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# XL Assembly Instructions

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People required: 2

Average time required: 4 hours

For replacement parts,  
questions or concerns, contact:

802.347.2111

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

Version: XL V5

07/30/2023



**WARNING!** Power tools will strip hardware,  
**ASSEMBLE WITH HAND TOOLS ONLY!**

**\*\*Use provided #3 Phillips, and Rotolock Allen Key\*\***  
**\*\*Protective gloves should be worn during assembly\*\***



**WARNING!** The unit is intended to be installed in an indoor location only.

The unit should not be installed in any area where it will be exposed to moisture, excessive humidity, wind or other outdoor elements or extreme temperatures (below 40°F (4°C) or greater than 90°F (32°C)).



**AVERTISSEMENT!** L'utilisation d'outils électriques abîmera la quincaillerie.

**ASSEMBLER UNIQUEMENT AVEC DES OUTILS À MAIN!**

**\*\*Utiliser le tournevis Phillips no 3 et la clé hexagonale Roto Lock qui sont fournis\*\***  
**\*\*On recommande de porter des gants de protection pendant l'assemblage\*\***



**AVERTISSEMENT!** L'unité est prévue pour être installée uniquement à l'intérieur.

L'unité ne doit pas être installée dans un lieu où elle sera exposée à de l'humidité excessive, au vent, aux éléments ou à des températures extrêmes (inférieures à 4 °C [40 °F] ou supérieures à 32 °C [90 °F]).

# Table of Contents

## Floor Pan (Page 5)

Step 1.....  
Step 2.....

## Chassis Leveling (Page 6)

Step 3.....  
Step 4.....  
Step 5.....  
Step 6.....

## Chassis Leveling (continued) (Page 7)

Step 7.....  
Step 8.....

## Seats and Counters (Page 8)

Step 9.....  
Step 10.....  
Step 11.....  
Step 12.....  
Step 13.....

## Back Wall Panels (Page 9)

Step 14.....  
Step 15.....  
Step 16.....  
Step 17.....  
Step 18.....

## Outlet Boxes and Counters (Page 10)

Step 19.....  
Step 20.....  
Step 21.....

## Wiring: Outlet Boxes (Page 11)

Step 22.....

## Wiring: Outlet Boxes (Page 12)

Step 23.....

## Wiring: Outlet Boxes (Page 13)

Step 24.....  
Step 25.....

## Front Wall Panels (Page 14)

Step 26.....  
Step 27.....  
Step 28.....  
Step 29.....

## Header and Roof Pans (Page 15)

Step 30.....  
Step 31.....  
Step 32.....  
Step 33.....  
Step 34.....

## Wiring: Roof Pan (Page 16)

Step 35.....

## Wiring: Roof Pan (Page 17)

Step 36.....

## Wiring: Roof Pan (Page 18)

Step 37.....

## Wiring: Roof Pan (Page 19)

Step 38.....

## Wiring: Roof Pan (Page 20)

Step 39.....

## Graphic Panels and Caps (Page 21)

Step 40.....  
Step 41.....  
Step 42.....

## Roof Perf Pans and Antenna (Page 22)

Step 43.....  
Step 44.....  
Step 45.....  
Step 46.....

## Roof Perf Pans and Antenna (Page 23)

Step 47.....  
Step 48.....

## Roof Perf Pans and Antenna (Page 24)

Step 49.....  
Step 50.....  
Step 51.....

## Door (Page 25)

Step 52.....  
Step 53.....  
Step 54.....  
Step 55.....

## Door Alignment (Page 26)

Step 56.....  
Step 57.....  
Step 58.....  
Step 59.....  
Step 60.....

## Beauty Panels (Page 27)

Step 61.....  
Step 62.....  
Step 63.....  
Step 64.....

## Moving the Pod (Page 28)

Step 65.....  
Step 66.....  
Step 67.....  
Step 68.....  
Step 69.....

## **(OPTIONAL FRIDGE CABINET)**

### Fridge Cabinet/Seat and Counters (Page 29)

Step 9.....  
Step 10.....  
Step 11.....  
Step 12.....  
Step 13.....

### Wiring: Fridge Cabinet and Outlet Box (Page 30)

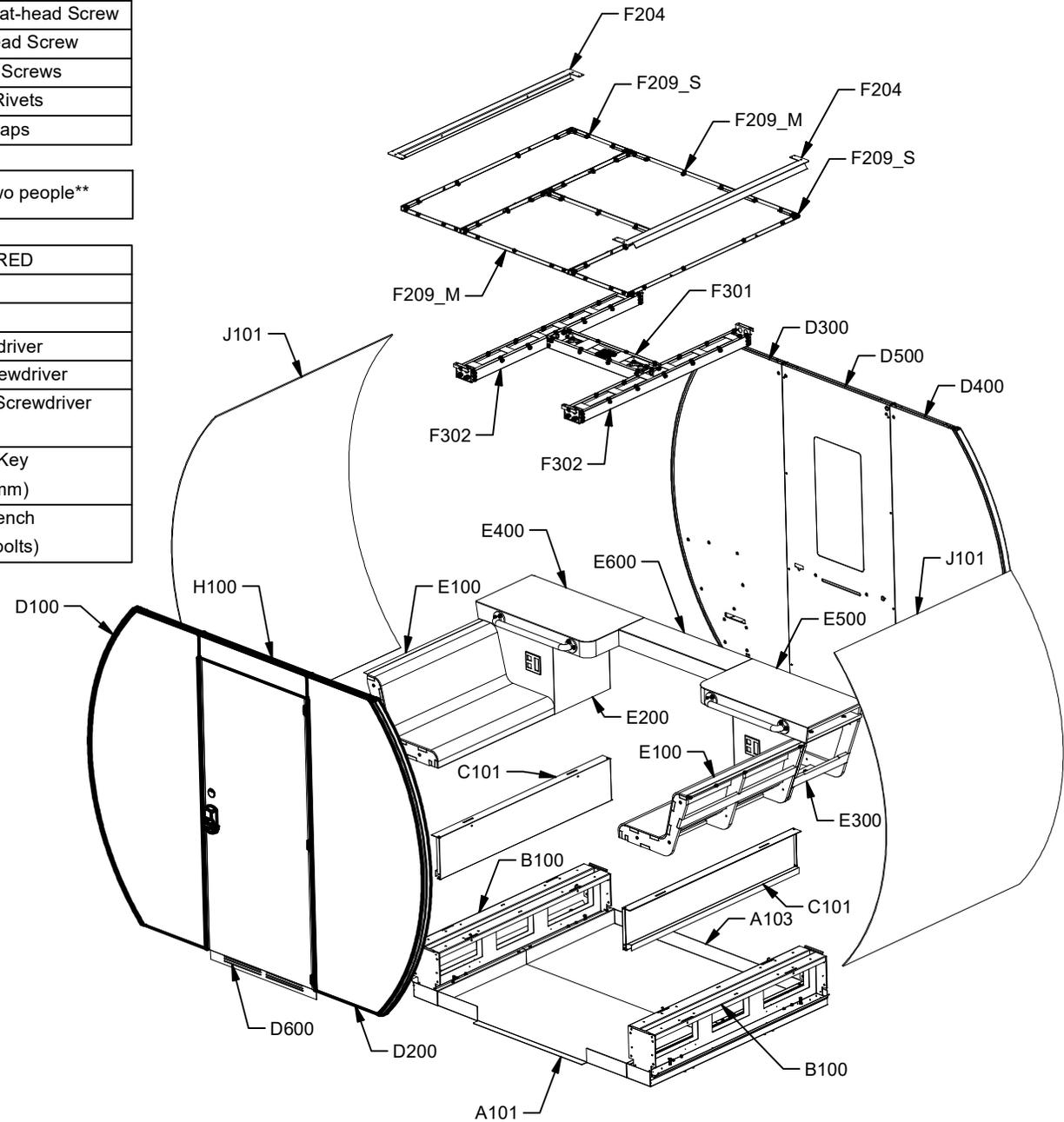
Step 18.....

PARTS LIST	
PART NUMBER	DESCRIPTION
XL-A101	FRONT FLOOR PAN
XL-A103	BACK FLOOR PAN
XL-B100	CHASSIS
XL-C101	BEAUTY PANEL
XL-D100	FRONT LEFT WALL PANEL
XL-D200	FRONT RIGHT WALL PANEL
XL-D300	BACK LEFT WALL PANEL
XL-D400	BACK RIGHT WALL PANEL
XL-D500	BACK MIDDLE WALL PANEL
XL-D600	DOOR
E100	BENCH
XL-E200	LEFT OUTLET BOX
XL-E300	RIGHT OUTLET BOX
XL-E400	LEFT COUNTER
XL-E500	RIGHT COUNTER
XL-E600	MIDDLE COUNTER
XL-E607	MIDDLE WIRE COVER
XL-F204	GRAPHIC CAP
XL-F301	MIDDLE ROOF PAN
XL-F302	SIDE ROOF PAN
XL-F209_M	MIDDLE PERF PAN
XL-F209_S	SIDE PERF PAN
XL-F210_M	MIDDLE ENHANCED PRIVACY PANEL (OPTIONAL)
XL-F210_S	SIDE ENHANCED PRIVACY PANEL (OPTIONAL)
XL-H100	HEADER
XL-J101	GRAPHICS PANEL
K300	FRIDGE CABINET (OPTIONAL)

LOOSE HARDWARE
(8) M8 X 1.25 X 16mm Flat-head Screw
(44) M8 X 1.25 X 25mm Flat-head Screw
(40) M8 X 1.25 X 50mm Flat-head Screw
(16) #8 X 3/4" Pan-head Screw
(8) #6 X 3/4" Wood Screws
(8) Plastic Push Rivets
(12) Rotolock Caps

**\*\*Assembly requires two people\*\***

TOOLS REQUIRED
2' Level
6' Ladder
Flat Head Screwdriver
Philips Head #2 Screwdriver
Philips Head #3 Drive Screwdriver (provided)
Rotolock Allen Key (provided, 5.5mm)
9/16" Socket Wrench (for red painted bolts)

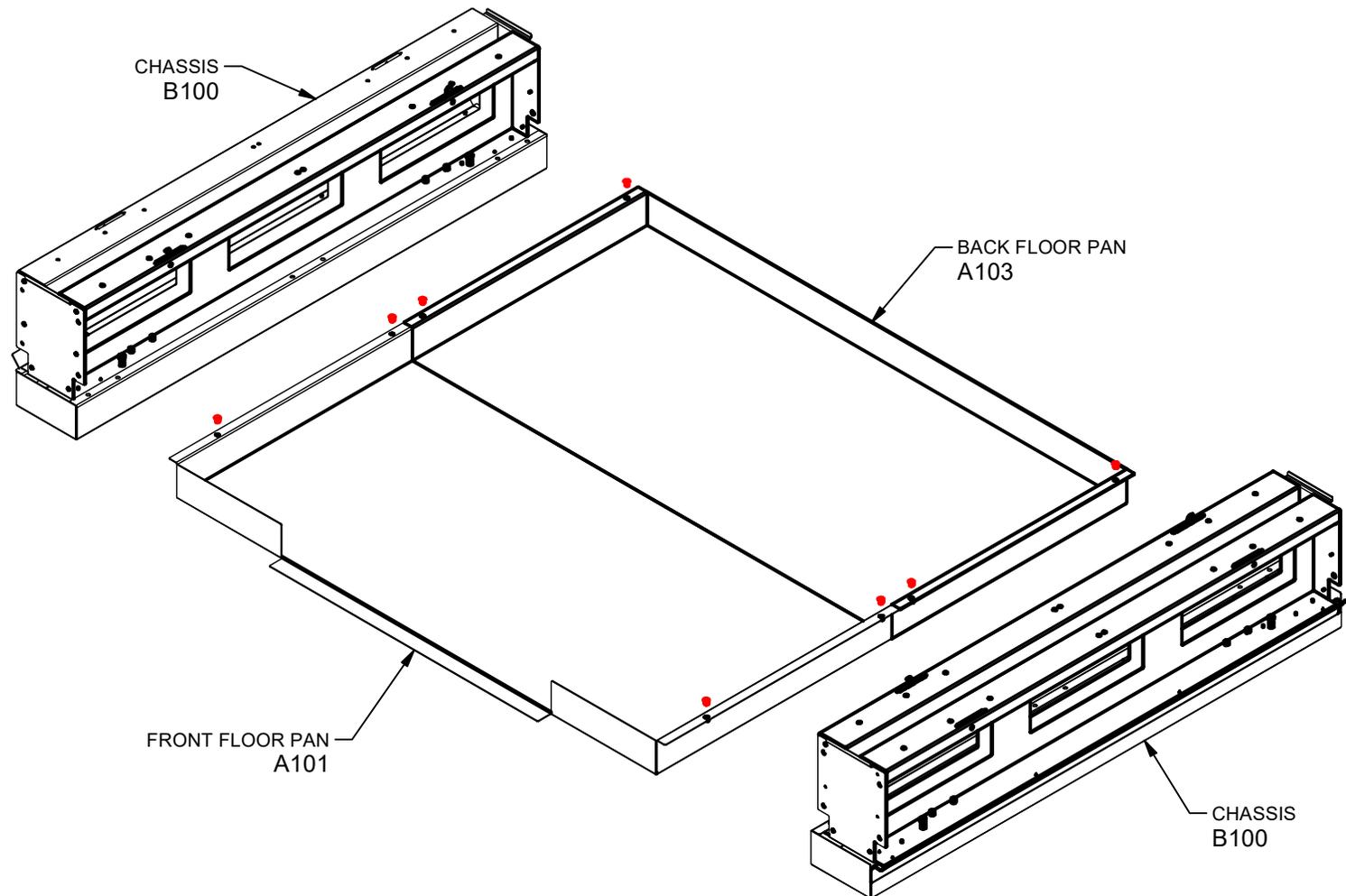


## FLOOR PAN

1. Set parts on floor as shown.
2. Fasten Front Floor Pan and Back Floor Pan flanges to Left and Right Chassis.  
(8) M8 X 1.25 X 16mm screws

**Notice:** If this is a seismic unit, follow the instructions included in the seismic kit before continuing to step 1 of this document.

**Notice:** The Pod should be assembled at its final location to ensure proper assembly/operation alignment. However, even if assembly is only possible "near" the final location, the Chassis should always be leveled at the beginning of assembly even if it will be moved later.  
See next page for leveling.



## CHASSIS LEVELING

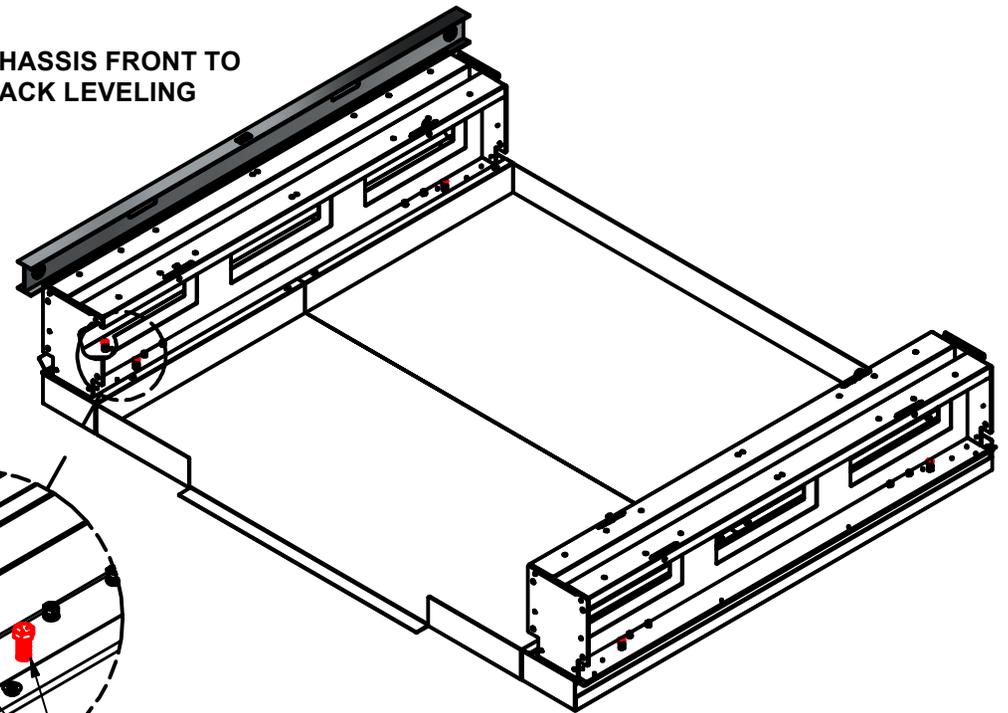
3. Check each chassis for level from front to back.  
If level, go to step 5.

