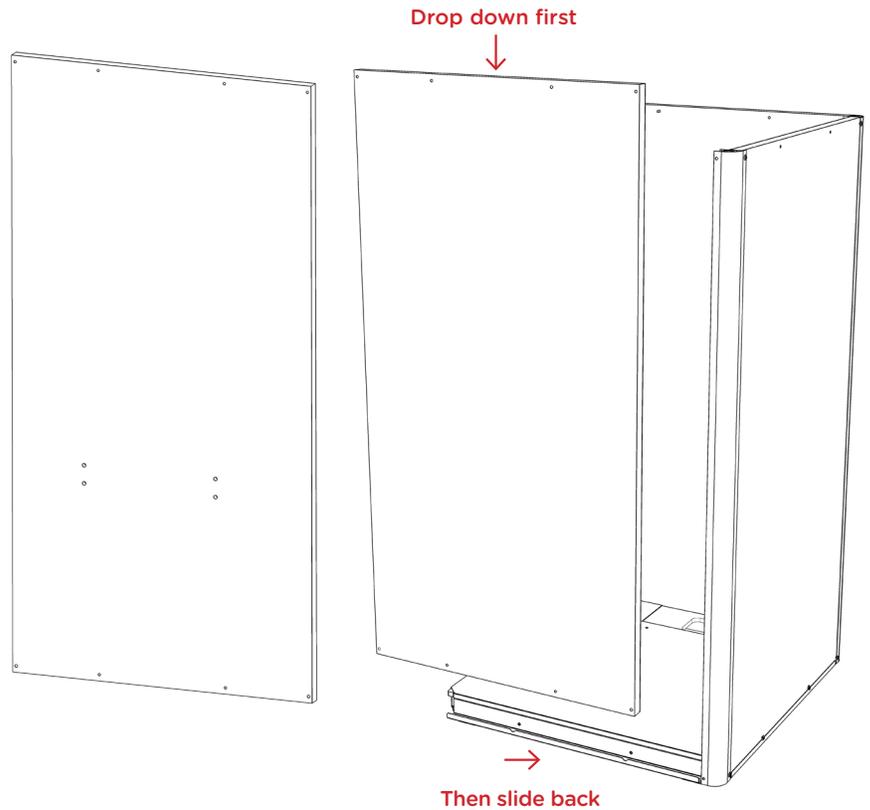
Align the two holes in the coat hook with the two holes on the left wall.

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

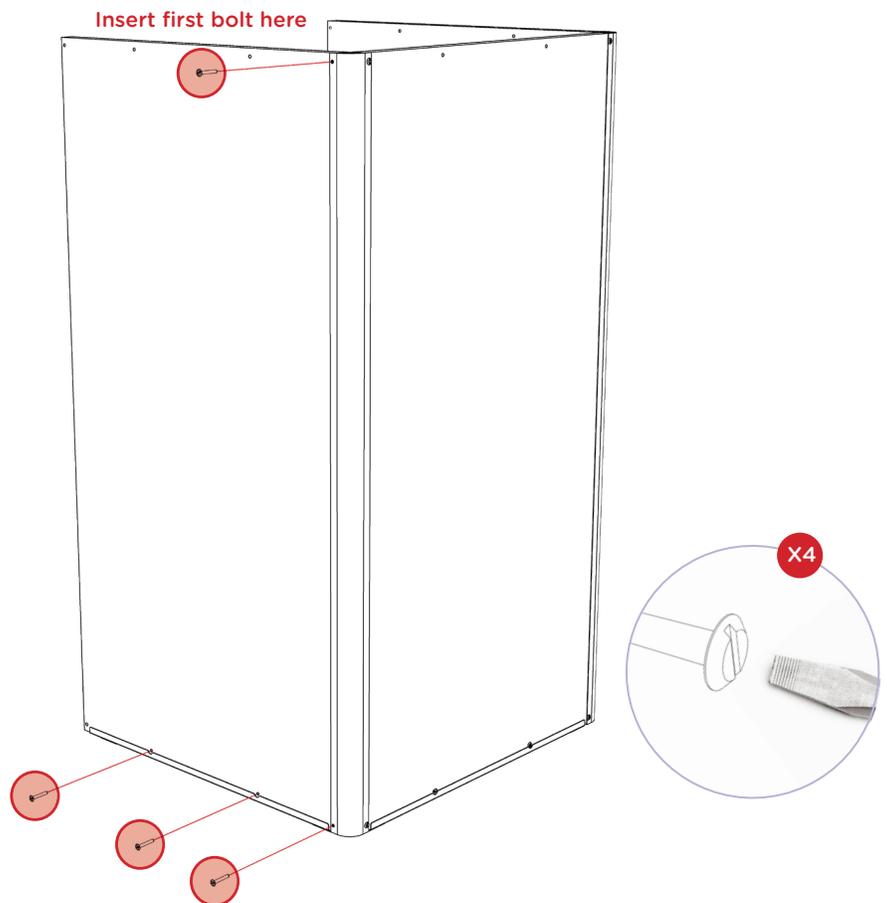


6. Unpack the right wall panel (15015) from Box 3: Wall Panels.

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.



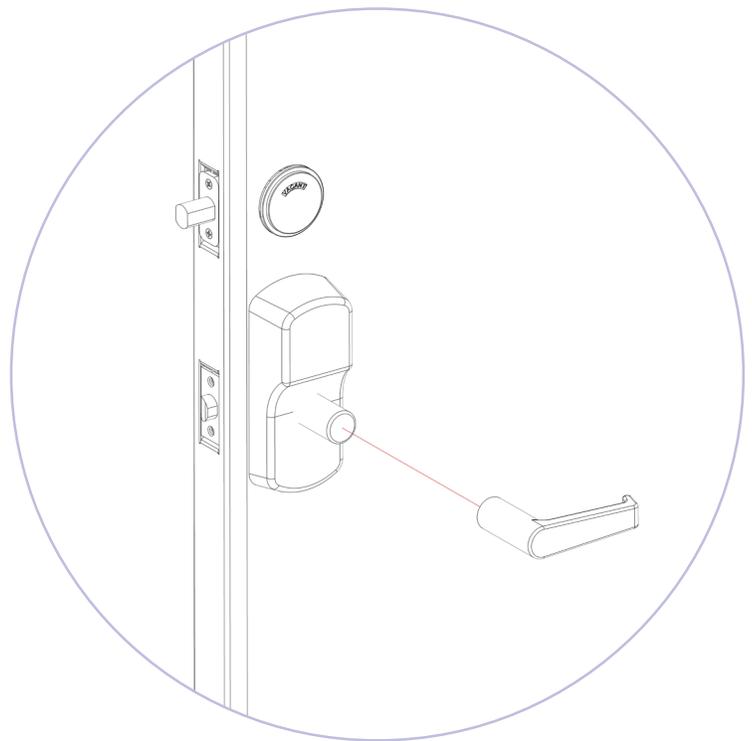
7. Use a flat head screwdriver to fasten the right wall panel to the base and back wall panel with (4) M8 x 55 flange head bolts (16370). Start from the upper right to stabilize the pod. Loosely tighten for now, you'll secure later.



