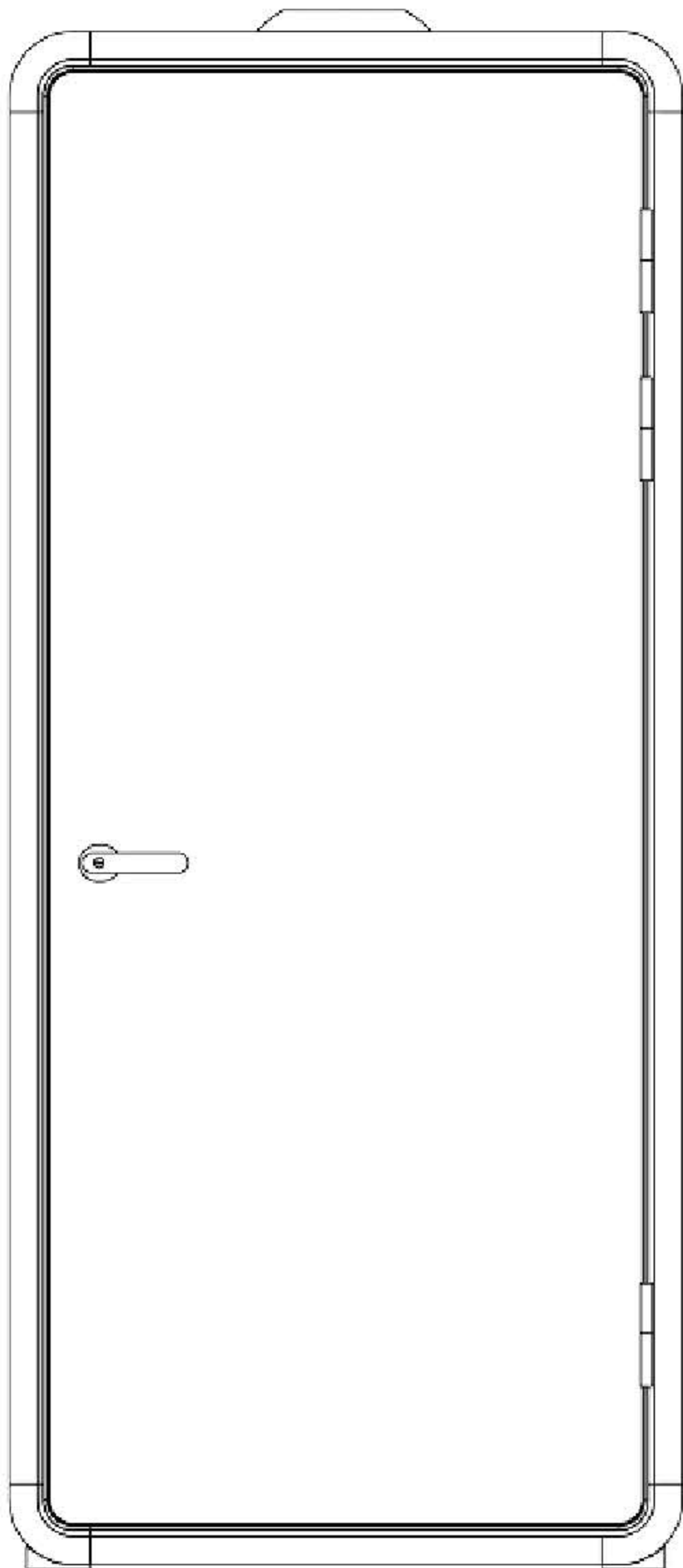


USER'S MANUAL for Office Pod

mwworkstation.com



M & W



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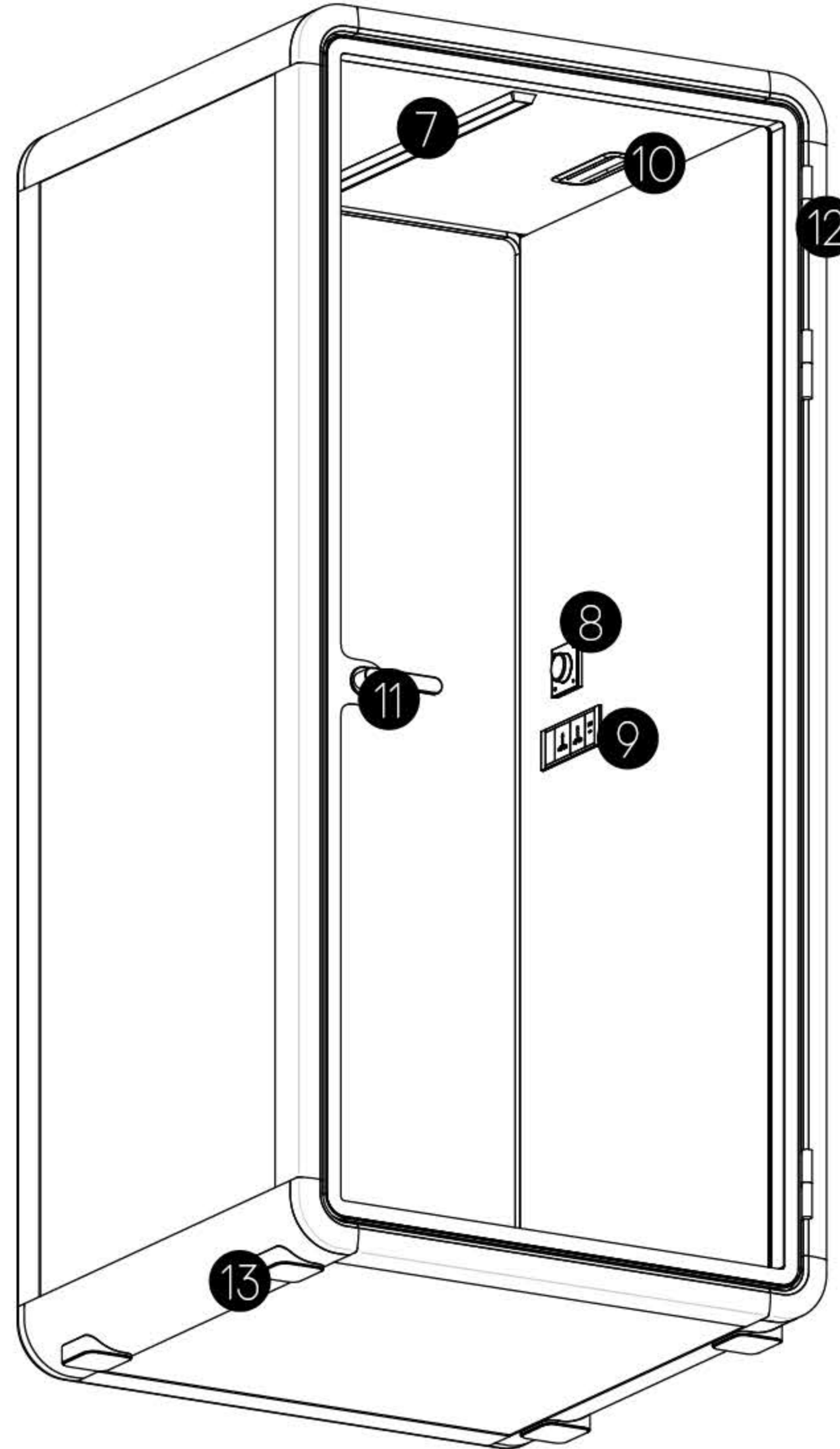
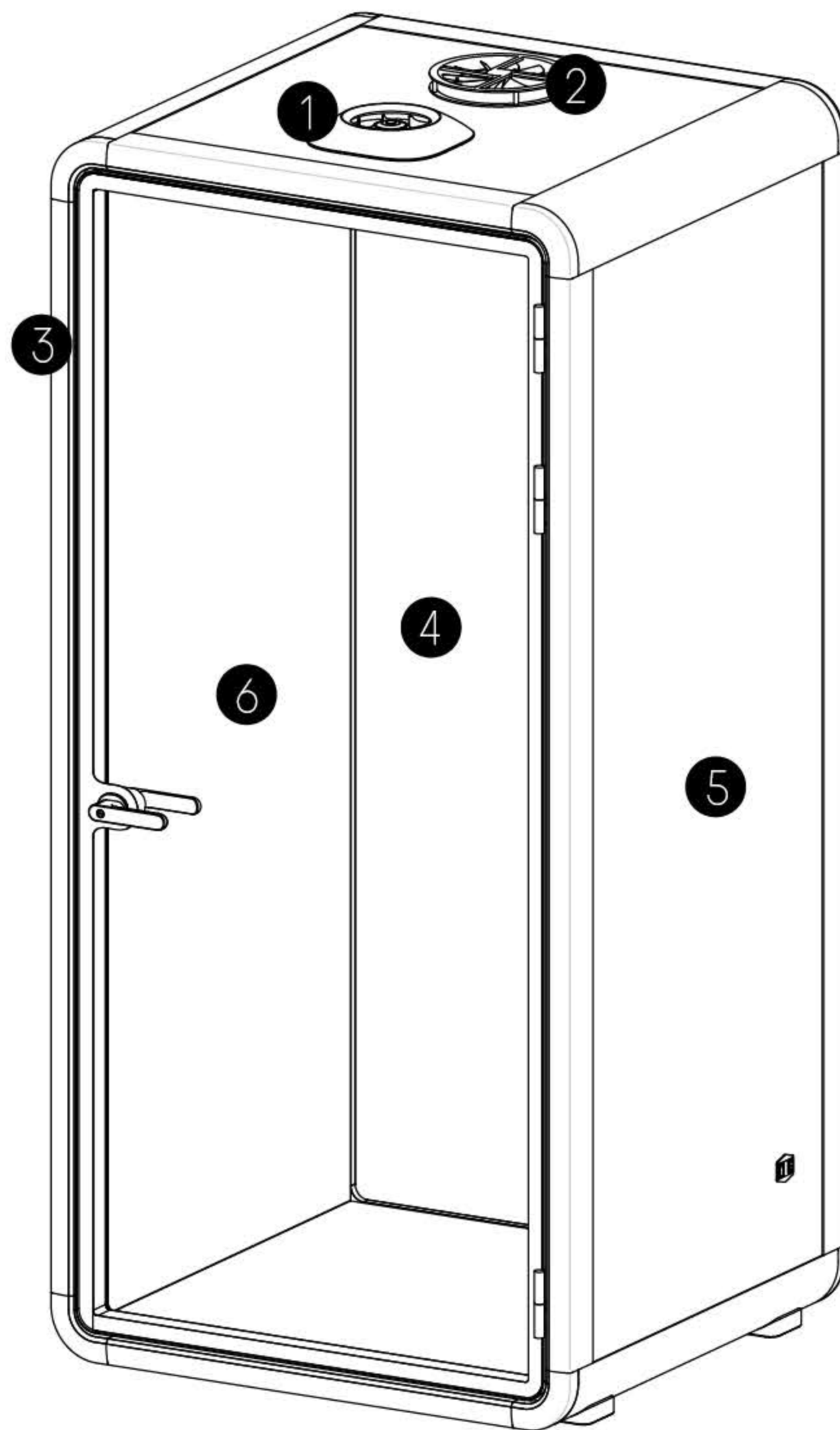
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I SPECIFICATION

1.1 General

Ext. size	W 1080mm (37.1") X D 1000mm (37.8") X H 2360mm (84.5")
Int. size	W 942mm (37.1") X D 960mm (37.8") X H 2146mm (84.5")
Door Passage	W 918mm (36.1") X D 2118mm (83.4")
Floorspace	1m ² (10.76 sq.ft.)
Degree of opening	90° (With door closer) / 180°
Packaging size	W2320mm (91.3") X D580mm (22.8") X H1265mm (49.8")
Net./ Gr. weight	265kg (584.2lbs)
Power input	85~264VAC, 47~63hz / 120~370VDC
Ventilation	0~49m ³ (1729.7cu.ft)/hr adjustable, 5 minutes auto-exchange in every 30 mins for vacancy.
Lighting	720mm LED lamp*1, 0~1800lm, 3000~6000k adjustable, default: 80%, 4000k.
Maximum power	40W
PIR sensor	8min delay time (socket excluded), delay time adjustable, manually disable support.
Power supply	5 hole universal outlet×2, USB Type A × 1, USB Type C × 1
Sound proofing	30dB in ISO 23351-2020
Operational noise	<30dB when running in default setting

1.2 Parts & material



- 1 Intaking fan
- 2 Outtaking fan
- 3 Alluminum Frame
- 4 laminated tempered Glass
- 5 Acoustic side board
- 6 PET acoustic fel + fabric
- 7 LED ceiling light
- 8 Dimmer controller
- 9 Modular power socket
- 10 Ventilation internal outlet
- 11 Lever handle lock
- 12 Barrel hinge
- 13 Damper feet / caster wheel

I SPECIFICATION

1.2 Parts & material

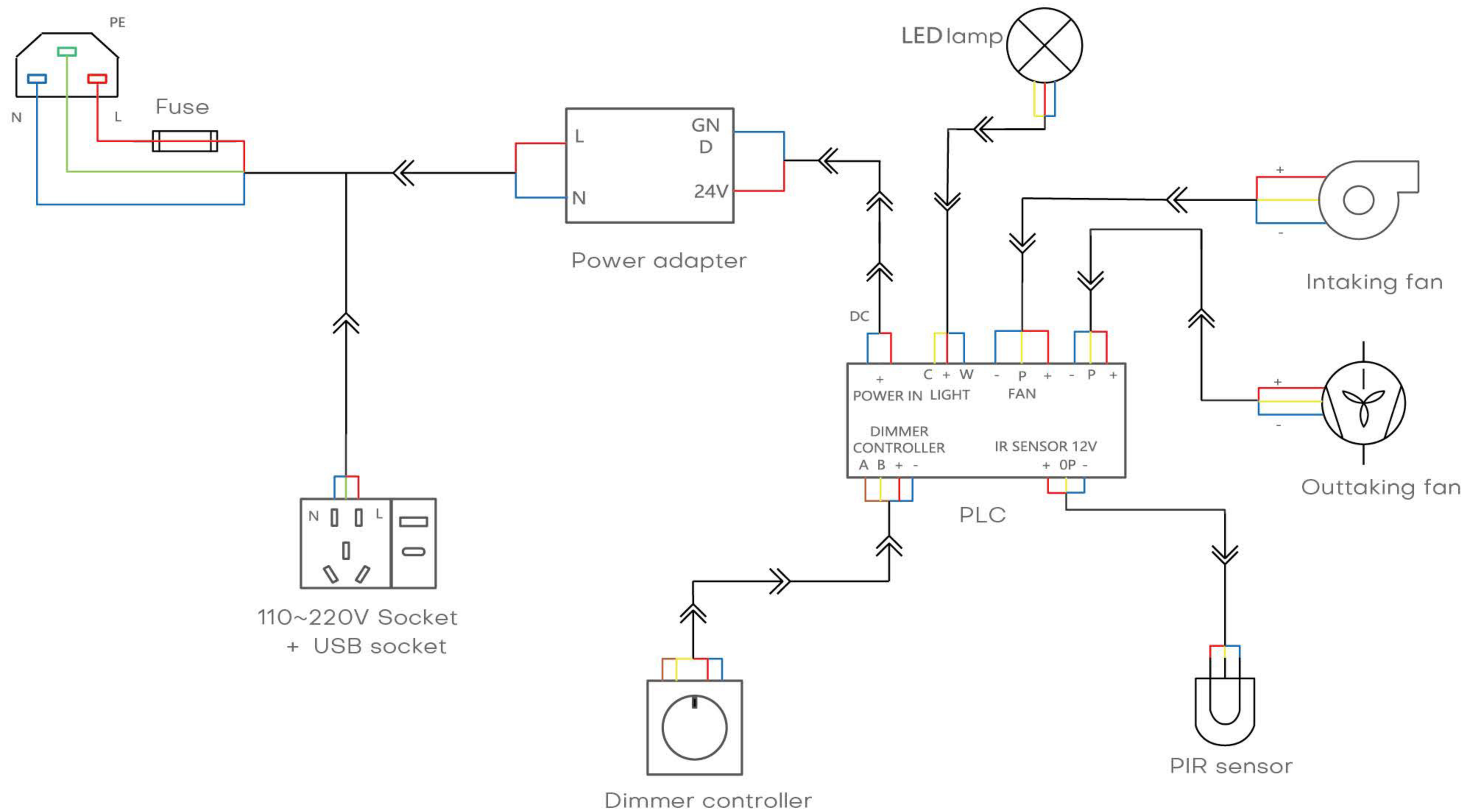
Major material and accessory	Frame	6061 Alluminum alloy ,electrostatic powder coating with DuPont thermosetting polymer powder ;
	Glass	5+5mm laminated tempered Glass,edge with screen print;
	Side board	PVC film+1mm galvanized steel sheet+PET acoustic felt+1mm galvanized steel sheet (outside to inside) ;
	Sealing strip	Thermoplastic elastomer ;
	Interior wall panel	12mm PET felt acoustic board + Polyester fabric ;
	carpet	Nylon fiber carpet with PVC based ;
	Door lock	Aluminum lever handle lock with magnetic deadbolt. Anodized housing ,key to lock ,thumbturn on inside lever to unlock.;
	Hinge	Aluminum detachable barrel hinge , steel pin , brass bearing ,3.0mm leaf, fast-deploy ;
	Door closer	Concealed cam-action door closer.
Electricity	Power adapter	Input 100~305VAC, 24V output, Maximum power 100W, metalic case, OVP/SCP/OCP/OTP protection;      
	Internal wire	OFC wire, flame-retardant PUV ,FL connector ;
	External socket	IEC C14 AC Socket with switch & 10A fast-blow glass fuse; 
	Power cord	IEC C13 AC Power cable;  
	PLC	Integrated cable harness, screw terminal block, disable/adjust IR sensor supported, enable/disable auto-exchange supported, re-develop supported;

1.2 Parts & material

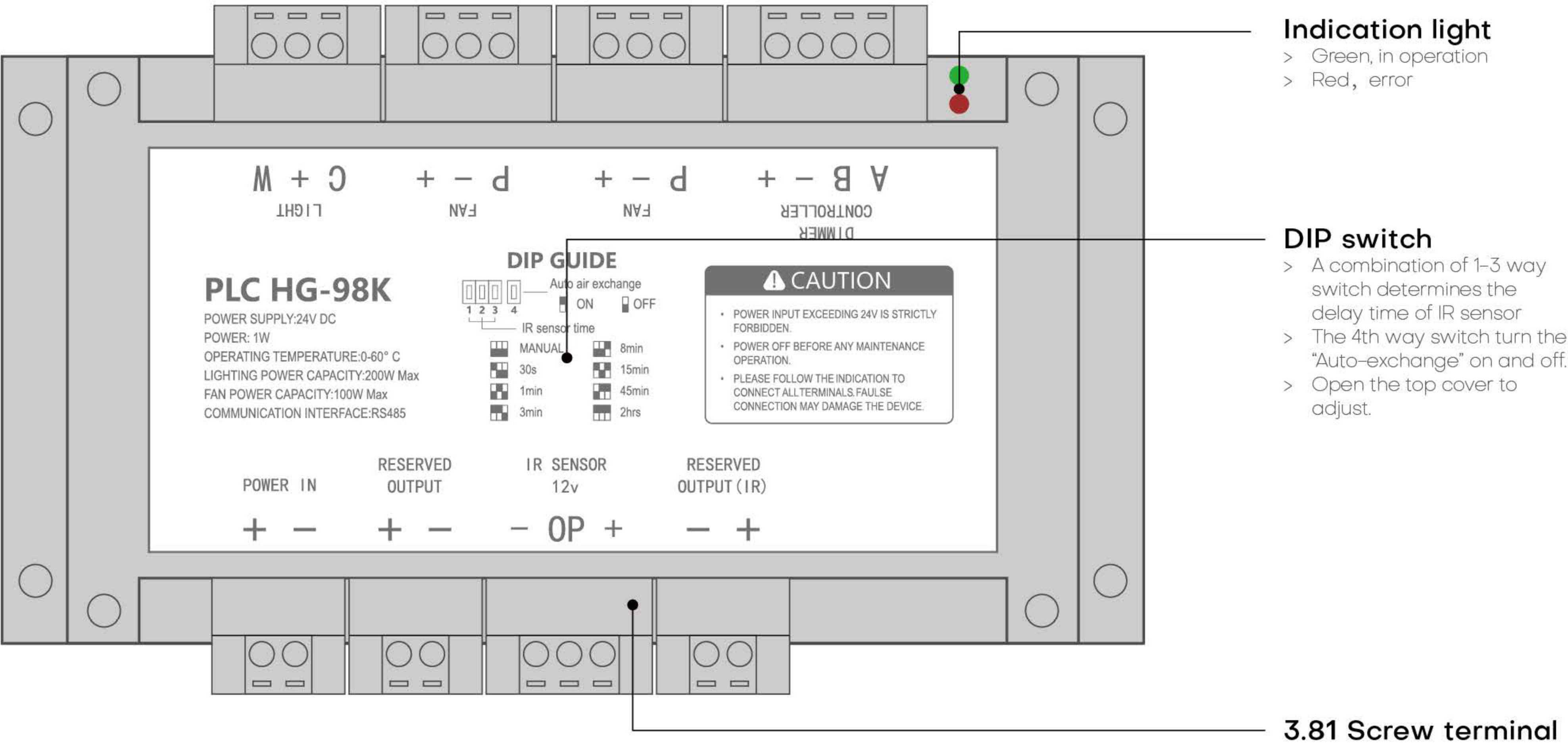
Electricity	PIR sensor	120° cone angle ,3m range ,low electrical level when no detection ;
	Dimmer controller	Alluminum anodized housing ,tact switch to switch channel and control , knob to adjust ;
	Intaking fan	Φ 220 centrifugal fan*1,24V ,0-1050rpm adjustable ;
	Outtaking fan	Φ 250 axial fan*1,24V ,0-1050rpm adjustable ;
	Ceiling lamp	24V 1.5A , length 720mm , OSRAM module of CE certificated , Anti-glare index 20 , CRI 90 , low flicker , indivisual luminous flux : 0-1800lm adjustable ,Color temperature : 3000k-6000k adjustable ; CE
	Internal AC power	5 hole universal outlet*2(Multi-type outlet avalible) , Rated current: 10A , Rated power:1100w/110v,2400w/240v , Withstand voltage: DC3000V, 10mA, 10s ; 
	Internal DC power	USB-A × 1 Qualcomm-QC 3.0 , USB-C × 1 PD20W , Ouput : 5V/3A , 9V2.22A , 12V/1.67A .