4. If not level, use a 9/16 socket wrench to adjust (clockwise) the two red bolts evenly at the lowest end until level.

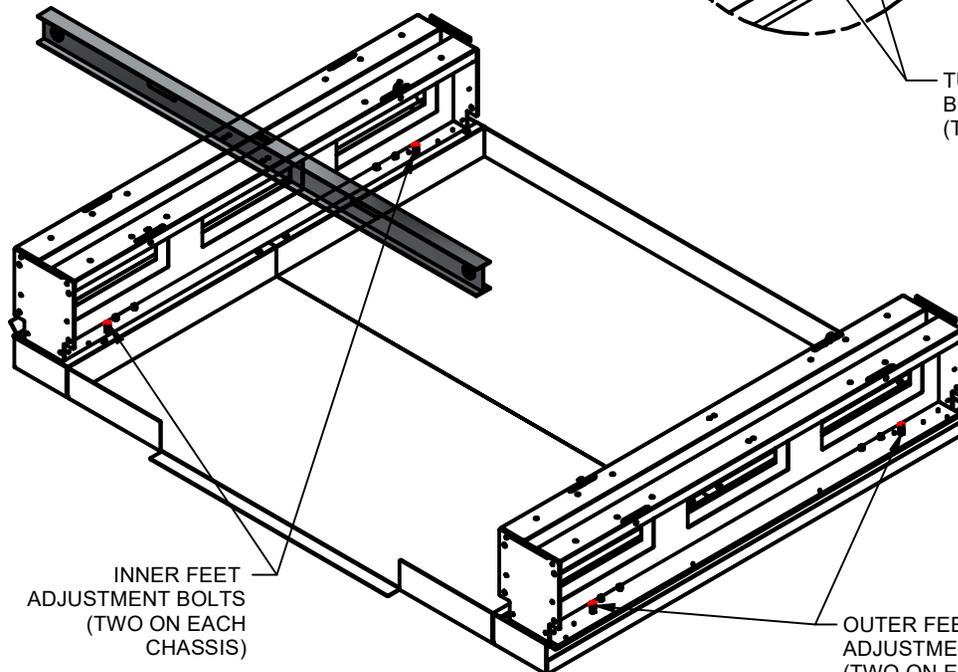
5. Check each chassis for level from side to side.  
If level, go to step 7.

6. If not level, use a 9/16 socket wrench to adjust (clockwise) the two outer or two inner red bolts evenly at the lowest side until level.

### CHASSIS FRONT TO BACK LEVELING



### CHASSIS SIDE TO SIDE LEVELING



TURN FEET ADJUSTMENT  
BOLTS CLOCKWISE  
(TWO AT LOWEST END)

INNER FEET  
ADJUSTMENT BOLTS  
(TWO ON EACH  
CHASSIS)

OUTER FEET  
ADJUSTMENT BOLTS  
(TWO ON EACH CHASSIS)

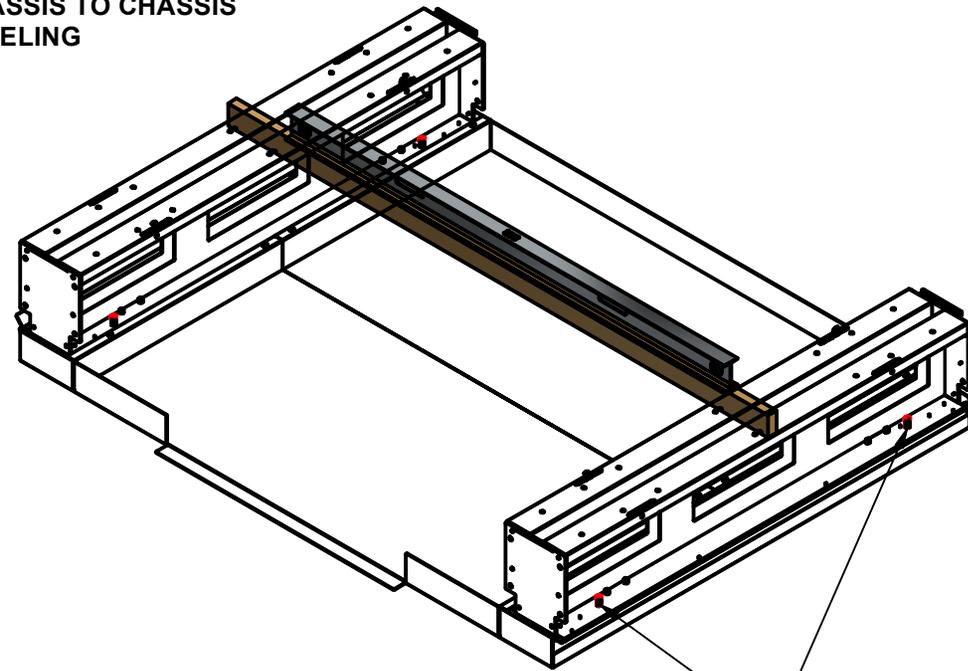
## CHASSIS LEVELING (continued)

**Note:** If level is not long enough, use a 2x4 (with straight edges) to span from one chassis to the other. Lay the level on top of the 2x4.

7. Check from chassis to chassis for level. If level, go to step 9.

8. If not level, use a 9/16 socket wrench to adjust (clockwise) all 4 red bolts evenly on the lowest chassis until level.

### CHASSIS TO CHASSIS LEVELING



OUTER AND INNER FEET  
ADJUSTMENT BOLTS  
(ALL 4 ON LOWEST  
CHASSIS)

## SEATS AND COUNTERS

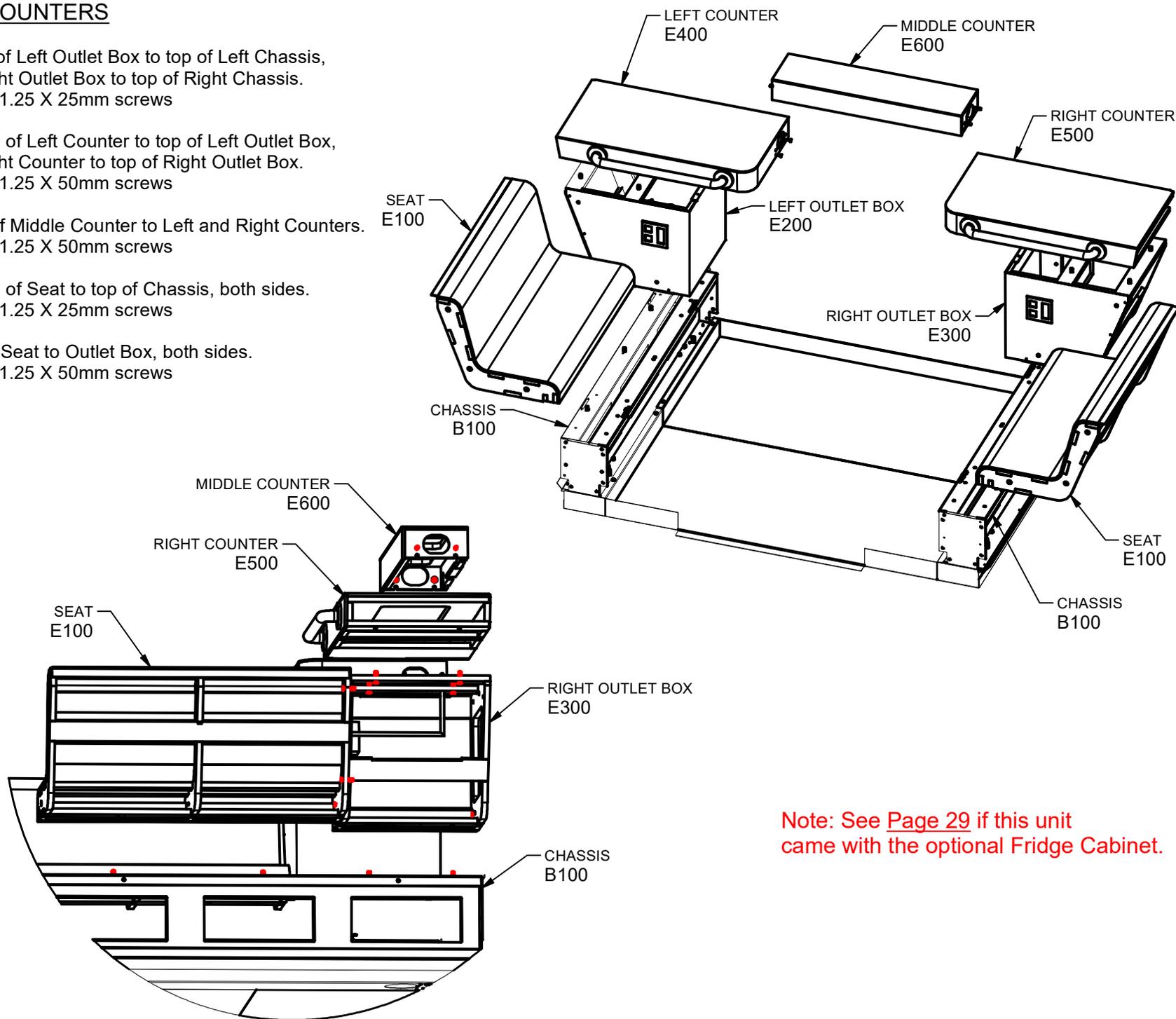
**9.** Fasten bottom of Left Outlet Box to top of Left Chassis, and bottom of Right Outlet Box to top of Right Chassis.  
(2 *per side*) M8 X 1.25 X 25mm screws

**10.** Fasten bottom of Left Counter to top of Left Outlet Box, and bottom of Right Counter to top of Right Outlet Box.  
(4 *per side*) M8 X 1.25 X 50mm screws

**11.** Fasten ends of Middle Counter to Left and Right Counters.  
(2 *per side*) M8 X 1.25 X 50mm screws

**12.** Fasten bottom of Seat to top of Chassis, both sides.  
(2 *per side*) M8 X 1.25 X 25mm screws

**13.** Fasten end of Seat to Outlet Box, both sides.  
(3 *per side*) M8 X 1.25 X 50mm screws



Note: See [Page 29](#) if this unit came with the optional Fridge Cabinet.

## BACK WALL PANELS

14. Hook Back Middle Wall Panel onto back of Middle Counter.

15. Hook Back Left Wall Panel onto top of Left Chassis.

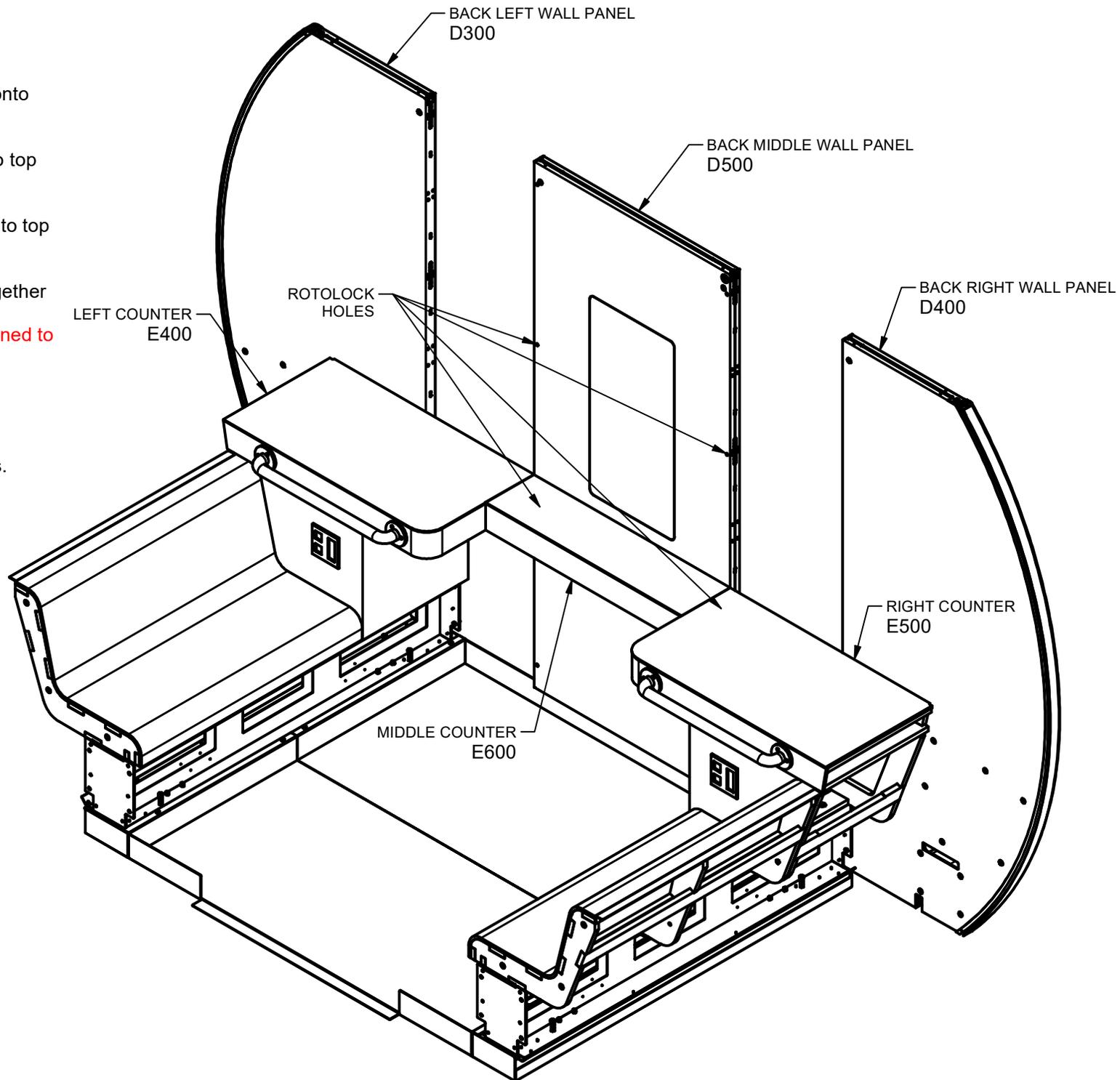
16. Hook Back Right Wall Panel onto top of Right Chassis.

17. Ensure wall panels are tight together and flush at top.

**CAUTION! Rotolocks are not designed to pull panels together, doing so may damage them!**

Rotolock back panels together with provided allen key.

18. Place Rotolock caps over holes.

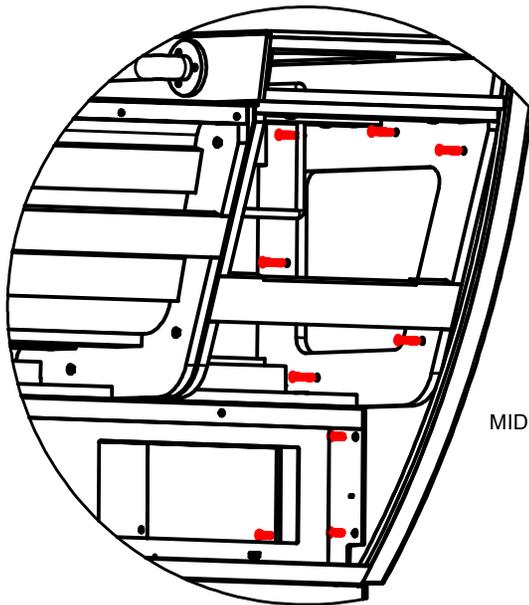


## OUTLET BOXES AND COUNTERS

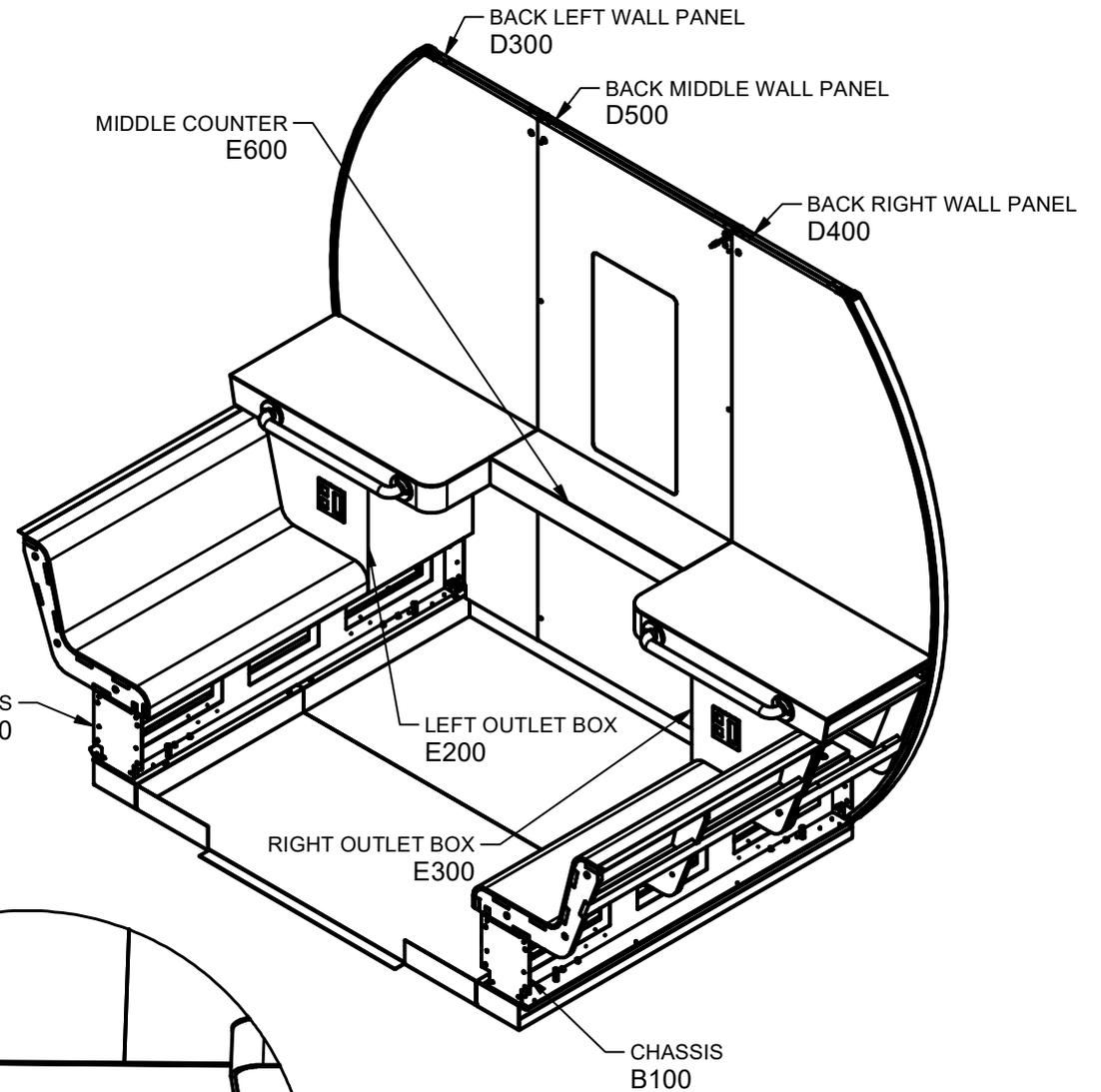
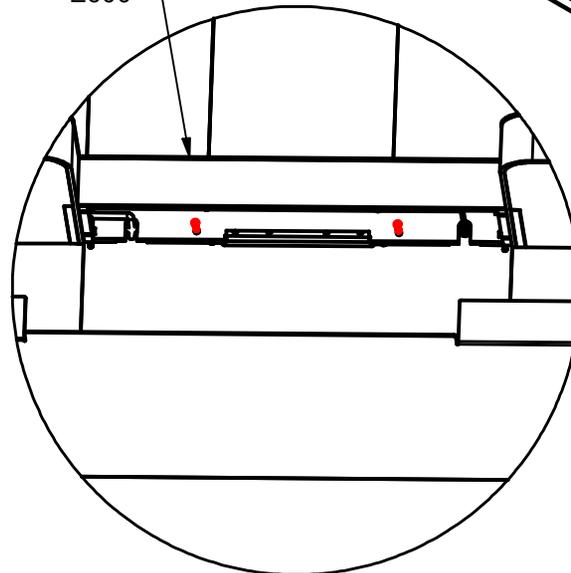
**19.** Fasten Middle Counter to Back Middle Wall Panel.  
(2) M8 X 1.25 X 50mm screws