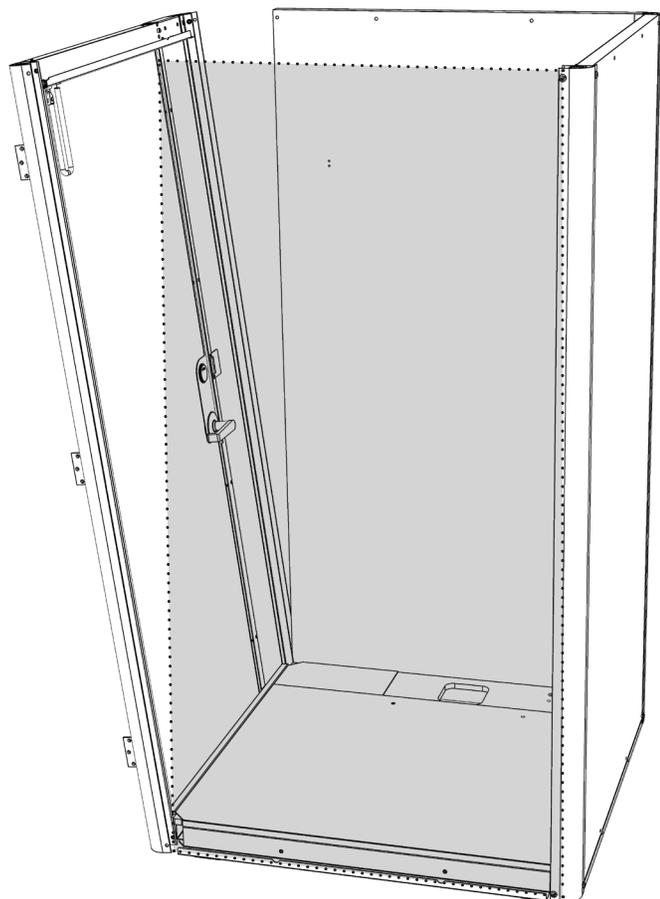
8. Unpack the door (15065 or 17175) from Box 4: Door and the door handles from the plastic bag of parts.

Slide the door handle onto the body of the lock (or interior housing for the Solo Base model) until it clicks. Repeat this step for the interior handle.

If your pod has a Schlage lock on the door with a keypad, you have a Solo model. Pods with a keyless handle are Solo Base models. Follow respective directions throughout this guide.

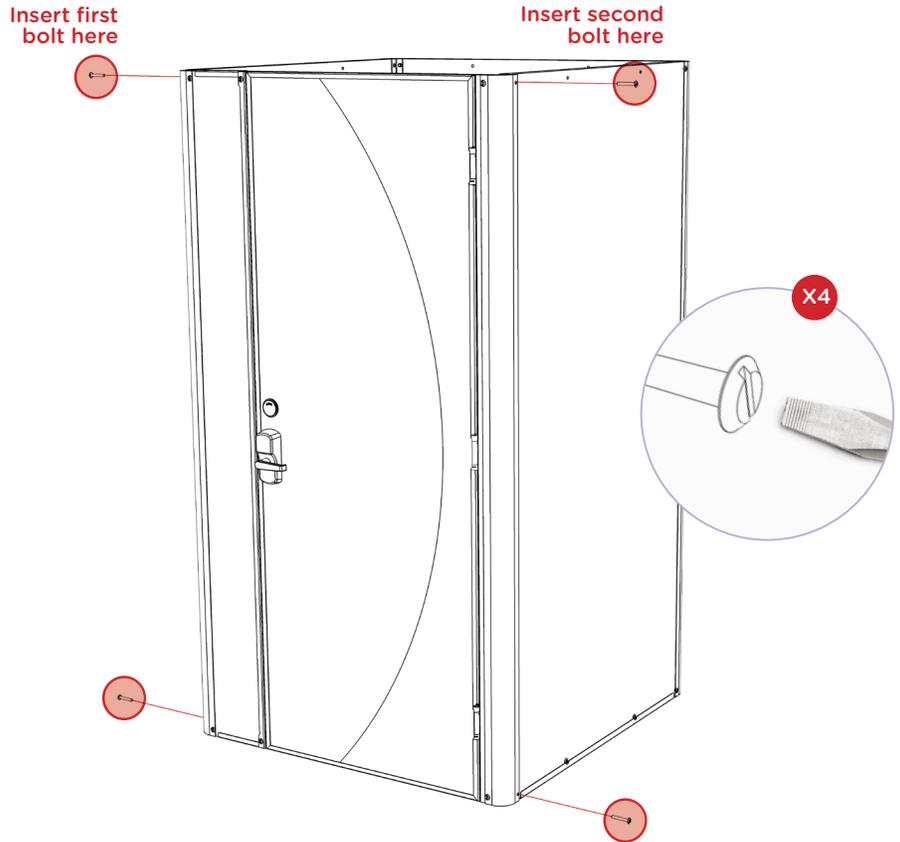


9. Place the door on the base so that the bottom aluminum flange sits on top of the threshold and the aluminum corners align with the left and right wall panels.

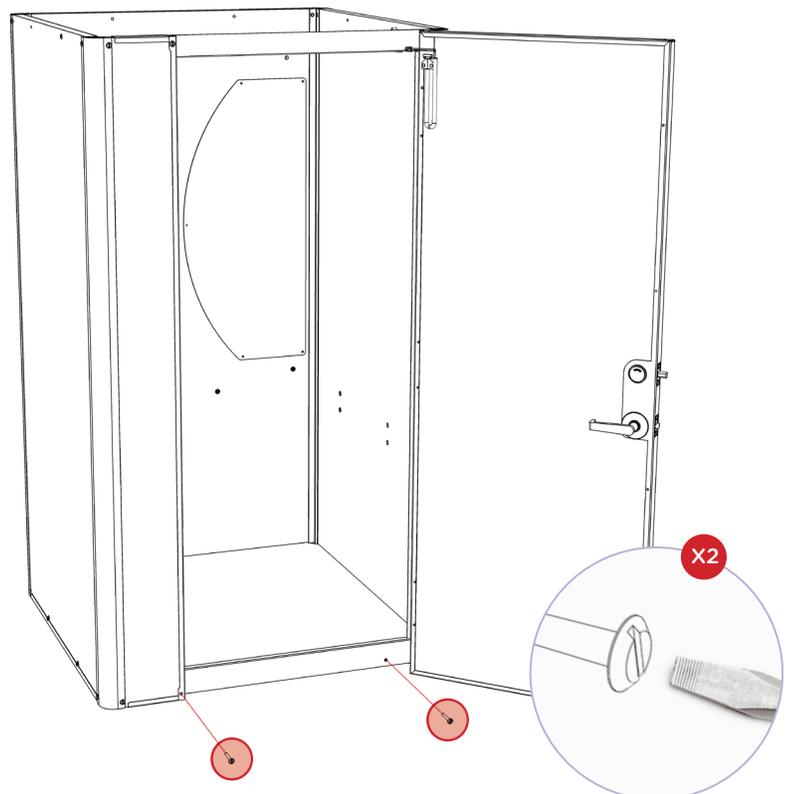


10. Use a flat head screwdriver to fasten the door to the left and right walls with (4) M8 x 55 flange head bolts (16370). Fasten the top left and right bolts first, then fasten the lower left and right bolts. Loosely tighten for now, you'll secure later.

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 flat head screwdriver to fasten the door to the base with (2) M8 x 55 flange head bolts (16370). To access the second hole, open the door by entering 8008 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.



