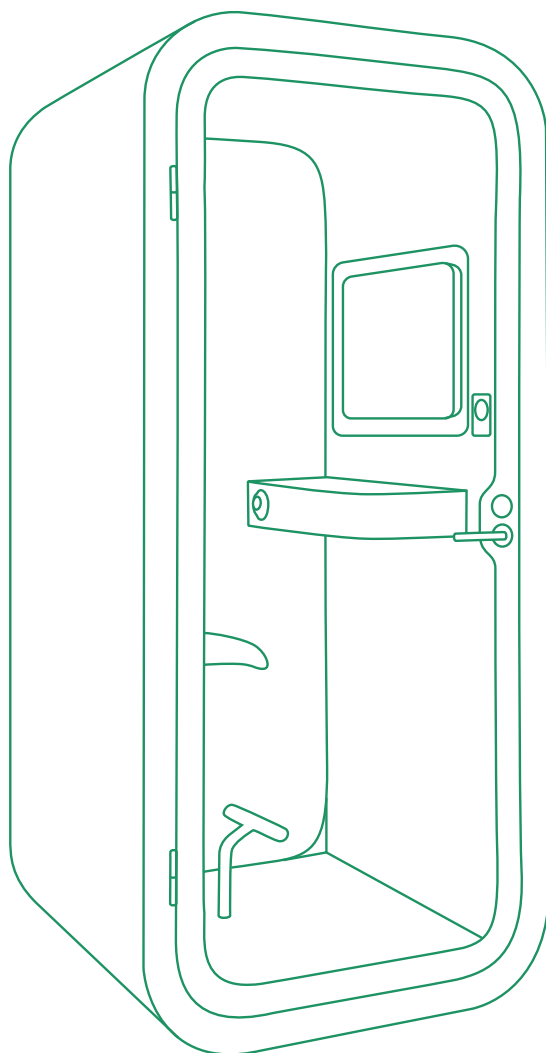


framery

SERIOUS ABOUT HAPPINESS



Framery O VCR

Maintenance instructions

English
Version 3.0

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1 Important safety and product instructions

1.1 Preface

This instruction manual describes the maintenance of the product. Everyone involved in the maintenance of the product must read and understand the contents of the maintenance and safety instructions.

This instruction manual gives you necessary information for the correct maintenance.

1.2 Product information

The information in this manual corresponds to the product at the time of delivery. All information included in this manual is valid at the time of publication.

1.3 Copyright

This document must not be copied, presented, or delivered to a third party without explicit permission from Framery. The use of this document for any purpose other than those allowed by Framery is prohibited. Framery reserves the right to change the instructions related to the product without separate notice.

1.4 Manual contents

The maintenance instructions contain the following information:

- General information about the purpose and content of the instructions
- Information related to safety
- Maintenance instructions

1.5 Intended use

The Framery OO VCR is a pod intended for short term indoor commercial and household use by one (1) person at a time.



Warning: WARNING –To reduce the risk of burns, fire, electric shock, or injury to persons:

Use this product only for its intended use as described in the user instructions. Do not use attachments not recommended by the manufacturer.

1.5.1 Non-conventional use

Any use or maintenance of the product that is not specifically allowed in the installation, maintenance, troubleshooting or user instructions is prohibited, including the following:

- Installation, maintenance or disassembly of the pod without reading and understanding the instructions for those actions
- Use of the pod beyond the limits of use
- Making alterations to the pod

- Using the pod in spite of obvious defects or damage
- Using the pod outdoors or in conditions where the temperature or air quality is not safe
- Climbing on top of the product or placing any load on the roof of the product
- Smoking in the pod

1.5.2 Ambient conditions for use

The pod is intended to be used in the following conditions:

- Ambient temperature: +15°C ... +30°C (59°F ... 86°F)
- Humidity: max. 50%
- Sufficient air quality surrounding the product

1.6 Warning, information and safety symbols in this manual

The warnings in this manual have been divided into the following two categories:

- The term "DANGER" indicates a hazardous situation which, if not avoided, will result in death or serious injury.
- The term "WARNING" indicates a hazardous situation which, if not avoided, could result in death or injury.

The safety symbols found in this manual may also be posted on the product. All personnel who install, disassemble, perform maintenance or use the product are to be familiar with and observe all safety symbols, labels, and instructions about the action they are performing.

Table 1: Hazard



	An exclamation point symbol inside a colored triangle indicates a hazardous situation.
	

Table 2: Mandatory action



	A white symbol inside a colored circle indicates an action that must be taken to avoid a hazardous situation.
-------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------

Table 3: Prohibited action

	A ring with a diagonal bar indicates an action that is not allowed.
-------------------------------------------------------------------------------------	---------------------------------------------------------------------

1.7 Main safety risks related to the installation, maintenance, disassembly and use of the product

1.7.1 Installation, maintenance and disassembly







	WARNING! To reduce the risk of burns, fire, electric shock, or injury to persons, obey the following:
	Use cut resistant safety gloves during the installation, maintenance or disassembly of the product.
	Use steel toed safety boots during the installation, maintenance or disassembly of the product.
	Use safety glasses during the installation, maintenance or disassembly of the product.
	Read and understand the instructions and plan your work beforehand.
	Obey all local rules and regulations regarding workplace safety.
	Keep the work site tidy and free from debris throughout the installation, maintenance or disassembly process.
	Do not climb on top of the product or place any load on the roof of the product.
	<p>Do not push the product to move it if not specifically instructed to do so in this manual.</p> <p>The product is very heavy and moving the product after installation requires a significant amount of force. Moving a finished product without disassembly and reassembly requires an on-site risk assessment to be performed by the party responsible for moving the product.</p>

1.7.2 Electrical safety

Input for the electrical system: 100-240 VAC (10 A) 50-60 Hz



The maximum load for the electrical system is 6.6 A.

	DANGER! To reduce the risk electric shock, obey the following:
-------------------------------------------------------------------------------------	---------------------------------------------------------------------------------

	<p>Disconnect the power cord from the power outlet before starting any cleaning, maintenance or disassembly procedures.</p> <p>The power cord serves as a power disconnect device for pluggable equipment. The power outlet shall be located near the equipment and shall be easily accessible.</p>
	<p>WARNING!</p> <p>To reduce the risk of burns, fire, electric shock, or injury to persons, obey the following:</p>
	<p>Connect the power cord to a properly grounded outlet only.</p>
	<p>Keep the power cord of the product away from heated surfaces.</p>
	<p>Do not use the pod if you notice any defects or damage to the electrical equipment.</p>
	<p>Do not connect any extension cords to the power outlet(s) of the product.</p>

1.7.3 Fire safety

The fire load for the Framery OO VCR is approx. 3200 MJ.

	<p>WARNING!</p> <p>To reduce the risk of burns, fire, electric shock, or injury to persons, obey the following:</p>
	<p>If safely possible to perform, disconnect the power cord from the power outlet if there is a fire inside the product.</p> <p>The power cord serves as a power disconnect device for pluggable equipment. The power outlet shall be located near the equipment and shall be easily accessible.</p>














Fire safety end devices (alarms, sprinklers etc.) can also be installed inside the pods (instructions available upon request). The need for end devices inside the pod is always determined by the applicable local authorities.

1.7.4 Use

Maximum load for the table is 139 lbs (63 kg).

Maximum load for the Tovi Stool is 300 lbs (136 kg).

Maximum load for the display bracket is 22 lbs (10 kg).

	<p>WARNING!</p> <p>To reduce the risk of burns, fire, electric shock, or injury to persons, obey the following:</p>
	Read and understand the user instructions before using the product.
	Close supervision is necessary when this furnishing is used by, or near children, invalids, or disabled persons.
	Keep children away from extended foot support (or other similar parts).
	Do not use the product if the surrounding conditions are in any way hazardous; the air circulating inside the pod is derived from the surrounding space.
	Do not use the product if the ventilation is not functioning.
	Do not use the product if the ventilation channels are blocked. Keep the ventilation channels free of lint, hair, and the like.
	Do not use the pod if you notice any defects in the electrical equipment or if the product is not working properly. Disconnect the power cord from the power outlet and contact your local dealer or the manufacturer immediately.
	Do not drop or insert any object into any opening if not specifically instructed to do so in this manual.
	Do not use outdoors.
	Do not use where aerosol (spray) products are being used or where oxygen is being administered.
	Do not climb on top of the product or place any load on the roof of the product.
	Do not lean against the product.



Do not smoke inside the product.

2 Tools and accessories

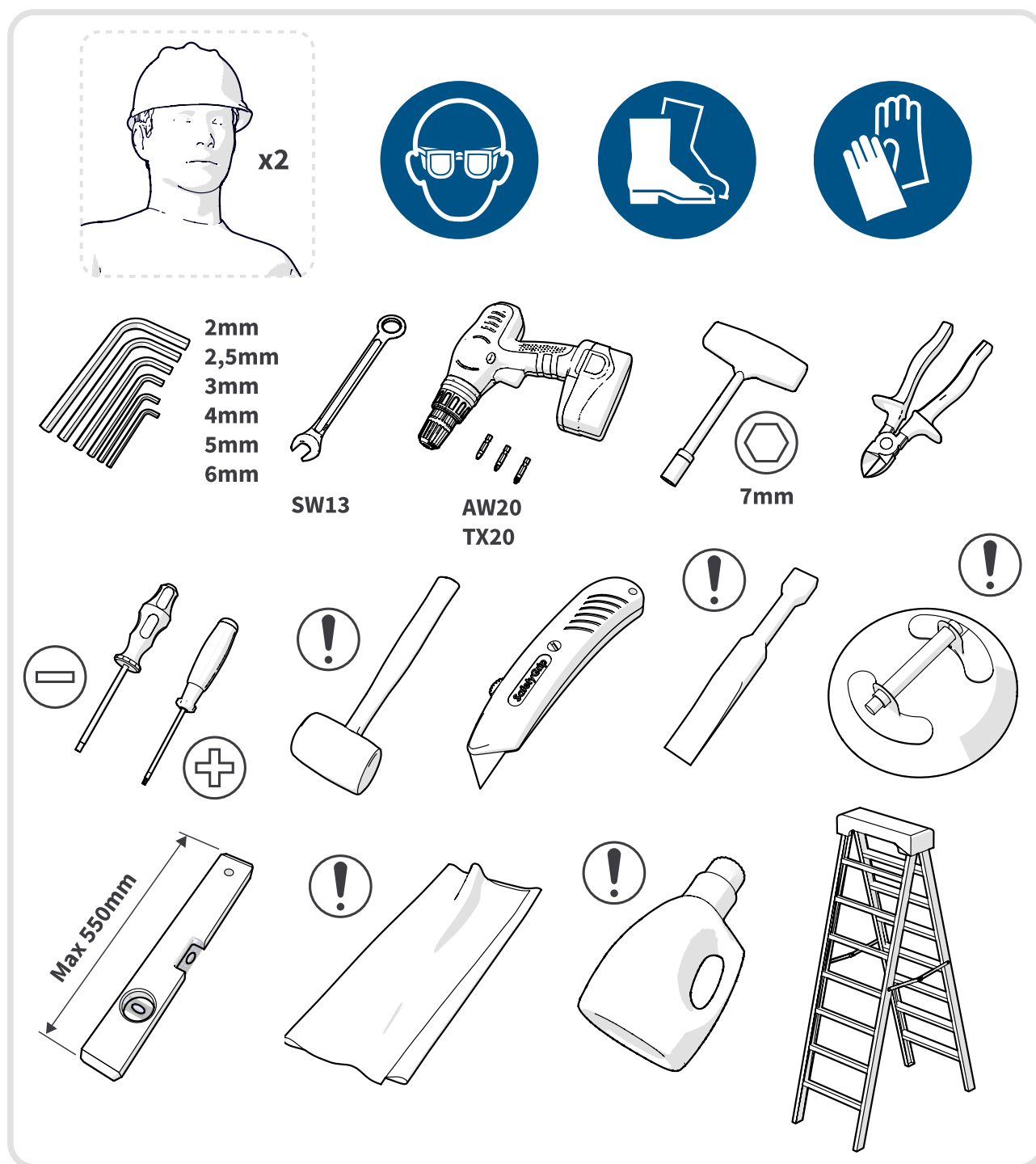


Figure 1: Tools and accessories needed for installation and maintenance

- ⚠ **Note:** Use a white rubber mallet to prevent marks on the body covers.
- ⚠ **Note:** Use a plastic chisel to remove the body covers.
- ⚠ **Note:** Use a lint-free cloth to clean the pod.
- ⚠ **Note:** Use a mild alcohol-based cleaning solution to clean the pod.
- ⚠ **Note:** Use the suction cup to lift the glass wall.

3 General inspection

Check:

- that the floor is level.
- the straightness of the pod.
- the pod for wear and tear.
- the pod for visual defects.
- that the door is in the middle of the opening and not sagging.
- that the seal is in good condition. Poor condition of the seal can affect the pod's sound insulation.
- that the handle is not too loose or too tight.

Write down deficiencies, need of spare parts, and need of repair.

Related tasks

Level the floor on page 20

Straighten the walls on page 21

Adjust the door height

Straighten the sagging door on page 29

Check sound insulation on page 13

Adjust the handle on page 36

4 Check sound insulation

1. Go into the pod and close the door.
2. Listen to the incoming sounds or check the seal seam.

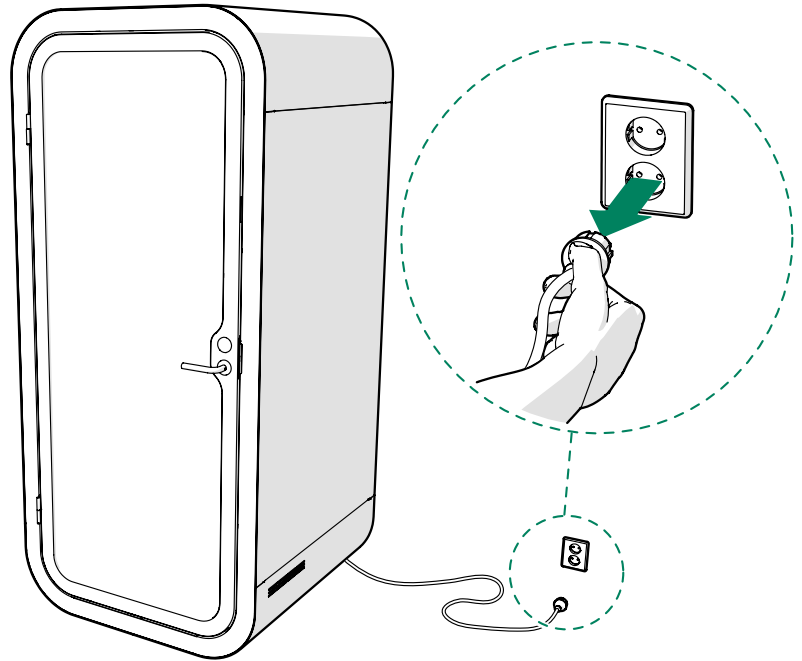
① **Tip:** Typical leakage point is the handle side top corner.
3. Use a flashlight to locate the part of the seam where the light shines through.