**20.** Fasten Chassis to Back Wall Panel, both sides.  
(4 *per side*) M8 X 1.25 X 25mm screws

**21.** Fasten Outlet Box to Back Wall Panel, both sides.  
(6 *per side*) M8 X 1.25 X 50mm screws

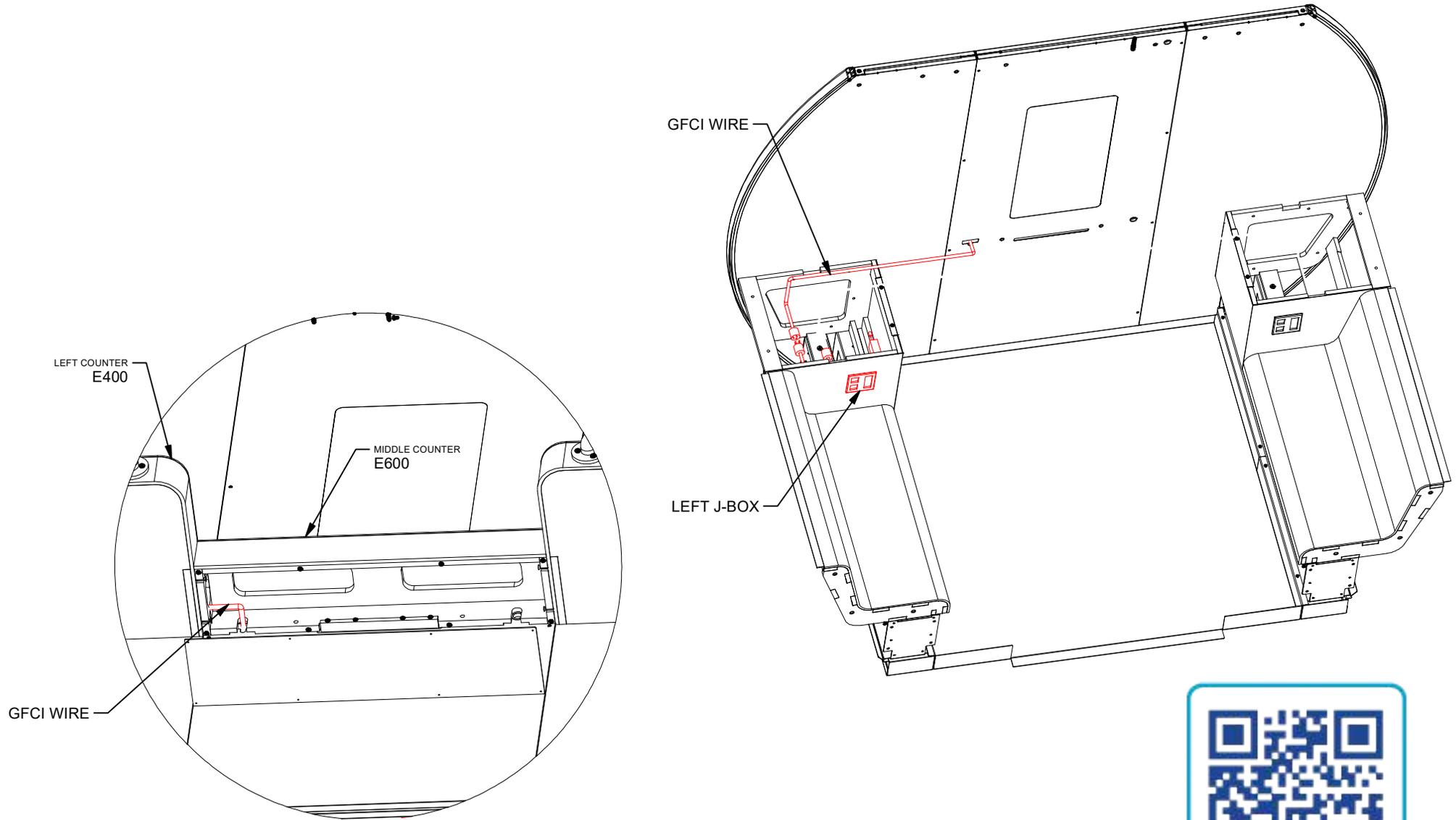


MIDDLE COUNTER  
E600



## WIRING: OUTLET BOXES

22. Feed GFCI Wire through Middle Counter and Left counter holes. Connect to Left J-Box.

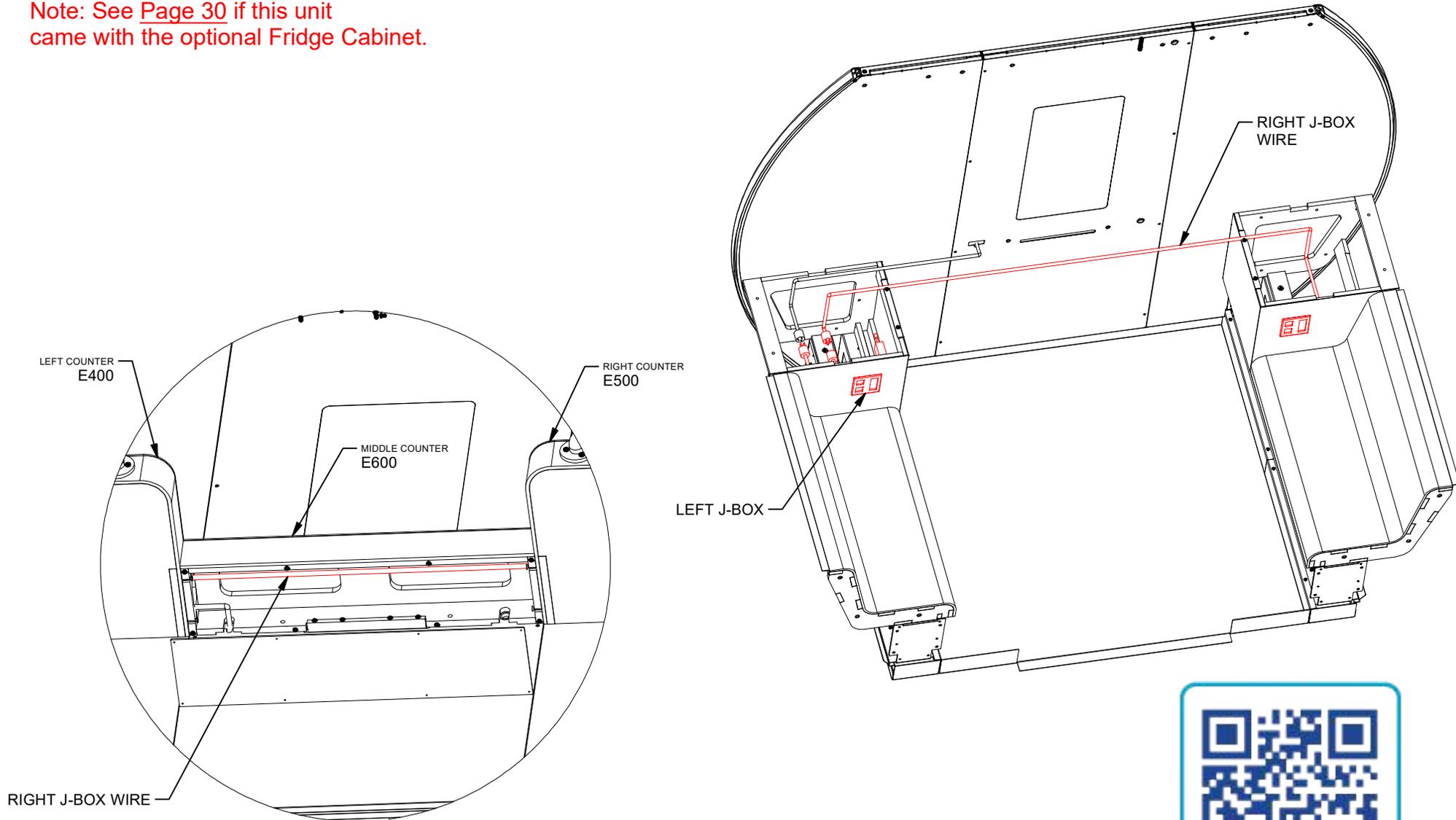


Scan this QR Code  
to watch a video of  
these steps in detail.

## WIRING: OUTLET BOXES

23. Feed Right J-Box Wire out through Right Counter, Middle Counter, and Left counter. Connect to Left J-Box.

**Note:** See [Page 30](#) if this unit came with the optional Fridge Cabinet.

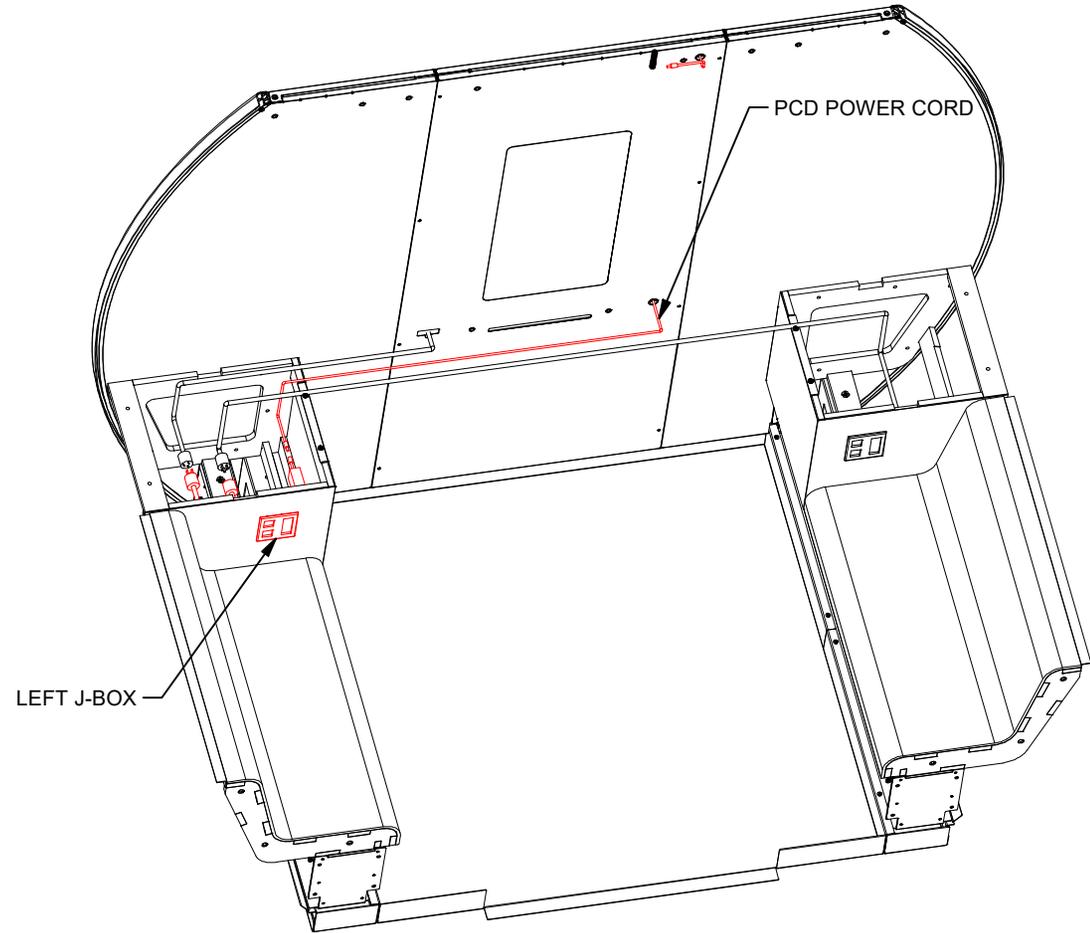
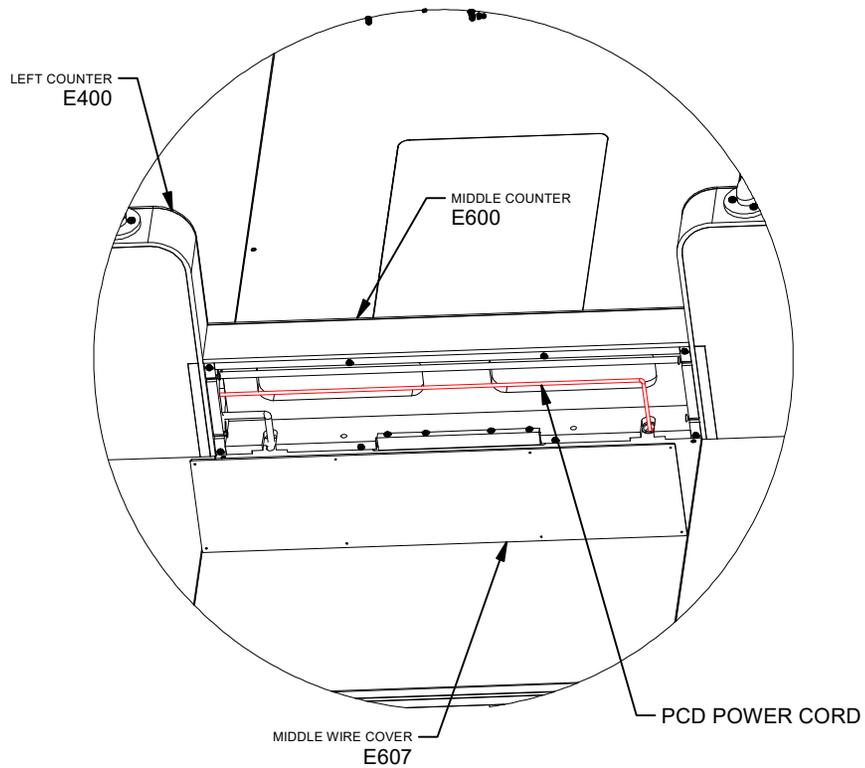


Scan this QR Code  
to watch a video of  
these steps in detail.

## WIRING: OUTLET BOXES

**24.** Feed PCD power cord through Middle Counter and Left Counter. Connect to Left J-Box.

**25.** Screw Middle Wire Cover into bottom of Middle Counter and plug GFCI Wire coming out of back of unit into wall outlet. (8) #6 X 3/4" wood screws



Scan this QR Code  
to watch a video of  
these steps in detail.