I SPECIFICATION

1.3 Wiring diagram



1.4 PLC



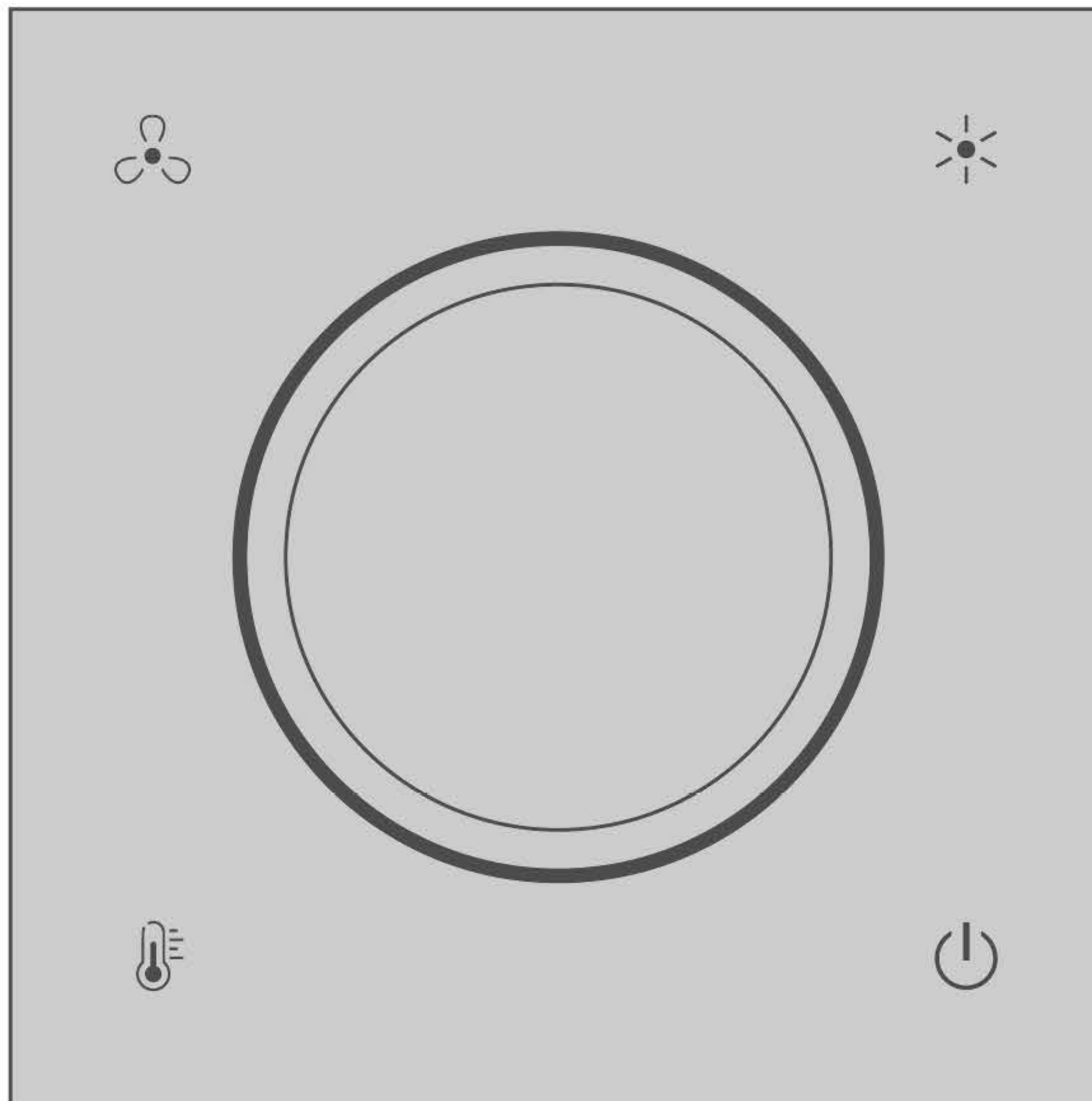
- > DC Input: 24V;
- > Working temperature : 0°C ~ 60°C;
- > Operating humidity: <85% (without dew condensation);
- > Maximum power of lamp 200W, 1 circuit accommodates;
- > Maximum power of fan 100W, 2 circuit accommodates;

- > IR sensor works in 12V, low level when no detection;
- > Communication to dimmer controller in RS485, MODBUS protocol;
- > Power consumption less than 1W (without extra device connected).

- ATTENTION**
- > Input above 24V is strickly is strictly forbidden;
 - > Power off before any maintenance;
 - > Please connect all terminals as the instruction content, False connection may damage the device.

I SPECIFICATION

1.5 Dimmer controller



Ventilation

- > Short press button to turn on when off;
- > Short press button when ventilation is on, the button switch to white. Turn the knob to adjust;
- > Long press button for 2 seconds to turn off.



Light strength

- > Short press button to turn on when off;
- > Short press button when light is on, the button switch to white. Turn the knob to adjust;
- > Long press button for 2 seconds to turn off.



Light temperature

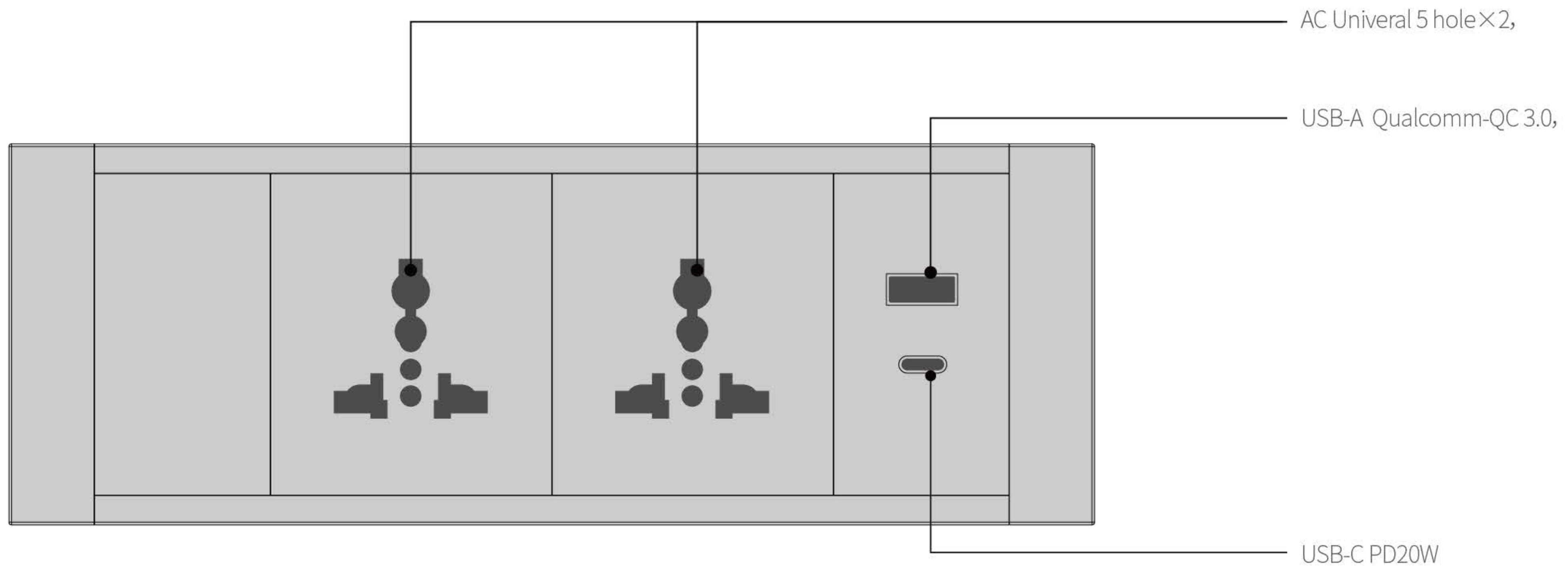
- > Short press button when light is on, the button switch to white. Turn the knob to adjust;



Power

- > Short press button to turn on both ventilation and light when off;
- > Short press button to turn off both ventilation and light when on, the IR sensor will be disabled for 30 seconds;
- > Long press button for 5 seconds when off, IR sensor will be disabled and all device will be on. Short press will turn off and resume default.
- > Long press button for 5 seconds when on, IR sensor will be disabled and all device will be off. Short press will turn on and resume default.

1.6 Internal power supply



- > External size : 193mmx70mmx45mm
- > Rated current: 10A
- > Rated power: 1100w/110v, 2400w/240v
- > voltage-withstand: DC3000V, 10mA, 10s



II ATTENTION

2.1 Installation

	Please wear safety gloves and work boots to prevent injuries from heavy objects falling and sharp edges.
	Please communicate with local property management for the safety management requirements.
	Please separate parts from unpacking waste to prevent damage to parts' surface.
	Please do not use sharp tools to directly contact the surface of parts, especially interior components, to avoid scratches.
	Some packaging materials are flammable, please keep away from fire.
	If installed on an elevated floor, please strictly confirm the weight conditions of the floor beforehand.

2.2 Electricity

	Input voltage range: 100–240 VAC (10 A) 50–60 Hz. Please ensure that the on-site power supply meets the requirements;
	External power supply: Please 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 presense 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 place with the following labels may have risk of electrical shock . Please do not open up without authorization from the manufacturer;	

2.2 Daily use

	Do not bring smelly or smoke producing items inside, as residues may be left that are difficult to remove;	
	Do not slam the door to avoid glass breaking;	
	Do not smoke or use open flames inside to prevent fire hazards;	
	If any fire hazard happen inside, please exit , turn off the power or pull out the power cord, and call for rescue, ;	
	Before moving the product by casters, make sure all personnel exit, lock the door, and detouch the power cord;	
	Raise all level feet to the highest limit and remove all obstacles higher than 5mm on the route when moving the product;	
	After moving to the target position, please adjust the level feet to let the wheel off the ground before any other operation;	
	All wall-mounted furniture has a load limit of 45kg. Do not place items exceeded 45kg to avoid damage. Please place the following sticker at a visible area of the desktop.	

III INSTALLATION INSTRUCTION

3.1 Before start

- > Two or more persons are required for installation.
- > Check major parts (A-D) to make sure no missing or surface damage.
- > Make sure there is sufficient space for installation at the site. The power interface should be left with enough space to pull out the power cord and operate the switch. More than 500mm of space should be reserved on the top to ensure enough space for ventilation and avoid sound reflection from being concentrated on the top, affecting user experience.
- > The following tools are recommended to bring for a better installation experience (using the standard tools can also complete the installation).