Roof Frame

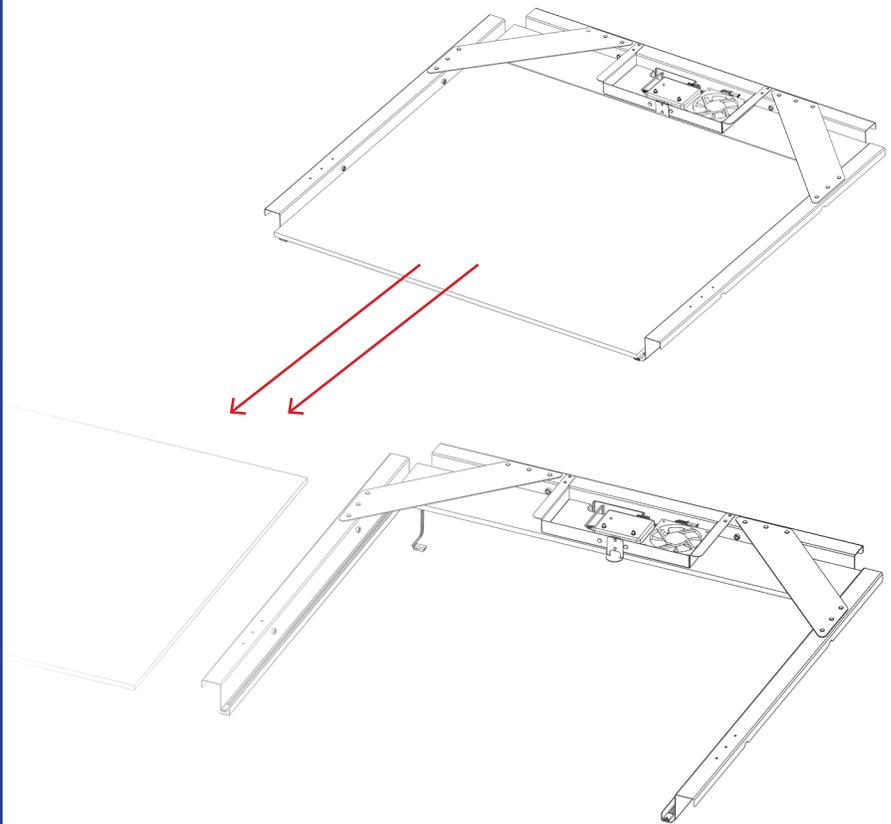
TOOLS AND PARTS

- Flat head screwdriver
- BLE and LTE Antennas
- (6) M8 X 55 Flange Head Bolt (16370)
- Roof Frame (16355 or 17180) / Roof Panel (14915)

1. Set up your ladder behind the pod.

Unpack the three-sided roof frame (16355 or 17180) from Box 5: Roof.

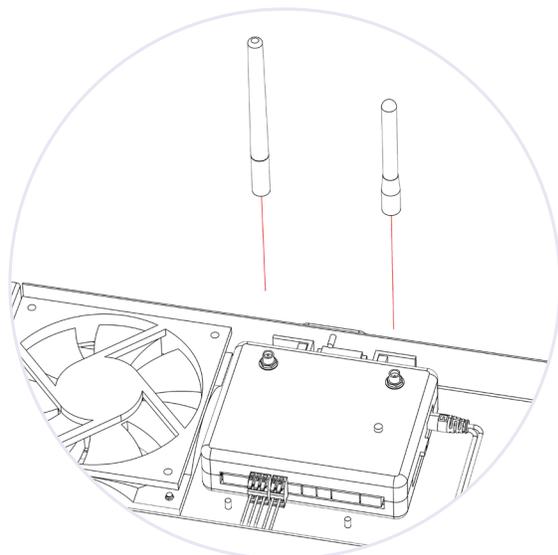
Remove the roof panel (14915) from the roof frame and set aside.



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

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

Attach the two antennas to the top of the Pod Control Device (PCD), with the shorter antenna closest to the power cord. Once secured, keep the antennas upright.



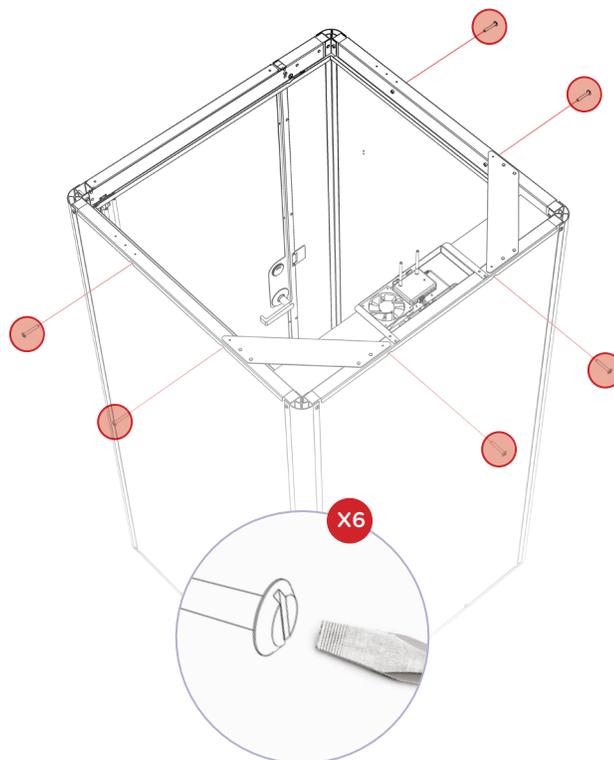
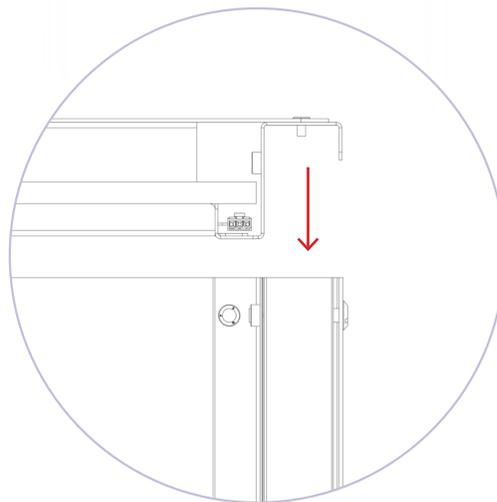
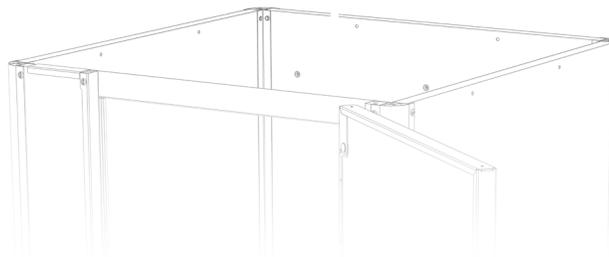
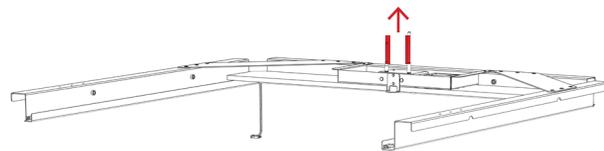
3. Orient the roof frame with the fan towards the back wall panel. The antennas should face the ceiling (not applicable to the Solo Base model).

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 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.