5 Disassemble the necessary parts

5.1 Disconnect the power cord

⚠ DANGER: Always disconnect the pod from the power outlet before you begin the disassembly, maintenance, or any other procedure.

Remove the plug from the power outlet.

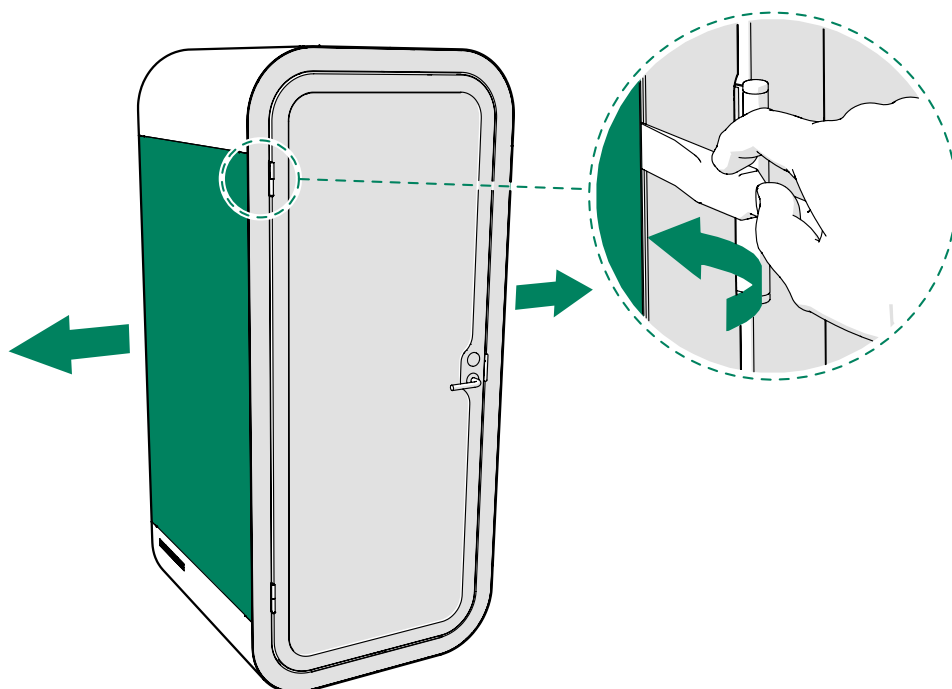


5.2 Remove the body covers

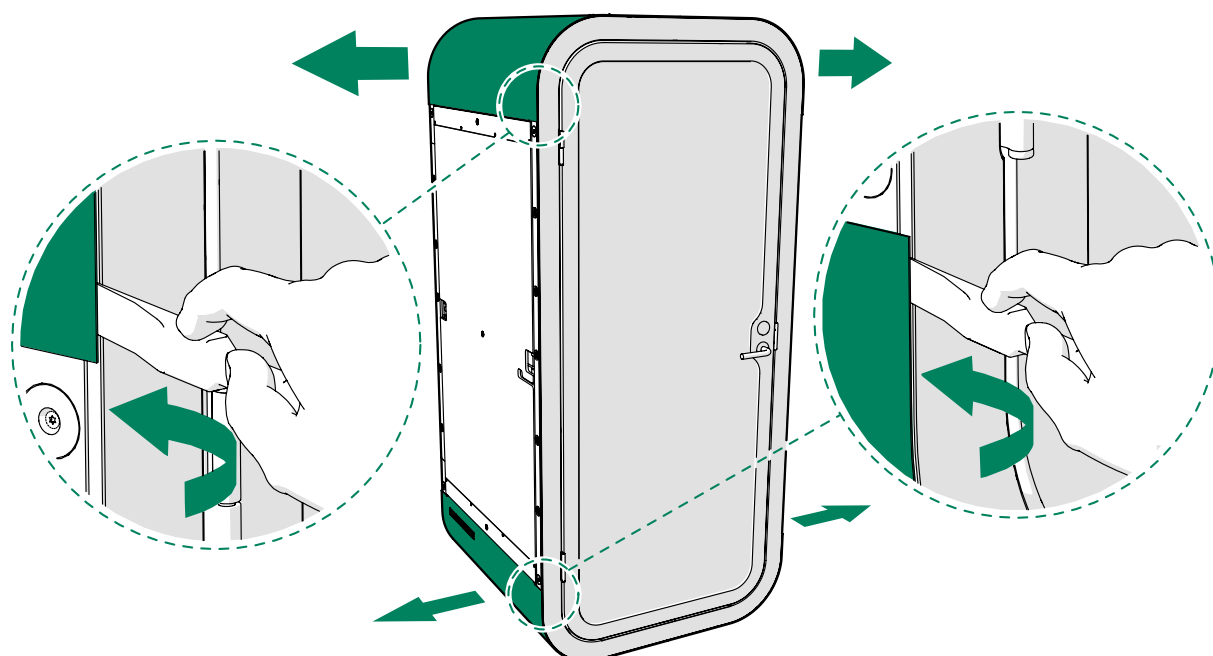
To access the frame bolts, remove the body covers.

i Tip: Use a plastic chisel to remove the body covers.

1. Remove the wall body covers.



2. Remove the roof and bottom body covers.

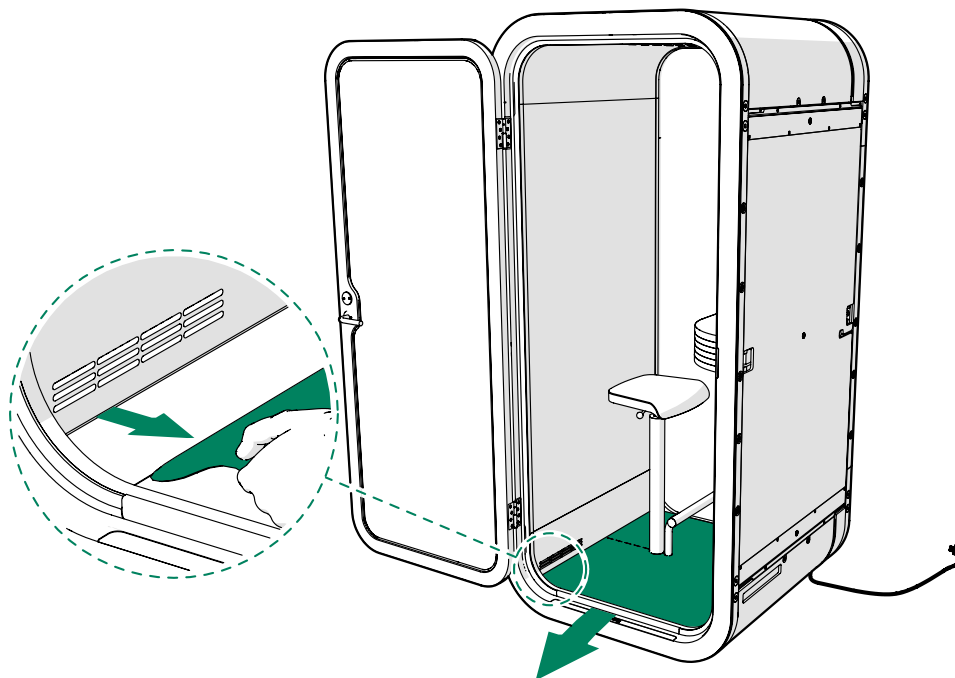


3. Place the removed covers in a safe place out of the way.

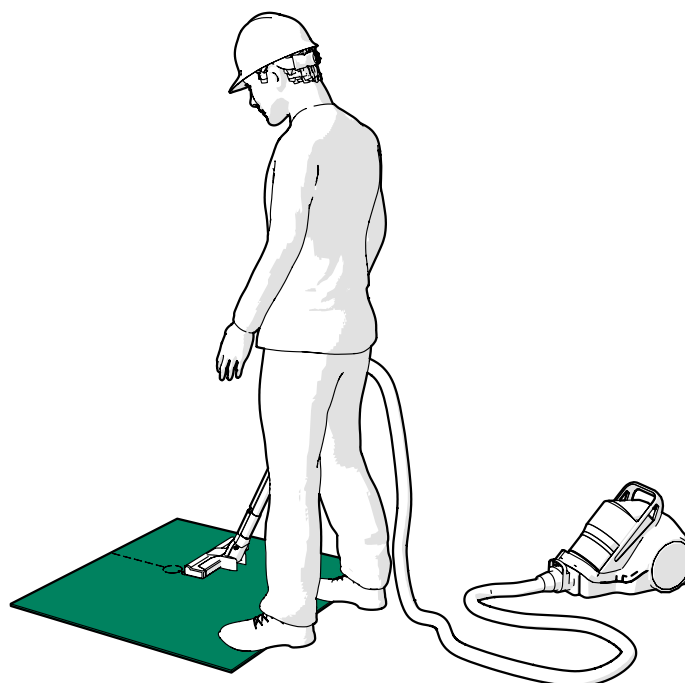
5.3 Remove the carpet

To access the body bolts, remove the carpet.

1. Pull the carpet out from under the wall felts and remove it from the pod.



2. Clean the carpet with a vacuum cleaner.



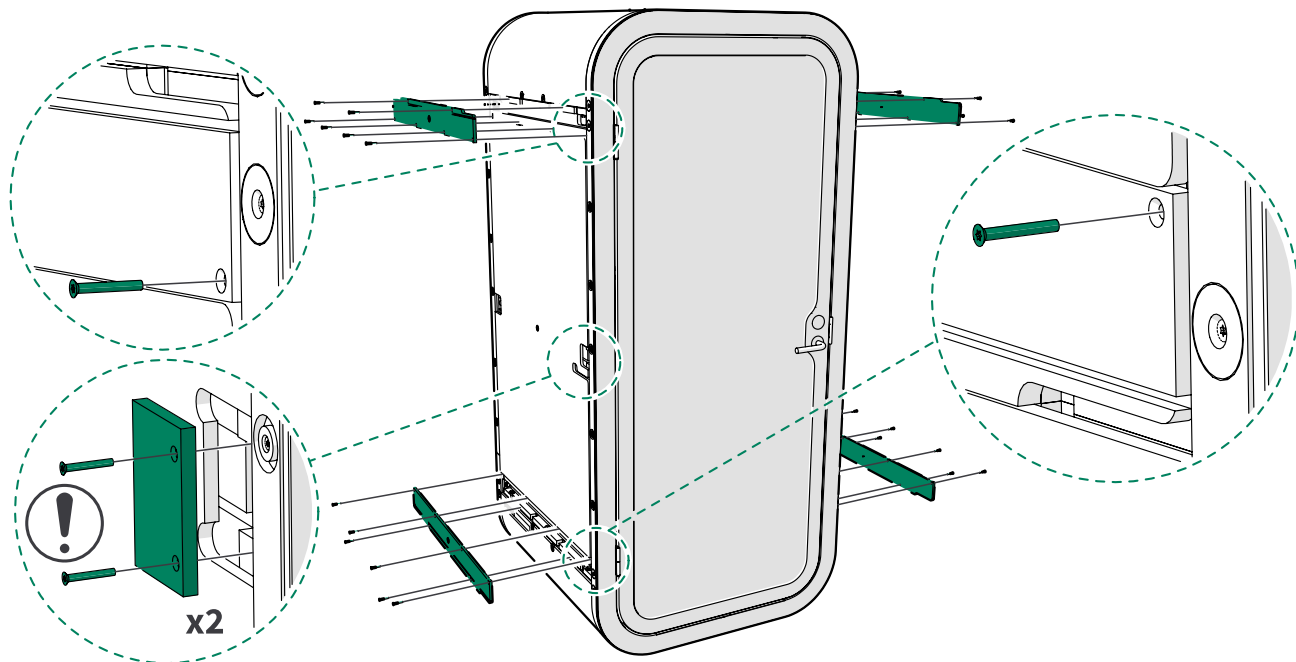
5.4 Remove the cover panels

Remove the wooden cover panels to access the frame bolts that you should check and tighten, if needed. The screws are 4x30 AW20 (TX20 torx screwdriver can be used).

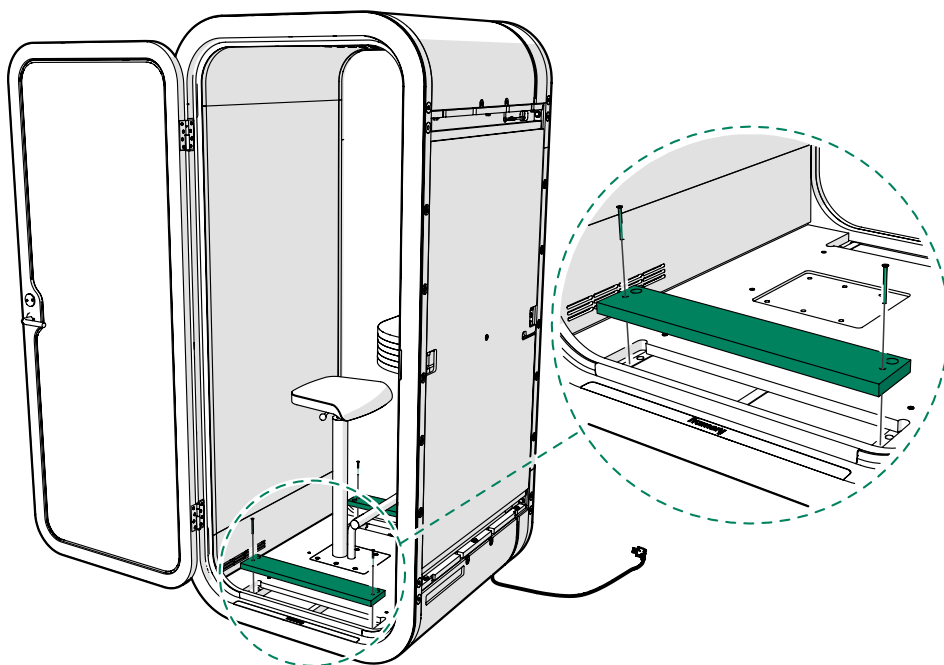
1. Unscrew the 4x30 screws (24 pcs) and remove the top and bottom cover panels (4 pcs).



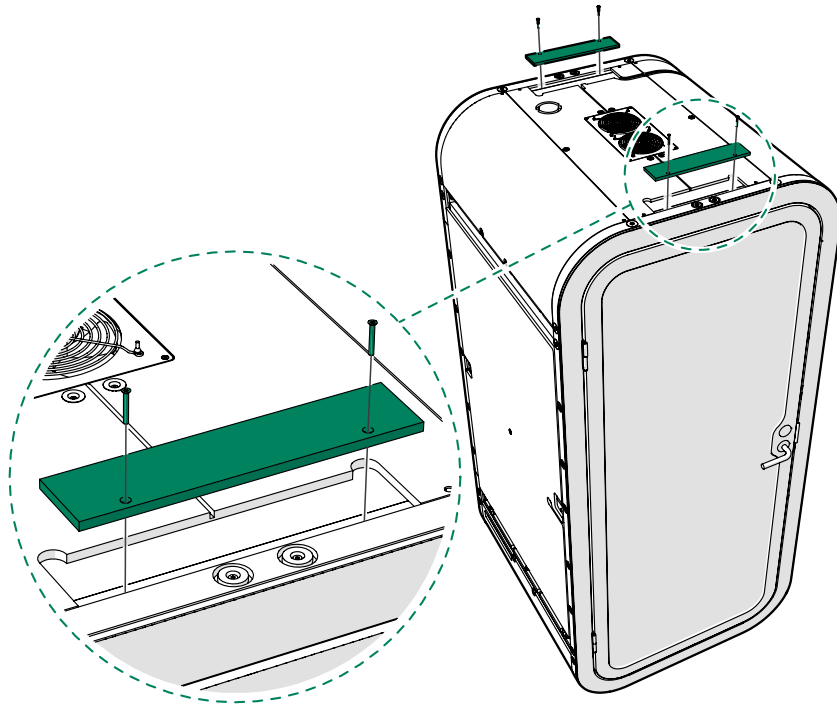
Note: Remove the small bottom cover panels (2 pcs) if needed.