2 Person



Helmet



Safty gloves



Safty boots



Scan the QR code to
watch the video guide



Power drill



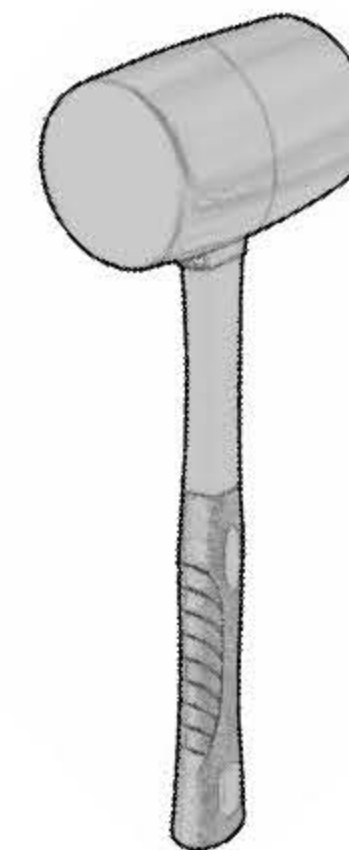
Cross head bit

H3 bit

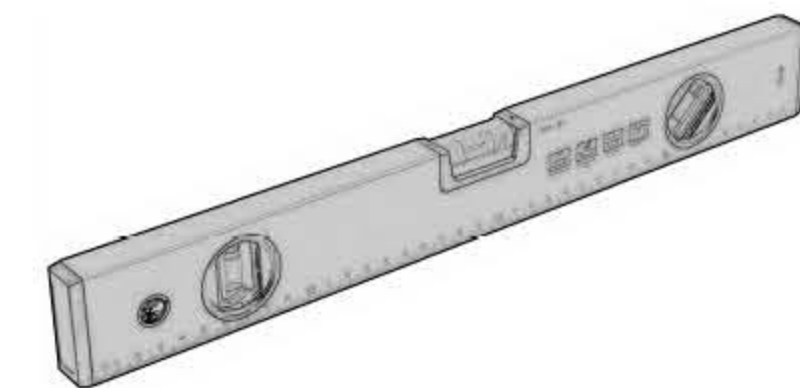
H4 bit



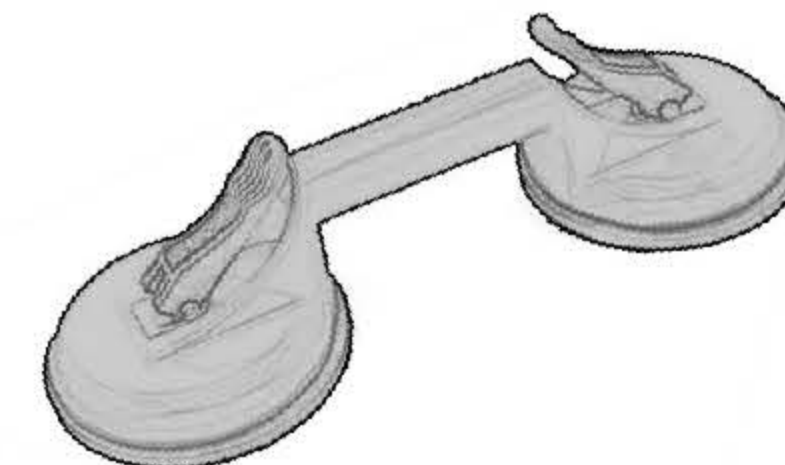
Ladder



Rubber mullet

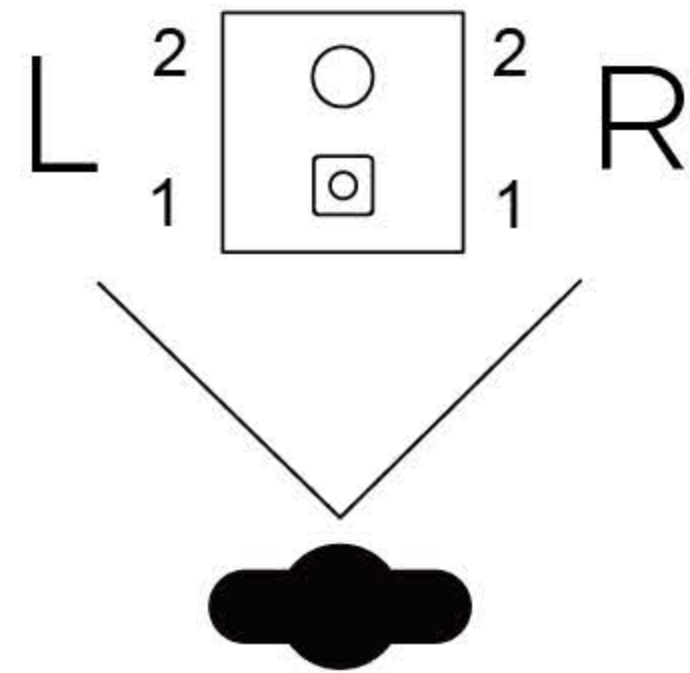


Torpedo or laser level

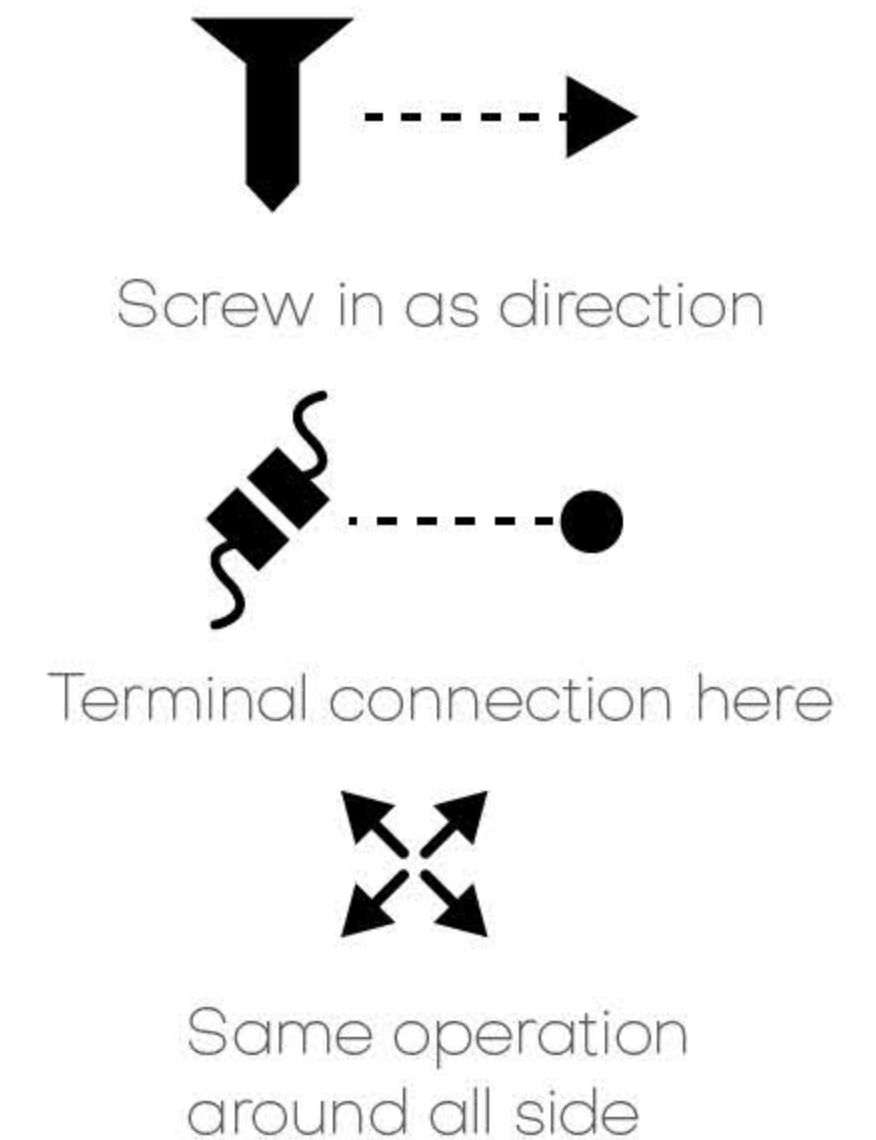
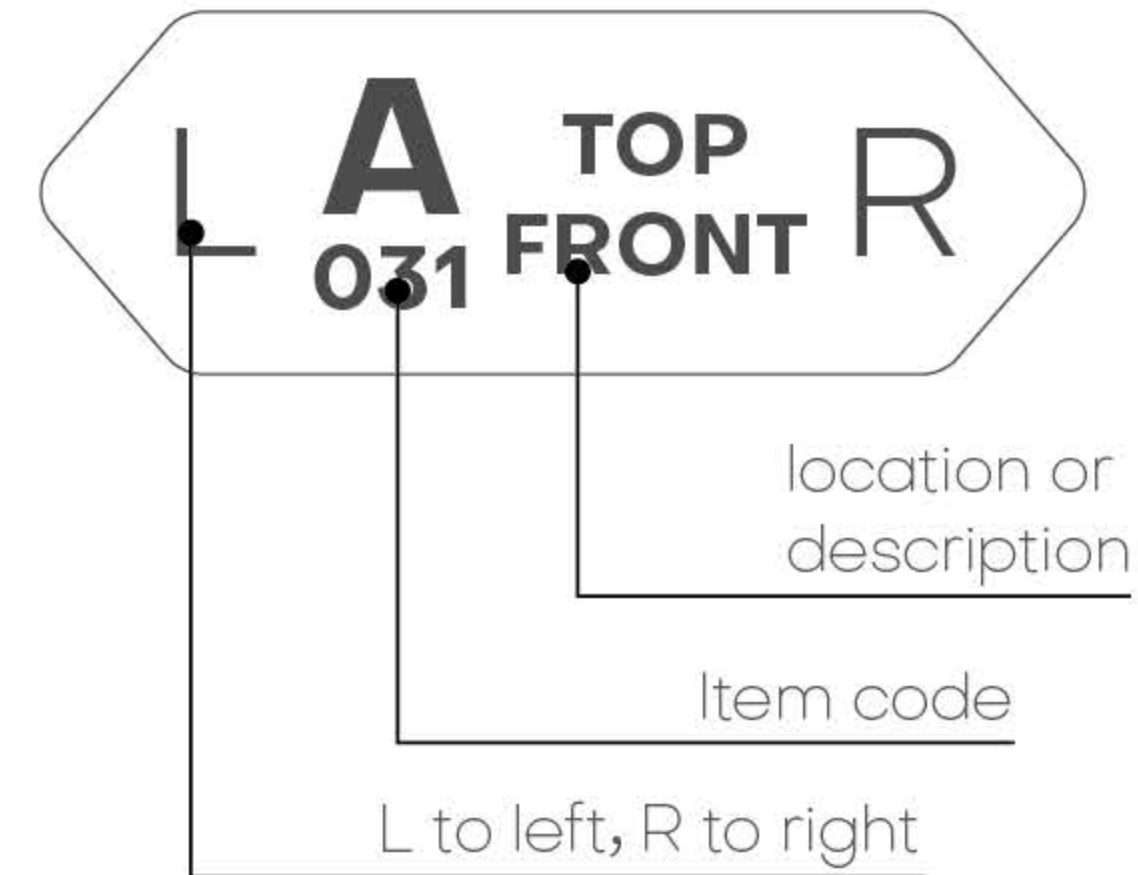
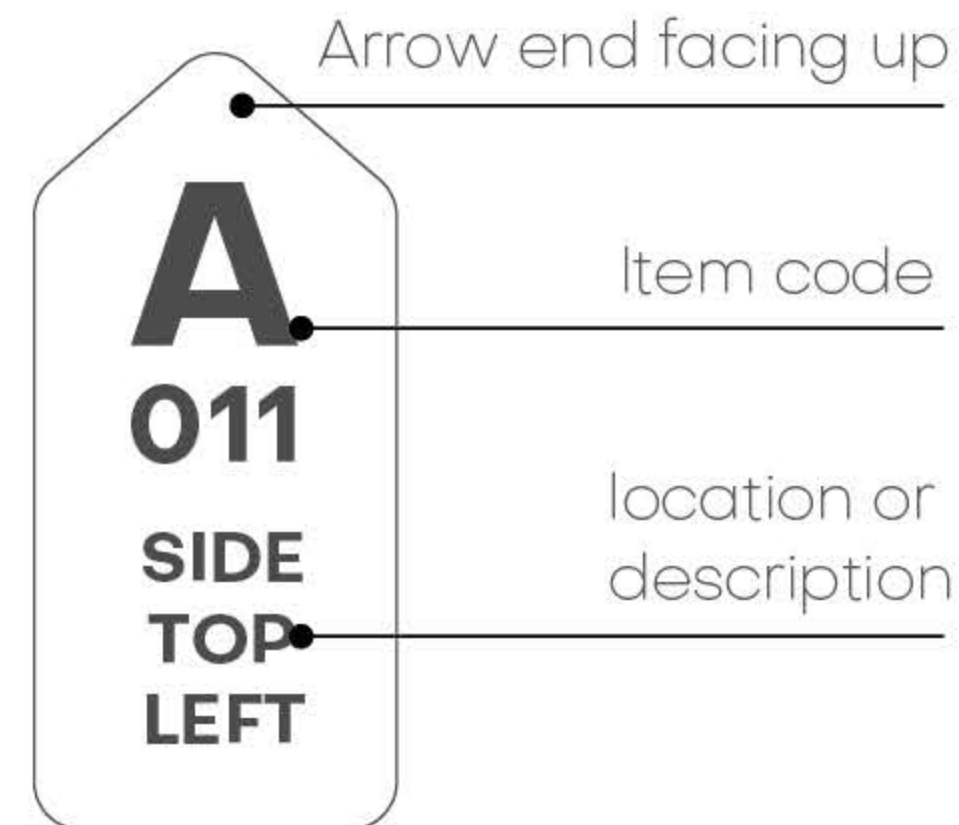


Glass suction handlerX2

3.2 Parts list



All location remarks are refer to the point that shown above. The number increase as getting further away.



Coding rules

A-000	Aluminum
B-000	Glass
C-000	Side board
D-000	Interior
Y-000	Accessory
Z-000	Standard tools

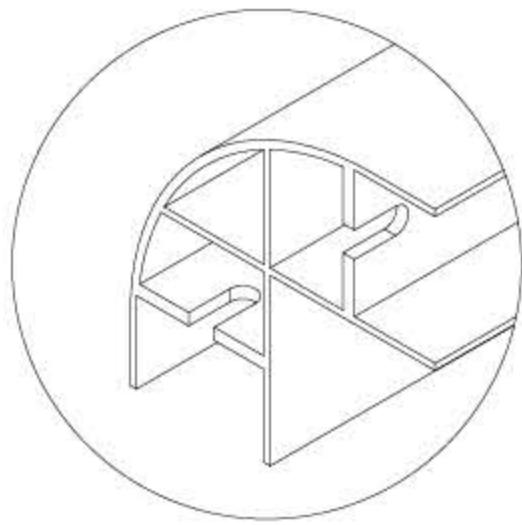
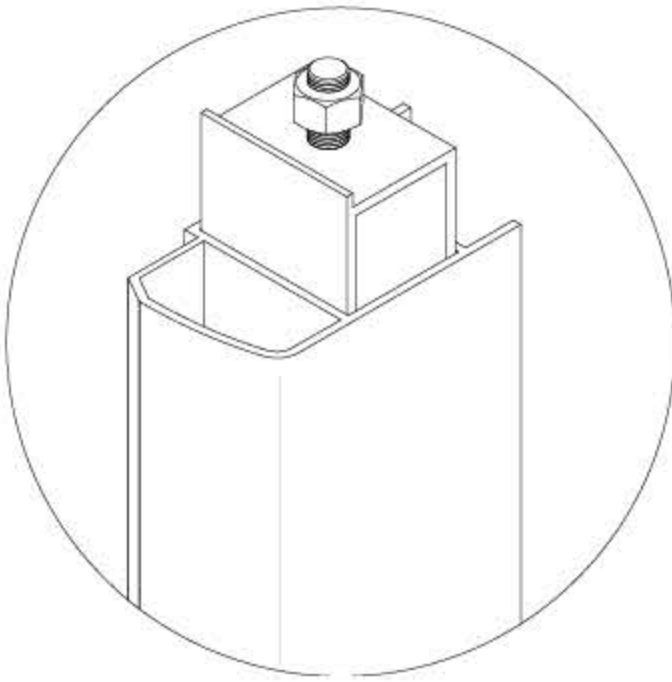
Z-000 Tools

Code	Descr.	Qty.	Preview
Z-001	Open-end spanner	1	
Z-002	H4 Allen Wrench	1	
Z-003	H3 Allen Wrench	1	
Z-004	H2.5 Allen Wrench (for door closer)	1	

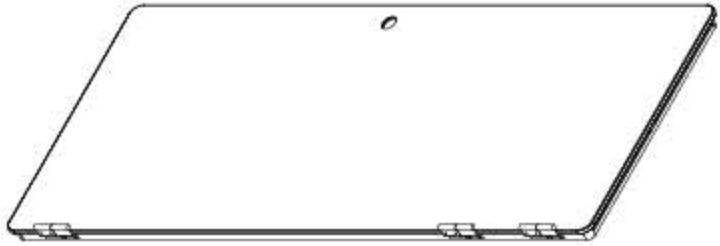
III INSTALLATION INSTRUCTION

3.2 Parts list

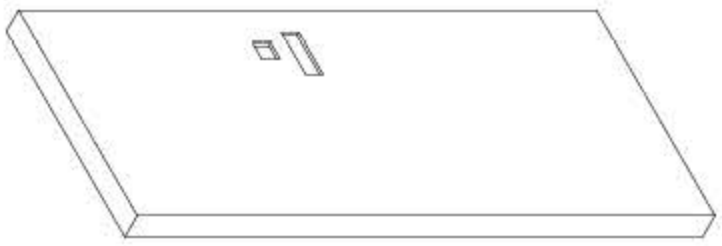
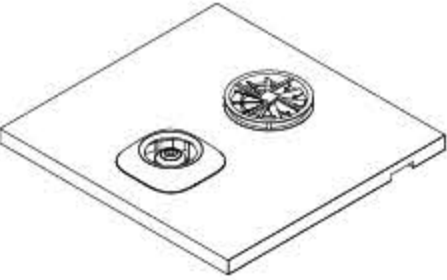
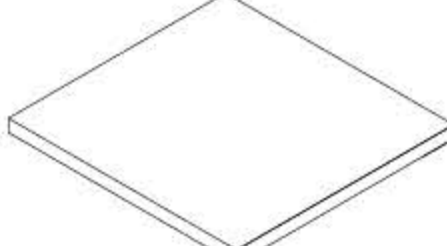
A-000 Aluminum

Code	Descr.	Qty.	Preview
A-011	Side top left	1	
A-012	Side Bottom left	1	
A-013	Side top right	1	
A-014	Side Bottom right	1	
A-021	Front middle left	1	
A-022	Back middle left	1	
A-023	Front middle right	1	
A-024	Back middle right	1	
A-031	Top front	1	
A-032	Bottom front	1	
A-033	Top back	1	
A-034	Bottom back	1	
A-011	Corner block	8	
A-201	Jamb	1	

B-000 Glass

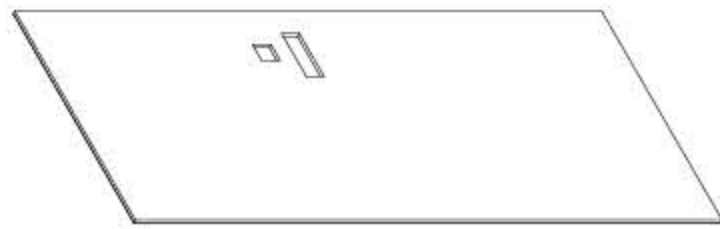
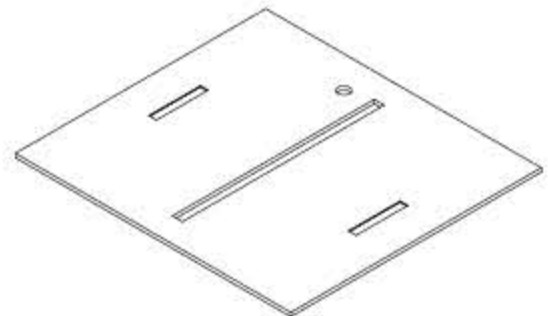
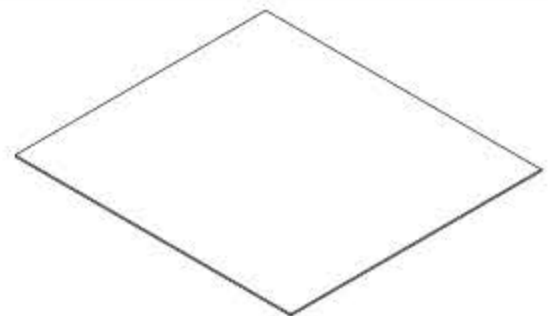
Code	Descr.	Qty.	Preview
B-101	Door	1	
B-102	Back in frame	1	

B-000 Side board

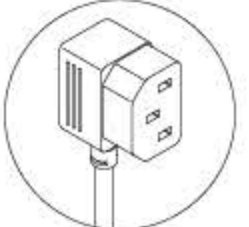
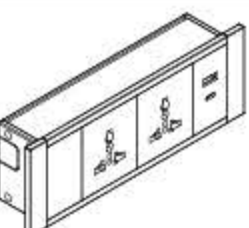
Code	Descr.	Qty.	Preview
C-011	Left 1	1	
C-021	Right 1	1	
C-031	Top 1	1	
C-041	Bottom 1	1	

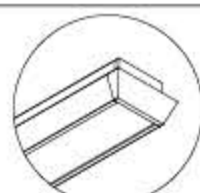
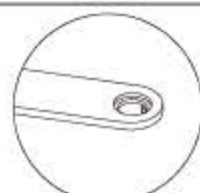
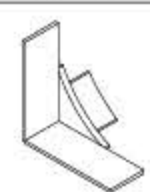
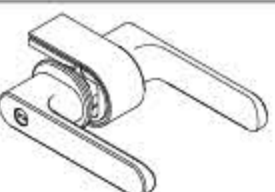
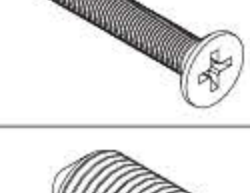
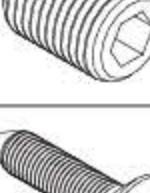
3.2 Parts list

D-000 Interior

Code	Descr.	Qty.	Preview
D-011	Left panel	1	
D-021	Right panel	1	
D-031	Top panel	1	
D-041	Carpet	1	