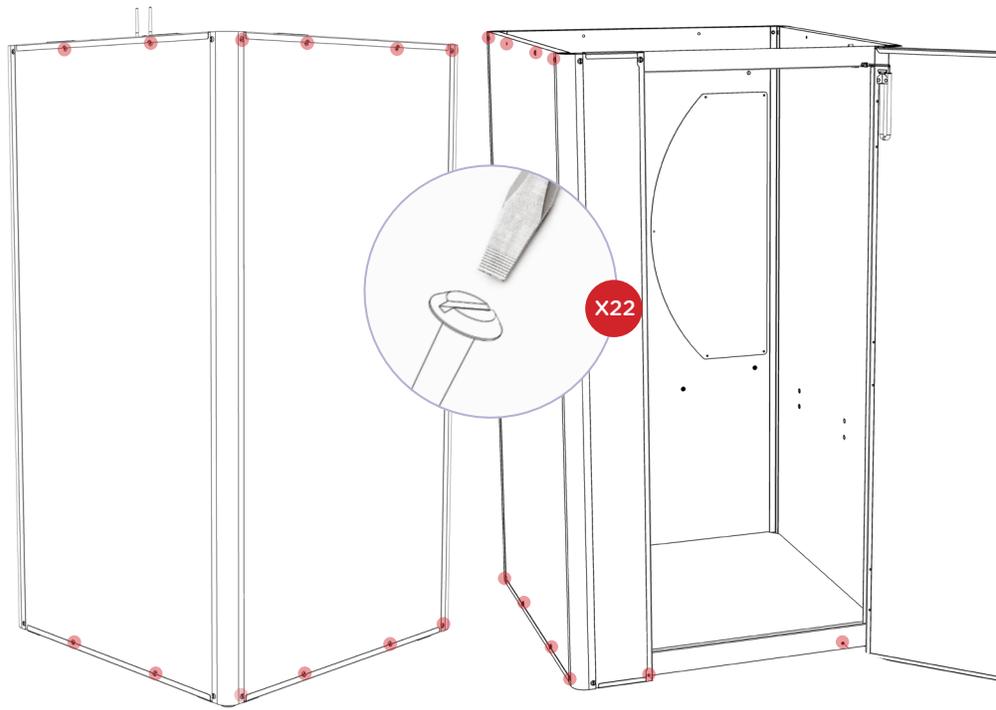
Ensure the wires hang inside at the back left corner of the pod.

5. Use a flat head screwdriver to secure the roof frame to the left, back and right walls with (6) M8 x 55 flange head bolts (16370). Loosely tighten as the bolts will be fully secured in the next step.

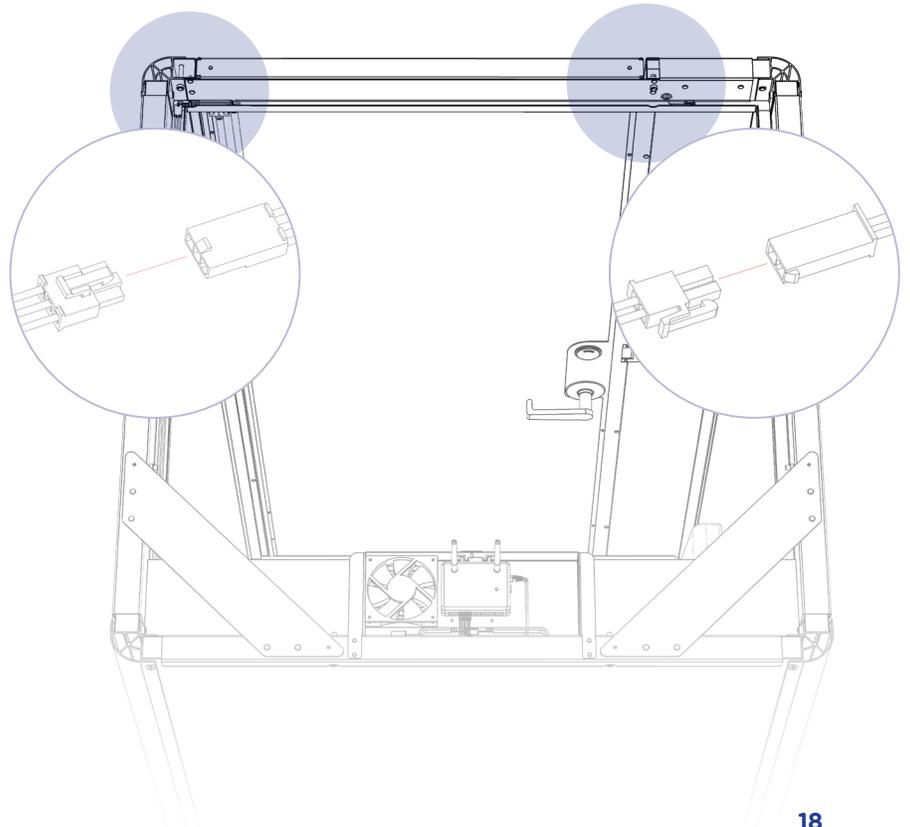


6. Once the roof frame is in place, use the flat head screwdriver to fully tighten all of the exterior M8 x 55 flange head bolts (16370). Bolts should be secure, but stop tightening if the wall panels begin to dimple.

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



7. Connect the two wires at the top left of the door frame and the two wires at the top right of the door frame. Then tuck them into the channel.



Wiring + Lighting

TOOLS AND PARTS:

- 5 mm hex key (provided)
- (3) M8 x 35 Button Head Cap Screw (16840)
- Light Fixture (16765)
- Wire Cover (17160)

1. Enter the pod (use keypad code 8008 if your door isn't propped open.)

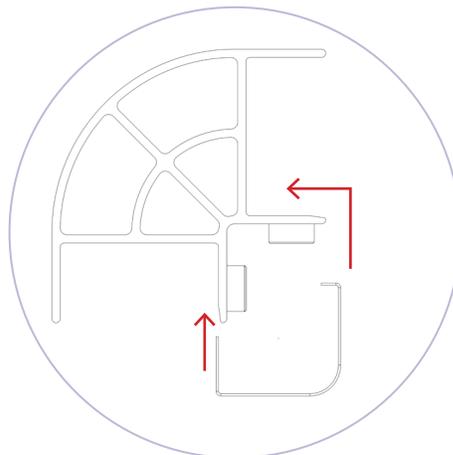
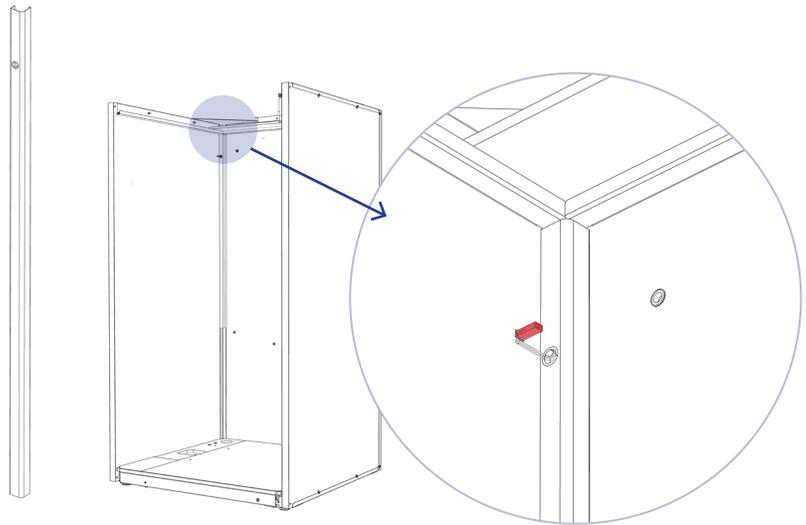
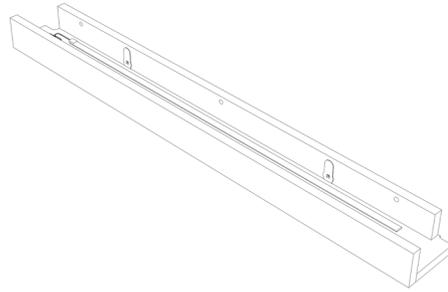
Uncoil the black power cord from the back left corner of the roof frame and let it drop to the floor.