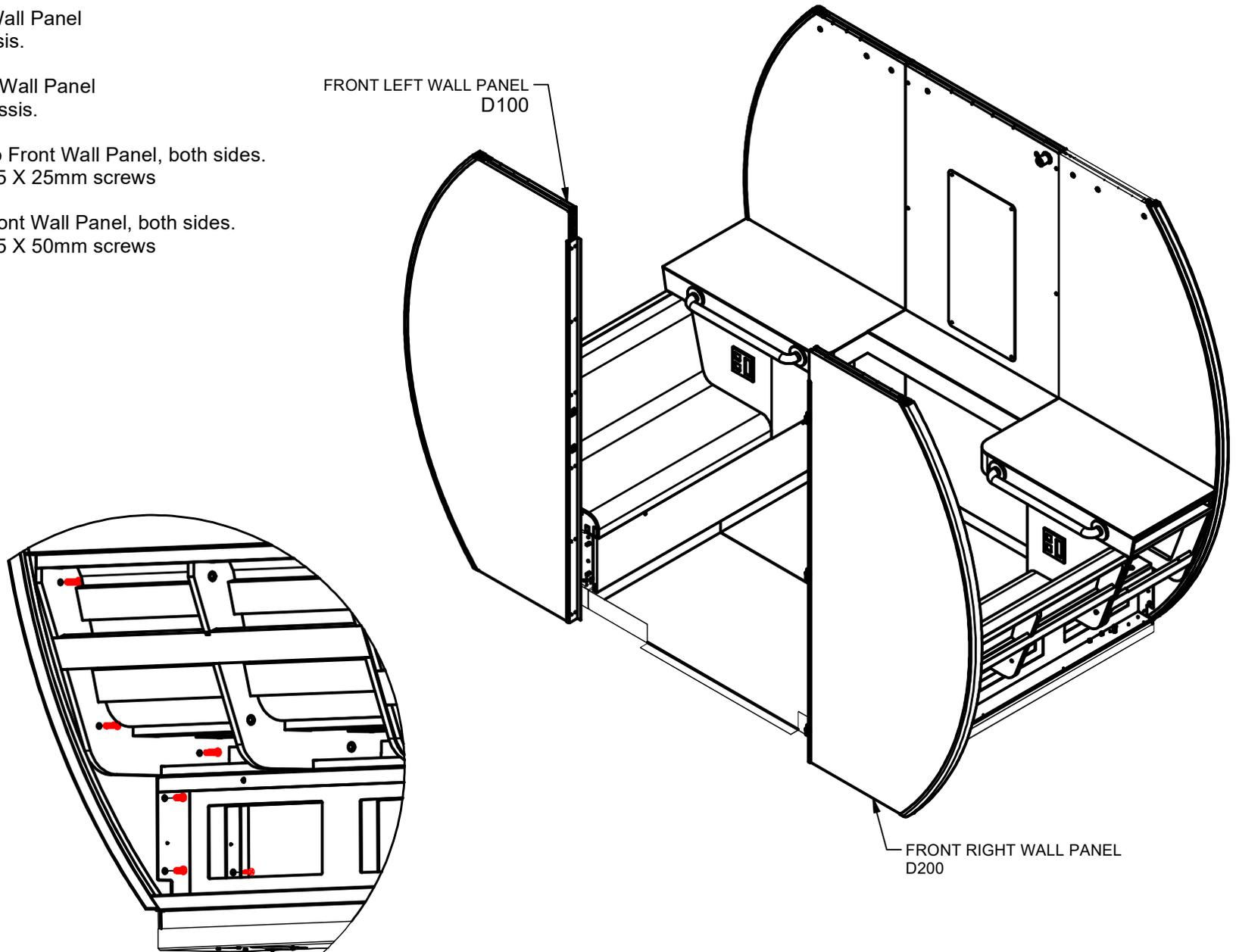
## FRONT WALL PANELS

**26.** Hook Front Left Wall Panel onto top of Left Chassis.

**27.** Hook Front Right Wall Panel onto top of Right Chassis.

**28.** Fasten Chassis to Front Wall Panel, both sides.  
(4 per side) M8 X 1.25 X 25mm screws

**29.** Fasten Seat to Front Wall Panel, both sides.  
(3 per side) M8 X 1.25 X 50mm screws



## HEADER AND ROOF PANS

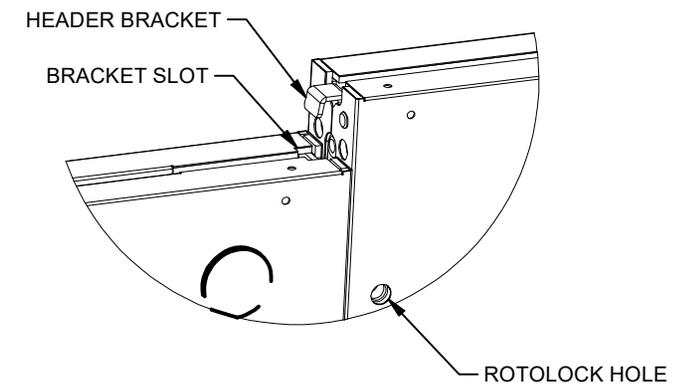
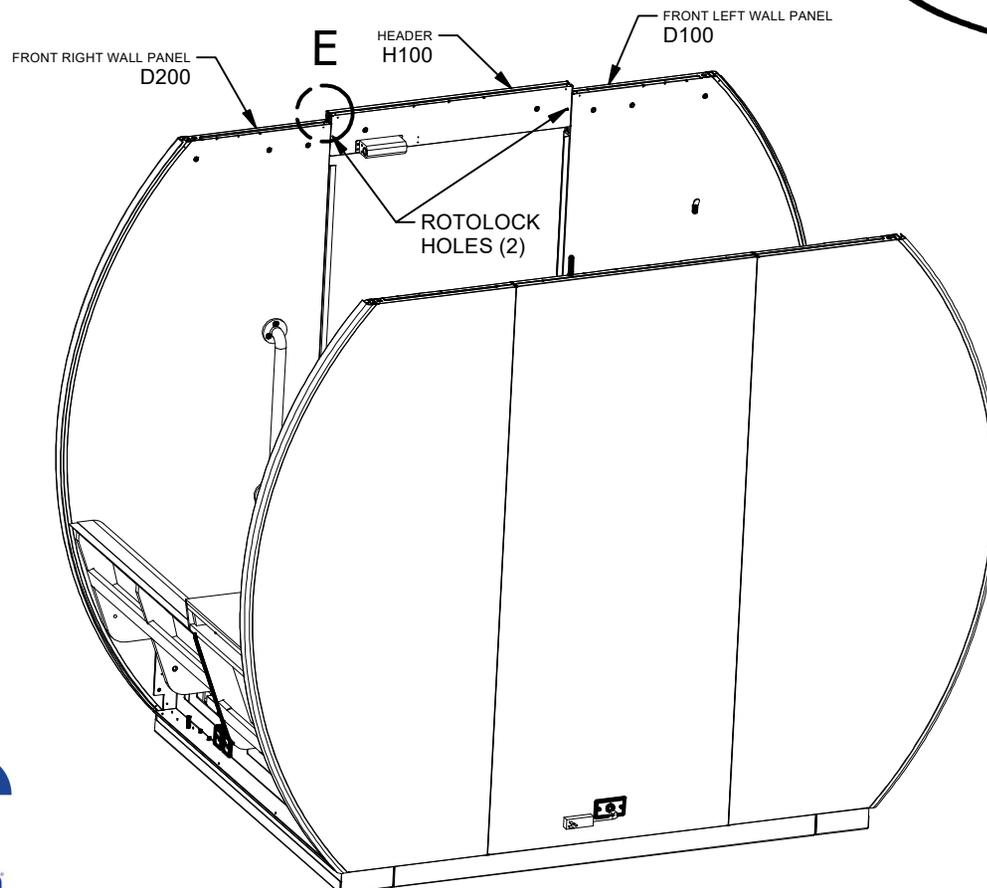
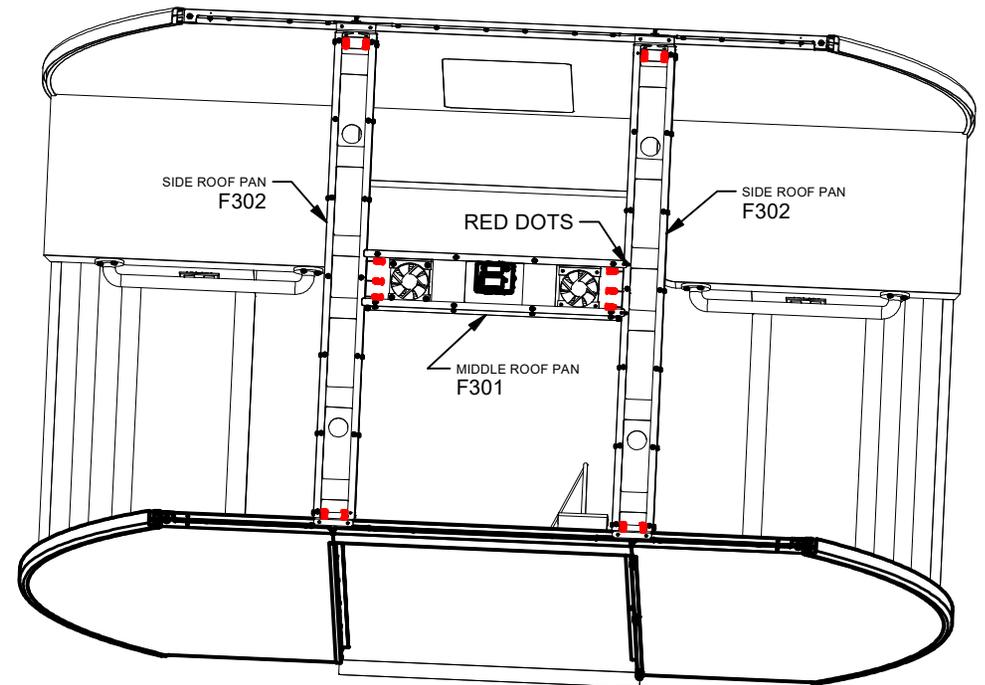
**30.** Pop Header Brackets into Wall Panel Bracket Slots by pushing downward on Header. Rotolock Header to Front Left Wall Panel and Front Right Wall Panel with provided allen key.

**31.** Drop Side Roof Pan into slot on top of Wall Panels as shown, both sides. Side Roof Pan with red dots goes on the right. Match up red dots on Middle and Side Roof Pan.

**32.** Fasten Side Roof Pan to Wall Panels, both sides.  
(4 per side) M8 X 1.25 X 25mm screws

**33.** Drop Middle Roof Pan in between Side Roof Pans, align tabs on Middle Roof Pan with slots in Side Roof Pans.

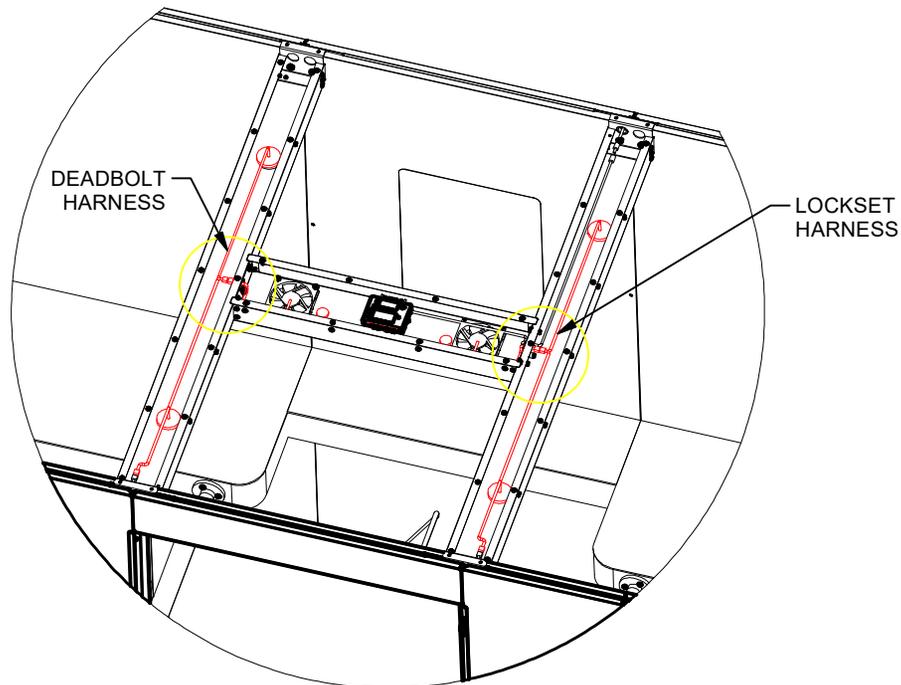
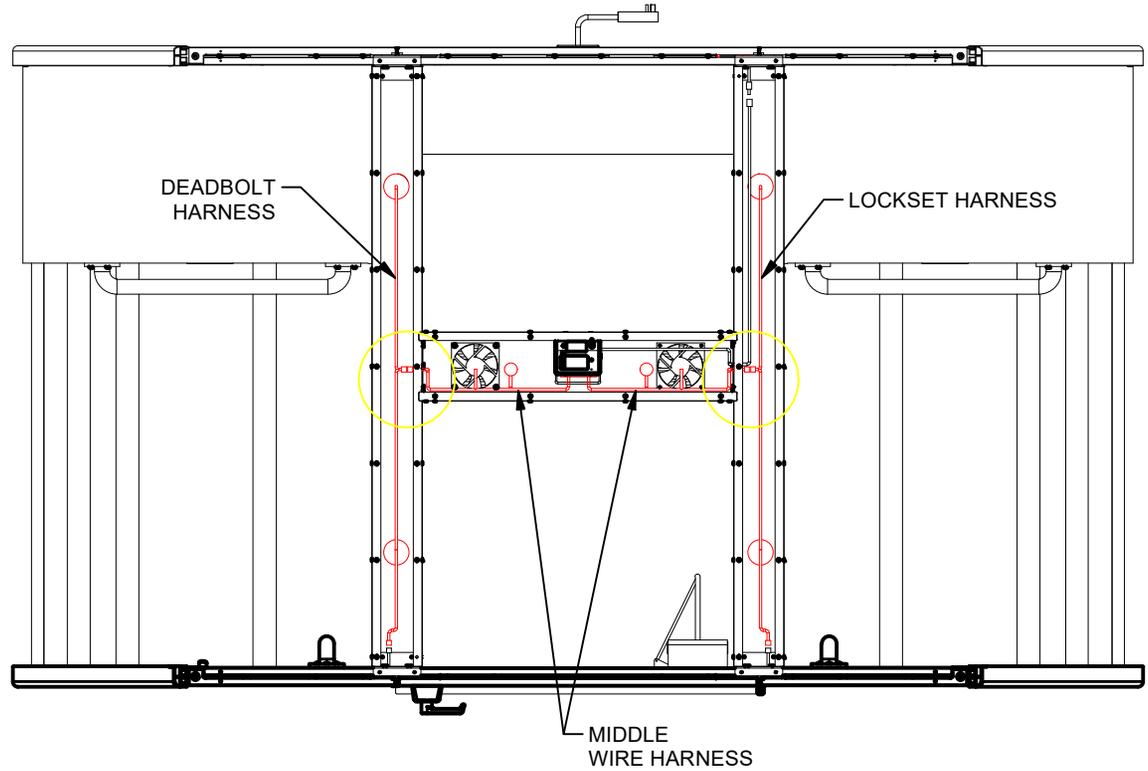
**34.** Fasten Middle Roof Pan to Side Roof Pans.  
(6) M8 X 1.25 X 25mm screws