2. Unscrew the 4x30 screws (4 pcs) and remove the floor cover panels (2 pcs).

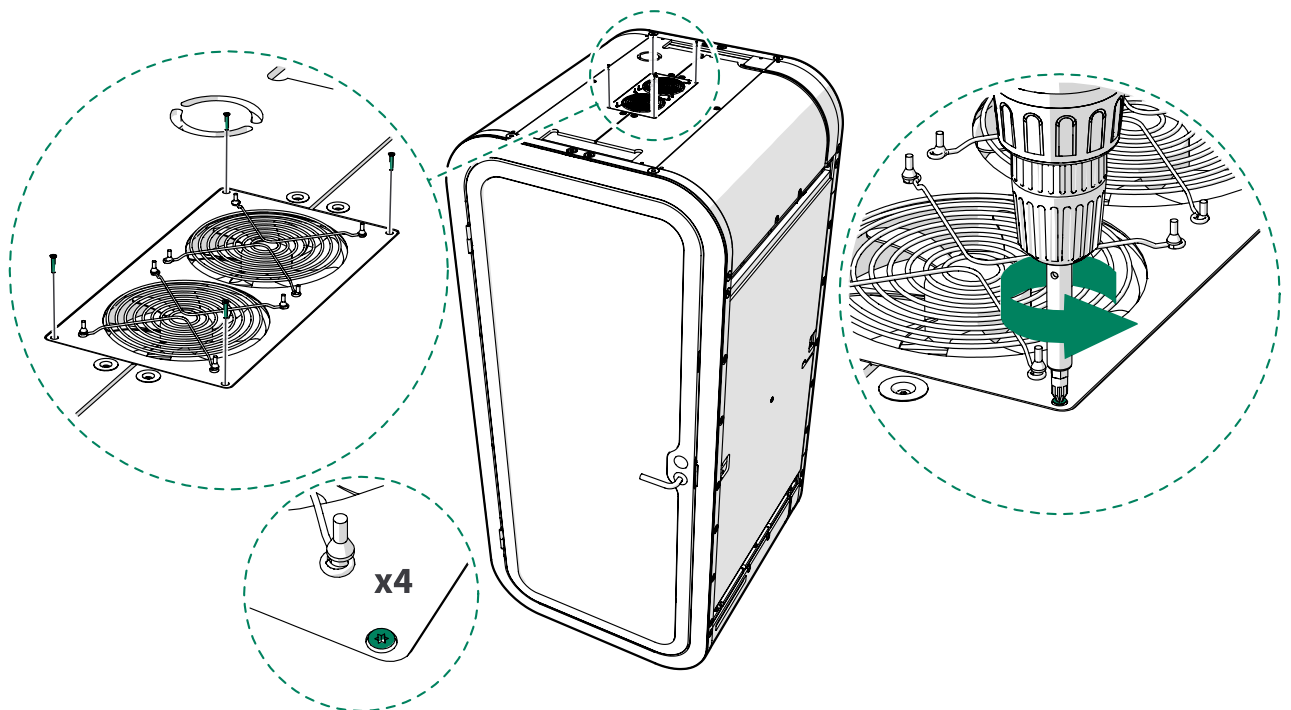


3. Unscrew the 4x30 screws (4 pcs) and remove the roof cover panels (2 pcs).



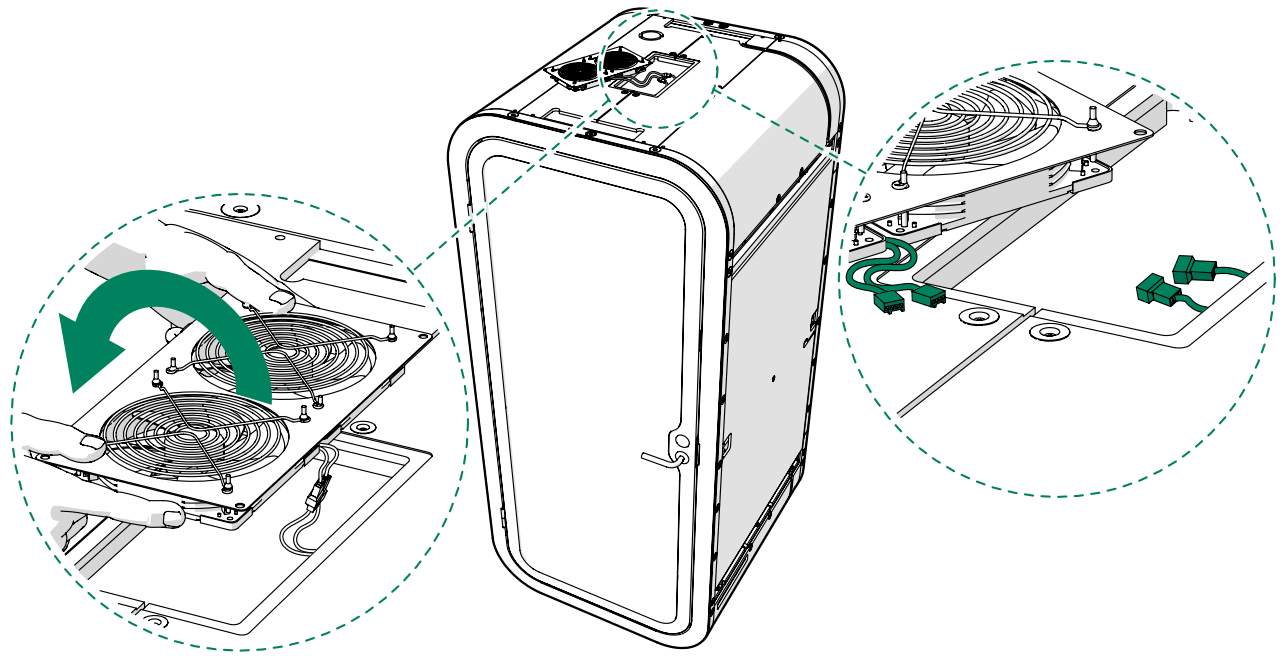
5.5 Detach the fan module

1. Unscrew the 3.5x16 screws (4 pcs) holding the fan module in its place.

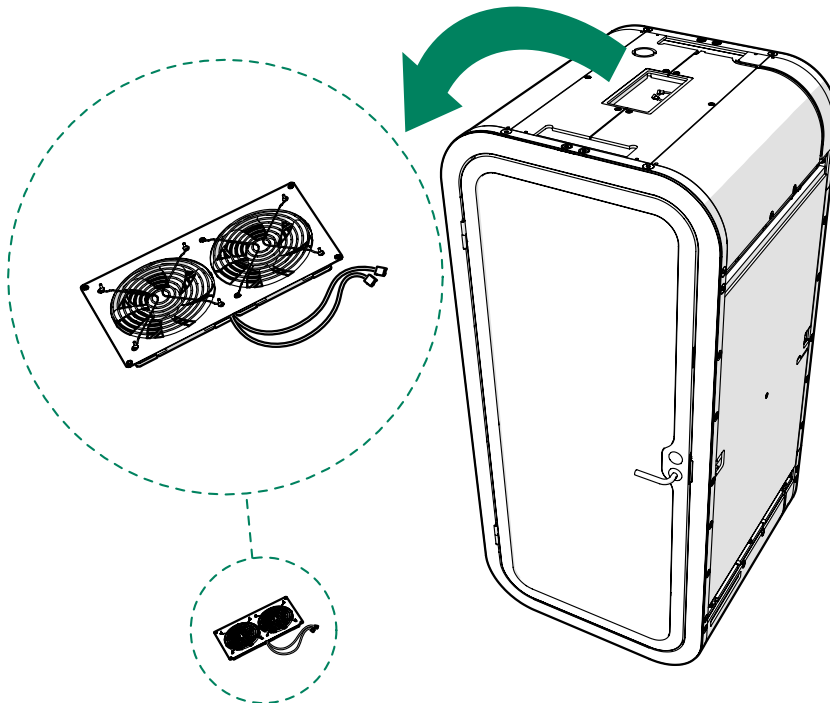


2. Lift the fan module out of the roof module.

3. Detach the fan DC cord and DC extension cord.



4. Place the fan module in a safe place out of the way.



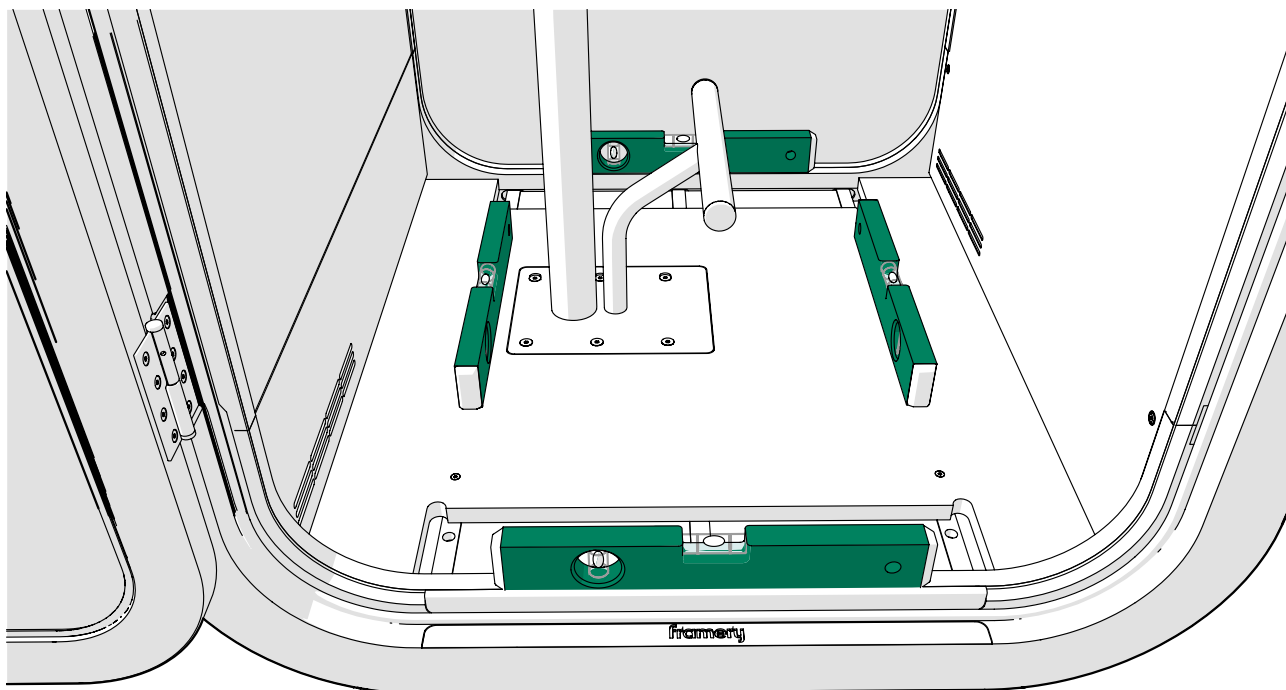
5. Repeat steps 1 to 4 for the other fan module.
6. Repeat steps 1 to 4 for all other fan modules.

6 Check the straightness of the pod

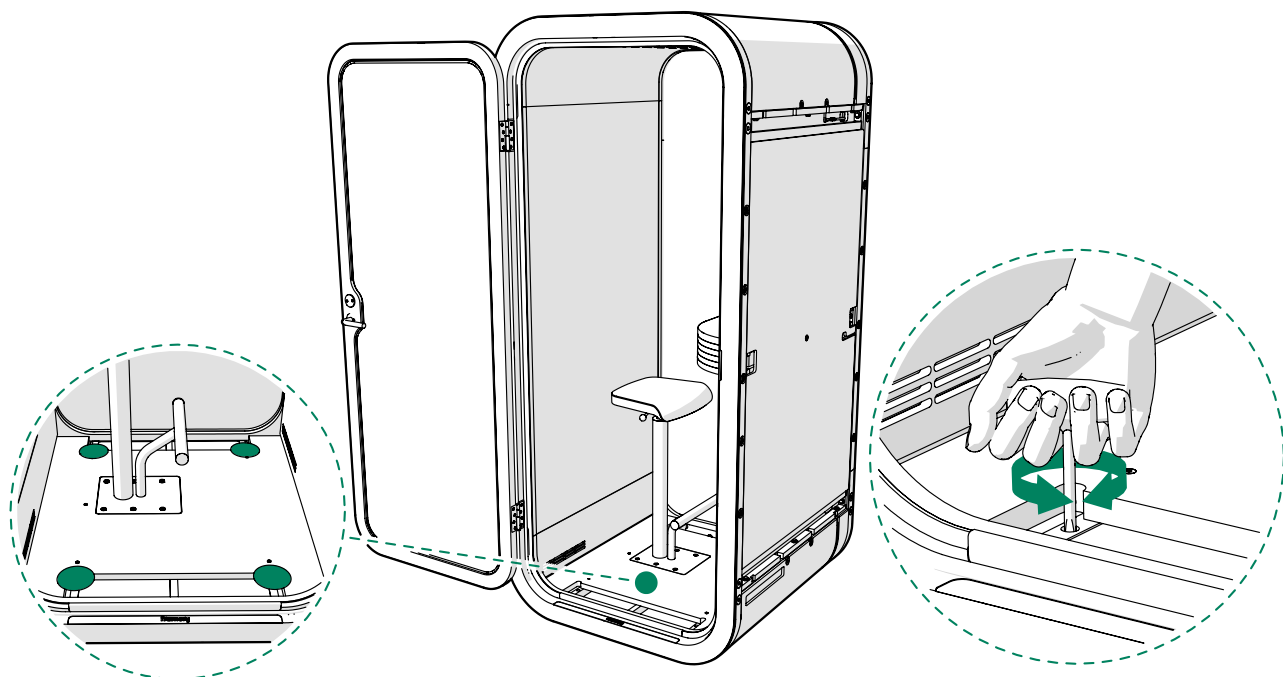
6.1 Level the floor

1. Measure the floor module with a spirit level at four measuring points:

- Along the sides
- At the edge of the floor module (on the ABS strips)



2. Measure opposite points repeatedly and adjust the feet of the leveling screws gradually.

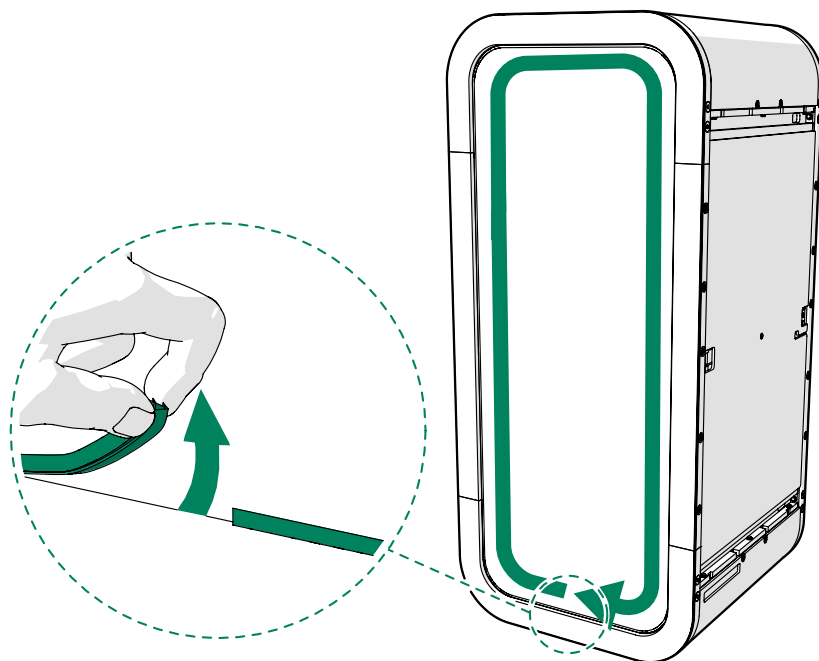


6.2 Straighten the walls

Disassemble all the necessary parts before adjusting the shape of the pod. See **Disassemble the necessary parts** on page 14.