Uncoil the red and black wire from the back left corner of the roof frame.

2. Remove the aluminum wire cover (17160) from Box 4: Door.

Insert the loose end of the red and black wire through the hole at the top of the wire cover. Make sure the black power cord is hanging behind the wire cover.

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

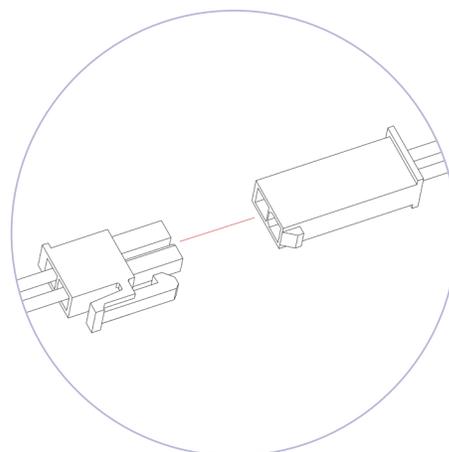
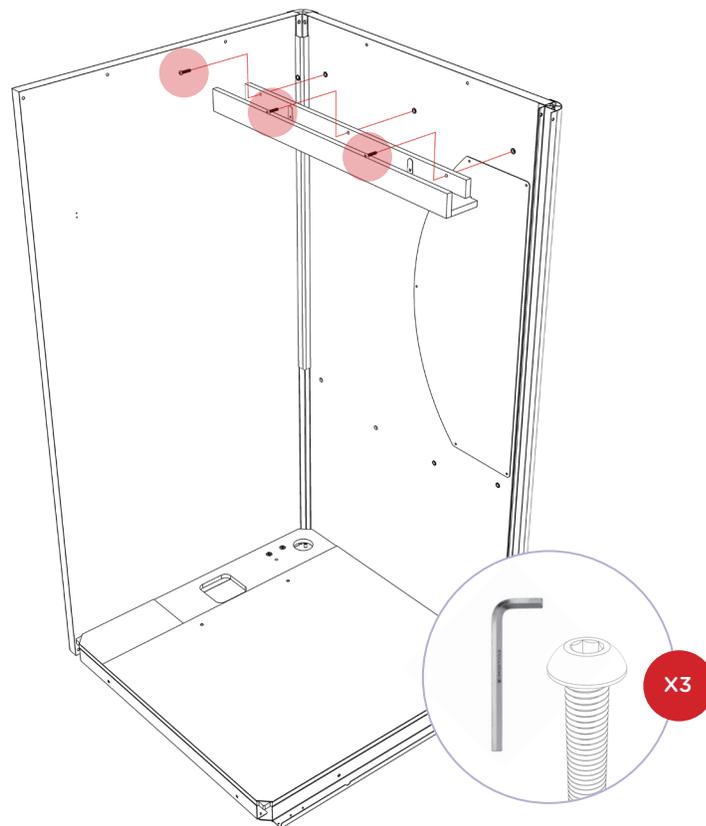
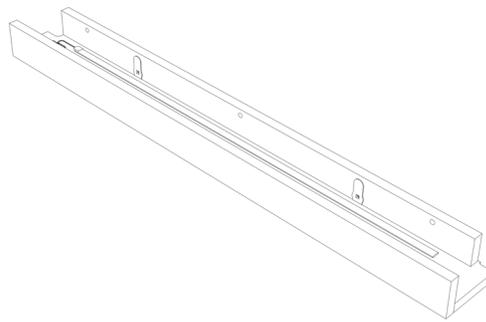


4. Remove the light fixture (16765) from Box 1: Assembly Guide + Hardware.

Place into position at the top of the back wall with the plug towards the left wall. The three holes in the light fixture should line up with the three holes in the back wall.

5. While one person holds the light fixture, use a 5 mm hex key to fasten it to the back wall using (3) M8 x 35 button head cap screws (16840). It's helpful to use a small step stool inside the pod or a ladder outside the pod.

6. Connect the two wires in the left corner of the light fixture.

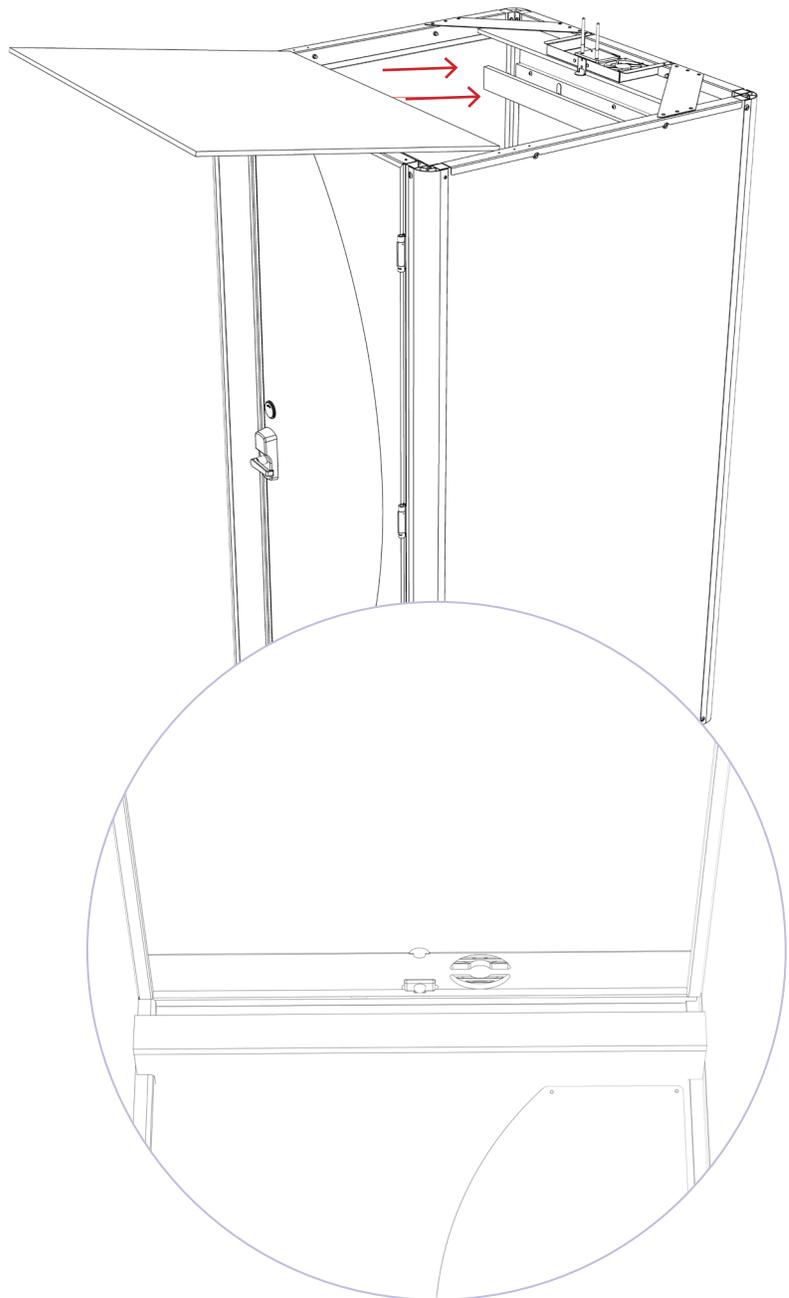


Roof Panel

PARTS AND TOOLS

- Roof Panel (14915)

1. With one person on the ladder, lift the roof panel (14915) over the top of the pod, guiding the panel 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.)