DETAIL E

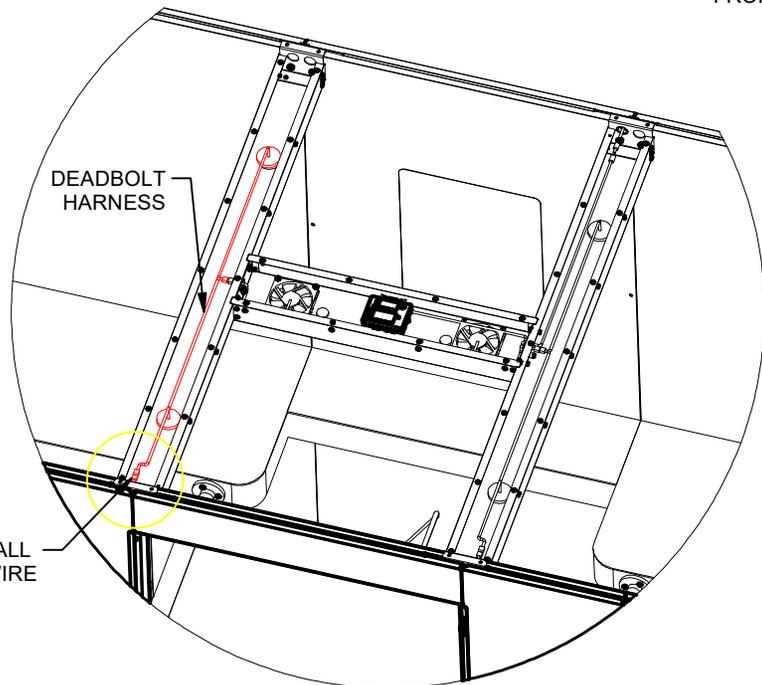
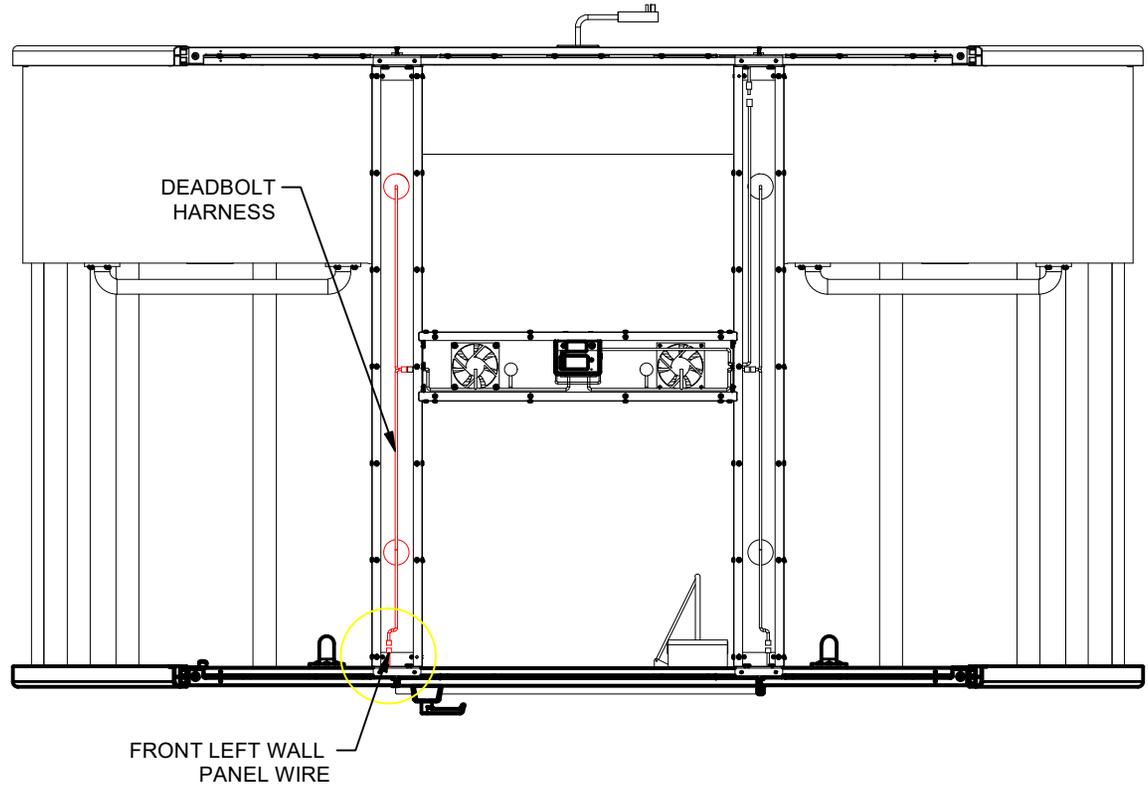
## WIRING: ROOF PAN

35. Connect Middle Wire Harness to the DeadBolt Harness and Lockset Harness.



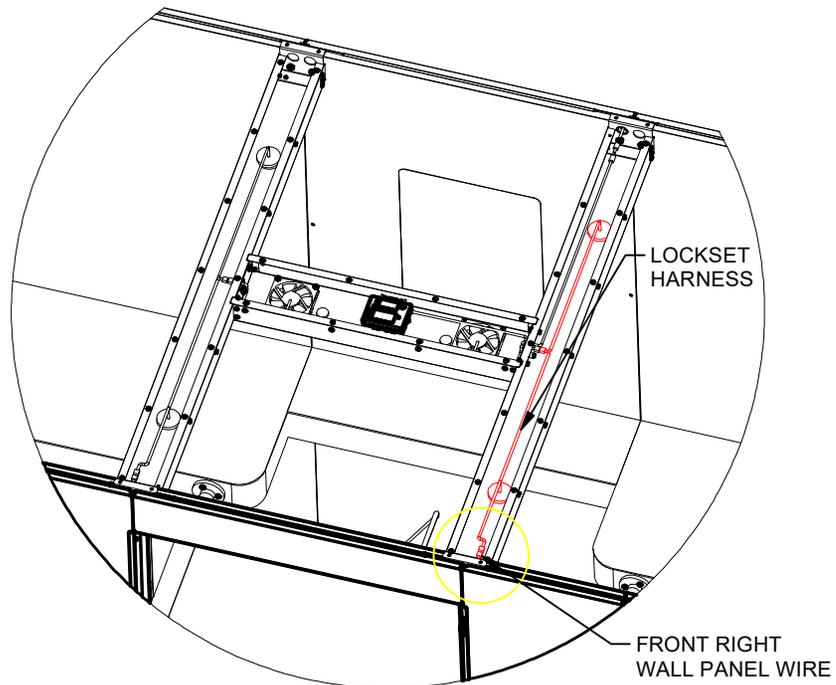
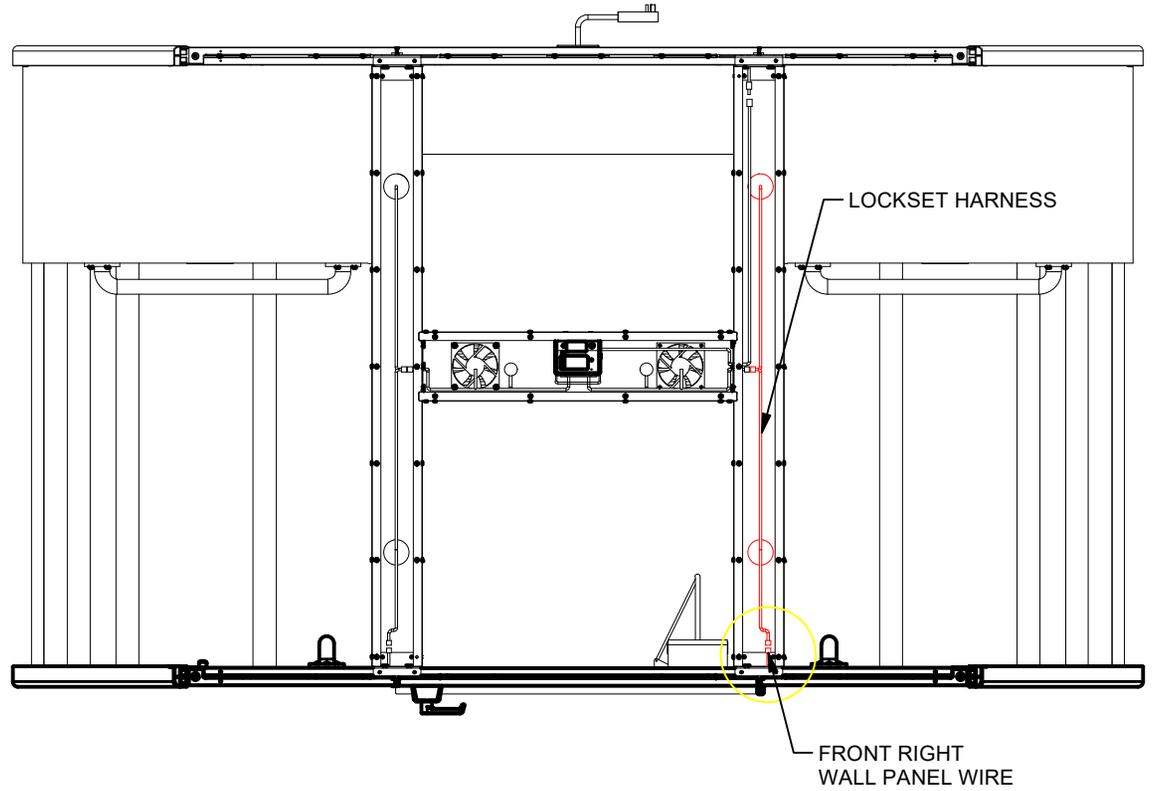
## WIRING: ROOF PAN

36. Connect Deadbolt Harness to Front Left Wall Panel Wire.



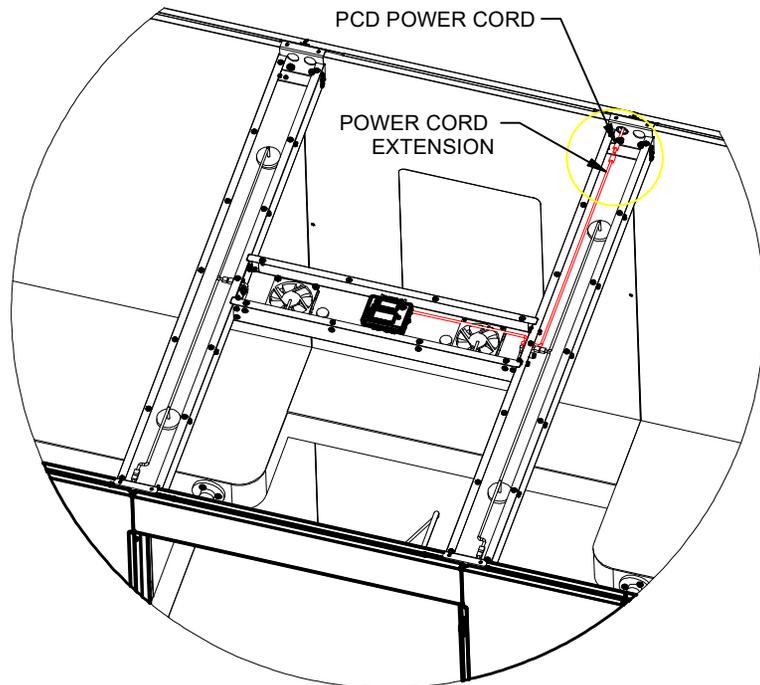
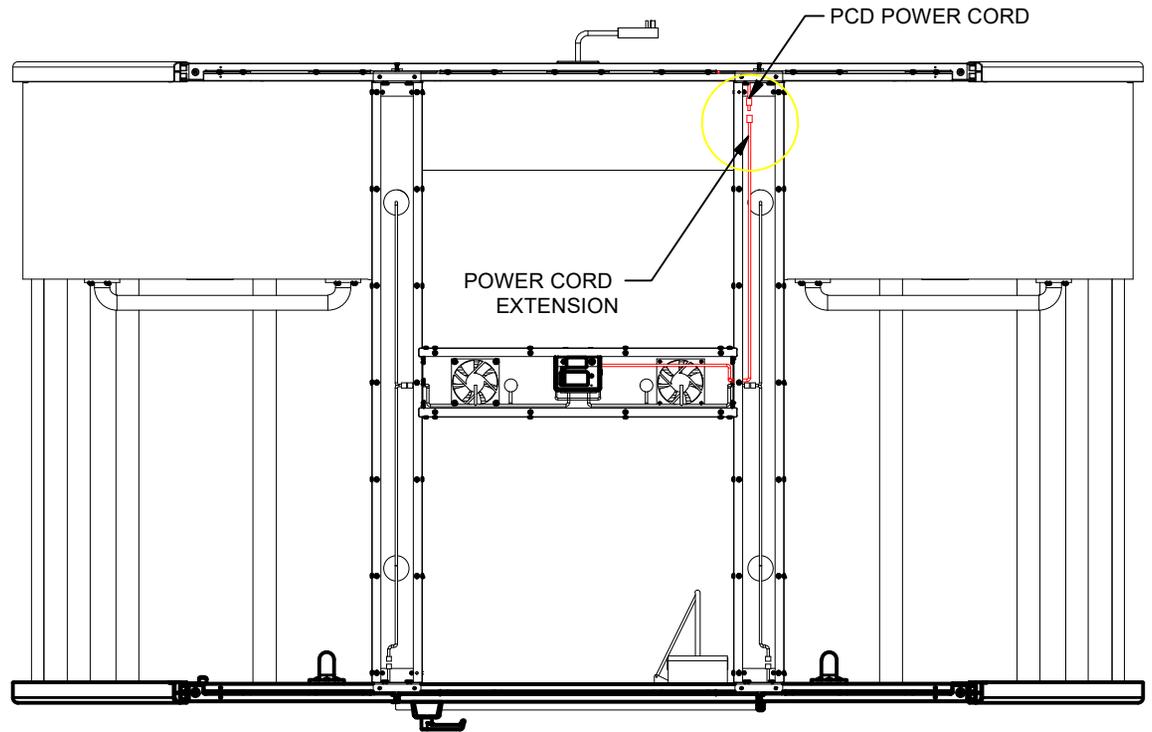
## WIRING: ROOF PAN

37. Connect Lockset Harness to Front Right Wall Panel Wire.



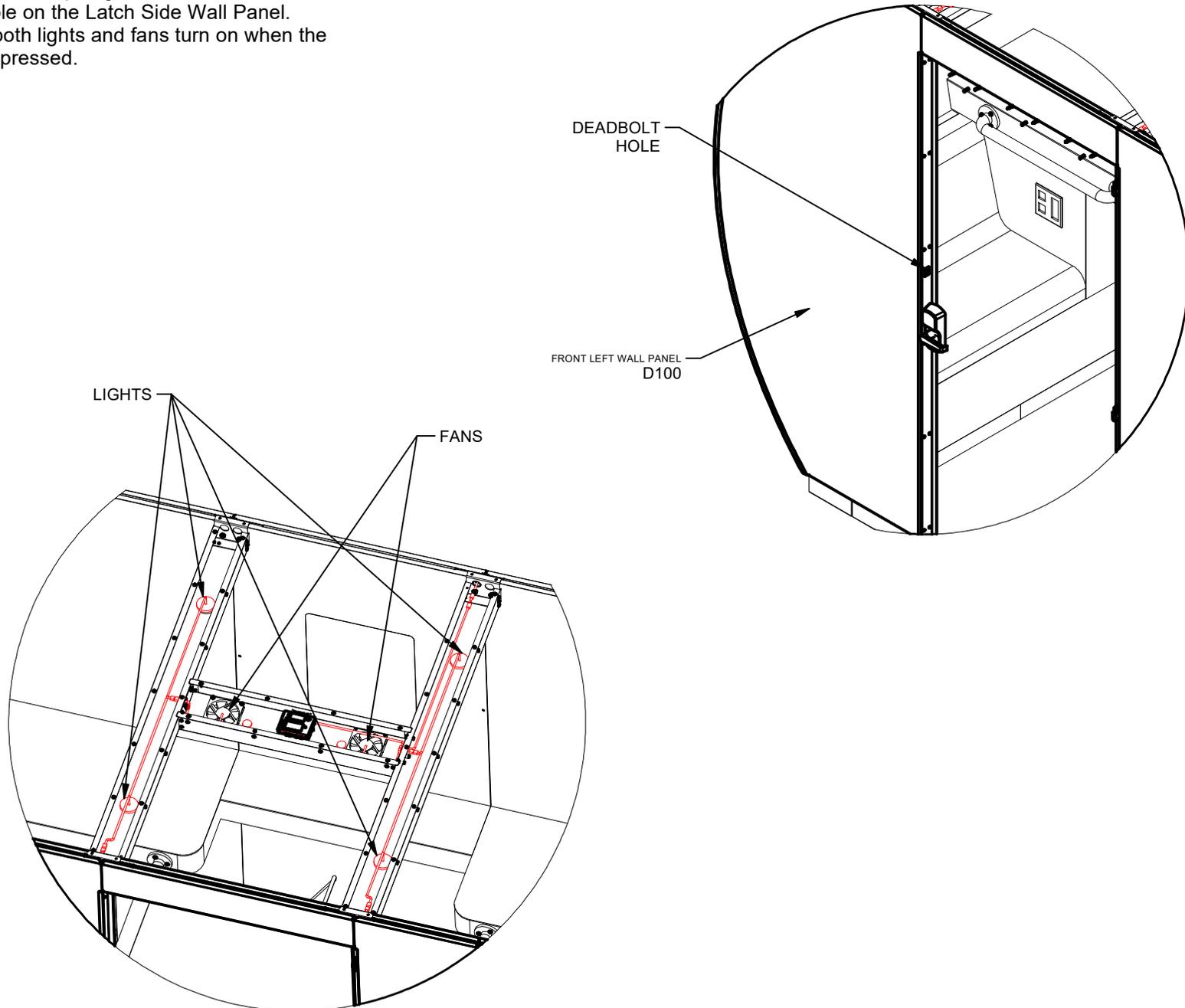
## WIRING: ROOF PAN

38. Plug Power Cord Extension into the PCD Power Cord.



## WIRING: ROOF PAN

**39.** Hold down the plunger switch located in the deadbolt hole on the Latch Side Wall Panel. Verify that both lights and fans turn on when the switch is depressed.