If the walls are not straight, perform the following task.

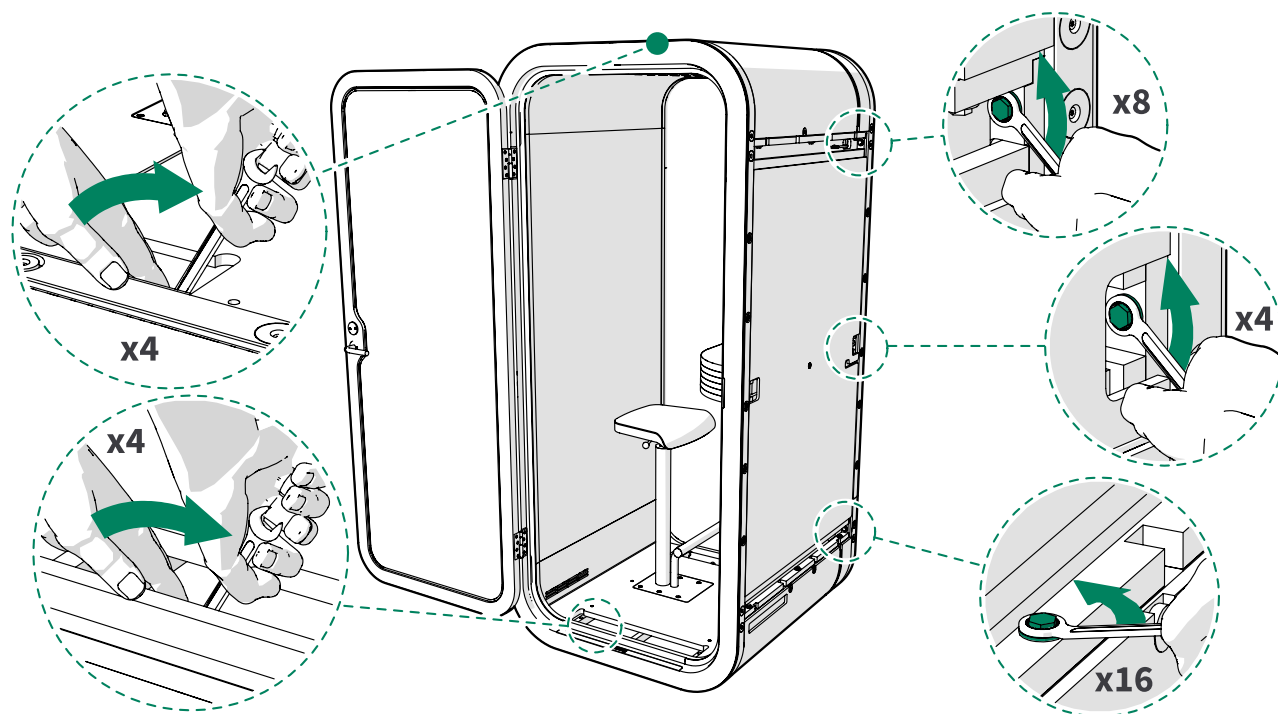
1. Remove the seal from the glass wall.



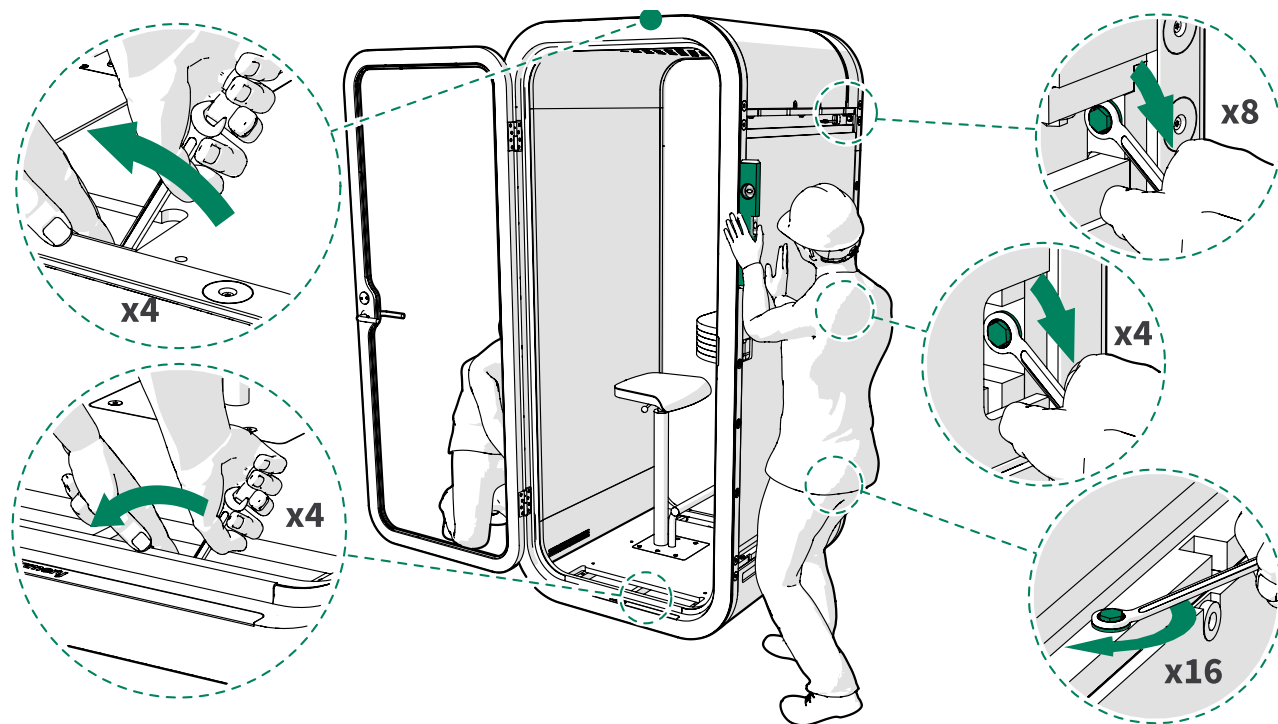
2. Open the door completely (180°).



3. Loosen all the frame and body bolts slightly.

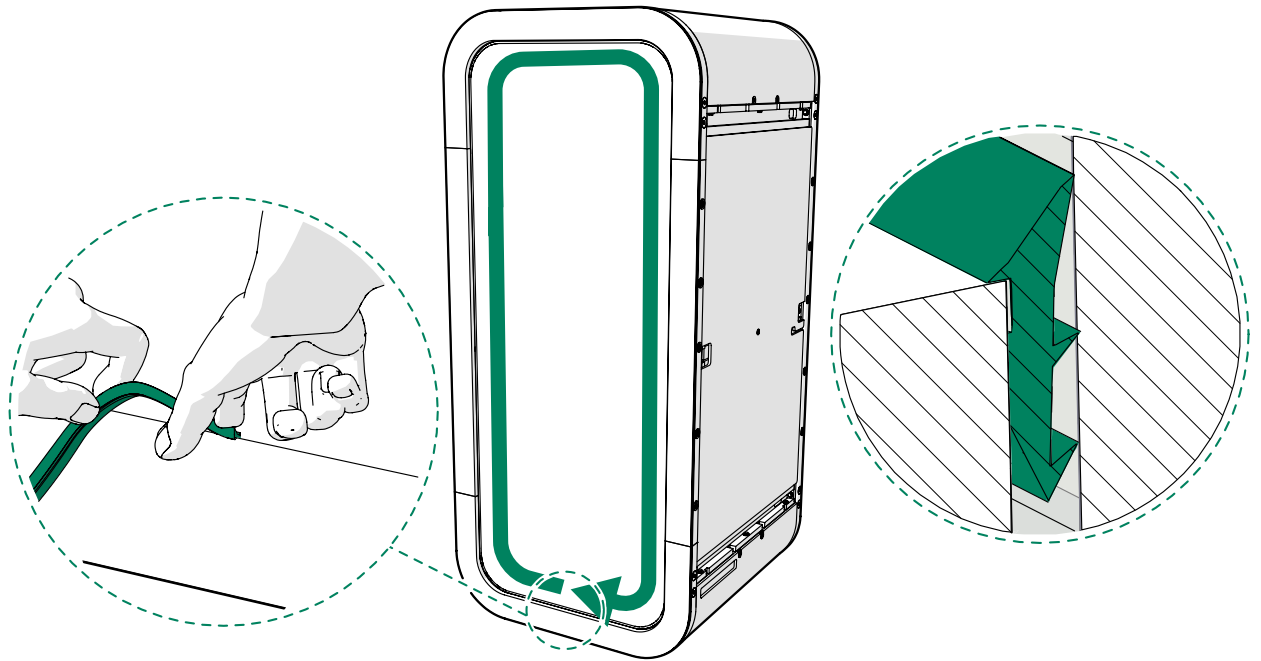


4. Measure and push the pod walls as needed and, keeping them straight, tighten the bolts at the same time.



⚠ **Note:** Do not overtighten the bolts.

5. Install a new seal to the glass wall.



6.3 Tighten the frame and body bolts

Disassemble all the necessary parts to access all the bolts that you should tighten. See **Disassemble the necessary parts** on page 14.

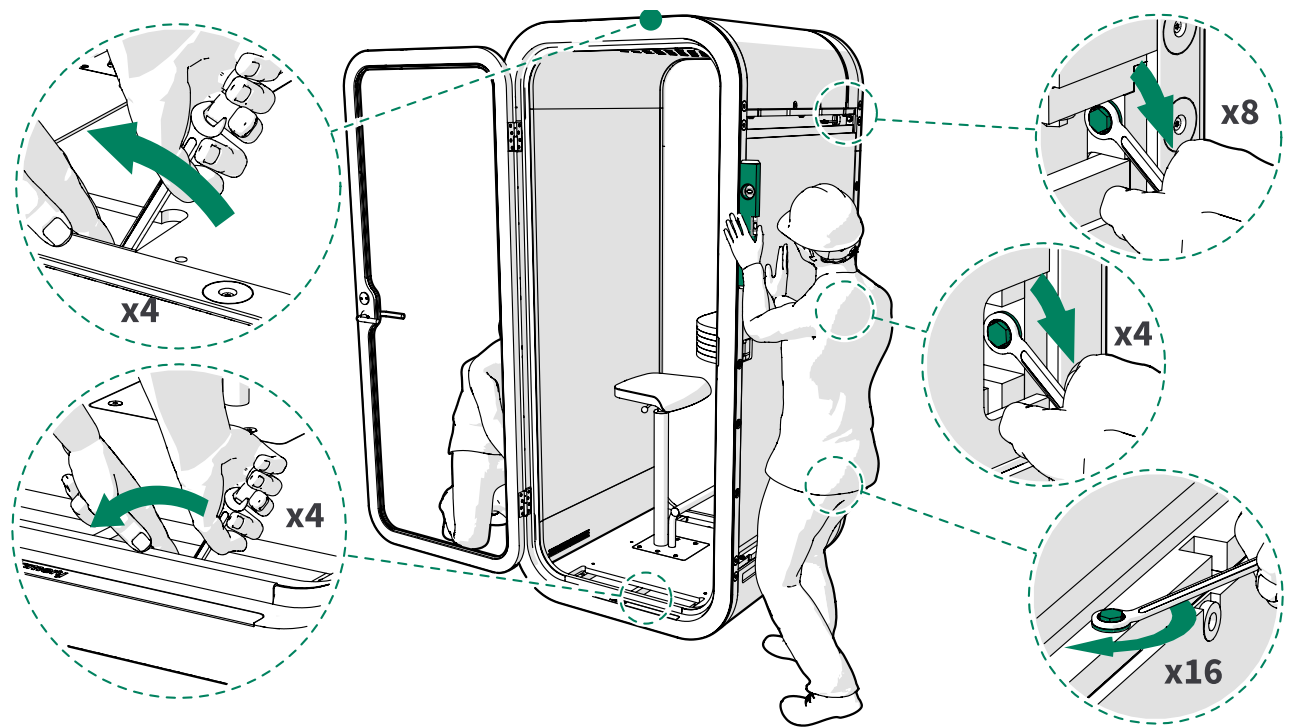
Even if the pod walls are straight, tighten all the frame and body bolts of the pod.

1. Open the door completely (180°).



2. Tighten all the frame and body bolts.

⚠ **Note:** Do not overtighten them.