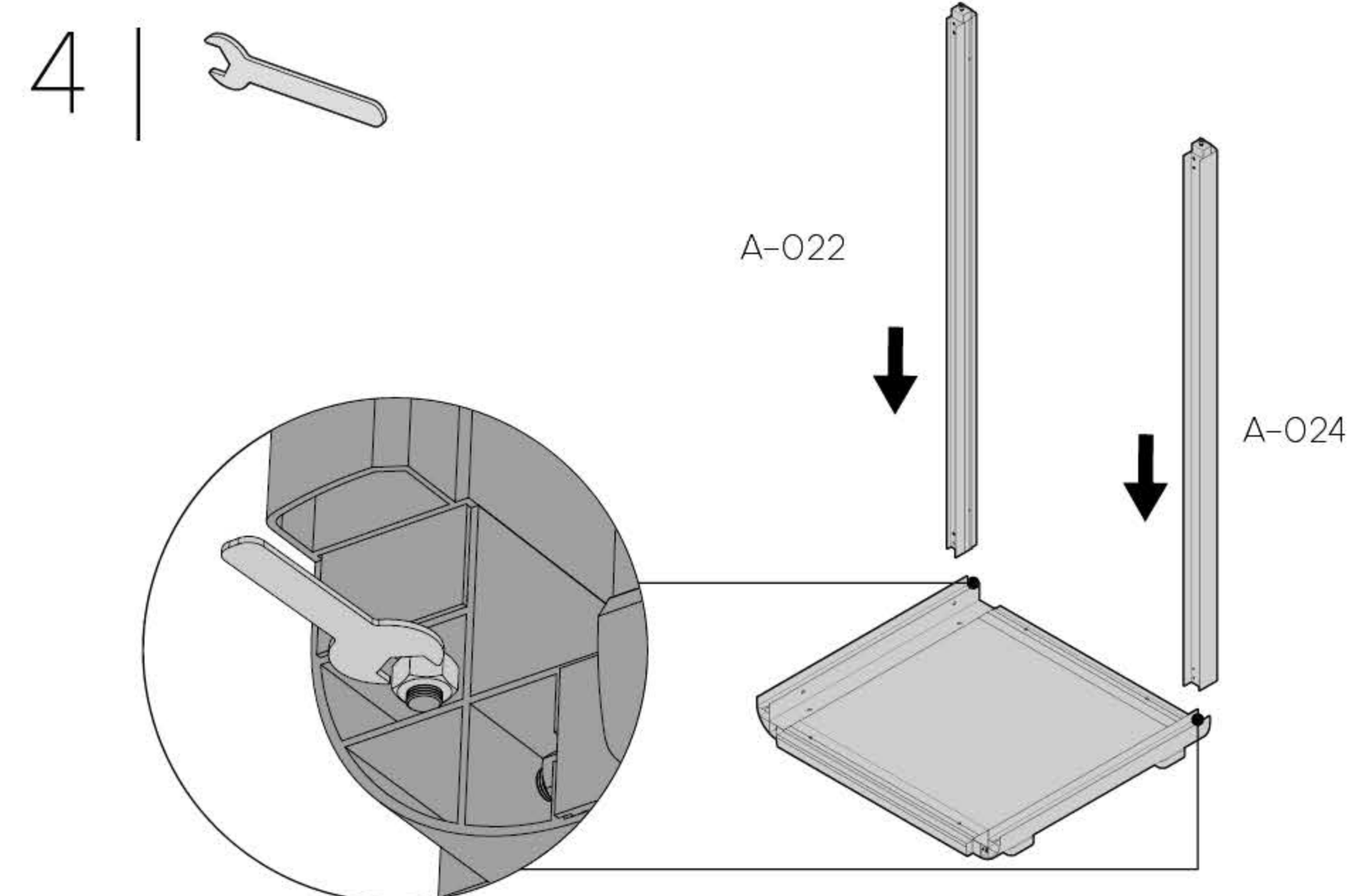
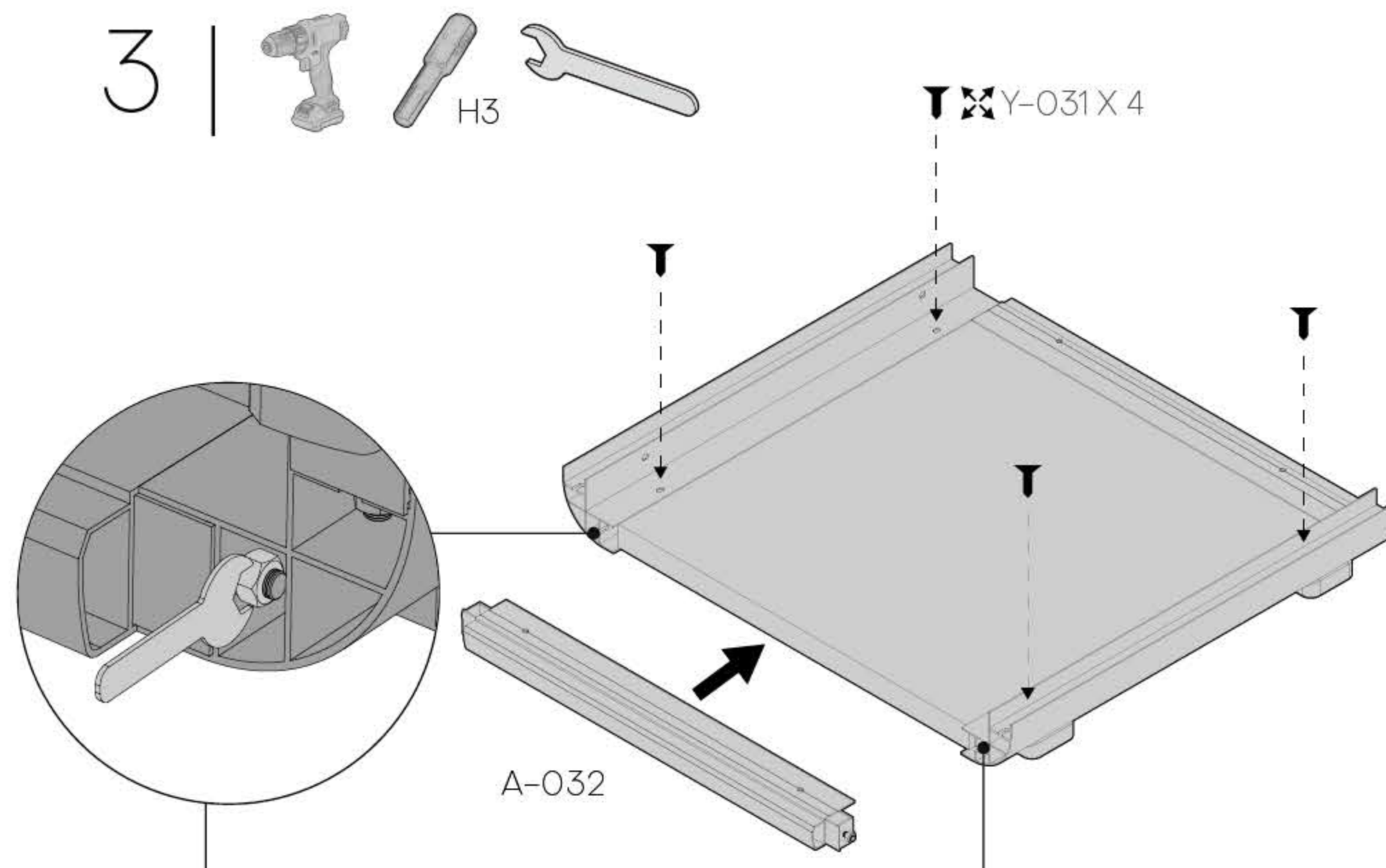
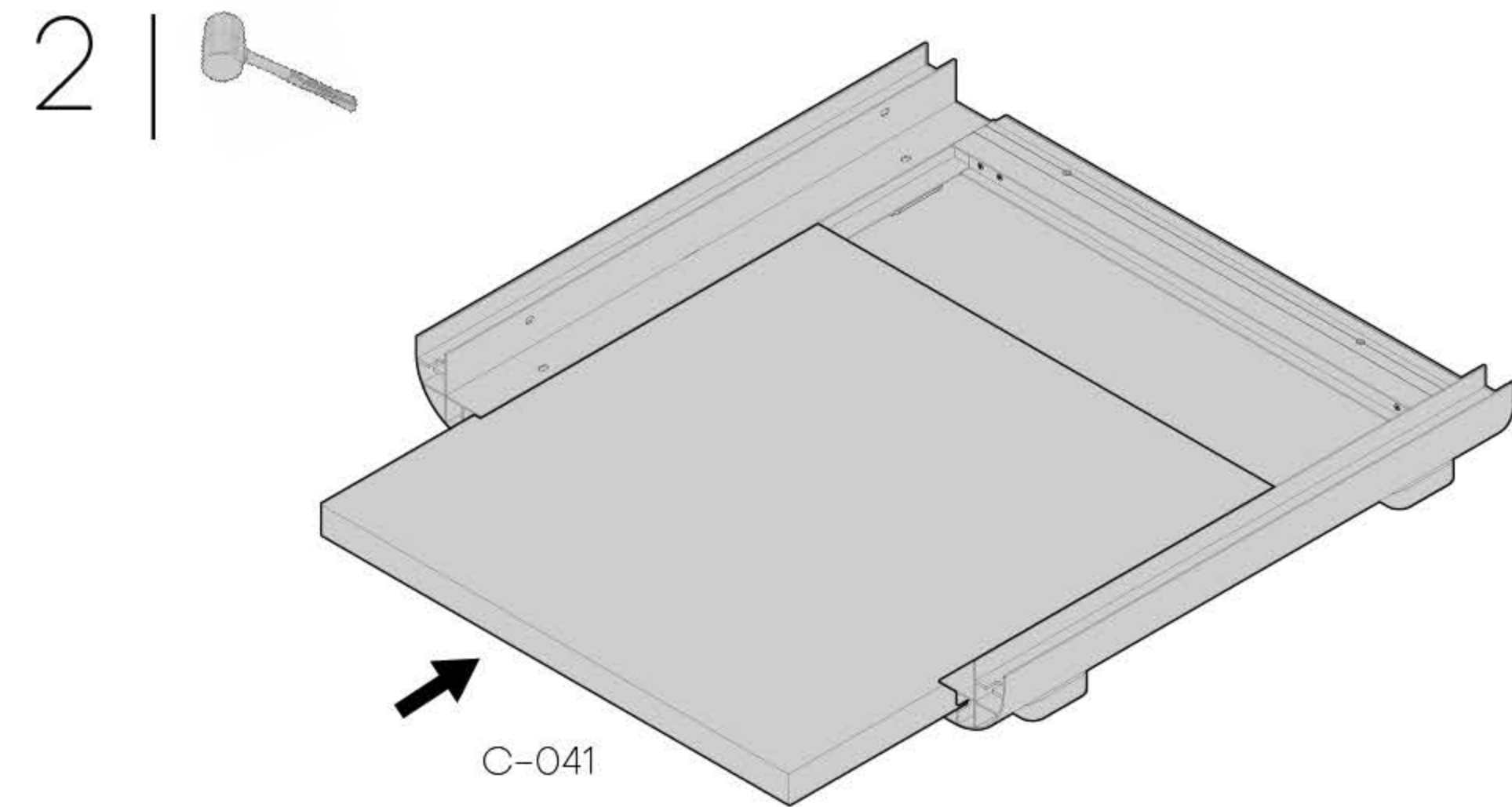
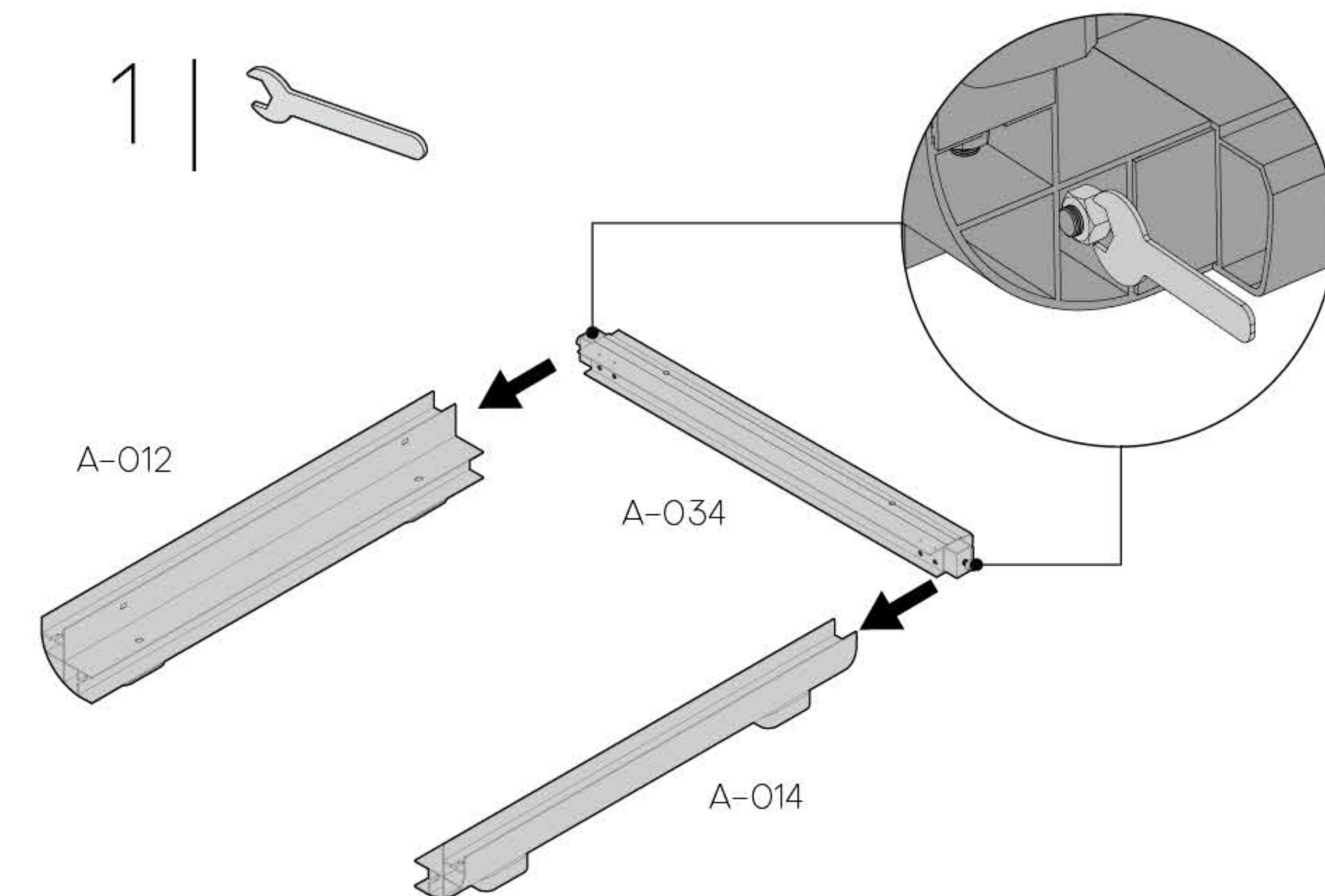
Y-000 Accessory

Code	Descr.	Qty.	Preview
Y-011	Power cord	1	
Y-012	Power socket	1	
Y-013	Dimmer controller	1	

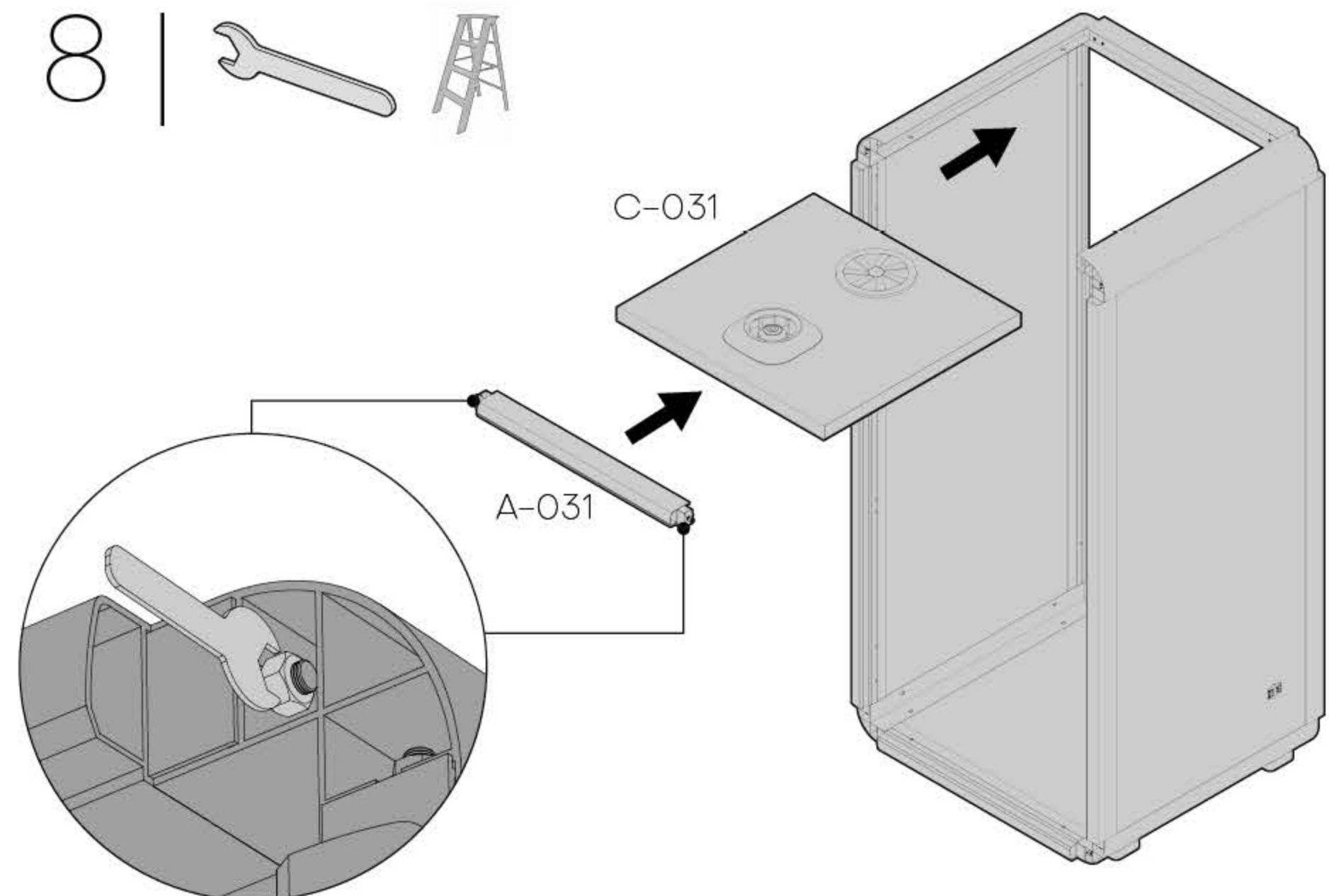
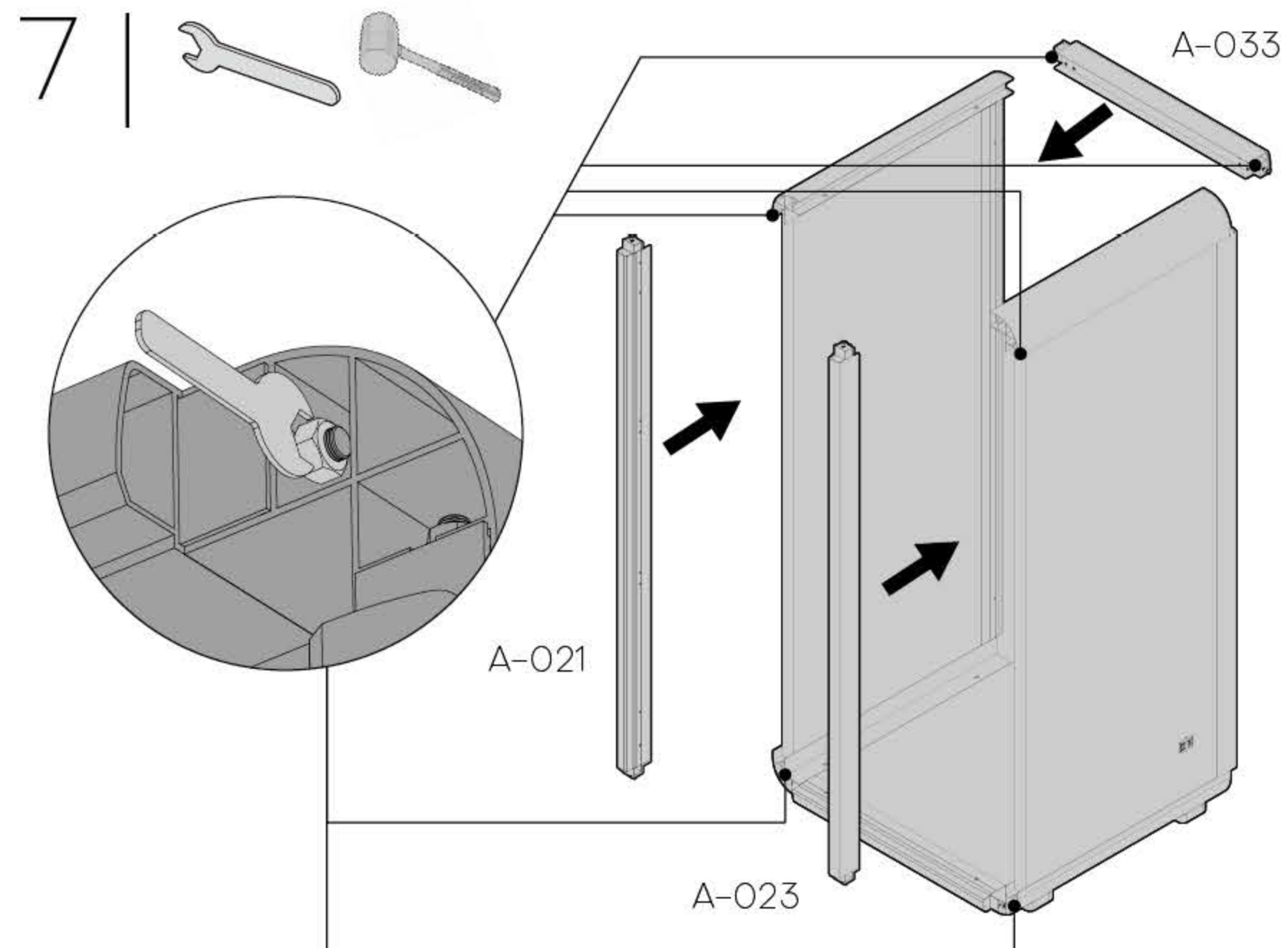
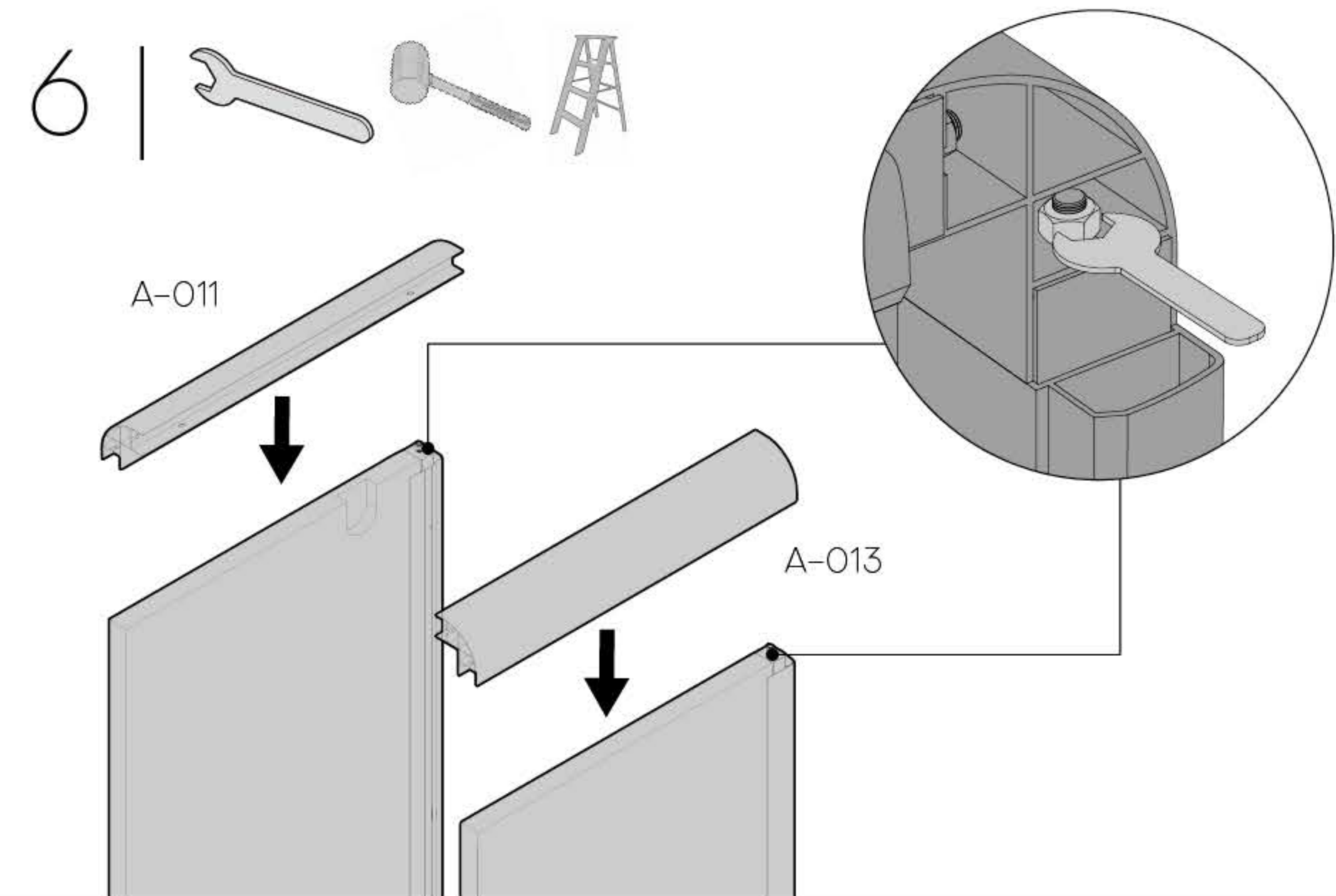
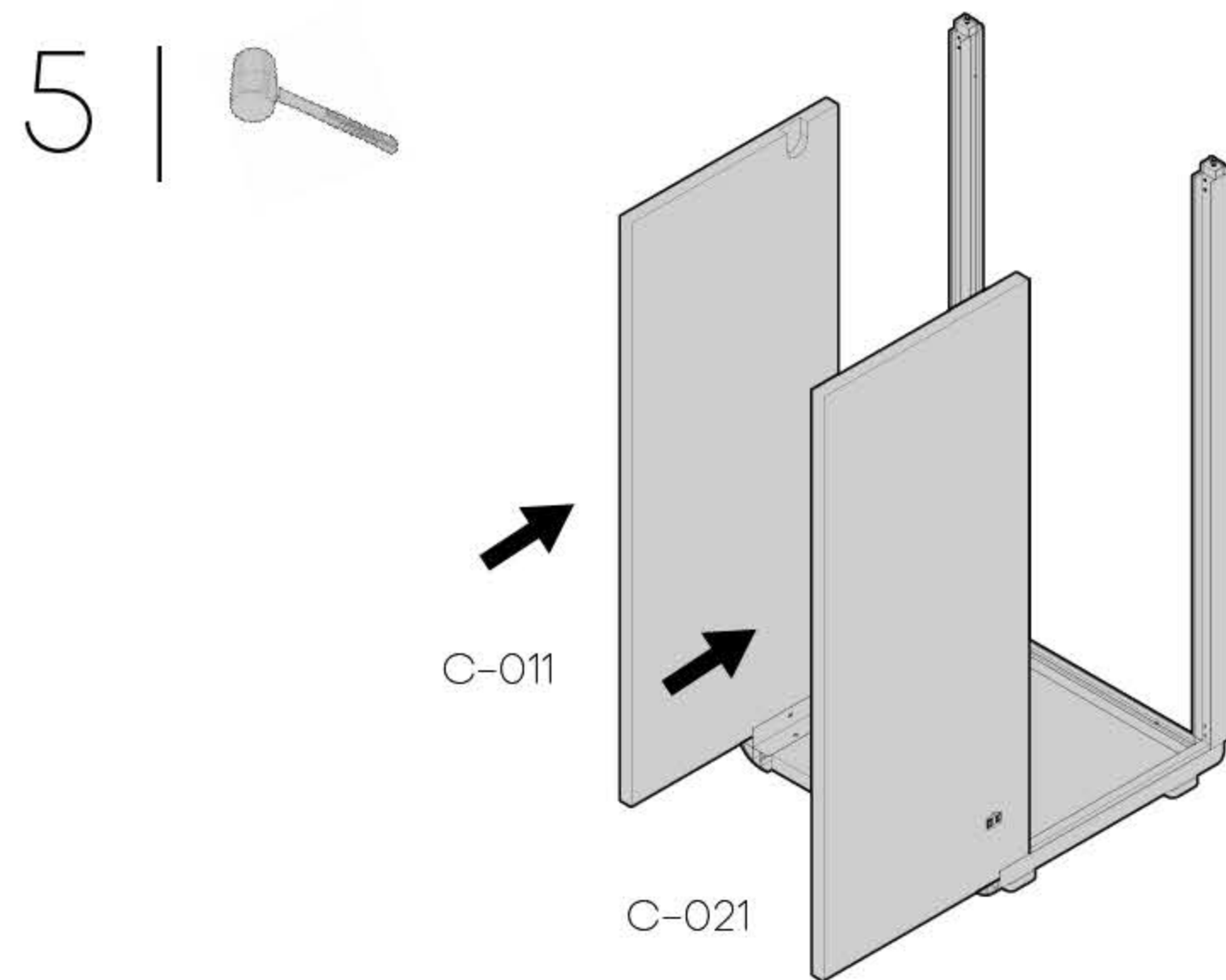
Code	Descr.	Qty.	Preview
Y-014	PIR sensor	1	
Y-015	Ceiling lamp	1	
Y-021	Door closer arm	1	
Y-022	Glass corner block	4	
Y-023	Lever handle Lock	1	
Y-024	Jamb corner block	4	
Y-031	M5*16 screw	36+2	
Y-032	M6*12 screw (Y-021 further end)	1	
Y-033	M6*10 screw (Y-021 close end)	1	
Y-034	M4 door screw	2	
Y-035	Set screws (in the lock)	1	
Y-036	ST4.2*25 Self-tapping screw	8+1	