## GRAPHIC PANELS AND CAPS

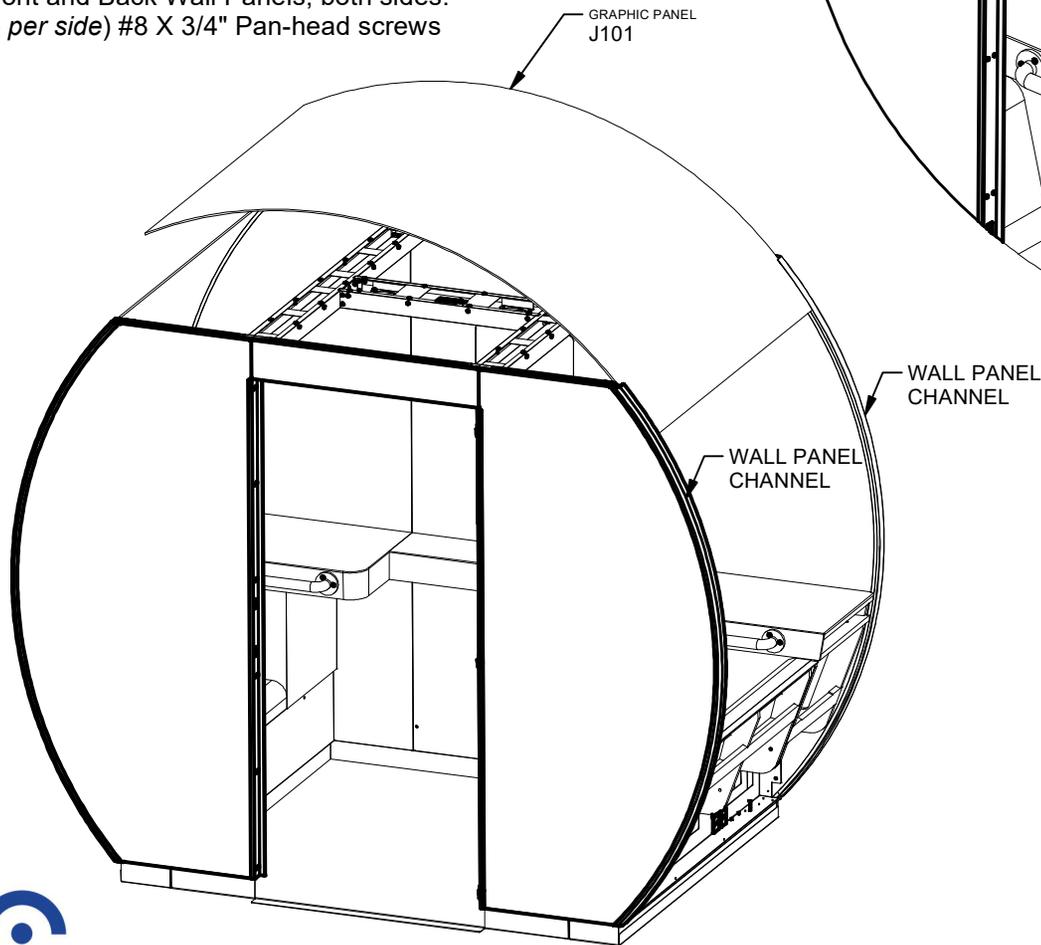
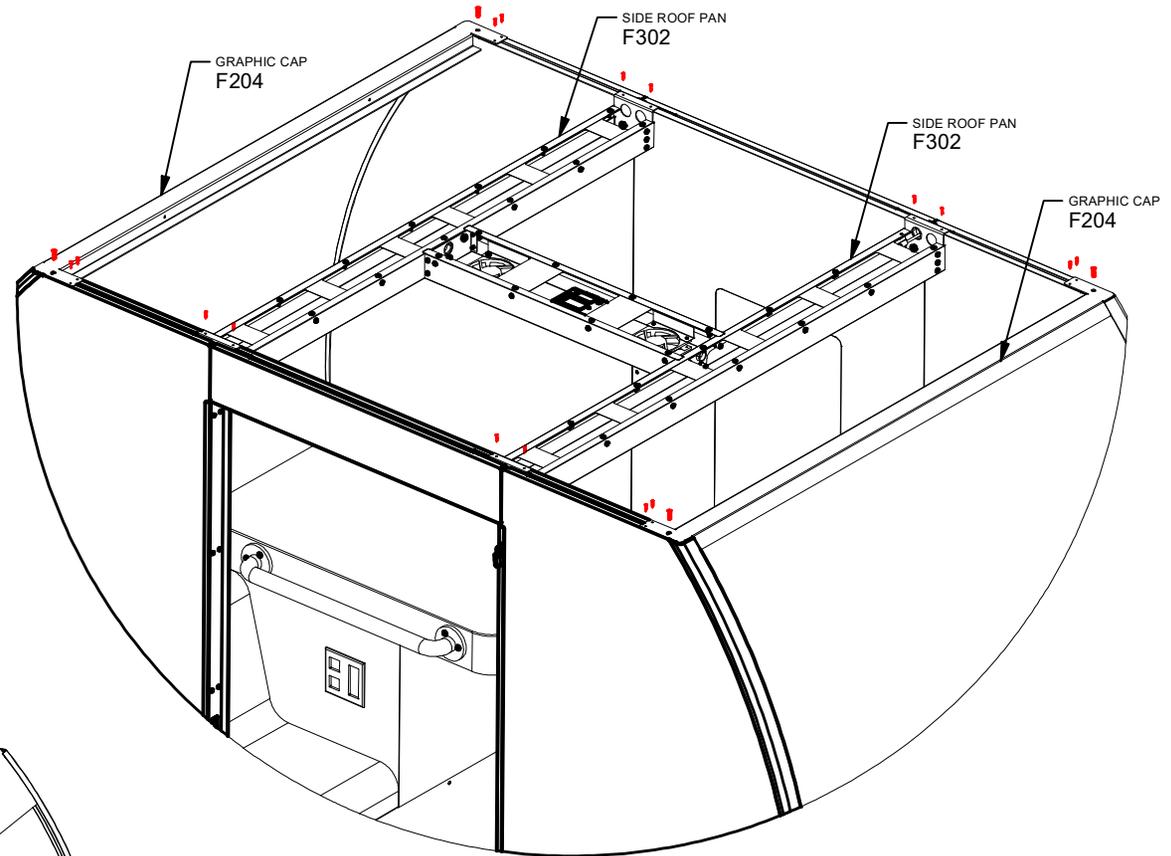
40. Place ladder inside unit. Feed Graphic Panel overhead and into slots in the Wall Panel Channels, both sides.

**NOTE:** Be sure to orient the Graphics Panel so the side marked 'INTERIOR' faces inside the pod when installed.

41. Fasten Graphic Cap to Front and Back Wall Panels, both sides.

(2 per side) M8 X 1.25 X 25mm screws  
(4 per side) #8 X 3/4" Pan-head screws

42. Fasten Side Roof Pan to top of Front and Back Wall Panels, both sides.  
(4 per side) #8 X 3/4" Pan-head screws



## ROOF PERF PANS and ANTENNA

43. Drop in Side Perf Pans.

44. Drop in rear Middle Perf Pan.

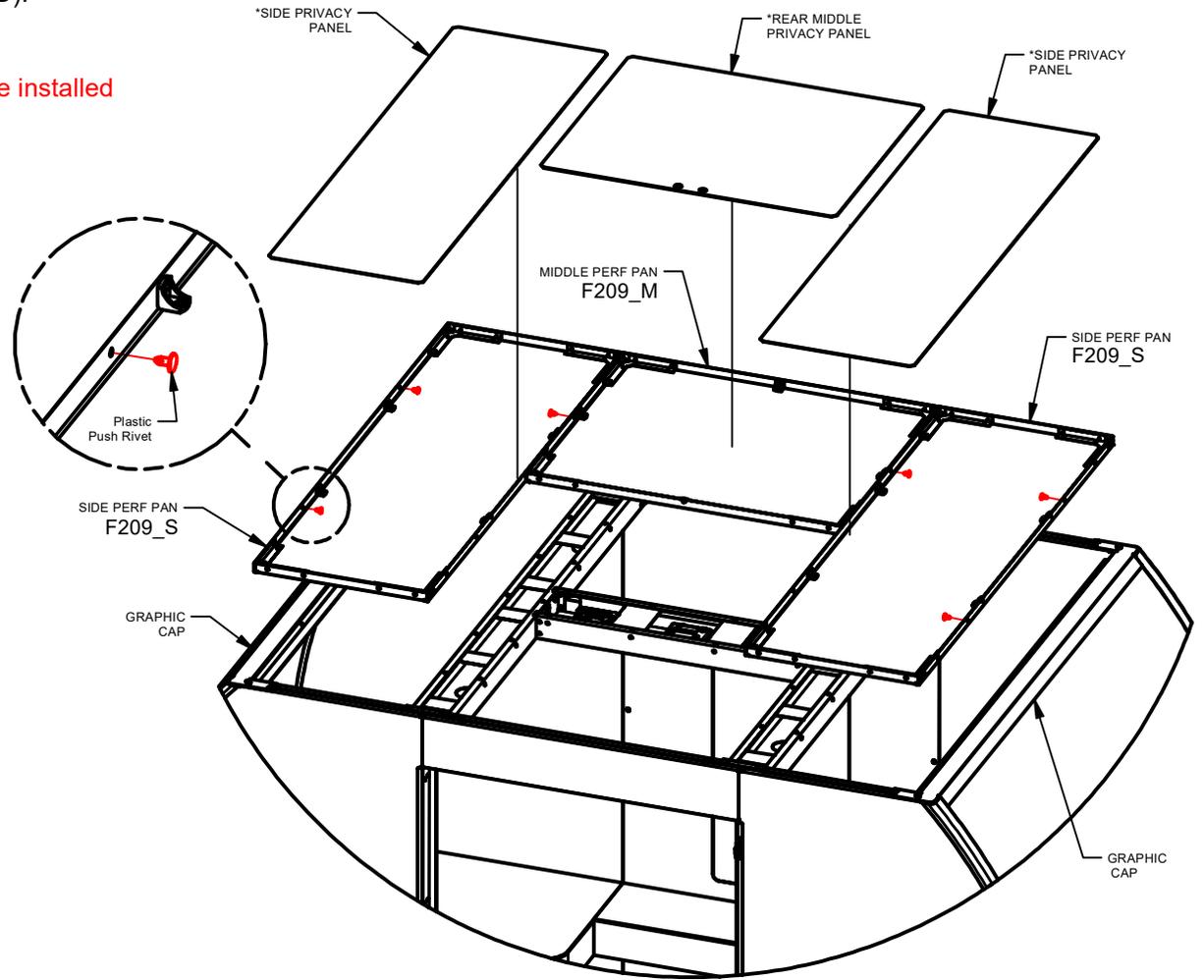
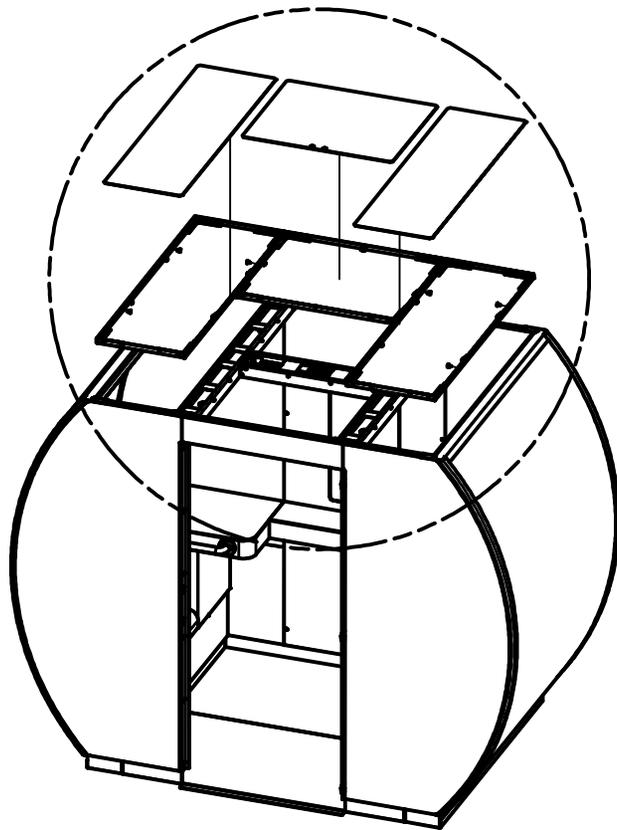
45. Fasten Side Perf Pan to Graphic Cap and rear Middle Perf Pan, both sides.

(3 per side) Plastic Push Rivets.

46. If you have the Privacy Panel Accessory, drop in Side Privacy Panel and rear Middle Privacy Panel (with antenna holes over PCD).

**\*Installations with Pravity Panel Accessory.**

**NOTE: The front Middle Perf Pan (and Privacy Panel) will be installed after the Blade Antenna is installed on the next page.**

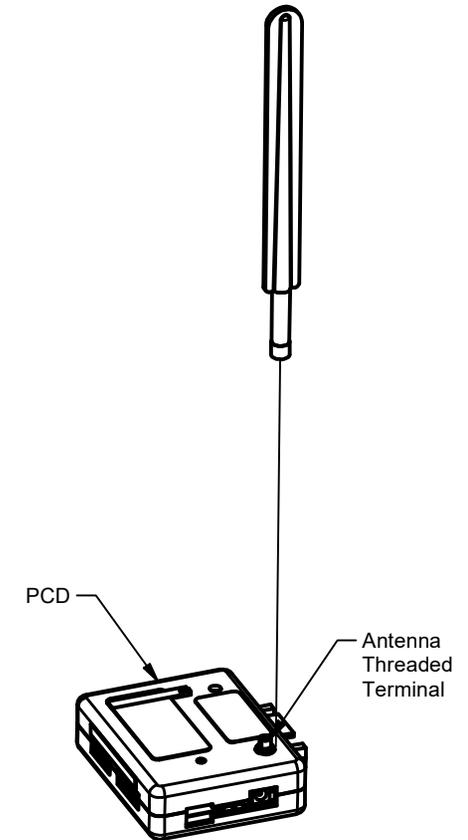
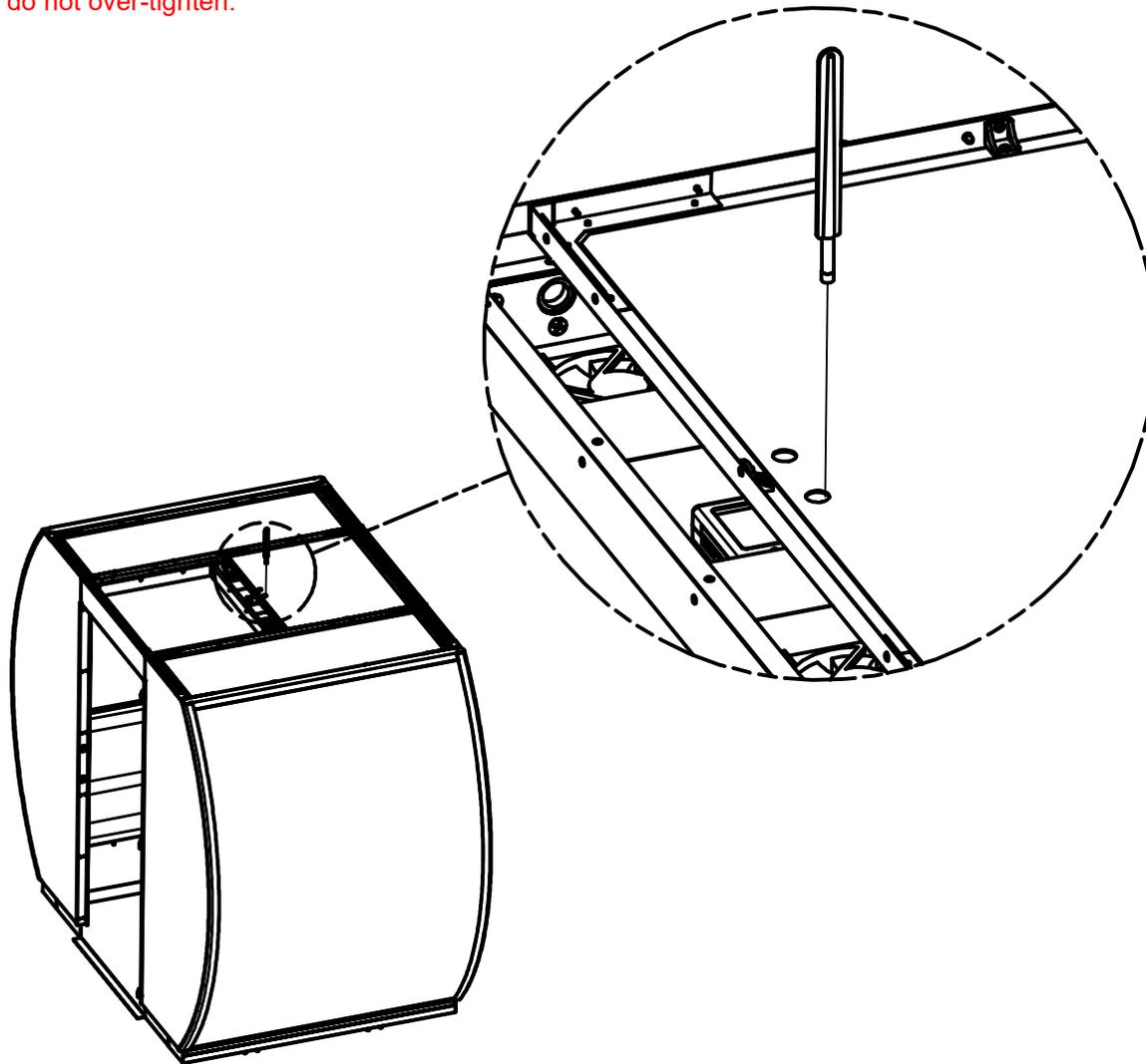


## ROOF PERF PANS and ANTENNA

47. Remove the Blade Antenna from the Product Package.

48. Insert the Antenna through the Privacy Panel Accessory (if installed) and Perf Pan screen and screw into the threaded terminal on the PCD.