7 Service the door

7.1 Check the hinges

7.1.1 Replace the hinges

1. Open the door completely (180°).

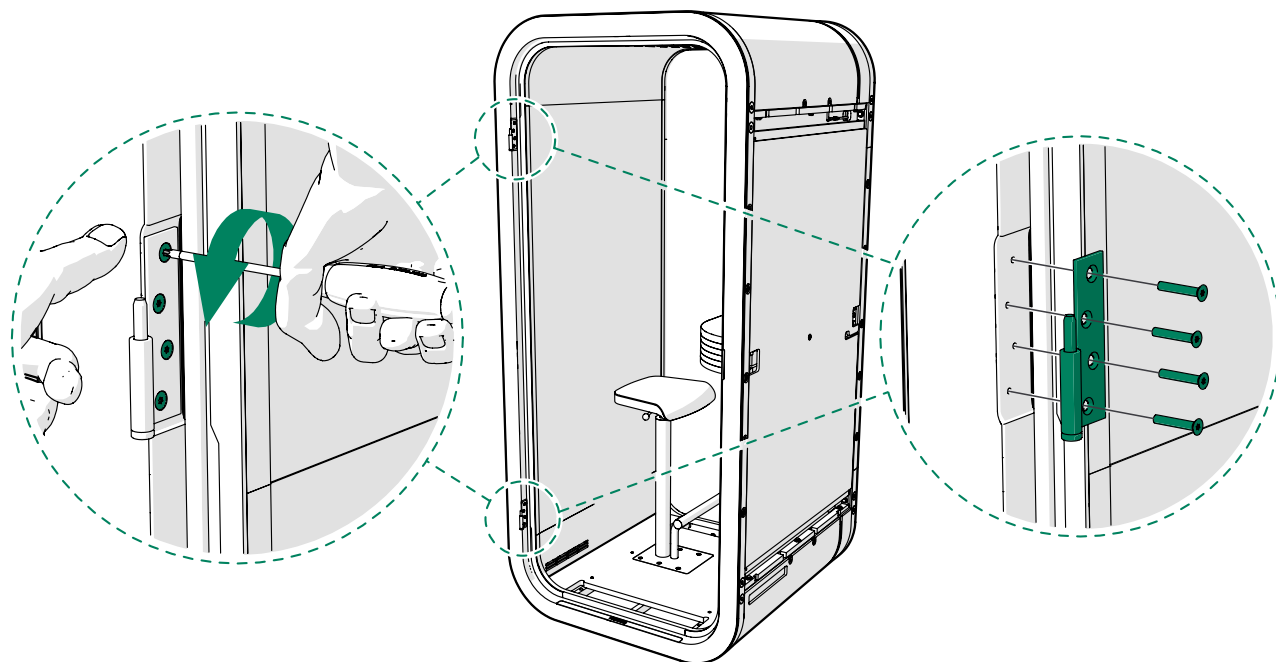


2. Lift the door to detach it.



3. Unscrew the 5x30M6x30 Taptite screws (16 pcs) and remove the hinges.

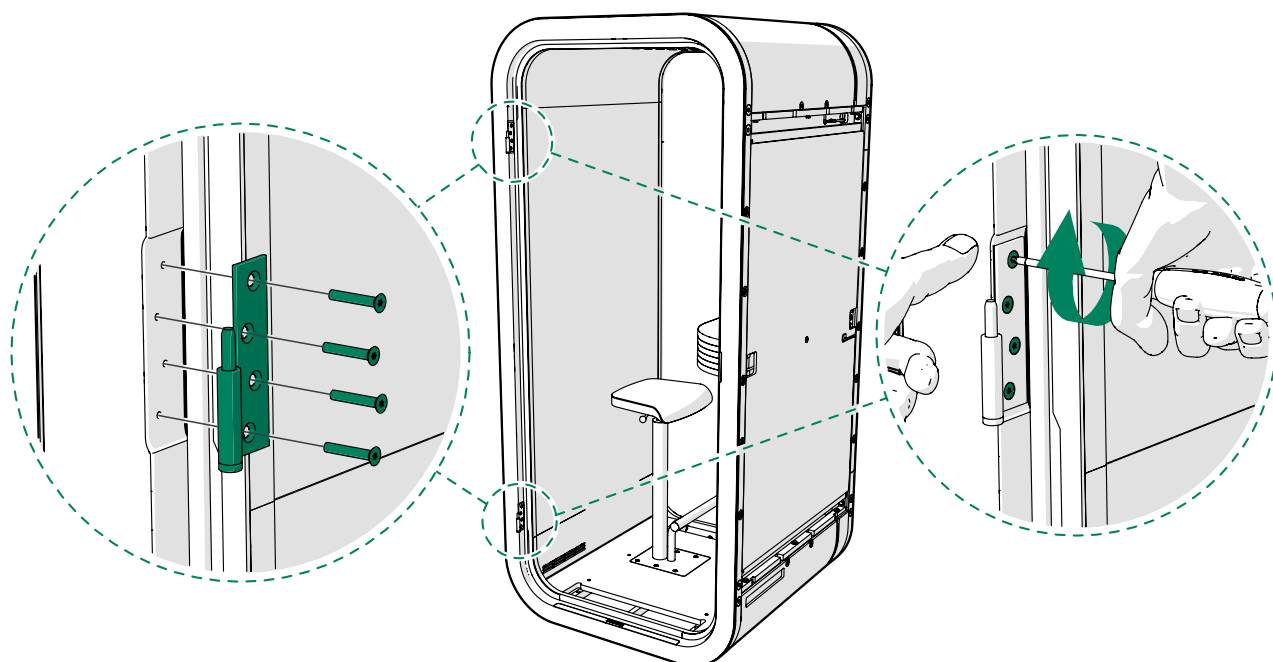
⚠ **Note:** Do not use power tools.



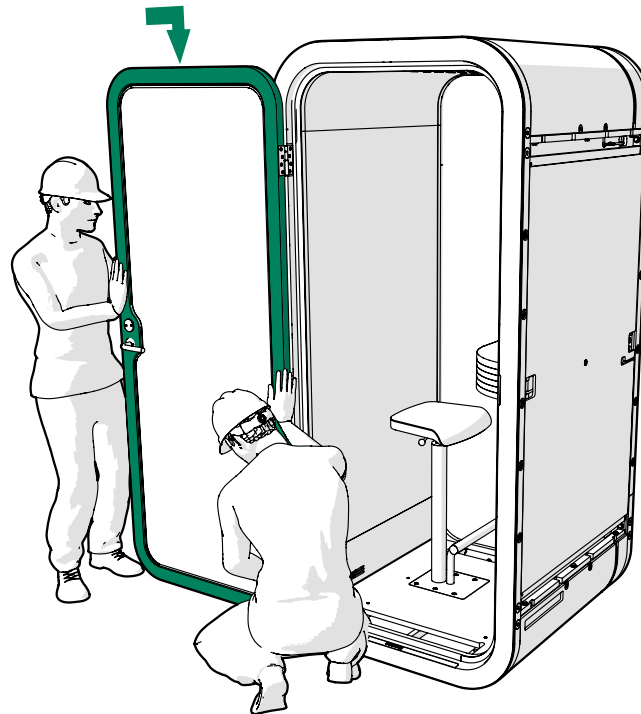
4. Attach the new hinges with 5x30M6x30 Taptite screws (16 pcs).

⚠ **Note:** Do not use power tools to install the hinges.

⚠ **Note:** Install the 1 mm (1/16 in) adjustment plate into the lower hinge mounting hole.



5. Lift the door into place.



7.1.2 Lubricate the hinges

If you have replaced the hinges according to section **Replace the hinges** on page 25, you do not need to perform this task.

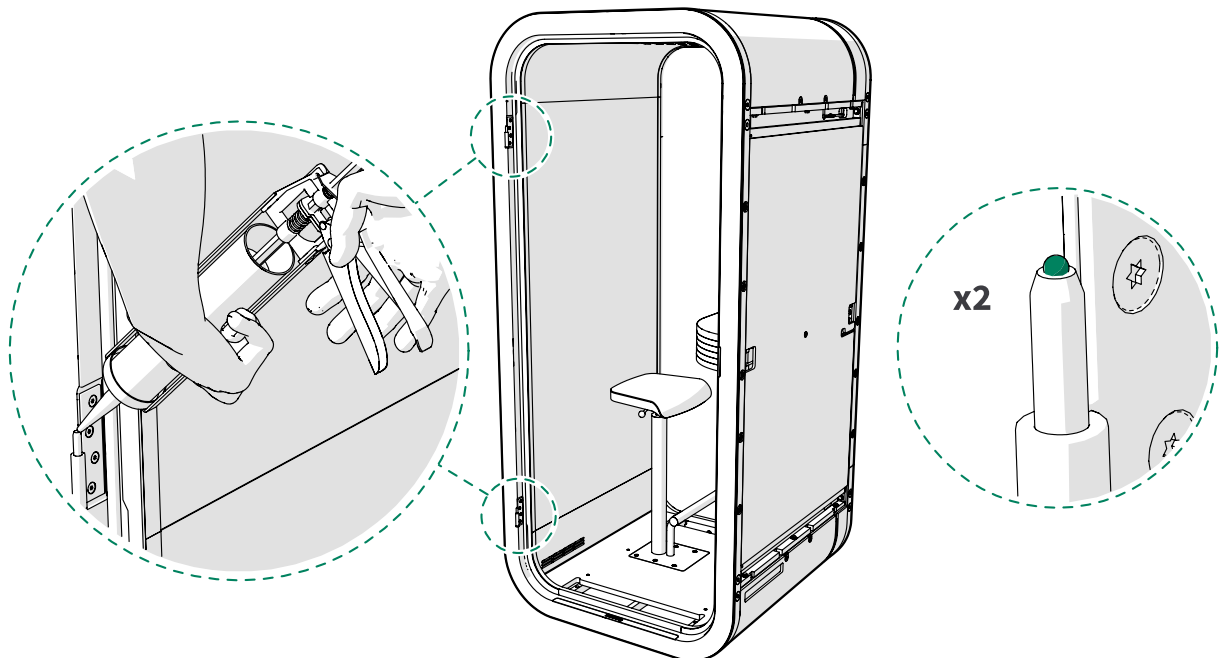
1. Open the door completely (180°).



2. Lift the door to detach it.

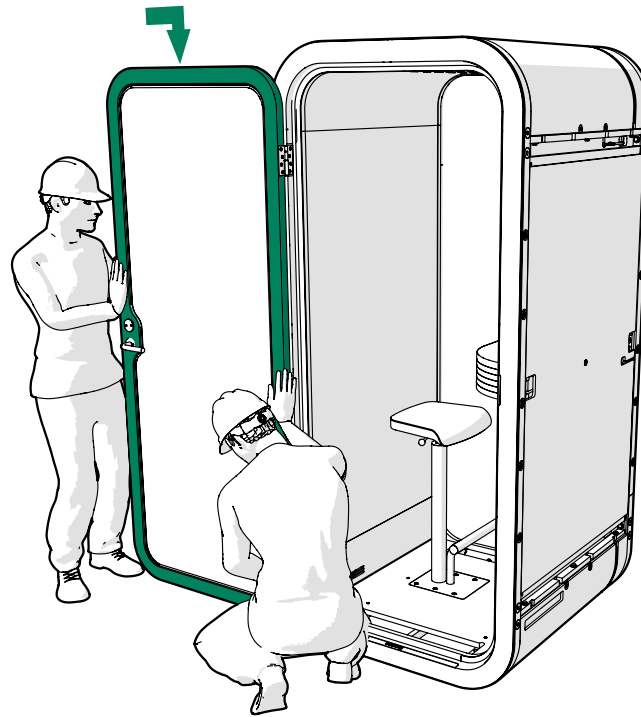


3. Apply a small drop of lubricant on top of the hinge joints.



4. Wipe away any stains.

5. Lift the door into place.

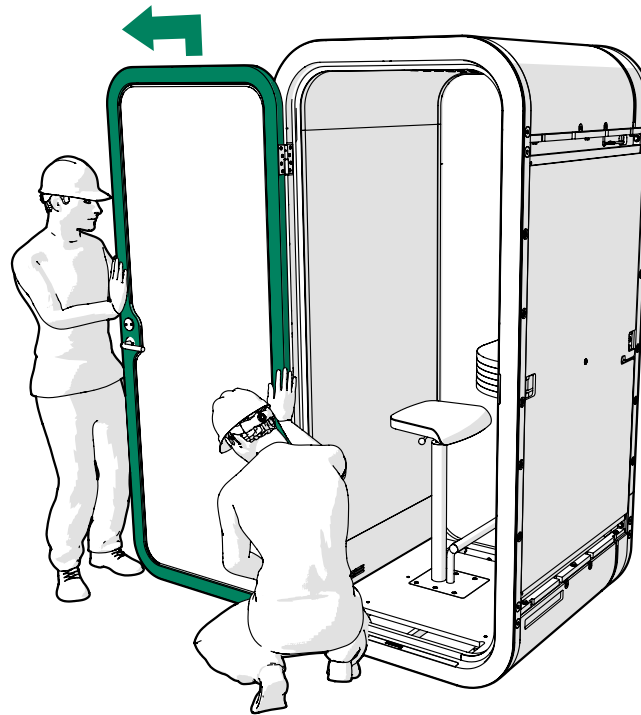


7.1.3 Straighten the sagging door

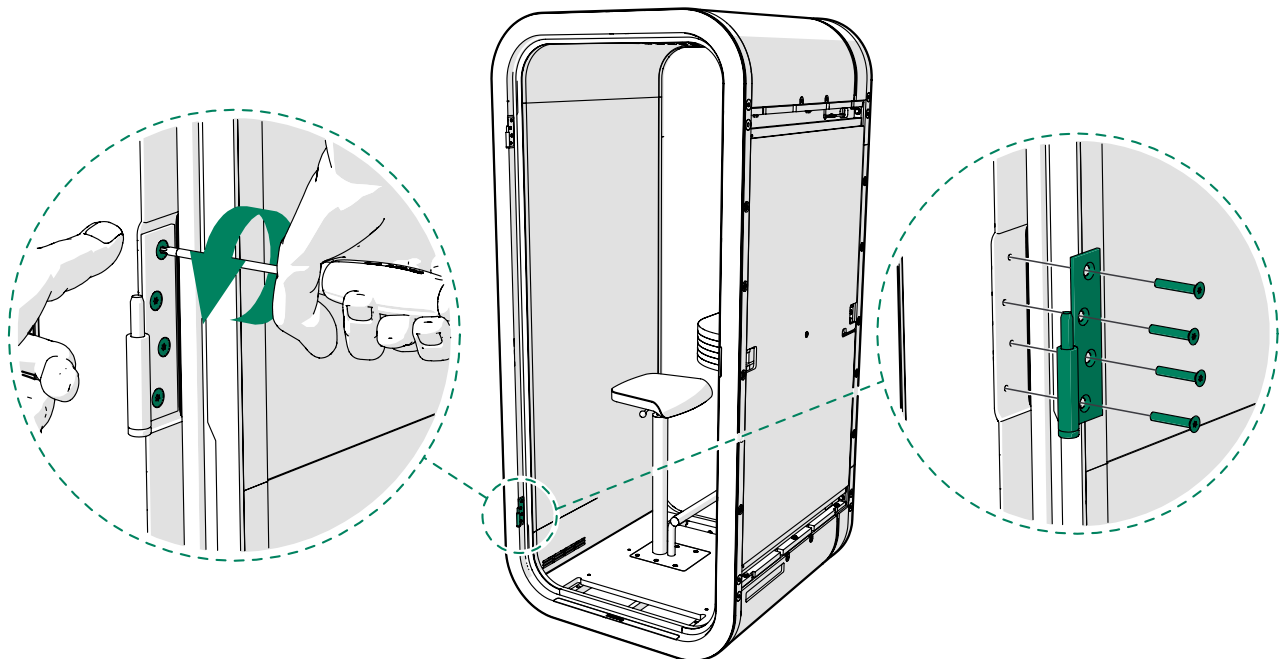
1. Open the door completely (180°).