Seat

TOOLS AND PARTS

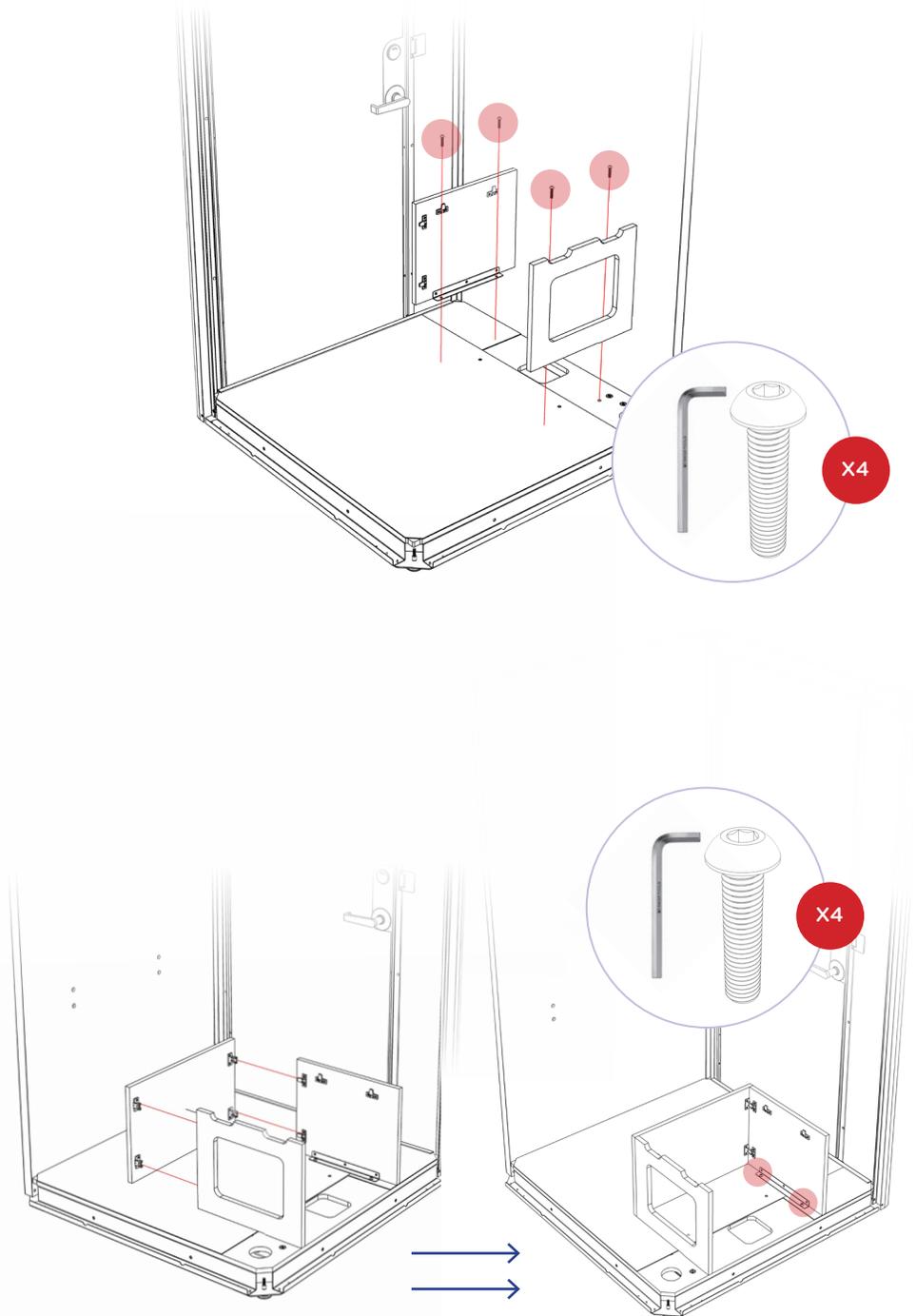
- 5 mm hex key (provided)
- Philips head screwdriver
- (4) M8 x 35 Button Head Cap Screw (16840)
- (2) 1/4" x 2" Phillips Pan Head Screw (16870)
- Seat Back (16595)
- Seat Frame Right Side (16700)
- Seat Frame Left Side (16705)
- Seat Base (16710)
- Seat Frame Front (16715)

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.

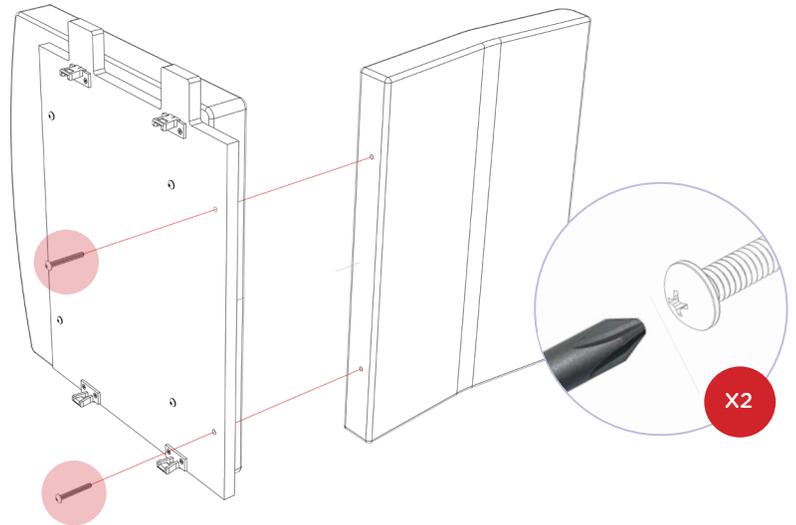
2. Use a 5 mm hex key to connect the seat frame left side and seat frame right side to the base with (4) M8 x 35 button head cap screws (16840). Loosely tighten for now, you'll secure later.