**NOTE: Do not use tools to install Blade Antenna. Screw in by hand until snug, but do not over-tighten.**



(Privacy Panel, Perf Pan,  
and Middle Roof Pan not  
shown for clarity)

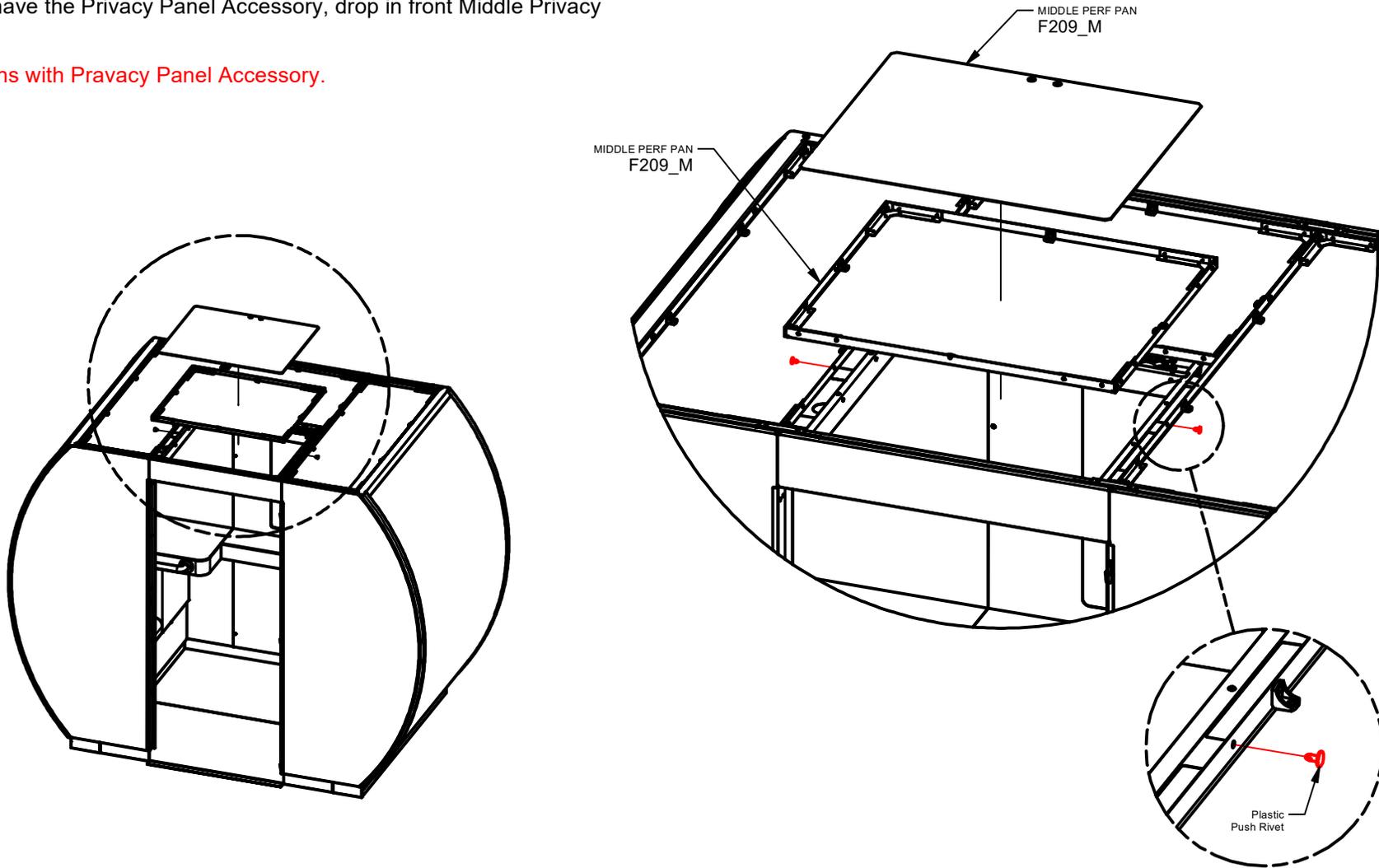
## ROOF PERF PANS and ANTENNA

49. Drop in front Middle Perf Pan.

50. Fasten front Middle Perf Pan to Side Perf Pans, both sides.  
(1 per side) Plastic Push Rivets

51. If you have the Privacy Panel Accessory, drop in front Middle Privacy Panel.

*\*Installations with Pravity Panel Accessory.*



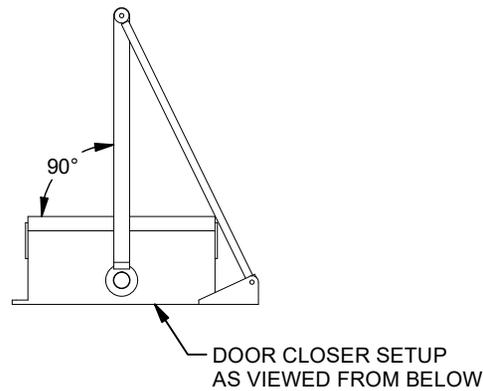
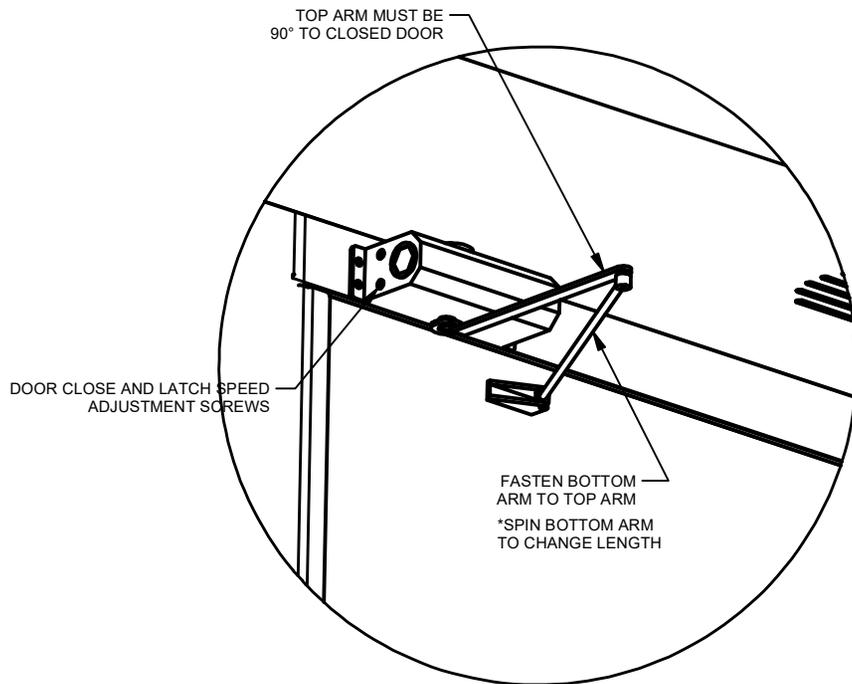
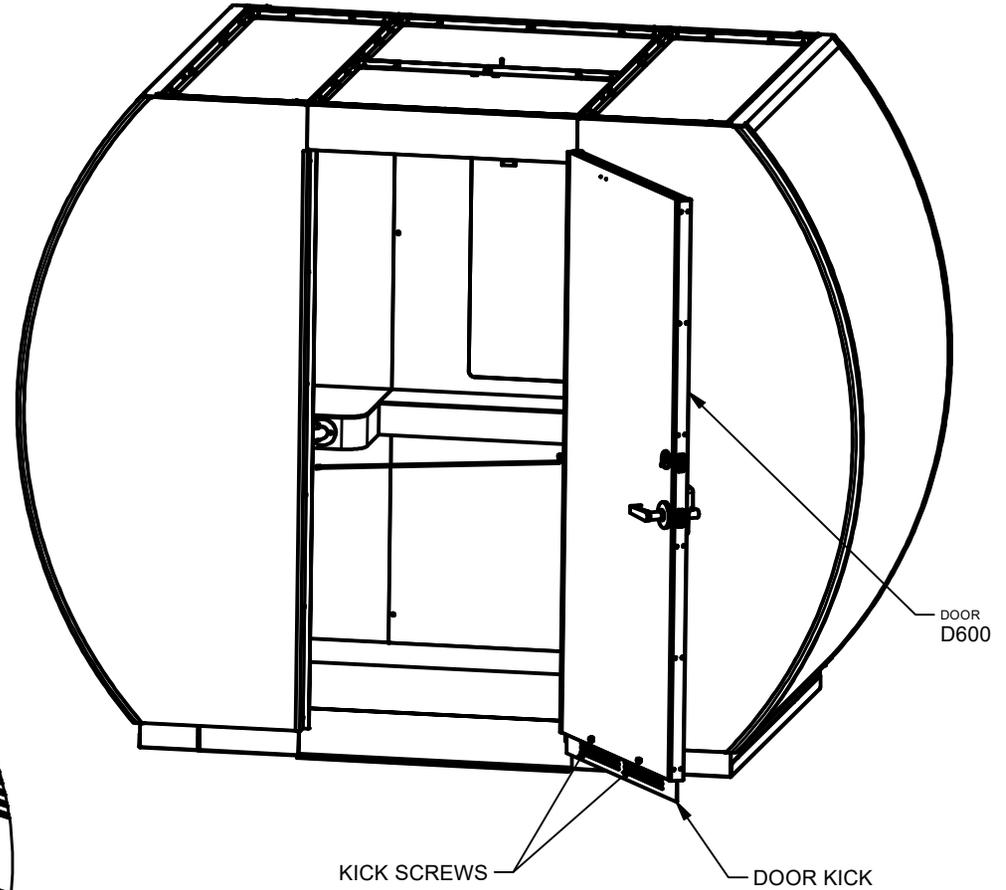
## DOOR

**52.** Hang Door and connect door closer arms.

**53.** Adjust Door Kick so that it sits 1" off the floor. Tighten in place with screws on back of door.

**54.** Close and open the door. If there is any rubbing or the latch/deadbolt does not operate smoothly, continue to next page for adjustments.

**55.** If the door and latch are operating smoothly, go to page 25.



## DOOR ALIGNMENT

**Note:** Refer to illustration showing a properly aligned door with equal gaps along the top.

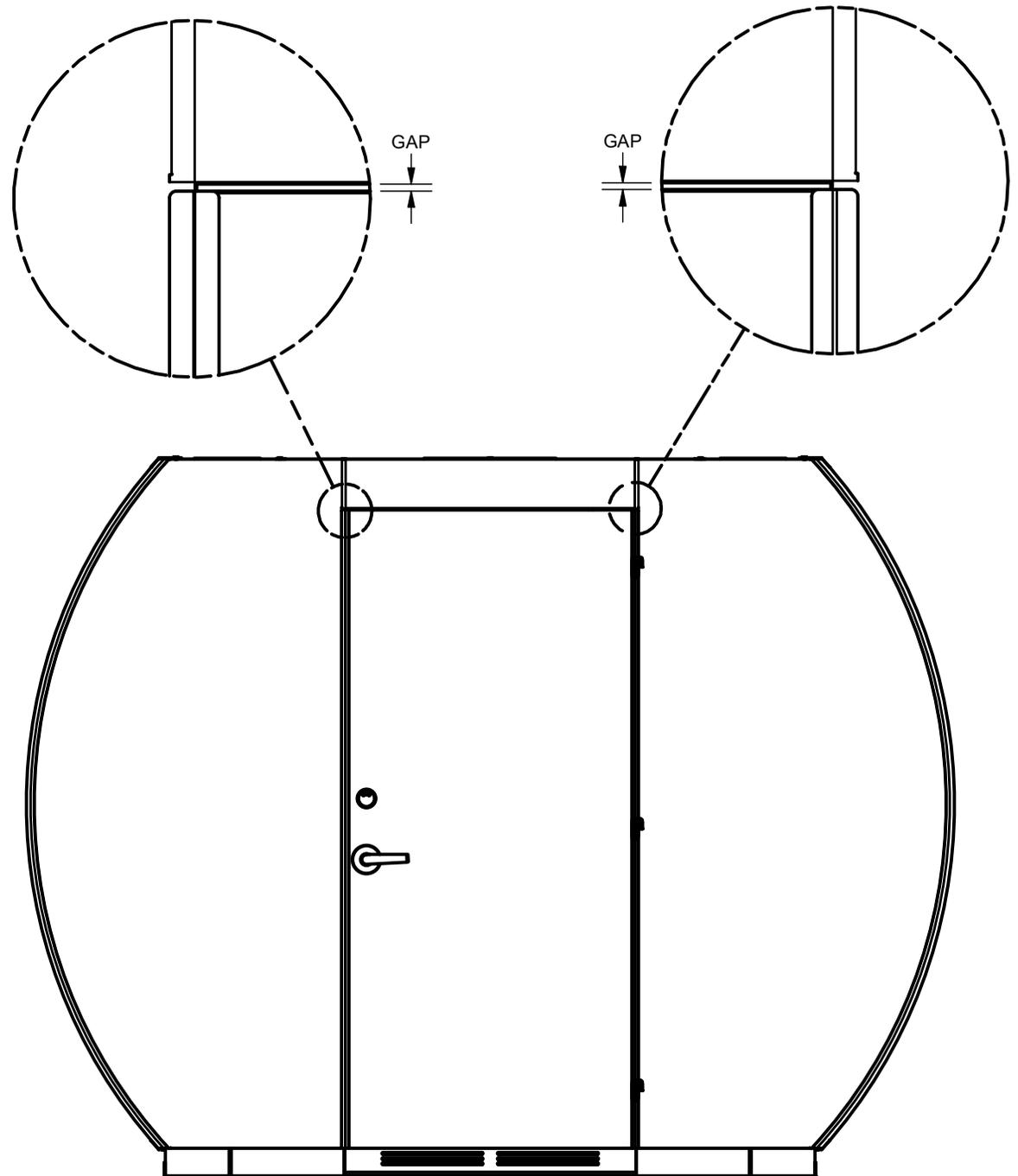
**56.** Check the gaps at both top corners of the door. Take note of the side with the smallest gap.

**57.** In the front corner of the pod (on the side nearest the smallest gap above the door) turn the 2 red adjustment bolts equally 2 to 3 full turns clockwise. The front corner will lift slightly. Continue adjustment as needed until both gaps are equal.

**58.** Check the door, latch, and deadbolt operation. They should be operating smoothly if gaps are equal.

**59.** Check the 2 red adjustment bolts in the back corner (of the side you adjusted) to ensure they are still contacting the floor. If they are not, turn the feet adjustment bolts clockwise until they touch the floor.

**60.** Continue to the next page to finish assembly.



## BEAUTY PANELS

**Note:** The following steps are the same for installing the left and right side beauty panels.

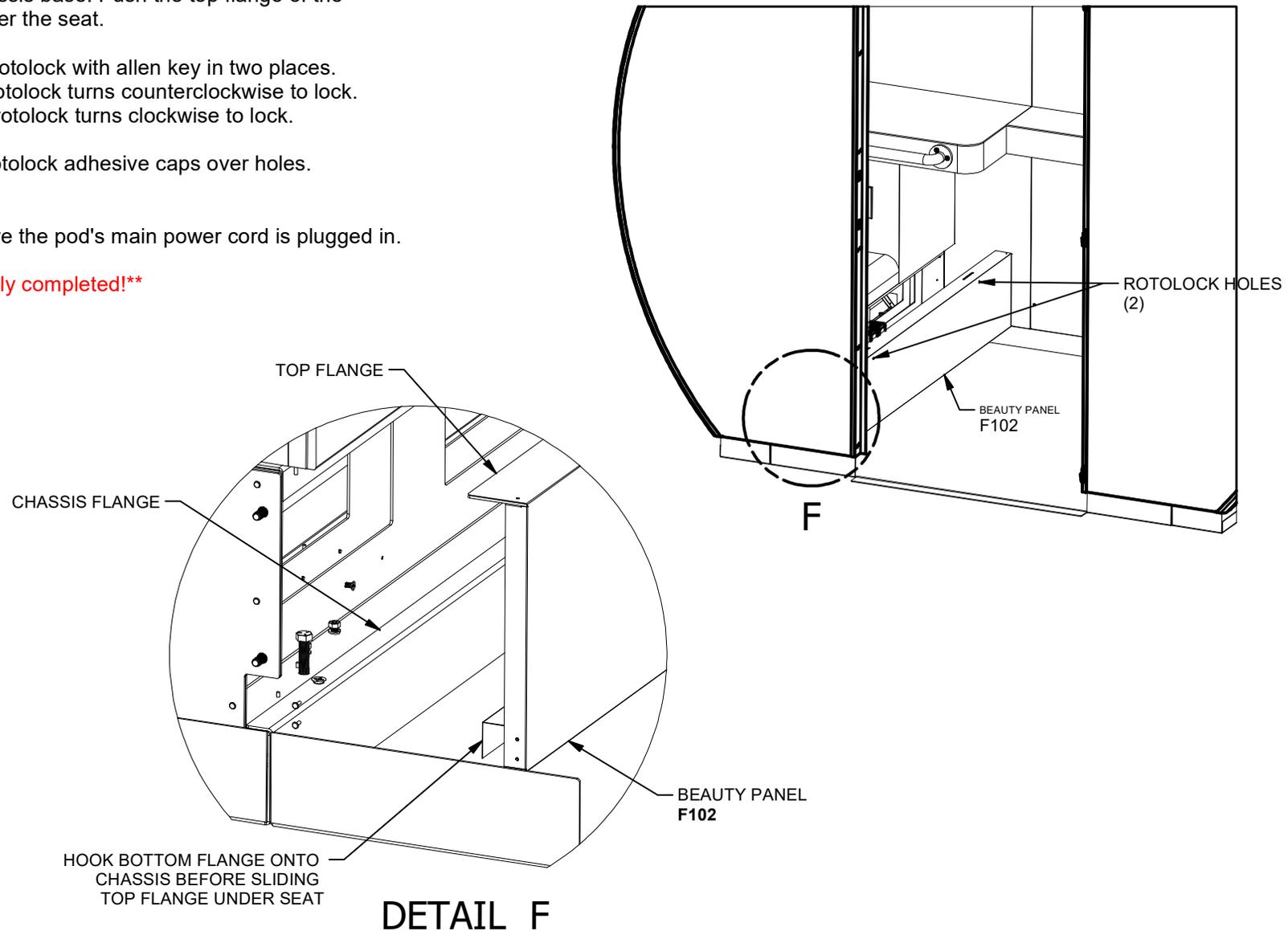
**61.** With the top of the beauty panel tilted back toward you, hook bottom flange over the flange of the chassis base. Push the top flange of the panel under the seat.