III INSTALLATION INSTRUCTION

3.3 Booth installation

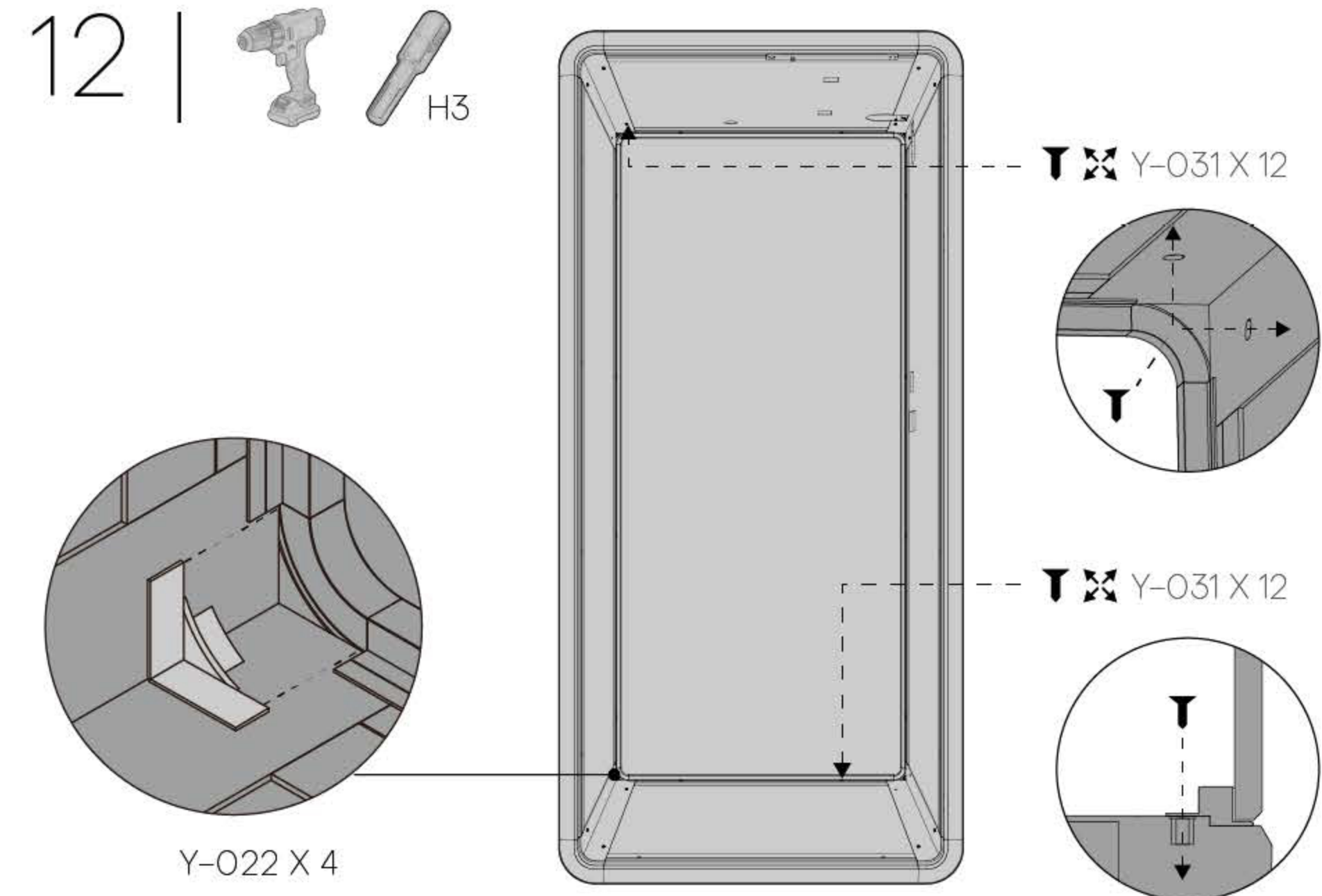
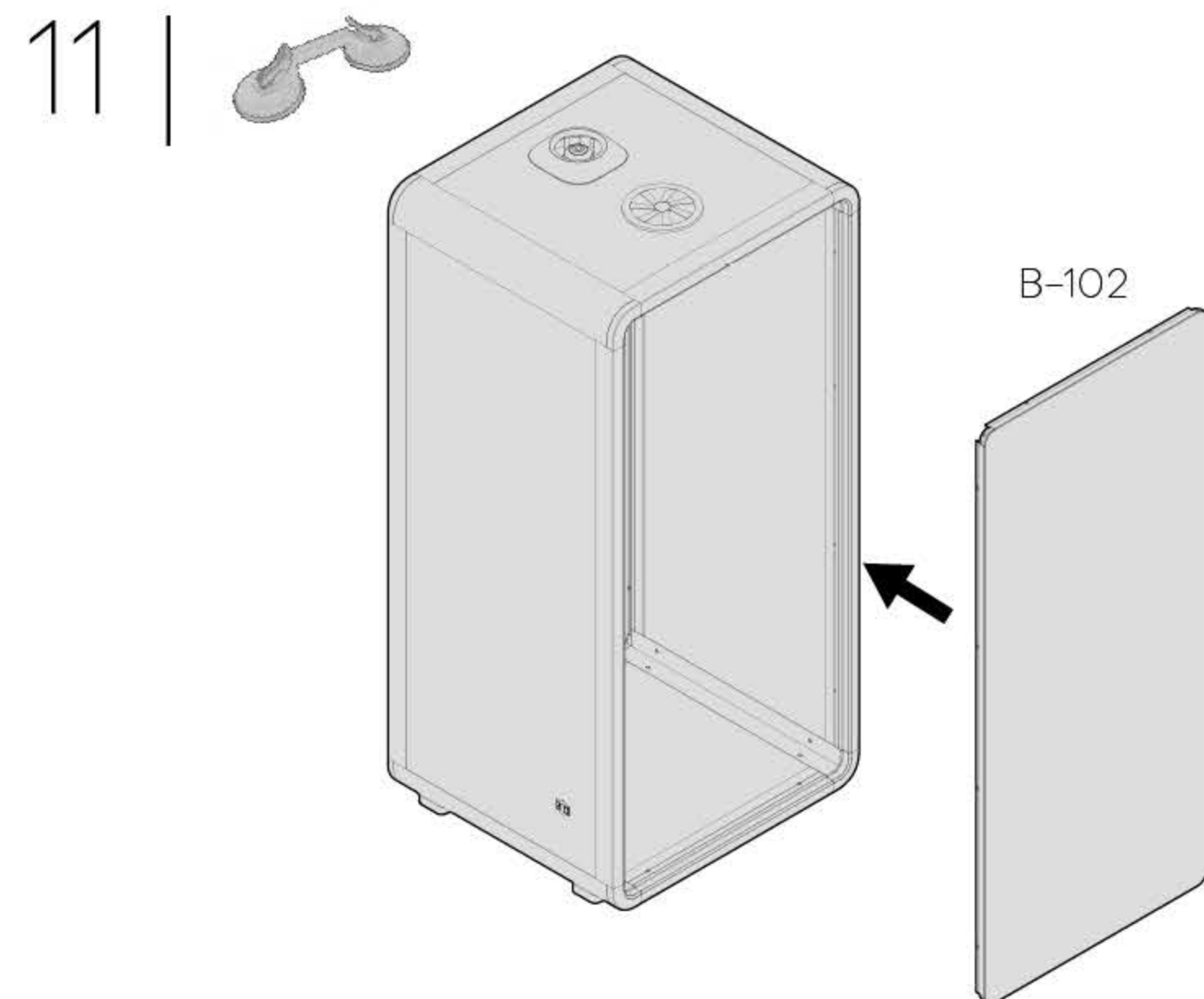
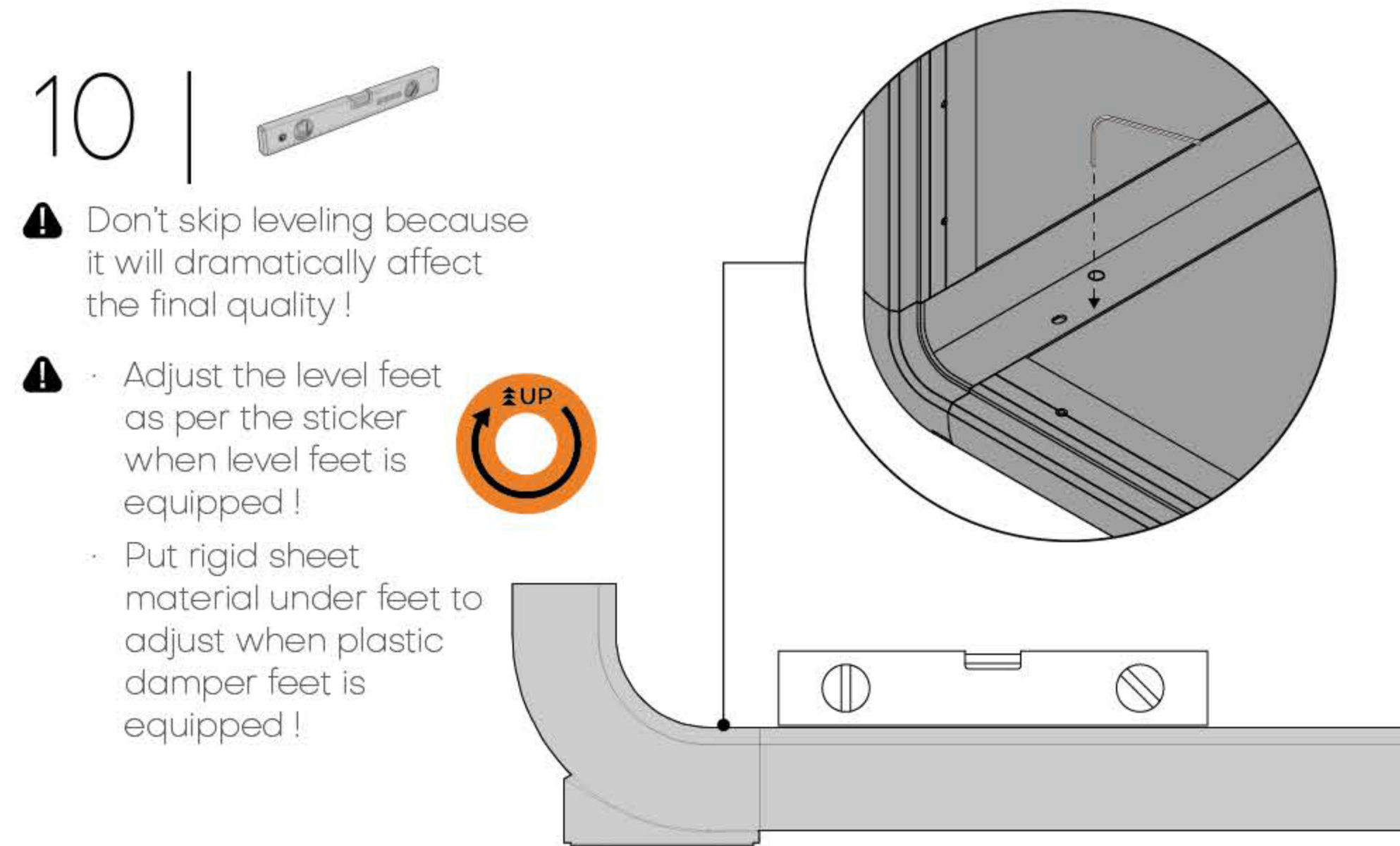
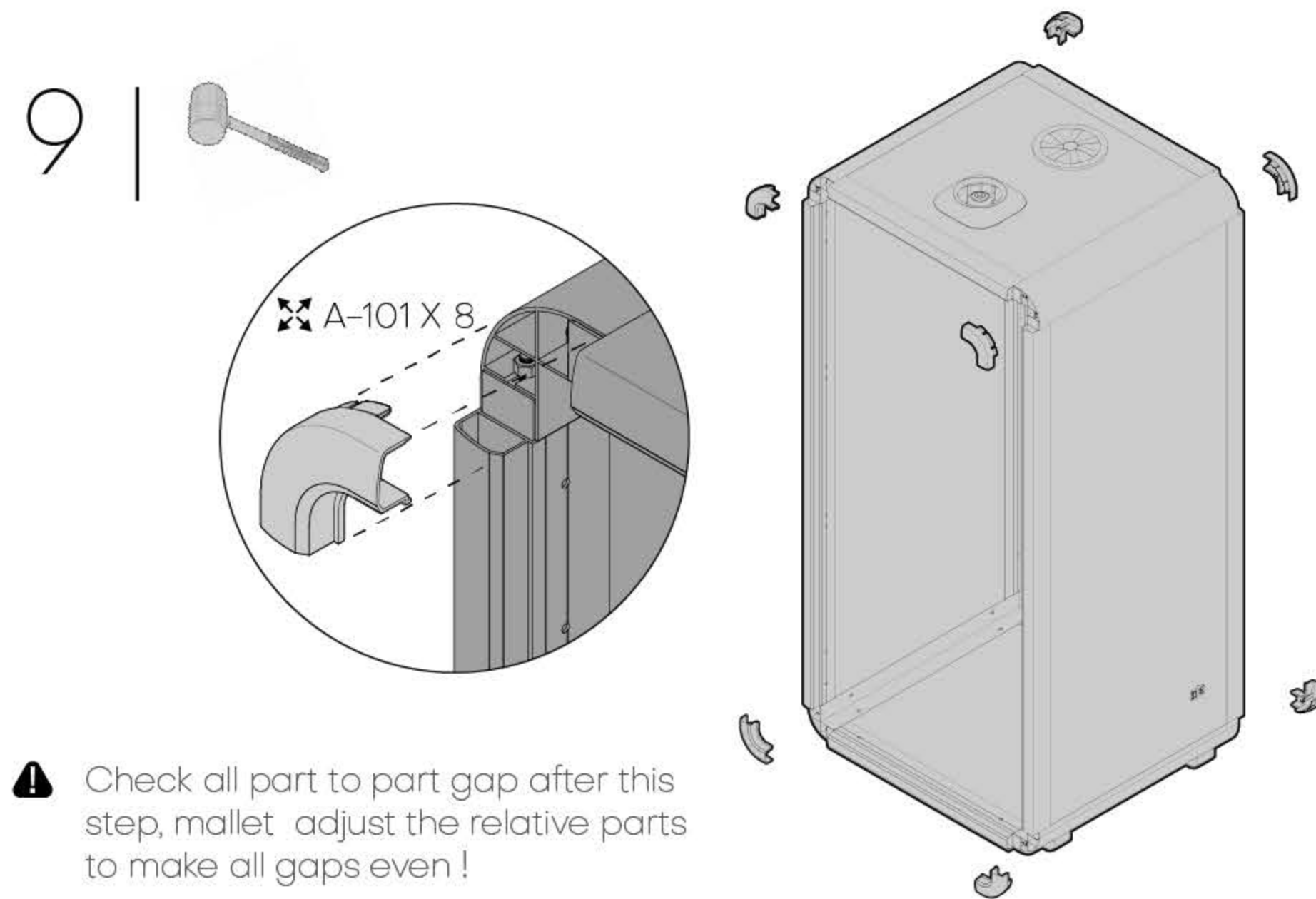