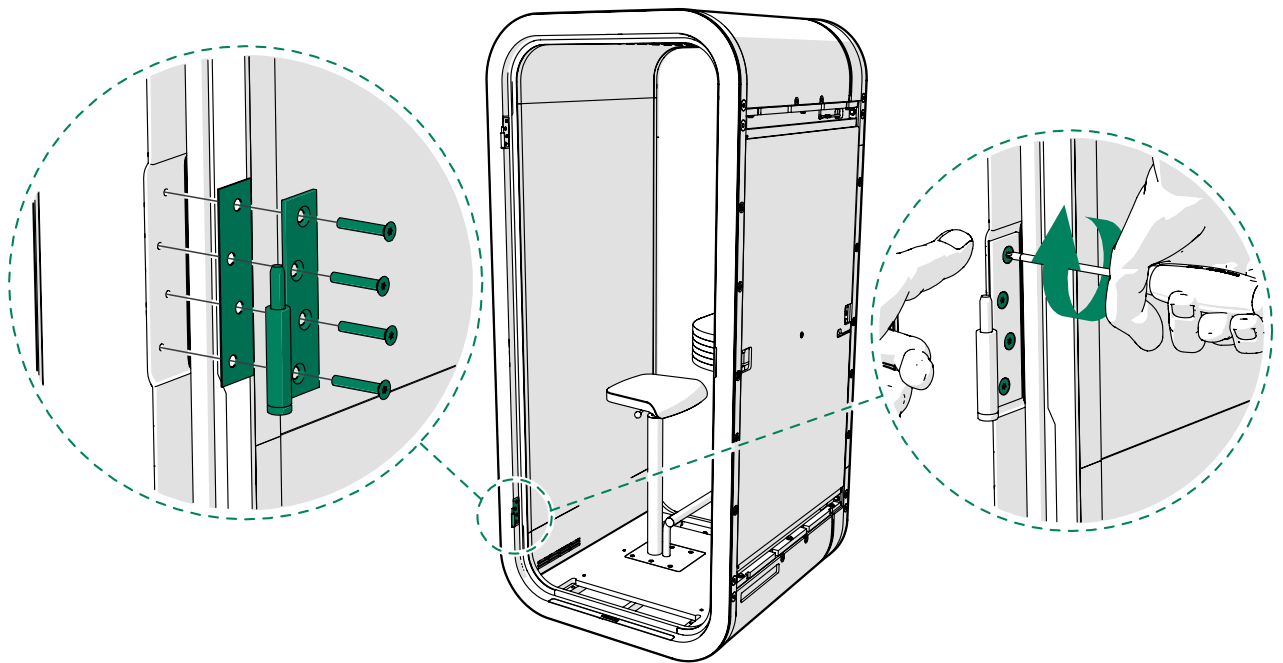
2. Lift the door to detach it.



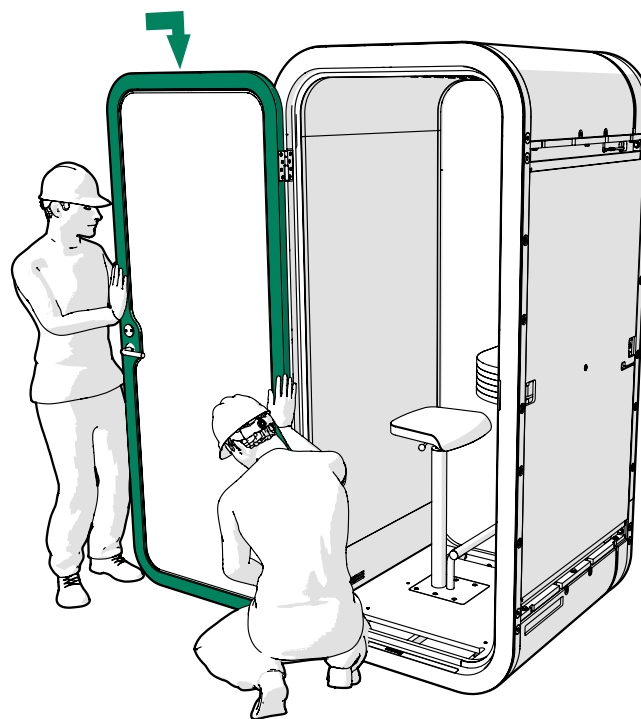
3. Unscrew the 5x30 screws (4 pcs) and remove the lower hinges.



4. Install an adjustment plate into the lower hinge mounting hole and attach the lower hinges.



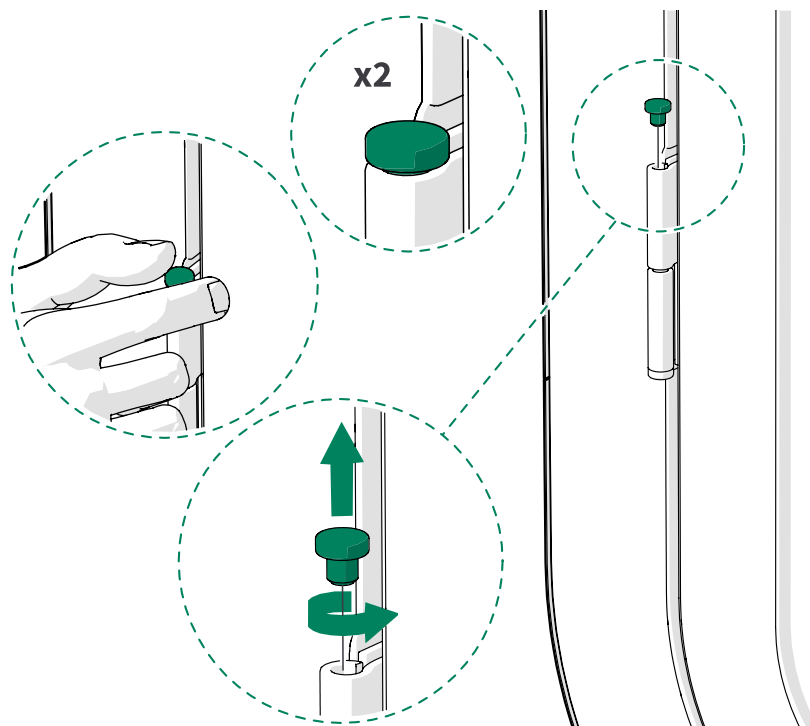
5. Lift the door into place.



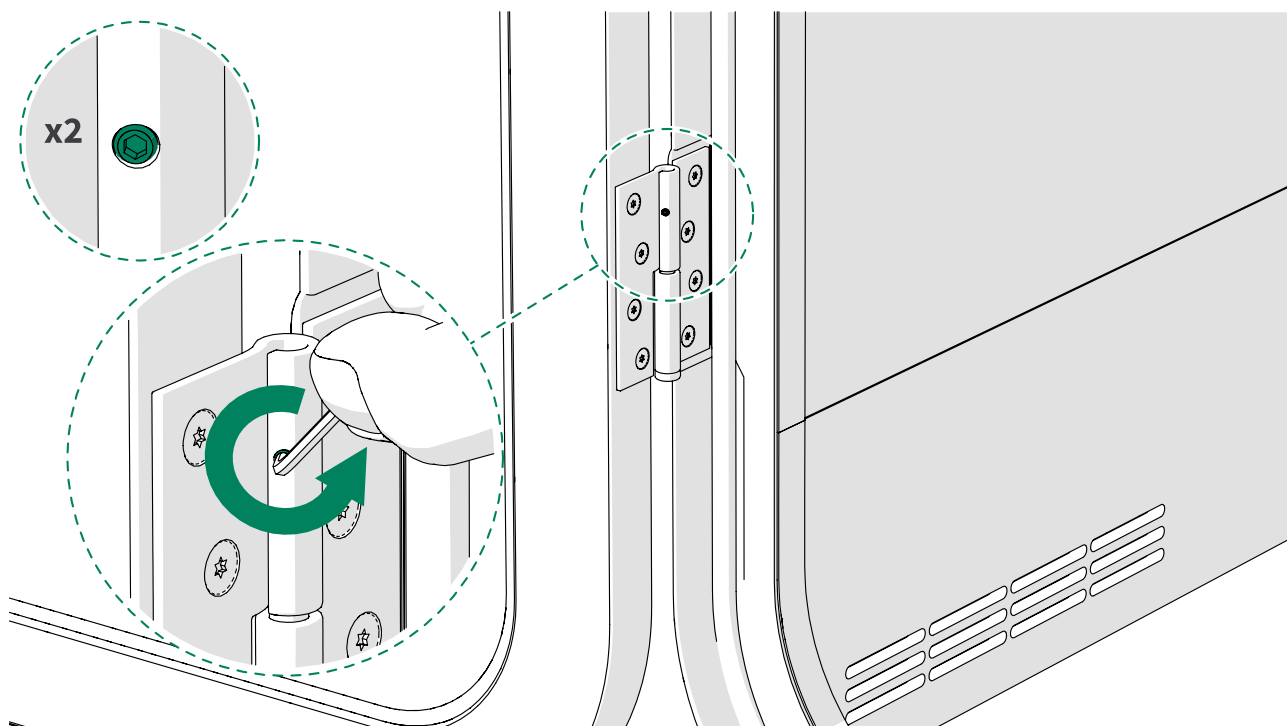
7.1.4 Adjust the door height

Make sure that the door is vertically aligned correctly. If the door is not in the middle of the frame, adjust it.

1. Remove the caps from both hinges.



2. Open the door and loosen the set screws of both hinges.

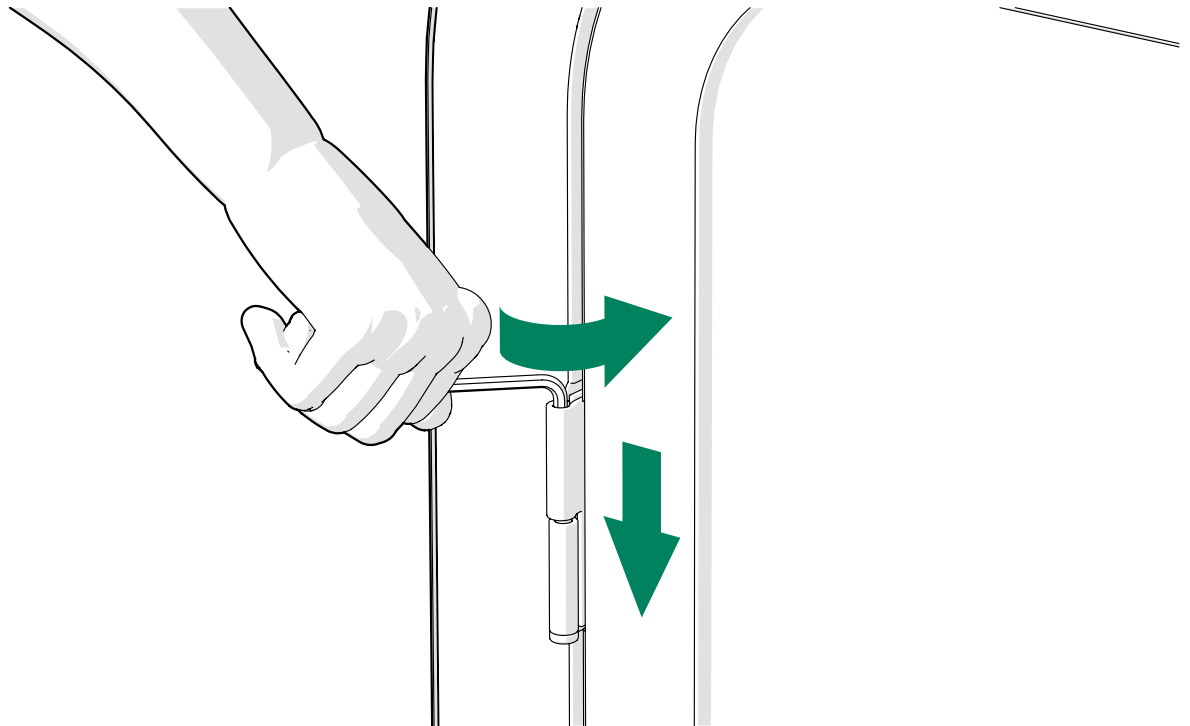


3. Close the door.

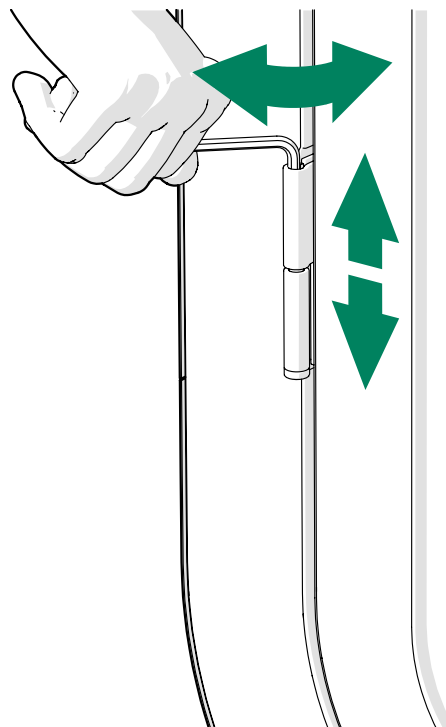
4. To raise the door, insert the hex key into the top of the upper hinge and turn clockwise. To lower the door, turn counter-clockwise.



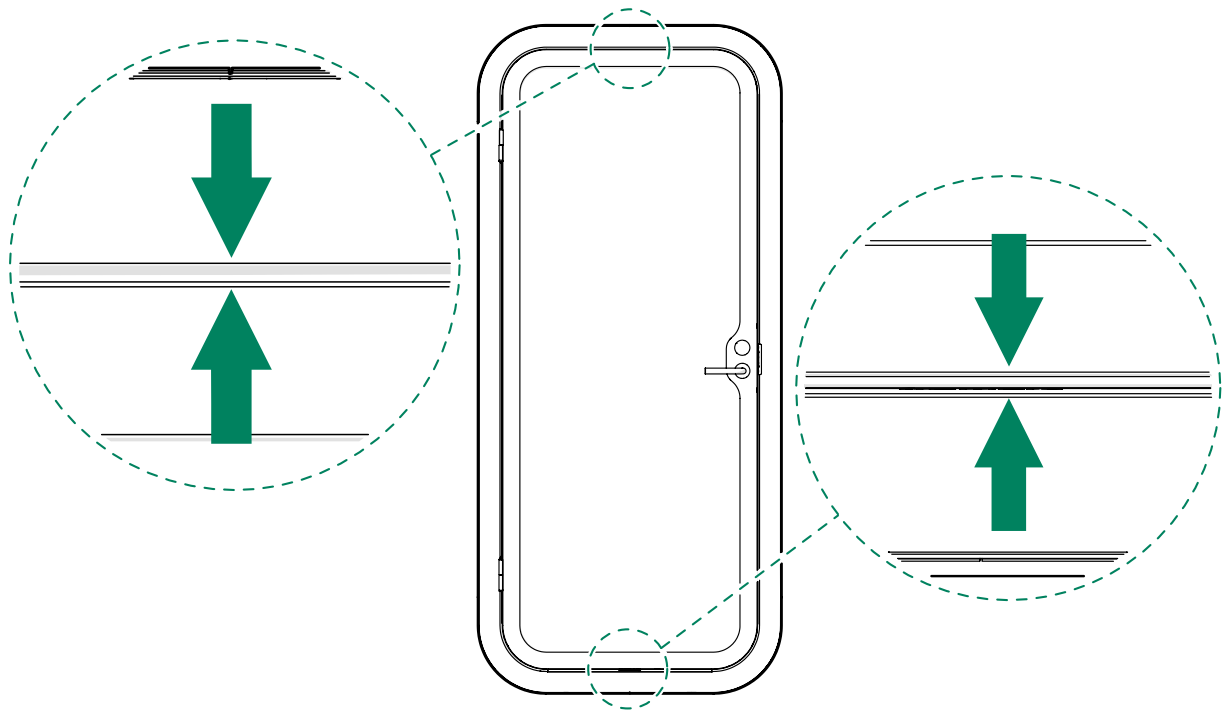
Note: After the initial installation, the door normally does not have to be lowered, but raised.