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

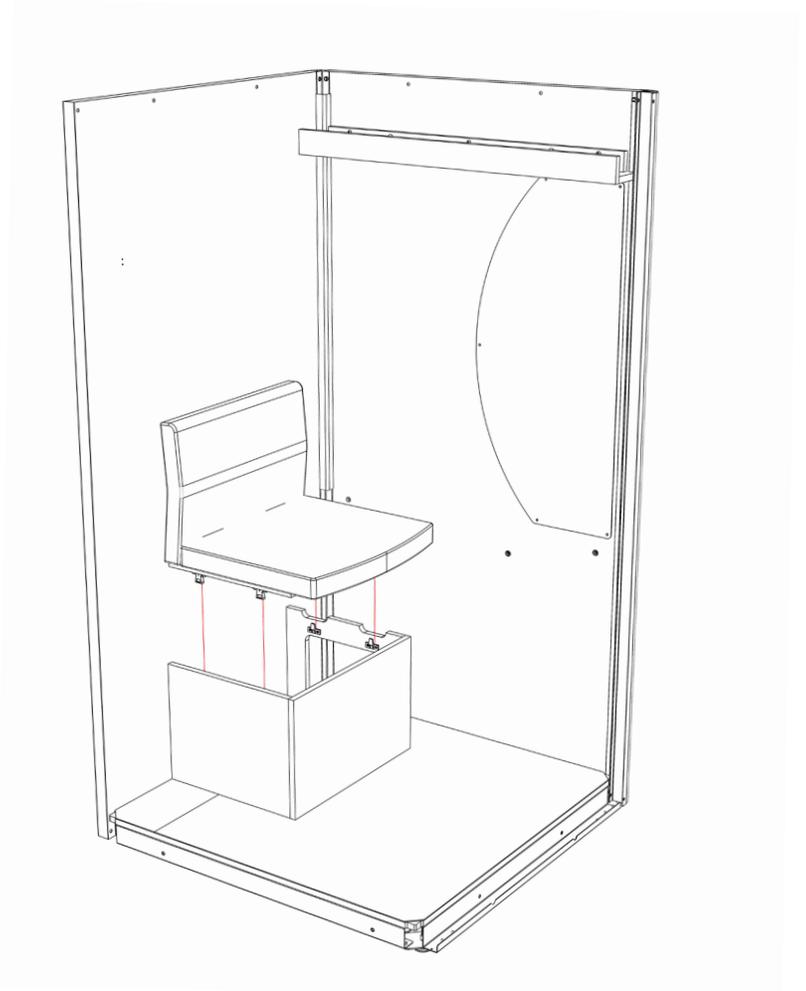
4. Tighten the (4) M8 x 35 button head cap screws (16840) on the seat frame right side and seat frame left side.



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



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



Shelf + Laptop Desk

TOOLS AND PARTS

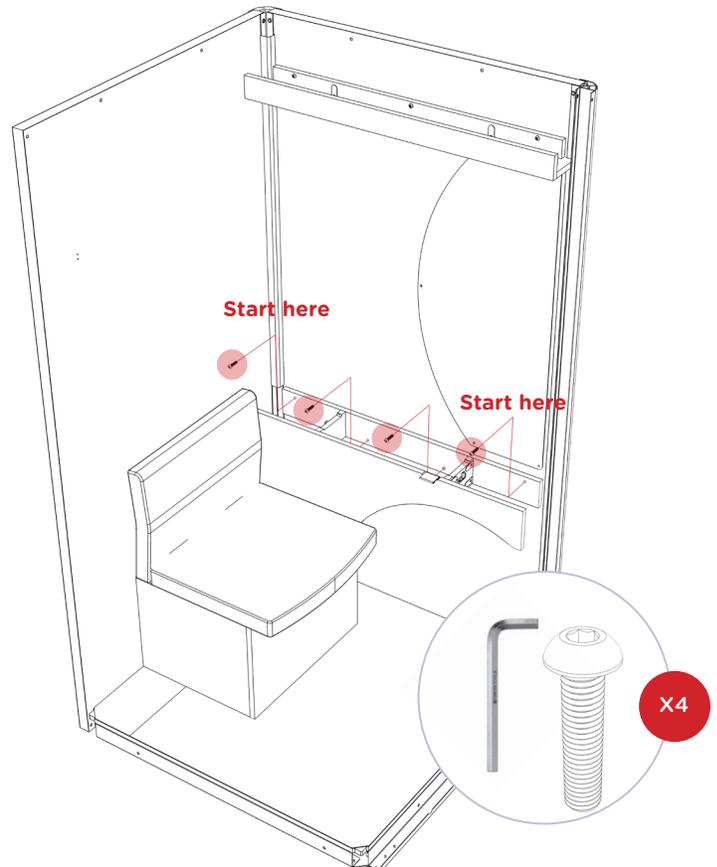
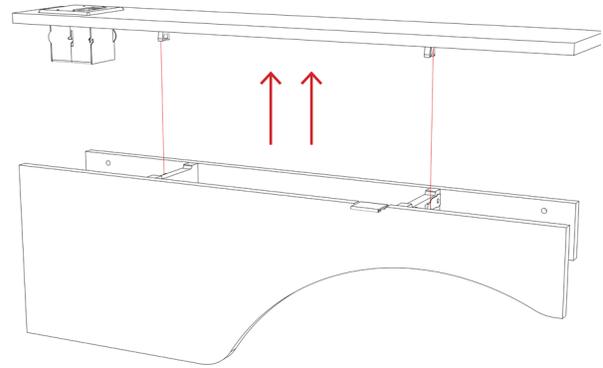
- 5 mm hex key (provided)
- (4) M8 x 20 Button Head Cap Screw (16835)
- (4) M8 x 35 Button Head Cap Screw (16840)
- Shelf (16615)
- Laptop Desk (16770)

1. Remove the shelf (16615) from Box 1: Assembly Guide + Hardware. Remove the red reusable zip tie from the coil of wires.

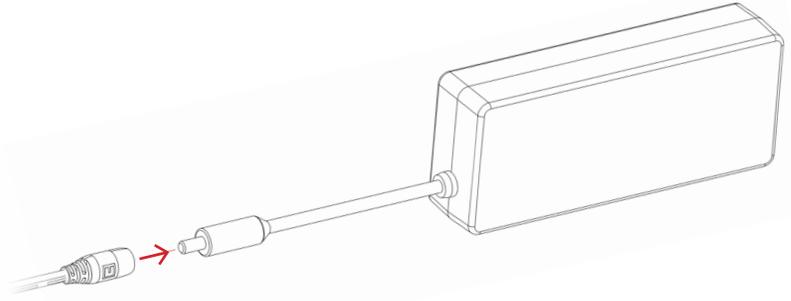
Separate the shelf top from the frame by pulling up firmly.

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.

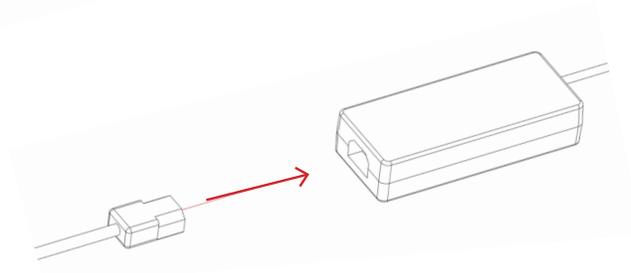
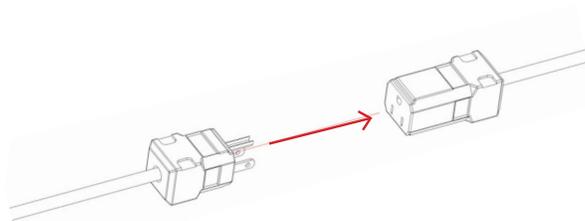
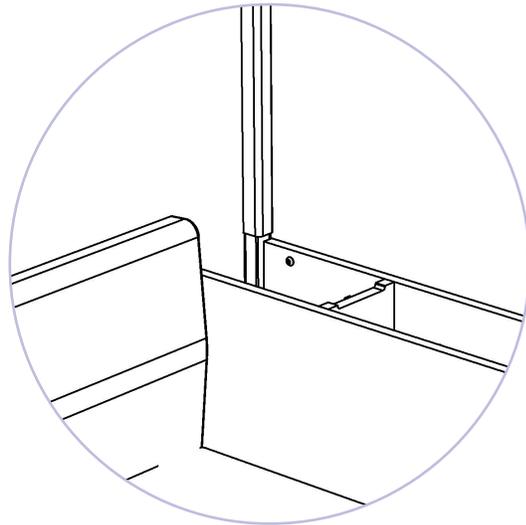