3.3 Booth installation



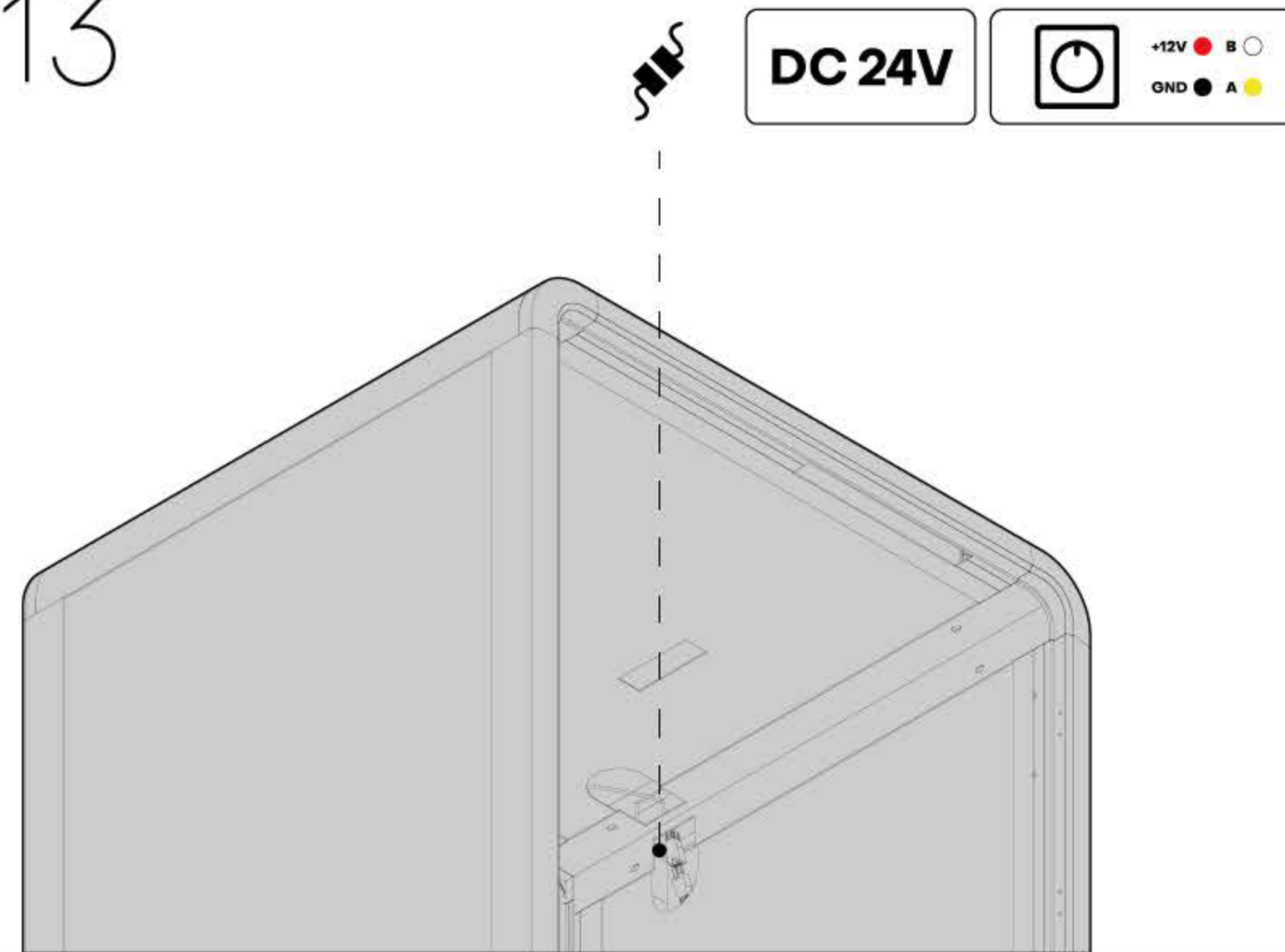
III INSTALLATION INSTRUCTION

3.3 Booth installation

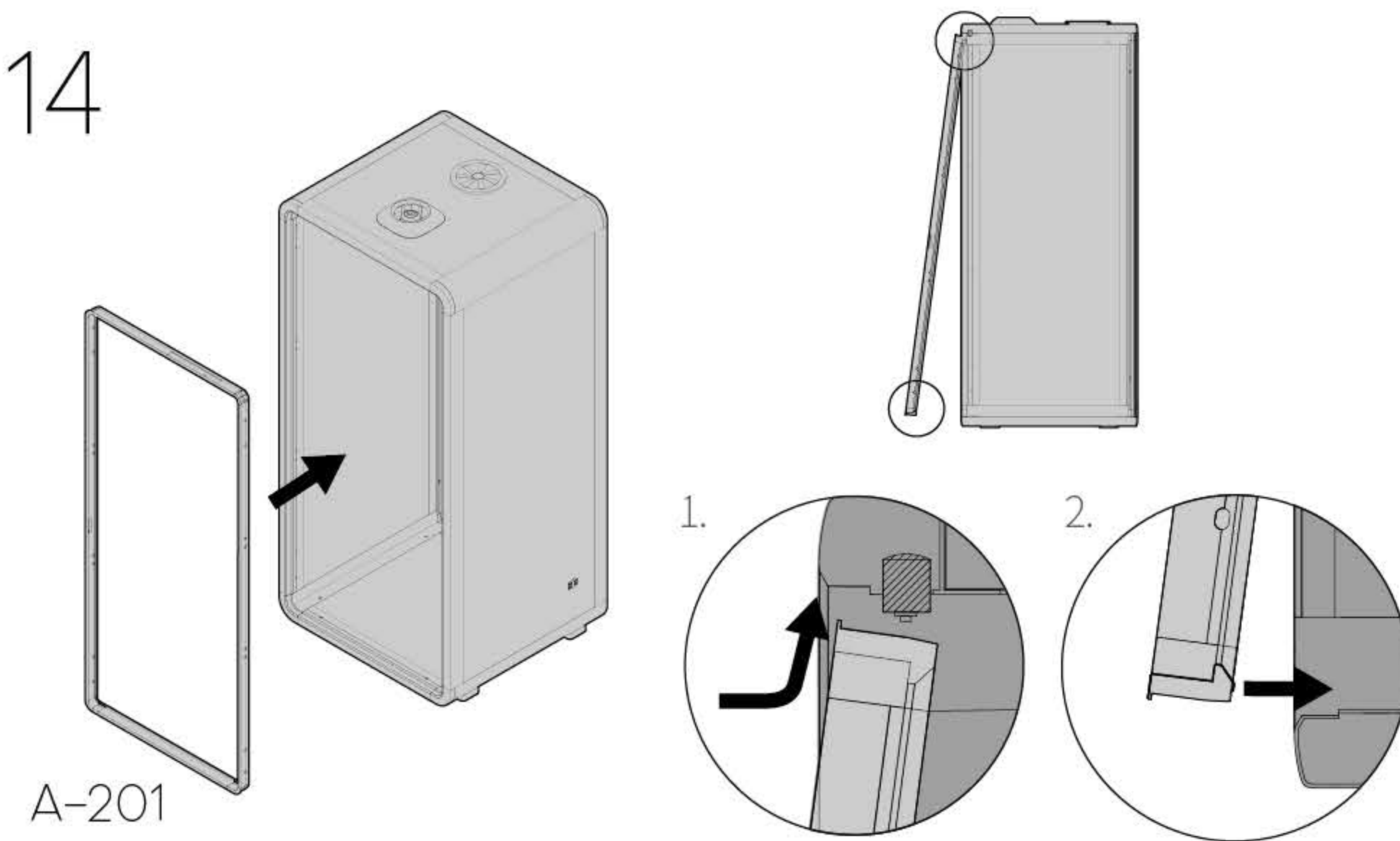


3.3 Booth installation

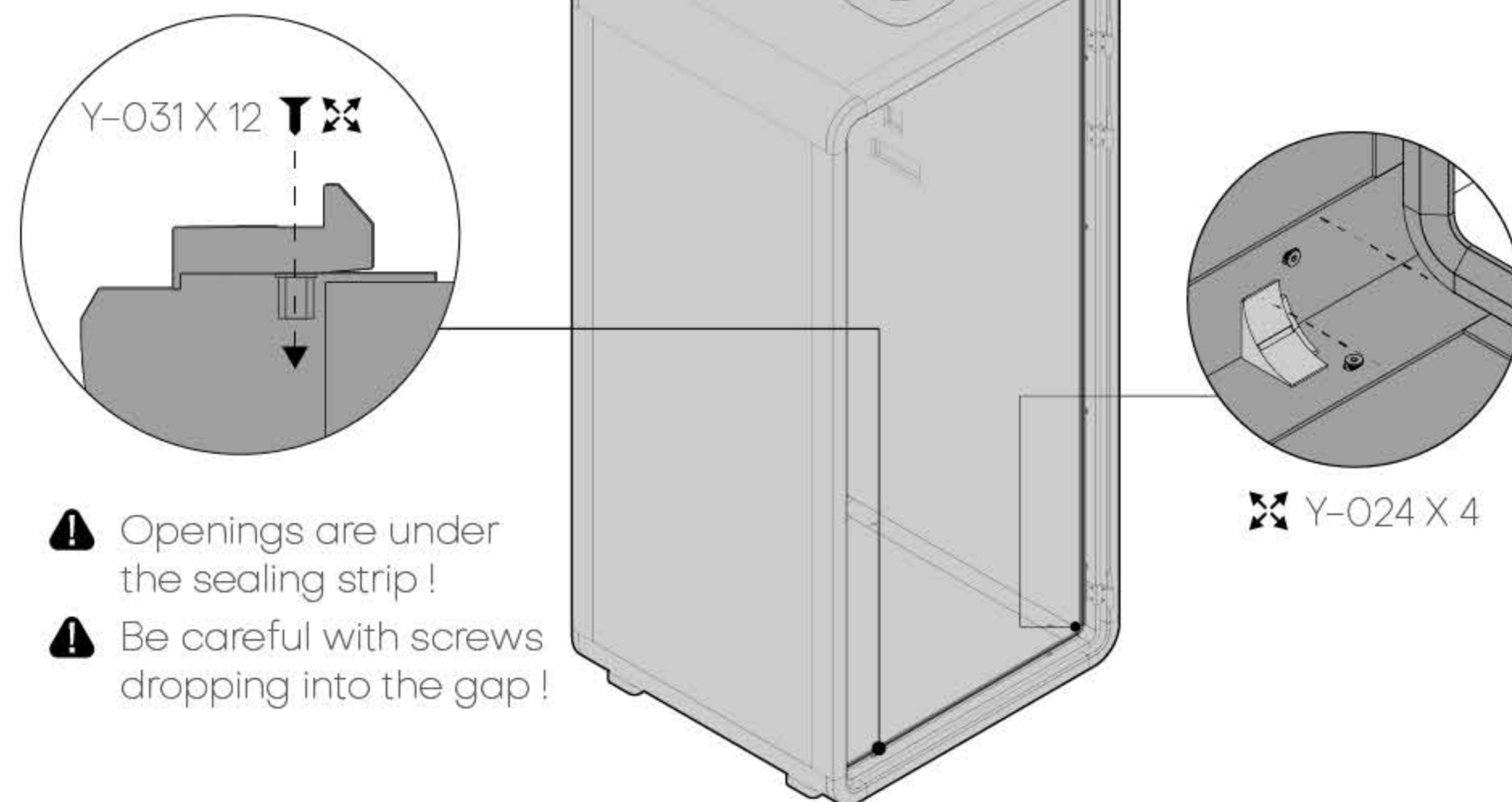
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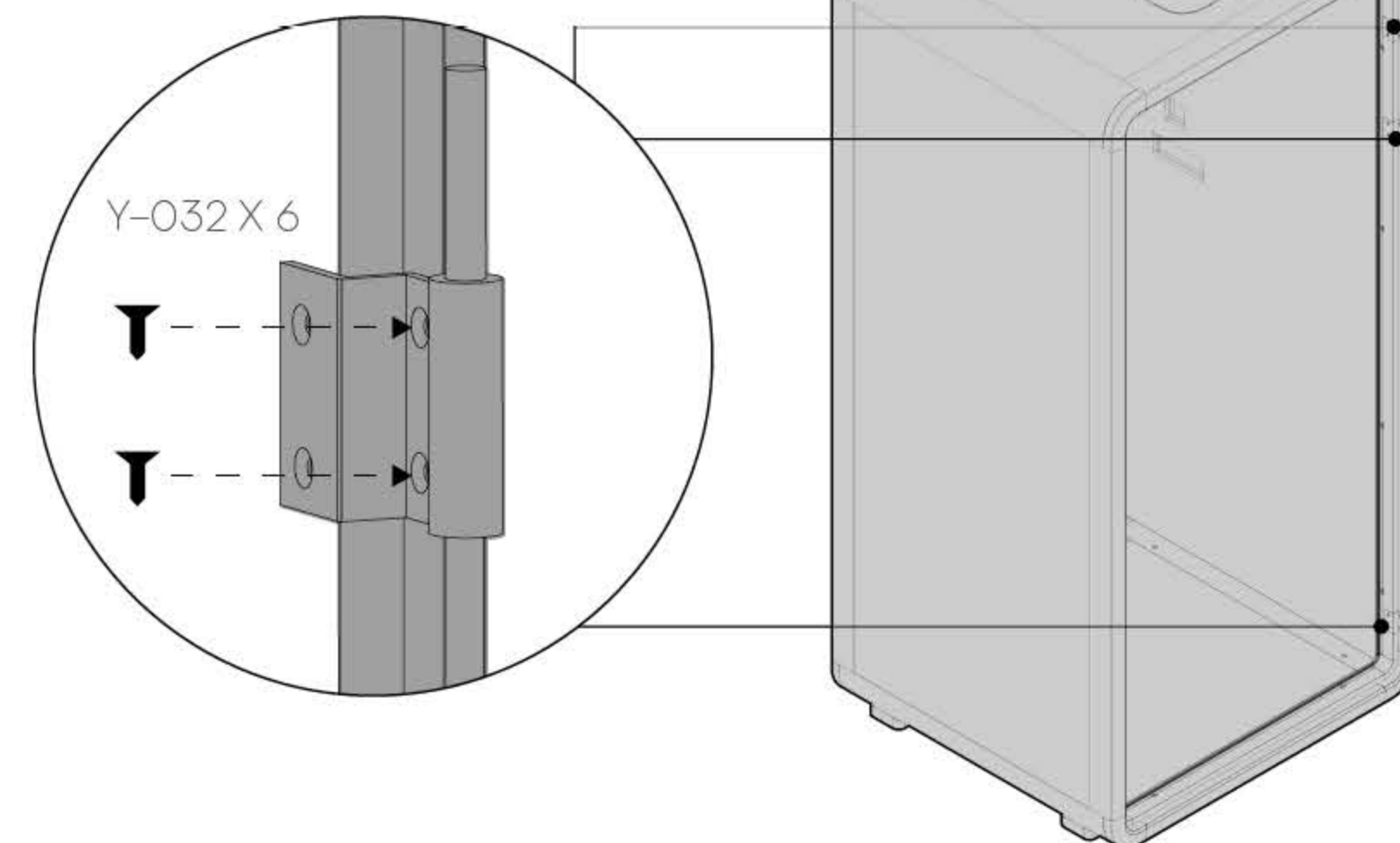
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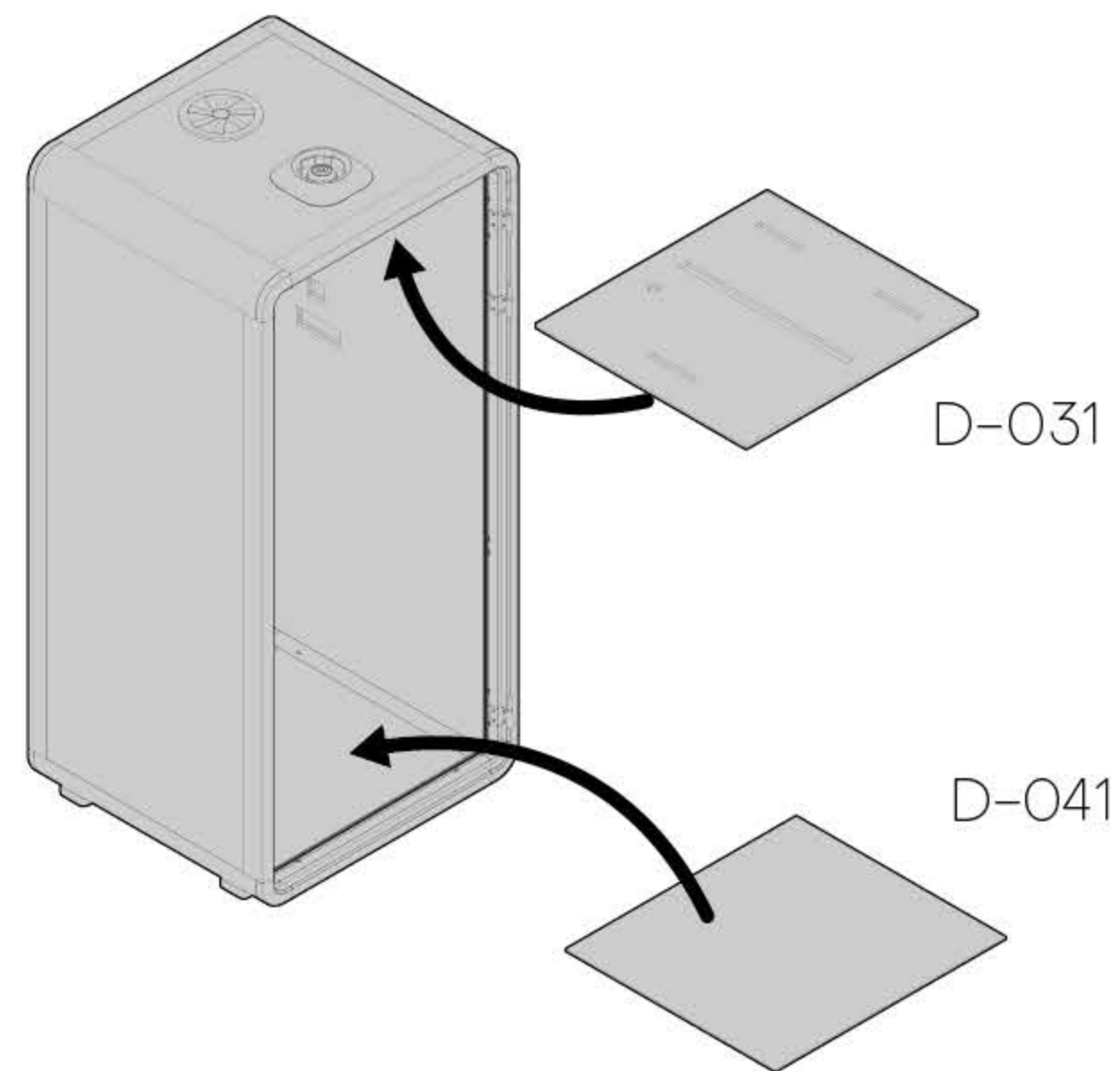
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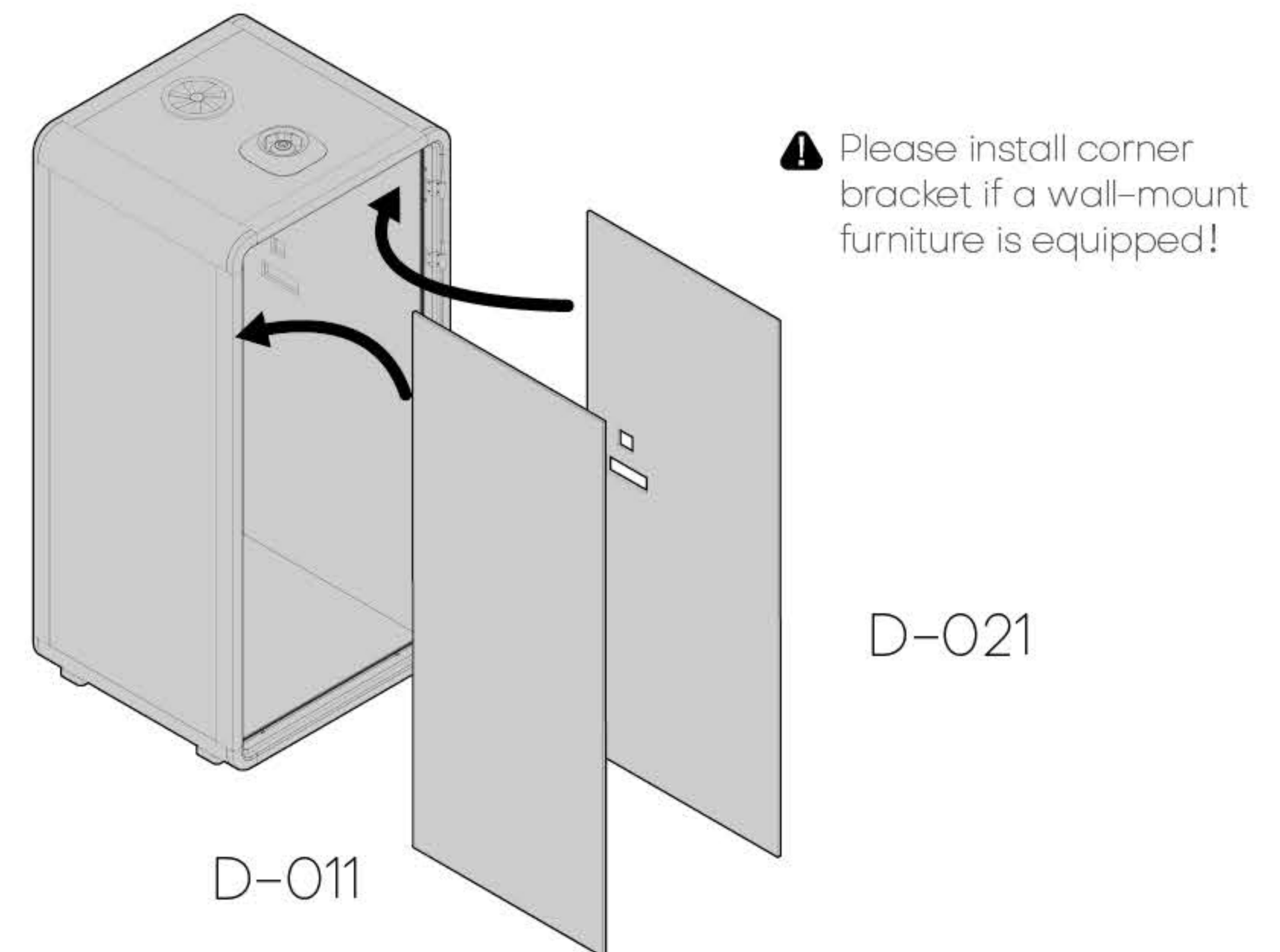
III INSTALLATION INSTRUCTION