5. Adjust the height setting of the lower hinge accordingly so that the load on both hinges is the same. Turn clockwise to raise and counter-clockwise to lower the setting.



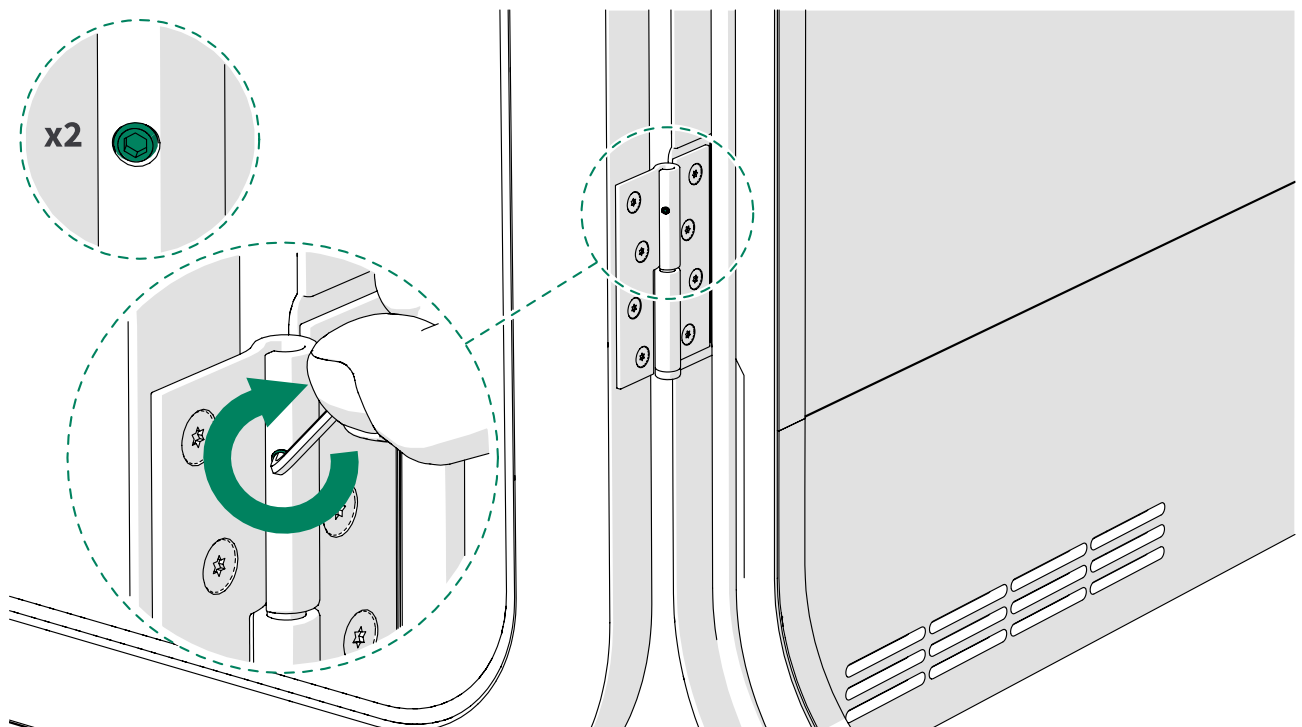
6. Make sure that the door is aligned correctly.



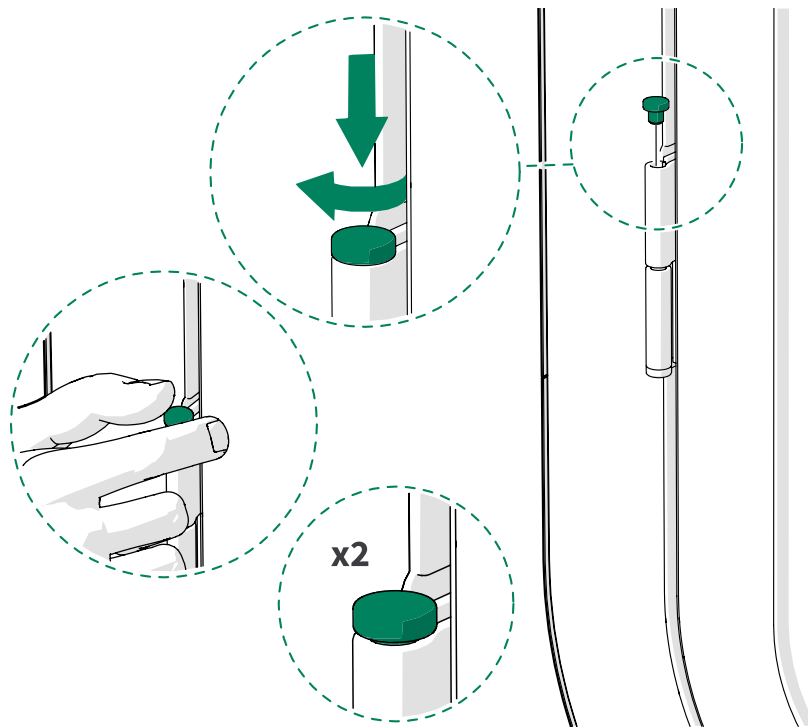
7. Test with a flashlight from the inside of the pod.
If the flashlight shines through the door seams, adjust the door.
8. Repeat steps 4–6 if needed.
9. Close the door.
10. Open the door and tighten the set screws when the adjustment is complete.



Note: Make sure that both hinges have the same height setting.

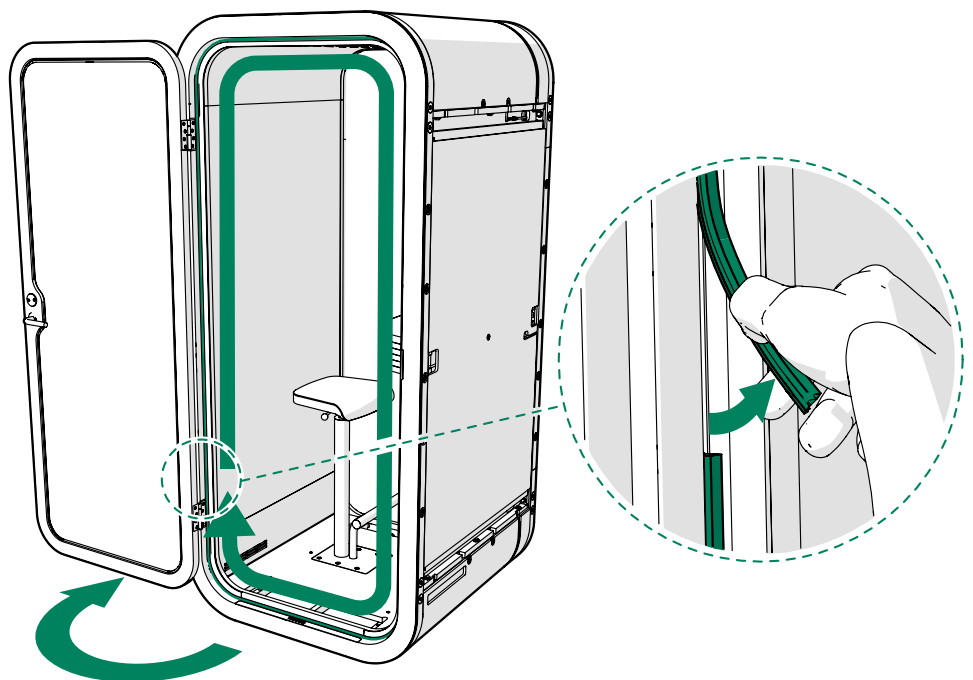


11. Install the caps to both hinges.



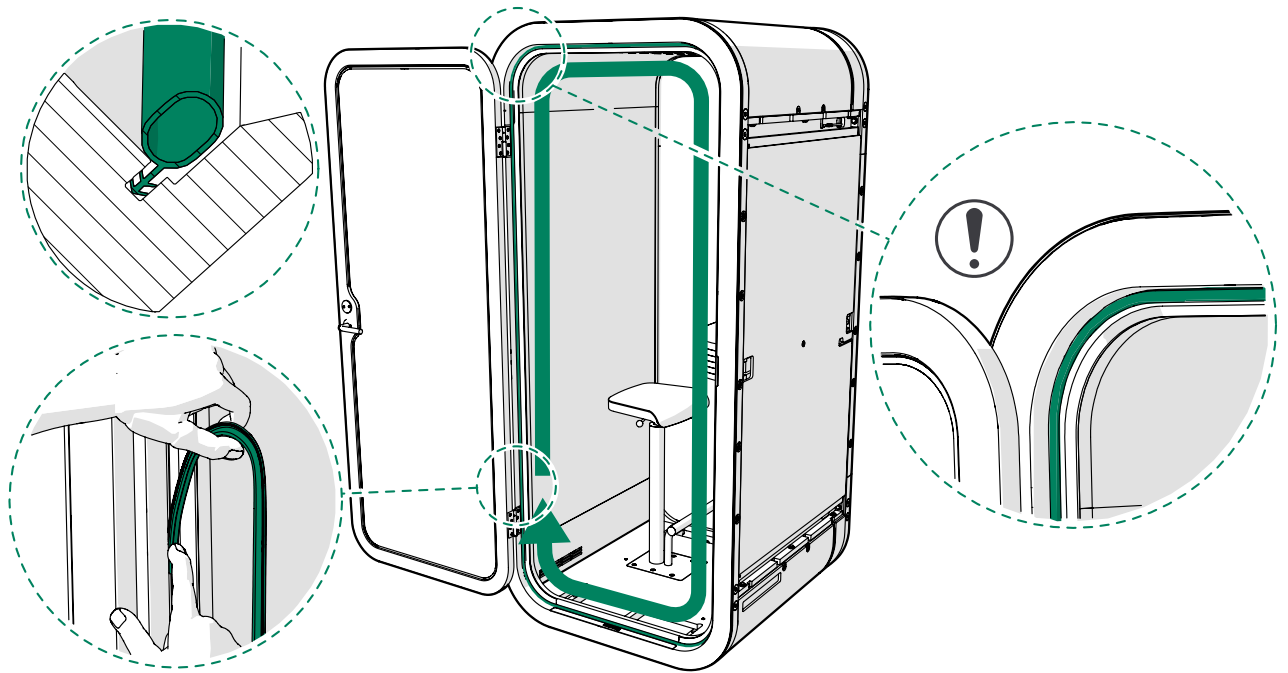
7.2 Check the door seal

1. Inspect the door seal for defects and replace the seal, if needed.
2. Remove the old seal.



3. Insert the new seal into the groove. Make sure that the seal is correctly installed.

i **Tip:** A spline roller can be a useful tool to help you work faster.

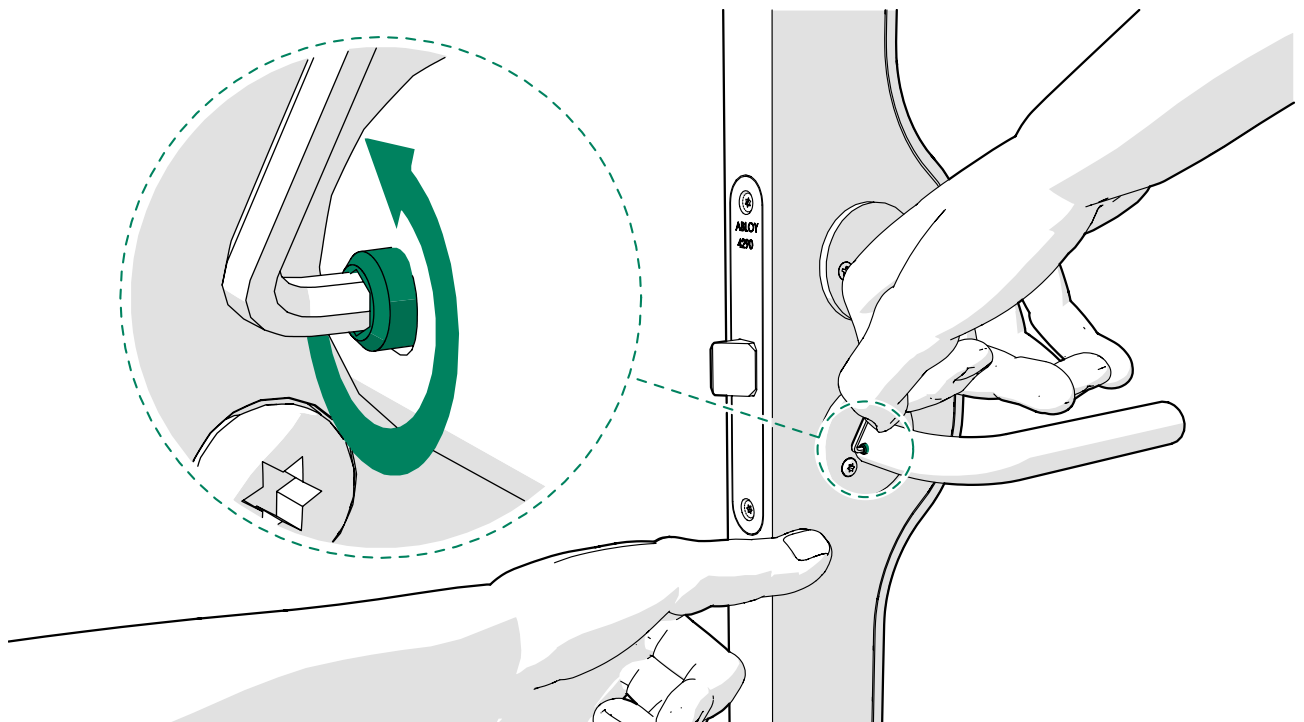


7.3 Check the door handle

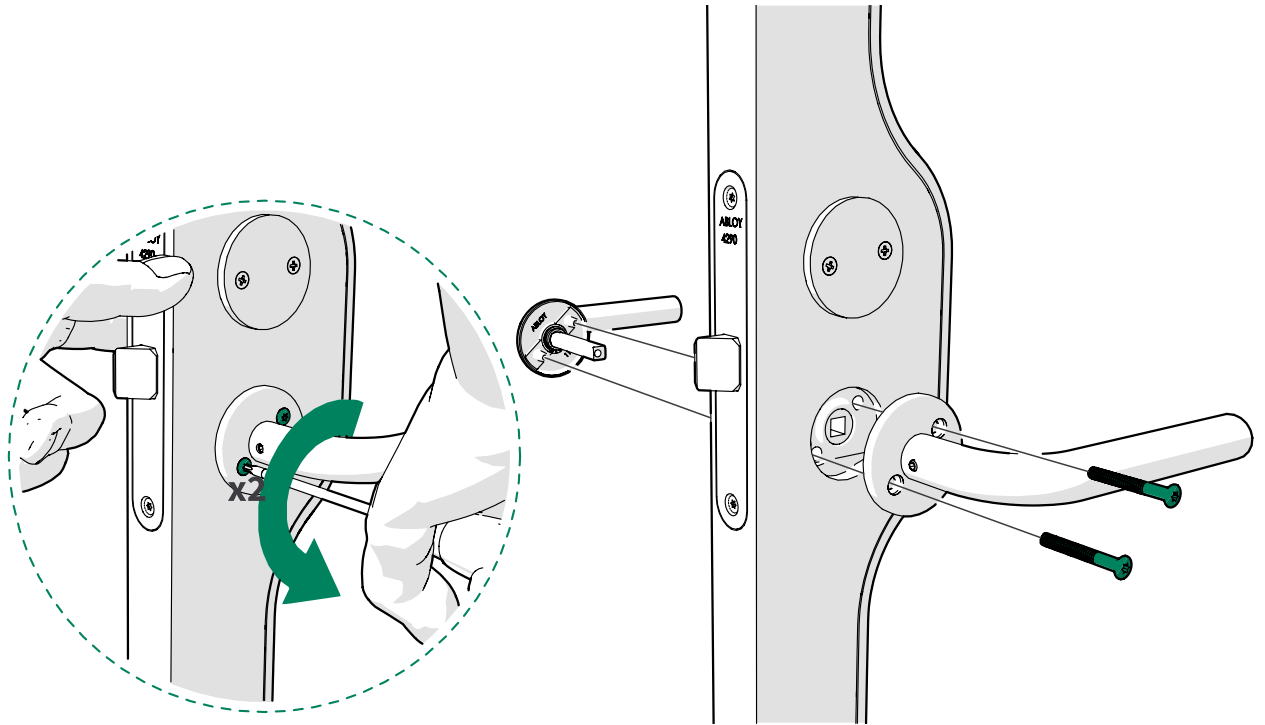
7.3.1 Adjust the handle

If the handle feels too loose or too tight, adjust the handle.