3. Connect the black wire that exits the wire cover into the power supply located on the back of the shelf fascia.

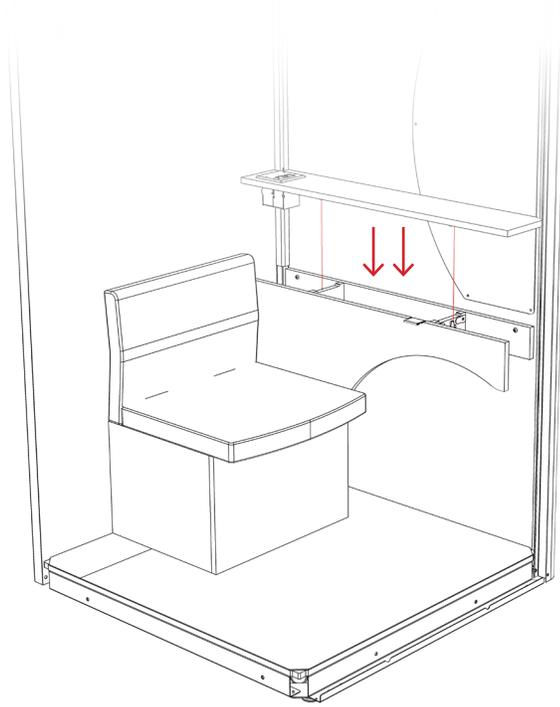


4. Hold the shelf top above the shelf frame and connect the male orange plug extending from the side of the outlet box into the female orange plug on the end of the GFCI cord.

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

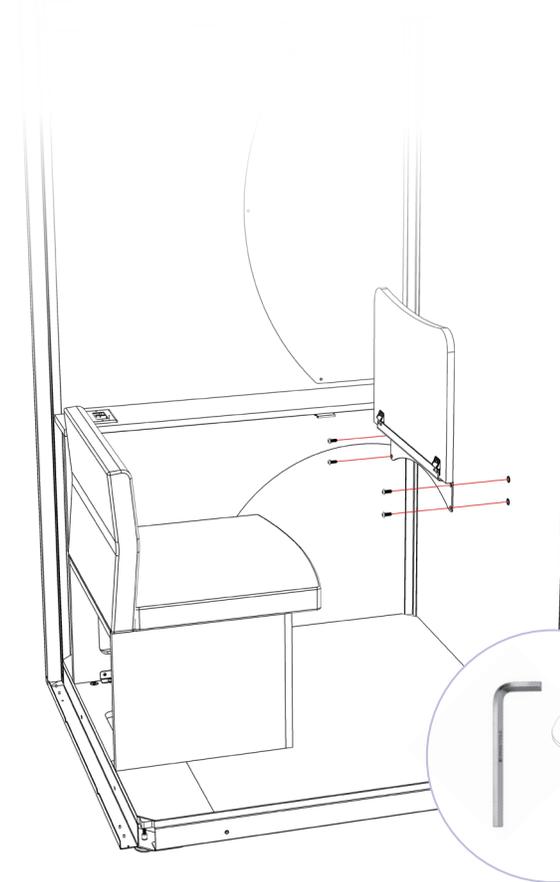


5. Align the plastic snaps on the shelf top with the shelf frame and press down firmly.



6. Remove 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 the laptop desk to the right wall panel with (4) M8 x 20 button head cap screws (16835).



Final Assembly + Testing

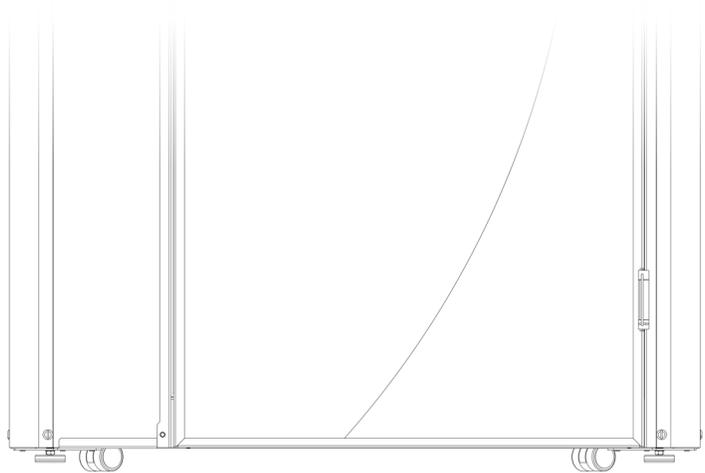
TOOLS AND PARTS

- Adjustable wrench
- 5/32" hex key (provided)
- GFCI Plug (15450)

1. If you assembled the pod away from its final location, you'll need to move it to the desired spot. If moving using the caster wheels, loosen the nuts on the leveling feet with an adjustable wrench. Turn the leveling feet until they are 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 and 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** on the plug.

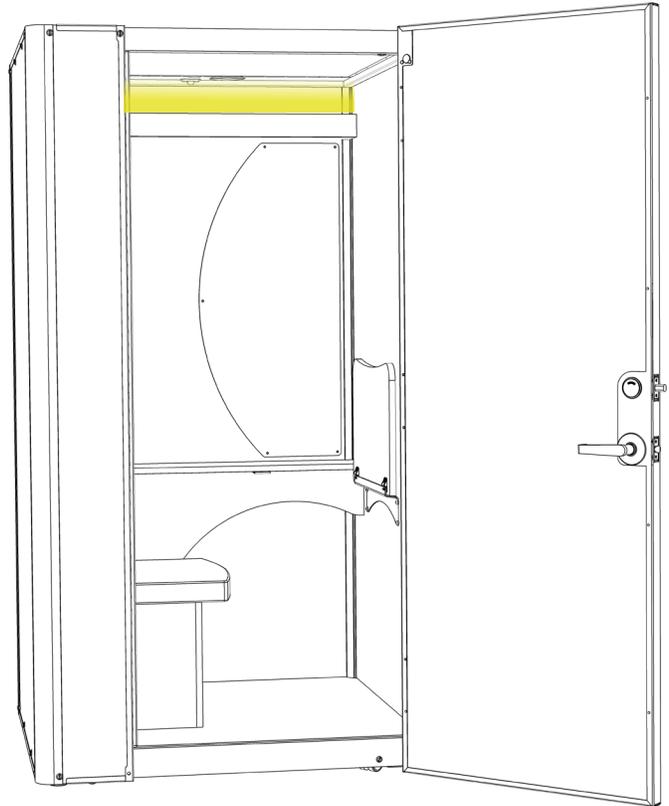


3. Test access with your keypad code by entering 8008 to unlock the door.

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

Check that all outlets (standard and USB port) work.

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.