3.3 Booth installation

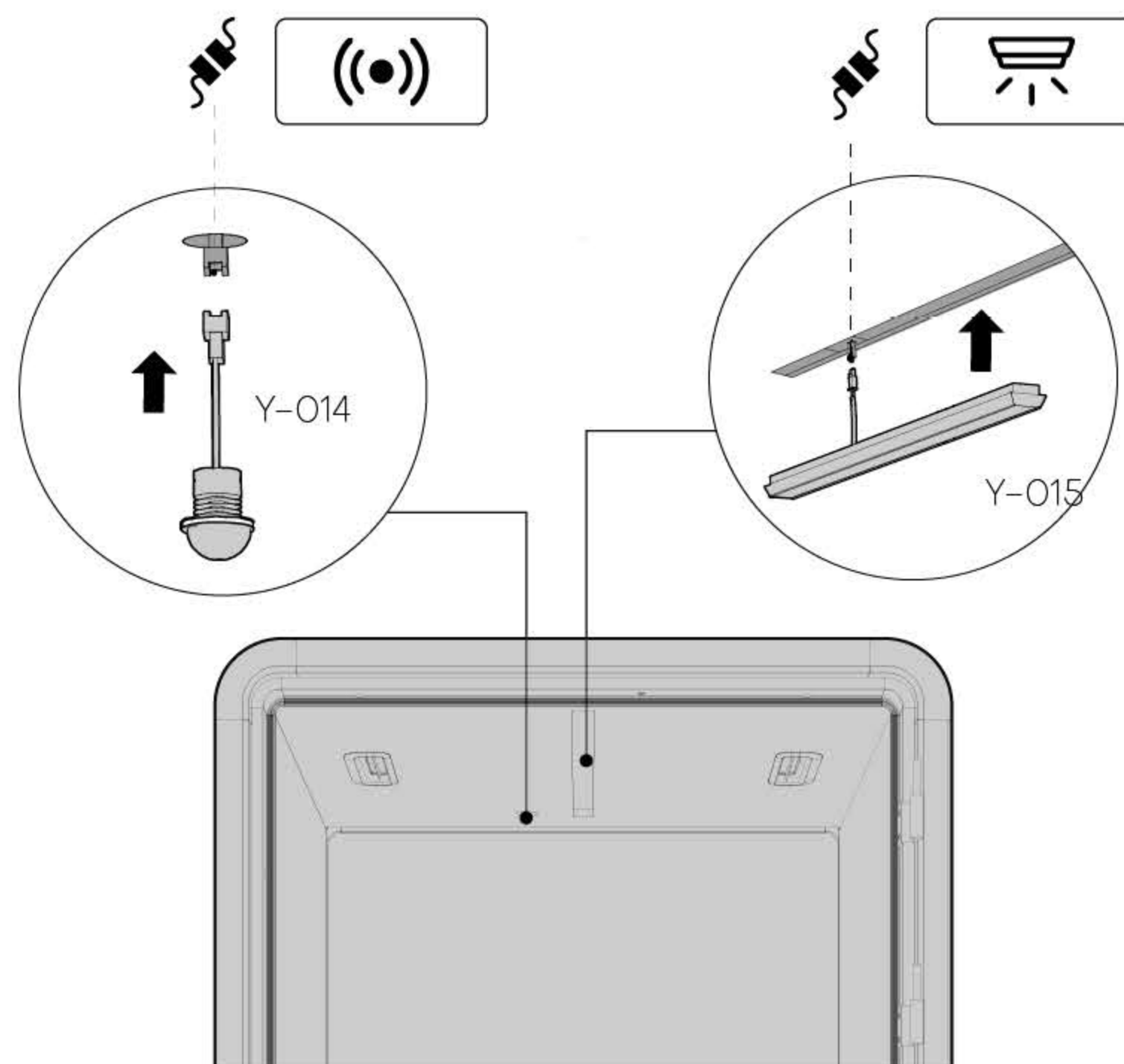
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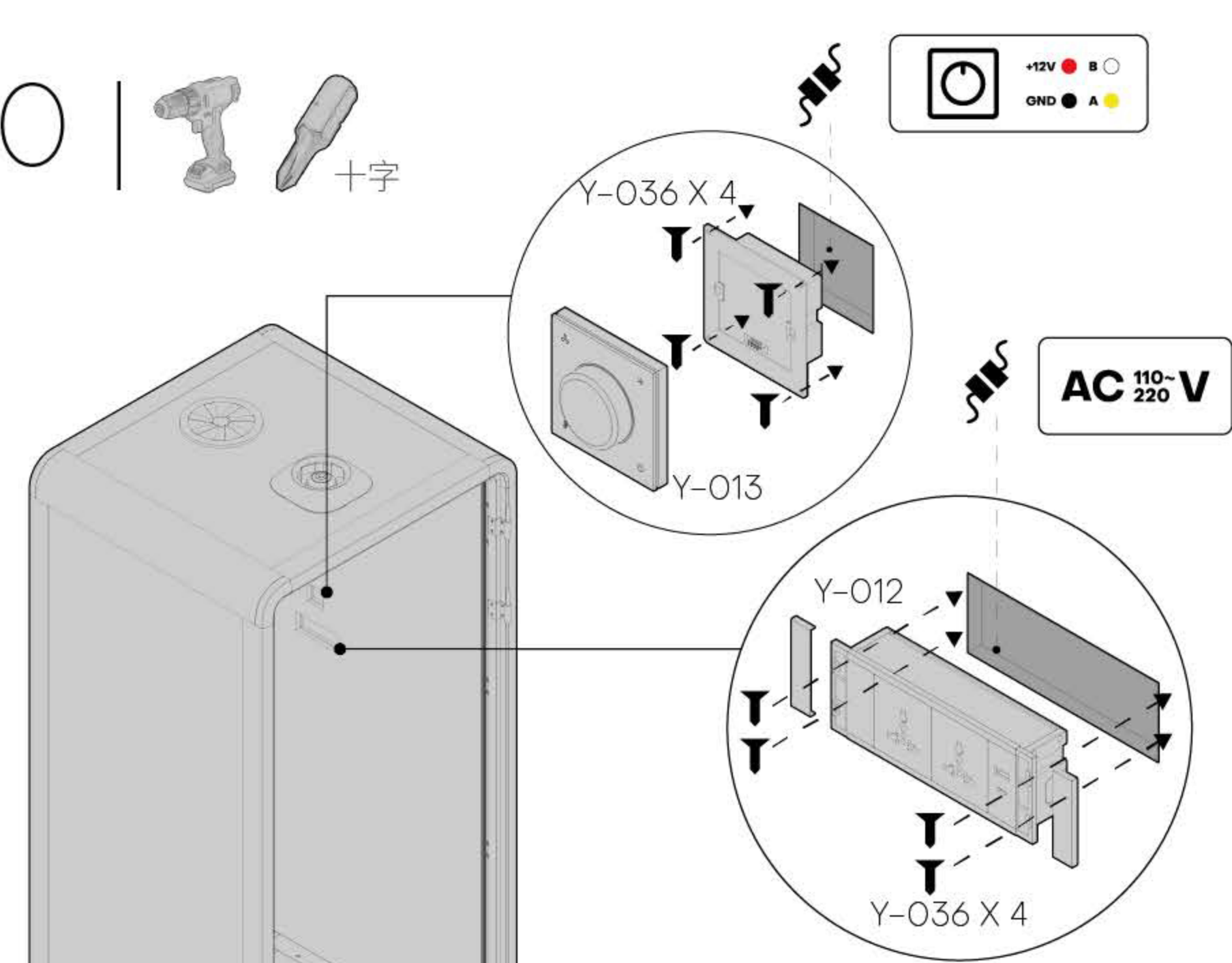
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19

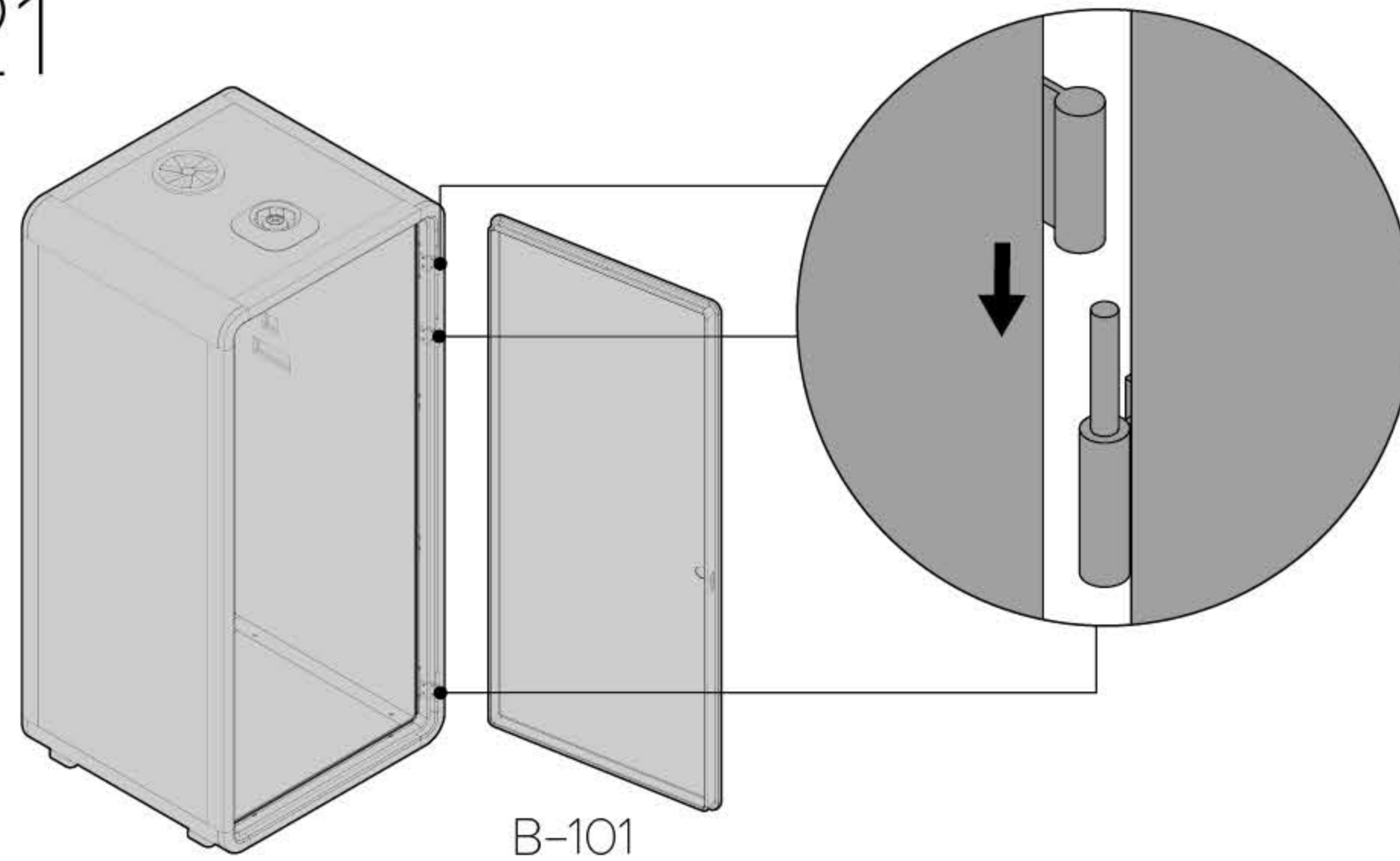


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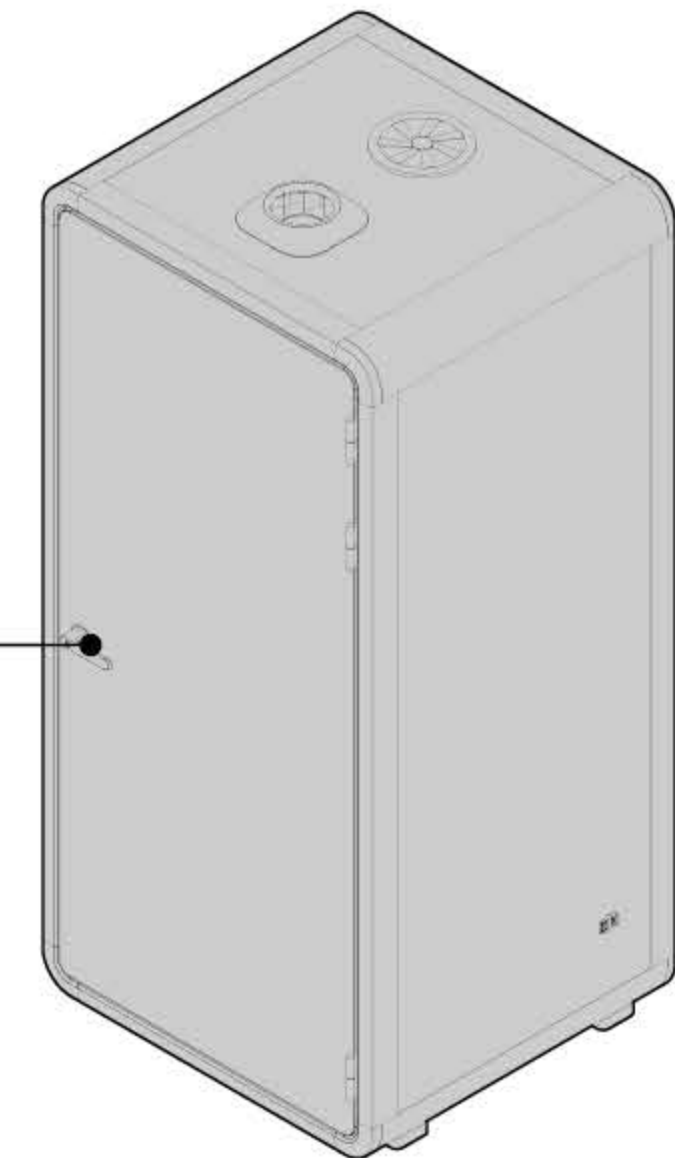
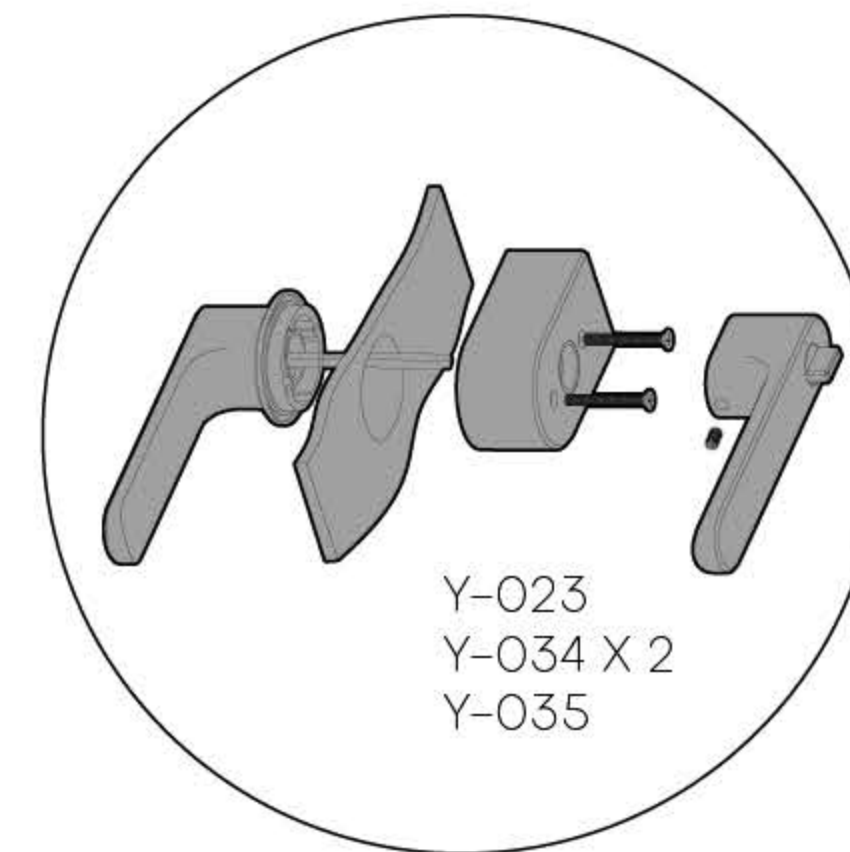