**62.** lock Rotolock with allen key in two places. The left rotolock turns counterclockwise to lock. The right rotolock turns clockwise to lock.

**63.** Add rotolock adhesive caps over holes. (2 caps)

**64.** Ensure the pod's main power cord is plugged in.

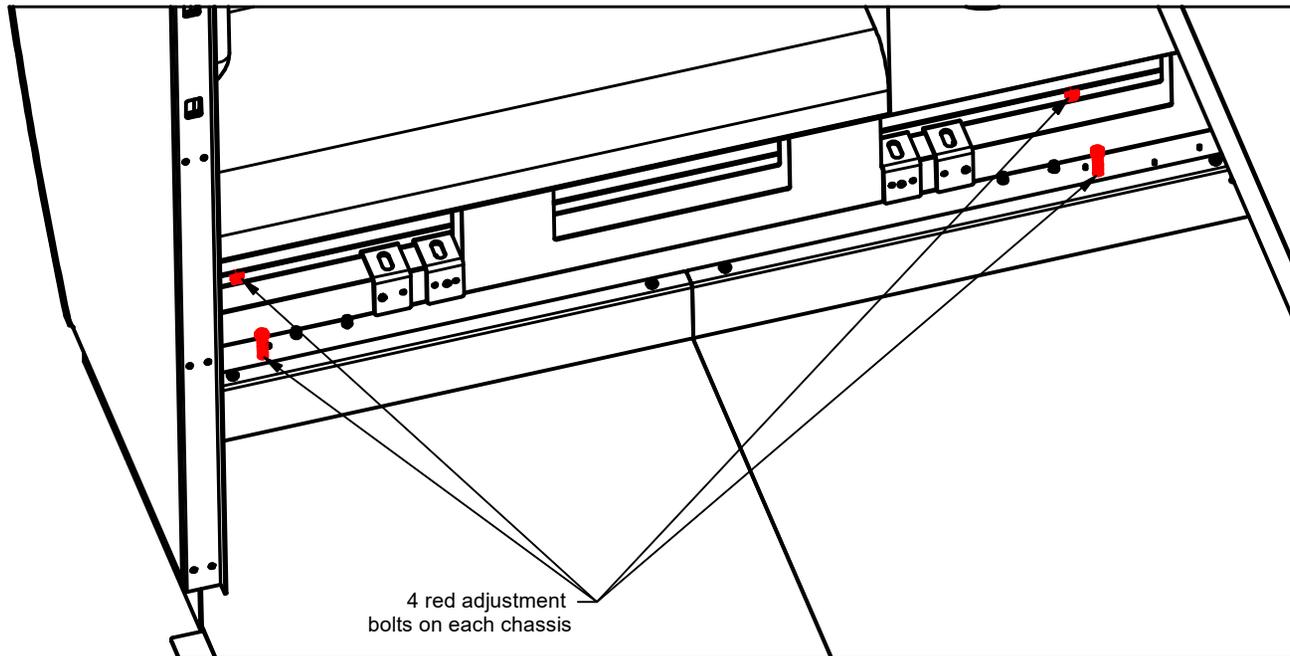
**\*\*Assembly completed!\*\***



## MOVING THE POD

**NOTICE** \*\*If unit needs to be moved, the leveling feet must be raised so the weight is on the casters. If you attempt to move the pod with leveling feet lowered, the pod and floor could be damaged.\*\*

65. Remove the beauty panels. See page 25 (explains install - reverse steps for removal).
66. Turn the 8 red adjustment bolts (4 in each chassis) counter-clockwise using a socket wrench until the bolts are fully up. The pod weight is now on the casters.
67. Move the pod to the permanent location.
68. Turn the 8 red bolts (4 in each chassis) clockwise using a socket wrench to lower the feet until they touch the floor. With all 8 feet touching the floor, turn them all 1 to 2 more turns clockwise. The pod weight is now on the Feet.
69. Check door, latch, and deadbolt for smooth operation. If not working properly, see door alignment on page 24.



## (OPTIONAL FRIDGE CABINET INSTRUCTIONS)

### FRIDGE CABINET/SEAT AND COUNTERS

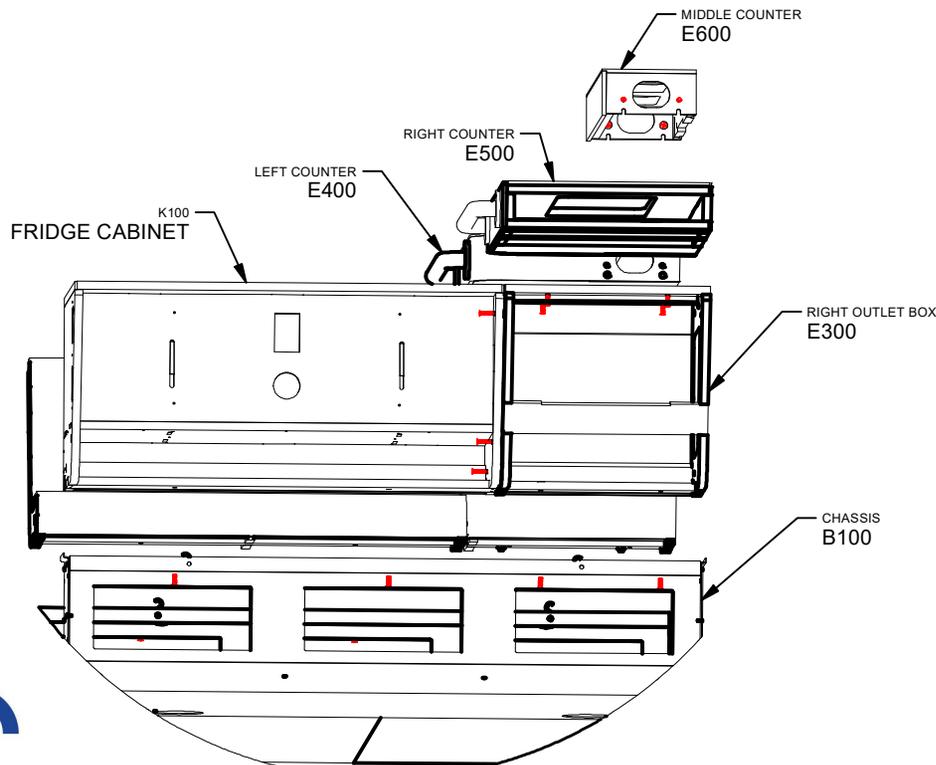
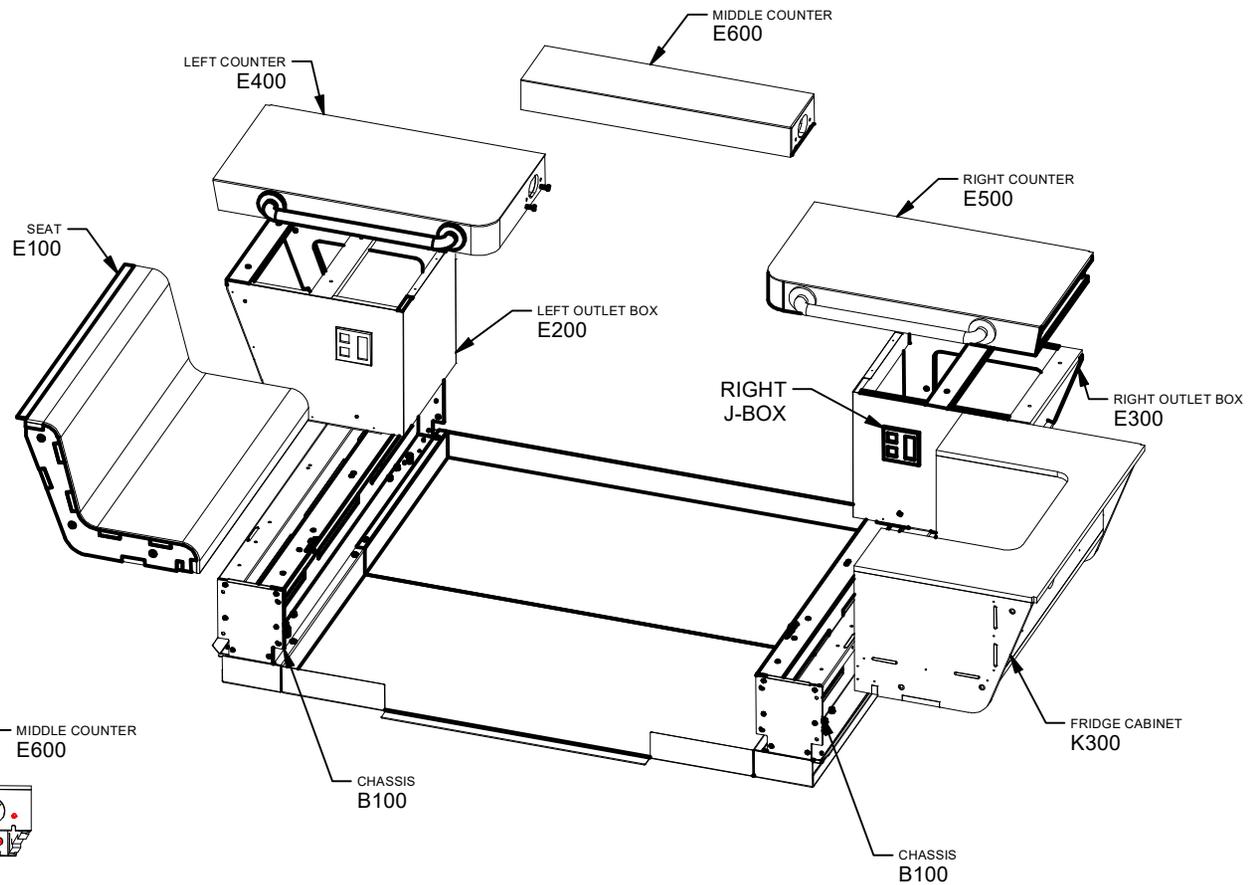
**9.** Fasten bottom of Left Outlet Box to top of Left Chassis, and bottom of Right Outlet Box to top of Right Chassis. Remove Right J-Box from Right Outlet Box. (2 per side) M8 X 1.25 X 25mm screws

**10.** Fasten bottom of Left Counter to top of Left Outlet Box, and bottom of Right Counter to top of Right Outlet Box. (4 per side) M8 X 1.25 X 50mm screws

**11.** Fasten ends of Middle Counter to Left and Right Counters. (2 per side) M8 X 1.25 X 50mm screws

**12.** Fasten bottom of Seat/Fridge Cabinet to top of Chassis, both sides. (2 per side) M8 X 1.25 X 25mm screws

**13.** Fasten Seat/Fridge Cabinet to Outlet Box, both sides. (3 per side) M8 X 1.25 X 50mm screws



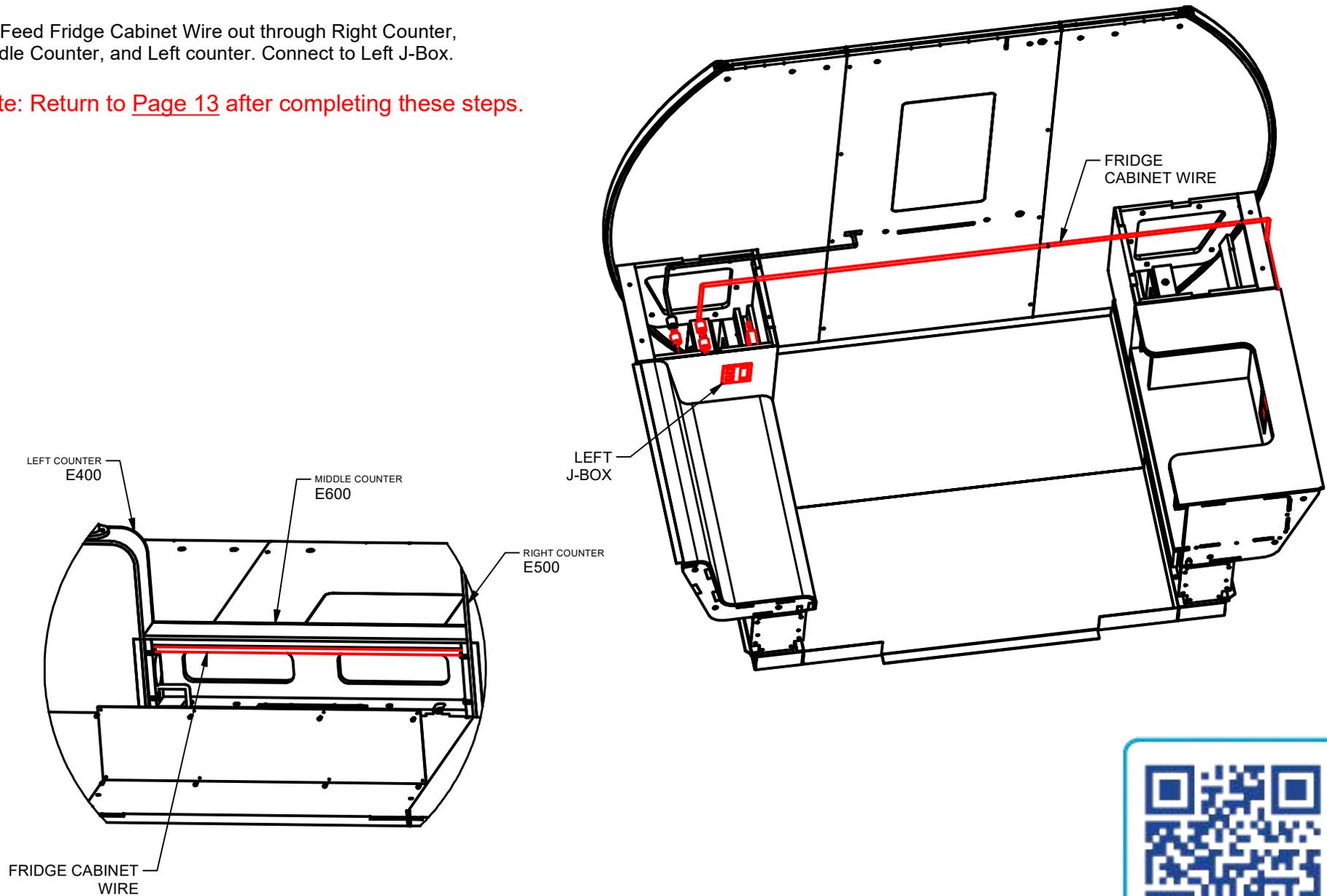
Note: Return to [Page 9](#) after completing these steps.

(OPTIONAL FRIDGE CABINET INSTRUCTIONS)

WIRING: FRIDGE CABINET AND OUTLET BOX

23. Feed Fridge Cabinet Wire out through Right Counter, Middle Counter, and Left counter. Connect to Left J-Box.

Note: Return to [Page 13](#) after completing these steps.





# Post-Installation Checklist

Congrats on your new addition and welcome to the Mamava family! Once your pod is installed, please check to make sure everything is fully functional. Then complete this form to get your pod listed on our free Mamava lactation space locator app so breastfeeding parents can find it.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed name: \_\_\_\_\_

Pod serial number: \_\_\_\_\_

Store your Mamava owner's manual, assembly guide, brass key, and small deadbolt key in a safe location. Questions or concerns? Please contact us at [service@mamava.com](mailto:service@mamava.com) or (802) 347-2111, x2.

## Test Your Pod

- There is an even space around the door. Yes  No
- Keypad code unlocks pod (8008 for Schlage lock, 8008# for Linnea lock).\* Yes  No
- Door closes easily without rubbing against the doorframe. Yes  No
- Deadbolt fully engages without any friction. Yes  No
- Interior lights and fans turn on automatically when the door opens. Yes  No
- Interior lights and fans stay on while pod is occupied. Yes  No
- All outlets (standard and USB port) work. Yes  No

\*Lock Types:



## Tell Mamava Your Pod Is Ready

- Take a horizontal photo of your pod in its installed location for our app. Be sure to remove any packing materials and get a clean shot from 8' away.
- Fill out and return this form, along with the photo of your pod, to **customersuccess@mamava.com**.
- Locate the serial number on the white label inside the door frame (it starts with MMV or FCD #####).
- Be sure to fill out the interior maintenance decal with contact information should parents encounter any issues. We recommend using a label maker or permanent black marker.