3.3 Booth installation

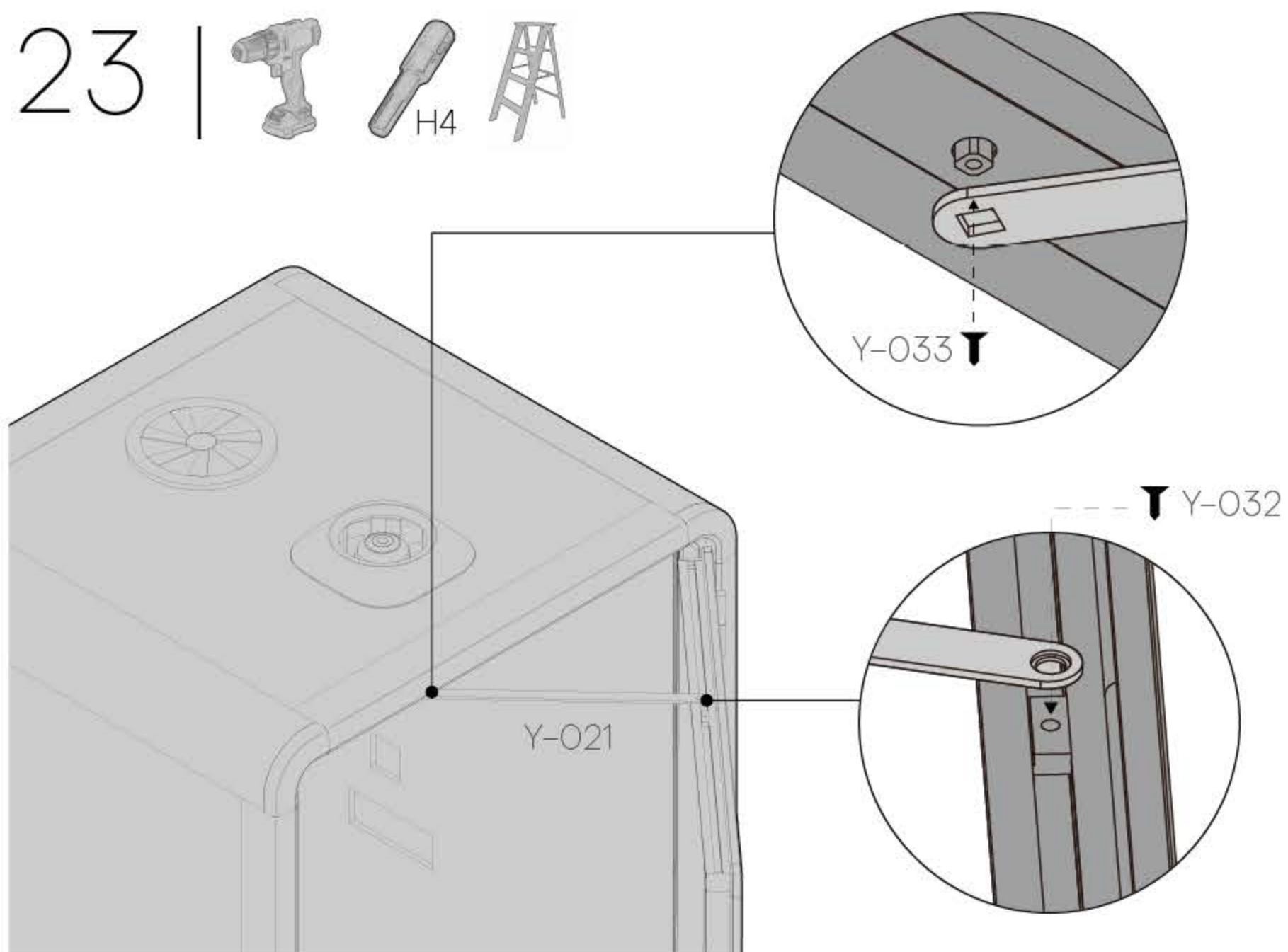
21



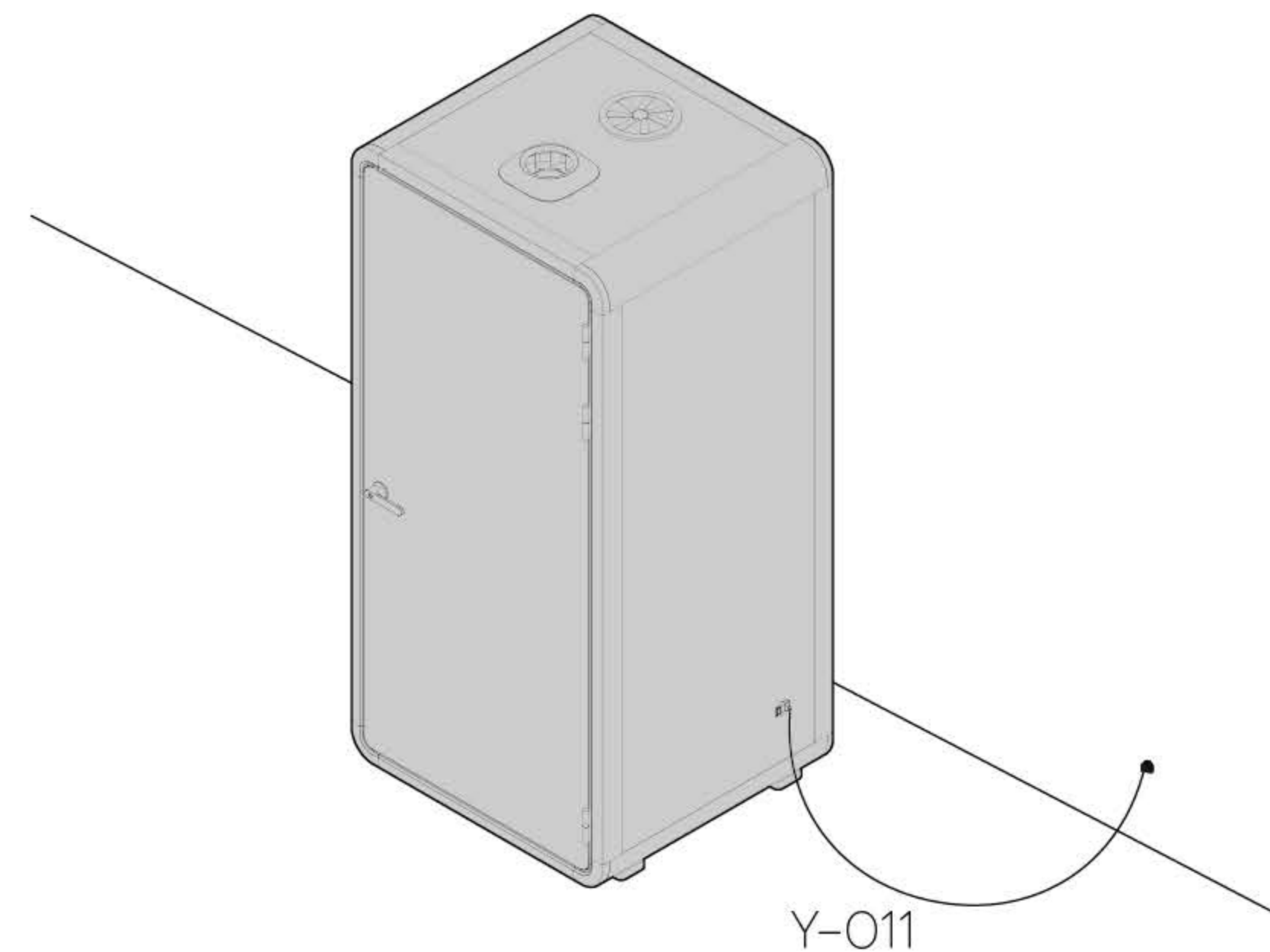
22



23



24

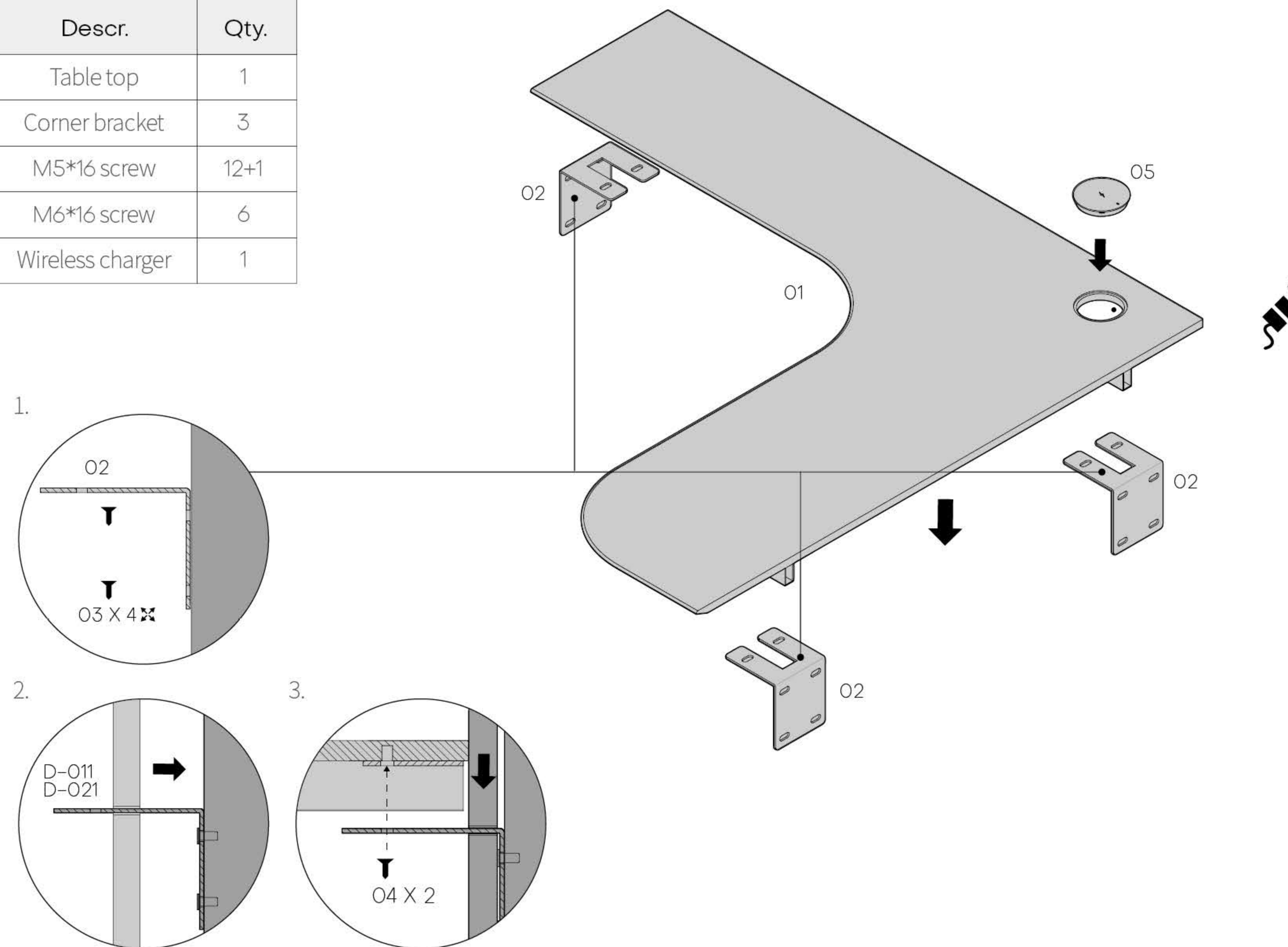


III INSTALLATION INSTRUCTION

3.4 Integrated furniture installtion

WM L-shape shelf table

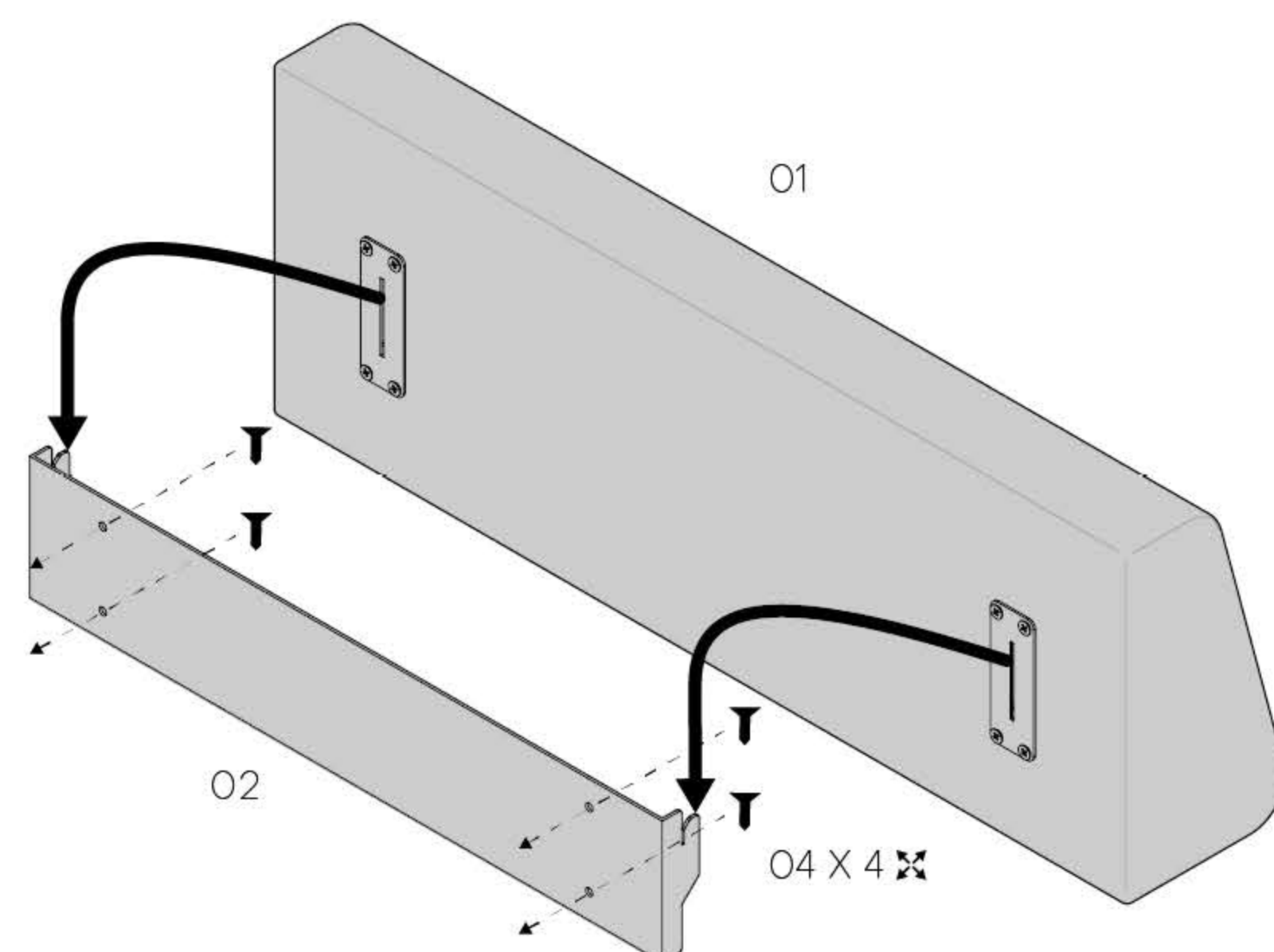
Code	Descr.	Qty.
01	Table top	1
02	Corner bracket	3
03	M5*16 screw	12+1
04	M6*16 screw	6
05	Wireless charger	1



3.4 Integrated furniture installtion

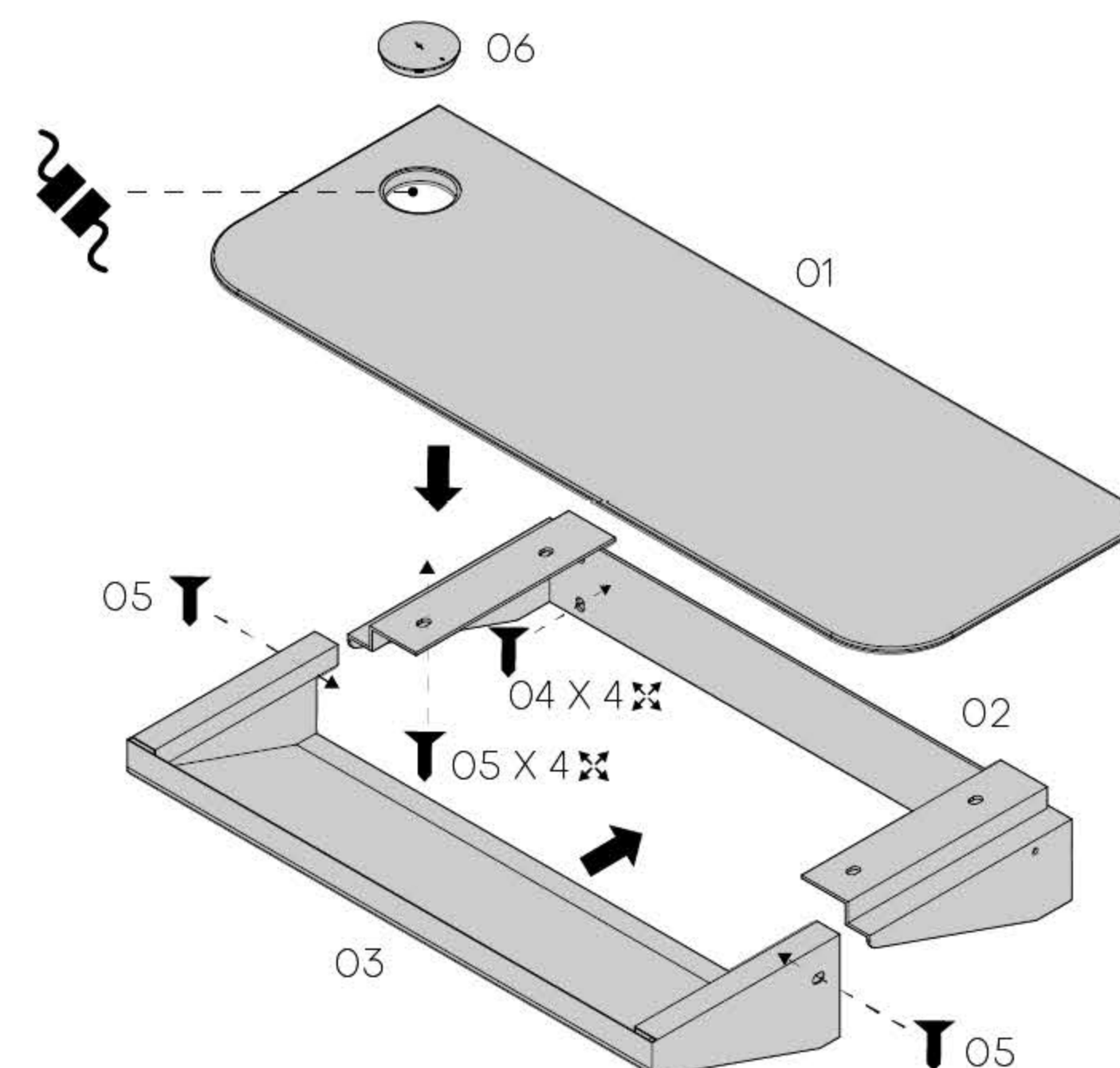
WM perch chair

Code	Descr.	Qty.
01	pad	1
02	Wall-mount bracket	1
03	M5*16 screw	4



WM shelf table

Code	Descr.	Qty.
01	Table top	1
02	Wall-mount bracket	1
03	bottom cover	1
04	M5*16 screw	4
05	M6*12 screw	6
06	Wireless charger	1



III INSTALLATION INSTRUCTION

3.5 Check list

Please check the installed products according to the following list to ensure their quality and safety:

- ☐ All screws have been tightened according to instructions;
- ☐ The cabin is leveled to be balanced;
- ☐ The gap around the door is even;
- ☐ When the door is closed, the rubber seal between the door and the frame is firmly contacted;
- ☐ All seal strips are installed in place;
- ☐ For cabins with castors, make sure the level feet is touch the ground.
- ☐ The socket panel is able to supply power;
- ☐ The lighting and ventilation system can be opened, closed and adjusted;
- ☐ There is airflow entering from the ventilation grille, and the fan operates well with smooth sound;
- ☐ The door handle can be opened and locked.
- ☐ All furniture has been installed securely according to instructions.

3.6 Trouble shooting

> **Only part of ventilation grilles have airflow goes in?**

- Some of the outlets in the booth are for exhaust. Please refer to the positioning of different fans in the product specifications to confirm the intake;
- If it is confirmed that there is no airflow from the intaking grilles, please check the working status of fans on top, if the fan is not working, please contact the after-sales personnel.

> **Power socket is not working?**

- Check whether the external socket switch is lit up, if not, it means that there is no power supply from the outside or the fuse has blown out;
- If the external outlet switch is lit up, please check the USB socket of the outlet, if the green light is lit up, it means that power is being supplied, if the light is not on, please check the wiring behind the socket;
- If you have tried all above steps and still cannot solve the problem, please contact the after-sales personnel for assistance.

> **Power socket is working but not the fan/lamp ?**

- Check whether all wire terminals are well embraced and if there are any terminal in loosen with wire;
- Open the Maintenance door on top board and observe if the PLC indicator light is red. If red light shows, disconnect the external power source and connect again;
- If you have tried all above steps and still cannot solve the problem, please contact the after-sales personnel for assistance.

> **The door does not close properly?**

- Confirm if there are any obstructions around the edge of the door;
- Confirm if there are uneven gaps around the door edges and if the lower left corner of the door engages with the door thread, if so, adjust the level feet till the gap around the door is even;
- Use the H2.5 allen wrench to adjust the door closer.

> **Interior wall panel edges not aligned properly?**

- Put small amounts of material under the bottom side of the panel to level.

4.1 Maintenance guide

Maintenance Steps

1. Unplug the power cord;
2. Check if the booth is in leveled statues;
3. Check if the door gaps is even;
4. Check if there is foreign object in the top fan area, remove the fan cover for cleaning;
5. Remove the furniture from the booth;
6. Use a vacuum cleaner to clean the air duct from the ventilation grille;
7. Clean all parts of the booth including desktop, carpet, inner glass, wall surface, power socket, and control panel;
8. Clean all furniture that was moved ouside, then move them back in;
9. Wipe clean the exterior appearance of the cabin;
10. After confirming no water residue around all electrical equipment locations, reconnect the power cord and check if all functions are well operating.

ATTENTION

1. Conduct a comprehensive maintenance at least once a month to avoid accumulation of grime.
2. Before wiping, please ensure that the surface of the wipe tool is free of sharp debris to prevent scratches.
Dust-free cloths is recommended to use for wiping glass.
3. Please avoid using corrosive detergent for all fabric surfaces.
4. If using uncommon cleaning product, please test them in an insignificant area of the booth first to ensure it is not damageing surfaces.
5. Since the booth is a closed space, please do not use cleaning products with strong smell to prevent lingering odors causing discomfort.

WARRANTY

Terms & conditions

1. Upon completion of installation, the main frame is covered by a 3-year warranty and electrical devices are covered by a 1-year warranty.
2. For products sold through unauthorized channels, warranty service will not be available.
3. For products outside of the warranty service scope, maintenance services can still be provided. The cost of labor, travel, and materials during the maintenance period will be charged.
4. The following situations will no longer qualify for free service:
 - Improper use, human damage, unauthorized modification or disassembly cause failure and damage.
 - CAUTION stickers on the product are only for maintenance personnel to remove. If the stickers are destroyed without authorization, the warranty service will no longer be available.
 - Failure and damage caused by abnormal voltage, force majeure or natural disasters.
 - Self-installation and use of non-original accessories cause failure and damage.
 - Customized products which involve electrical modification are not covered by this warranty.

* To claim the warranty, the warranty card or purchase receipt must be provided. Without relevant documents or altering the card without authorization, the service will be unavailable.

USER INFORMATION

To ensure the effectiveness of the warranty, please fill in the following information and send it to your service provider after the product is installed with photos of the finished product on site.

Country: _____

City : _____

Client name : _____

Installation company: _____

Installation personnel : _____

Finished date: _____



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