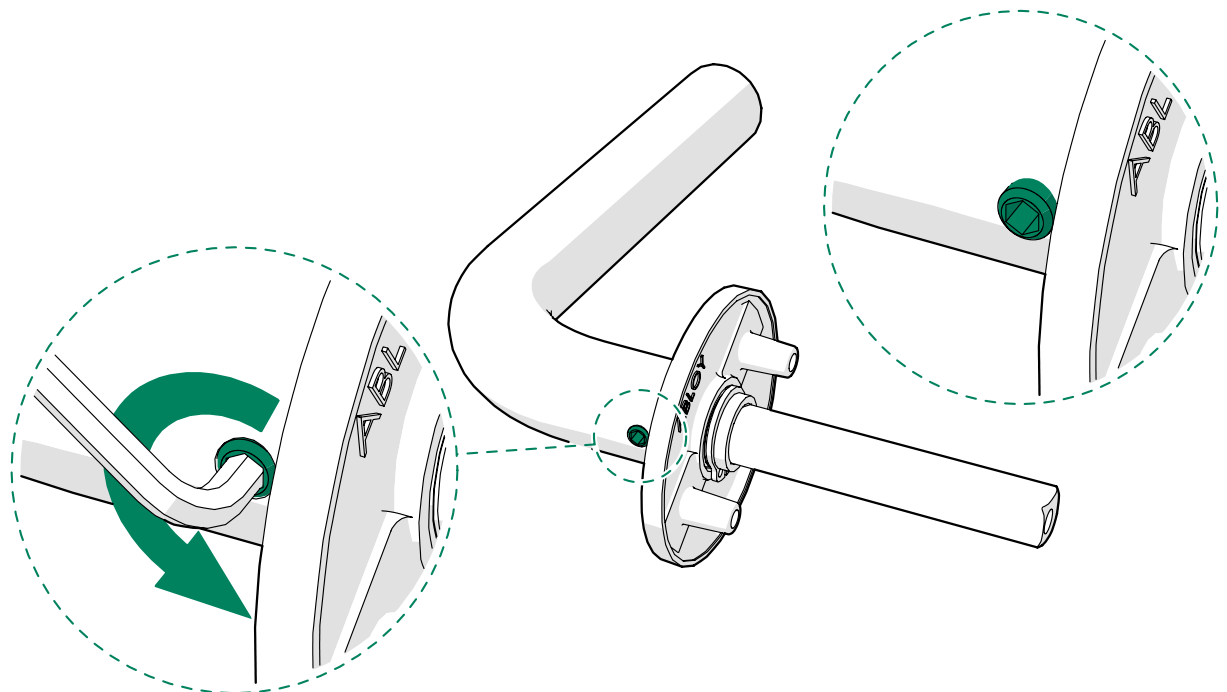
1. Loosen the set screw on the inside handle.



2. Remove the M5x32M5x46 screws.



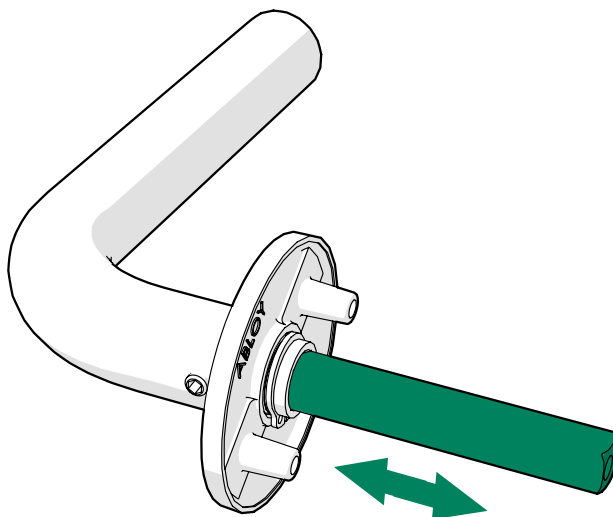
3. Remove the inside handle and the outside handle with the spindle attached to it.
4. Loosen the set screw on the outside handle.



5. Adjust the spindle at least 5 mm to find a new spot for the set screw to pierce the spindle.



Note: Do not turn or rotate the spindle in any way, because it can only be pierced on one side.



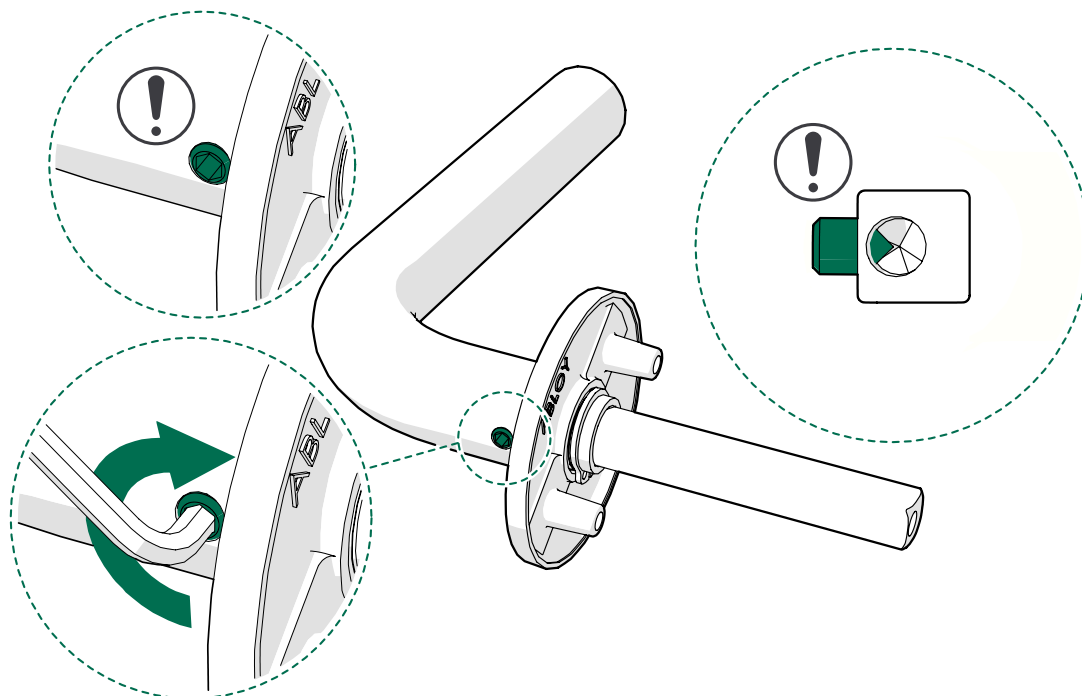
6. Tighten the set screw on the outside handle. The resistance increases steadily until the screw pierces the spindle.



Note: In the final position, the head of the set screw is slightly (1-2 threads) above the handle surface.



Note: In the final position, the head of the set screw is slightly above the handle surface.



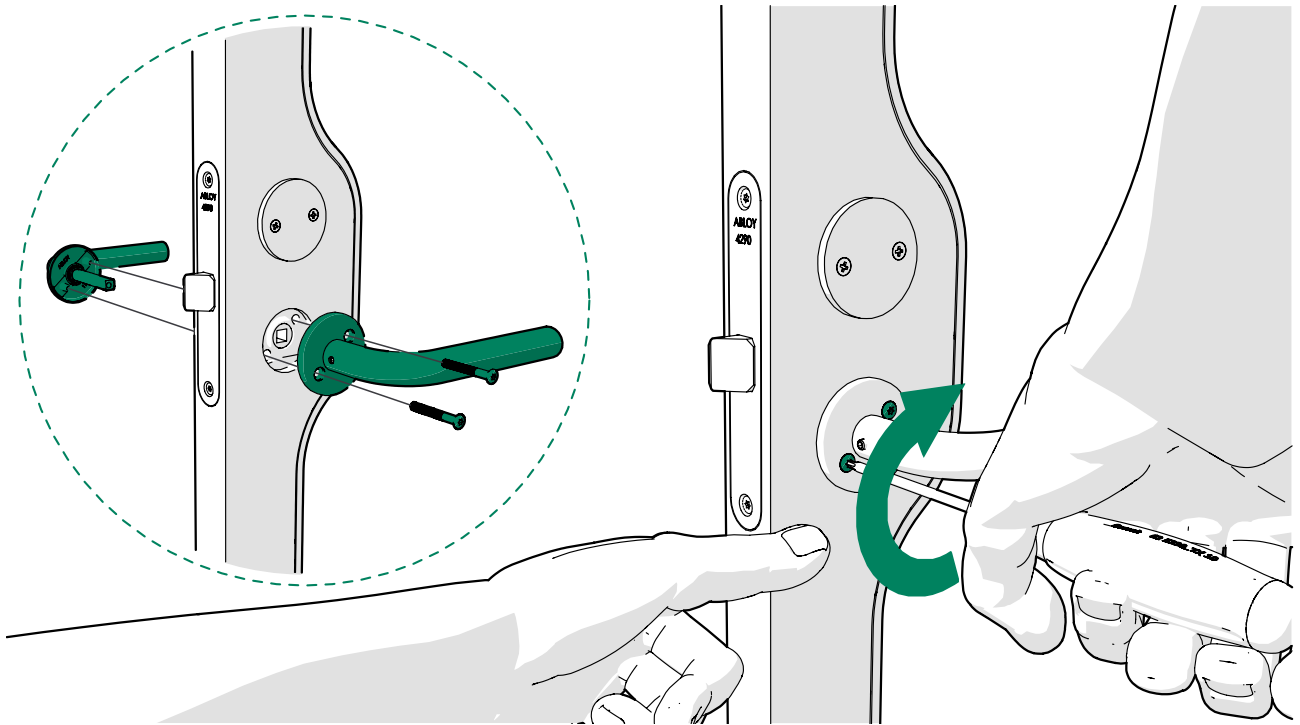
7. Do either of the following:

- Replace the M5x32M5x46 screws with new ones.



Note: Make sure that the new screws have Loctite.

- Add Loctite to the existing screws.



8. Tighten the M5x32M5x46 screws.



Note: Check that the handle is positioned straight.

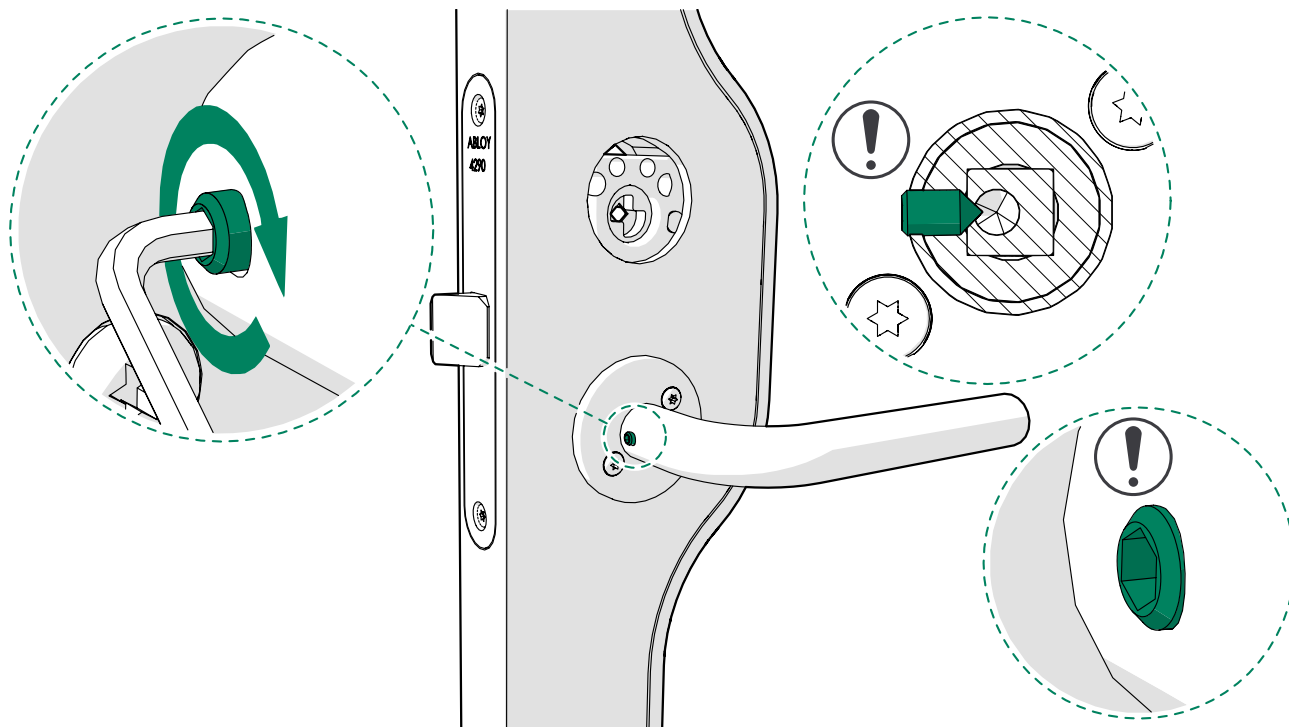


Note: Do not overtighten the screws. If you overtighten the screws, the lock latch gets stuck.

9. Tighten the set screw on the inside handle. The resistance increases steadily until the screw pierces the spindle.

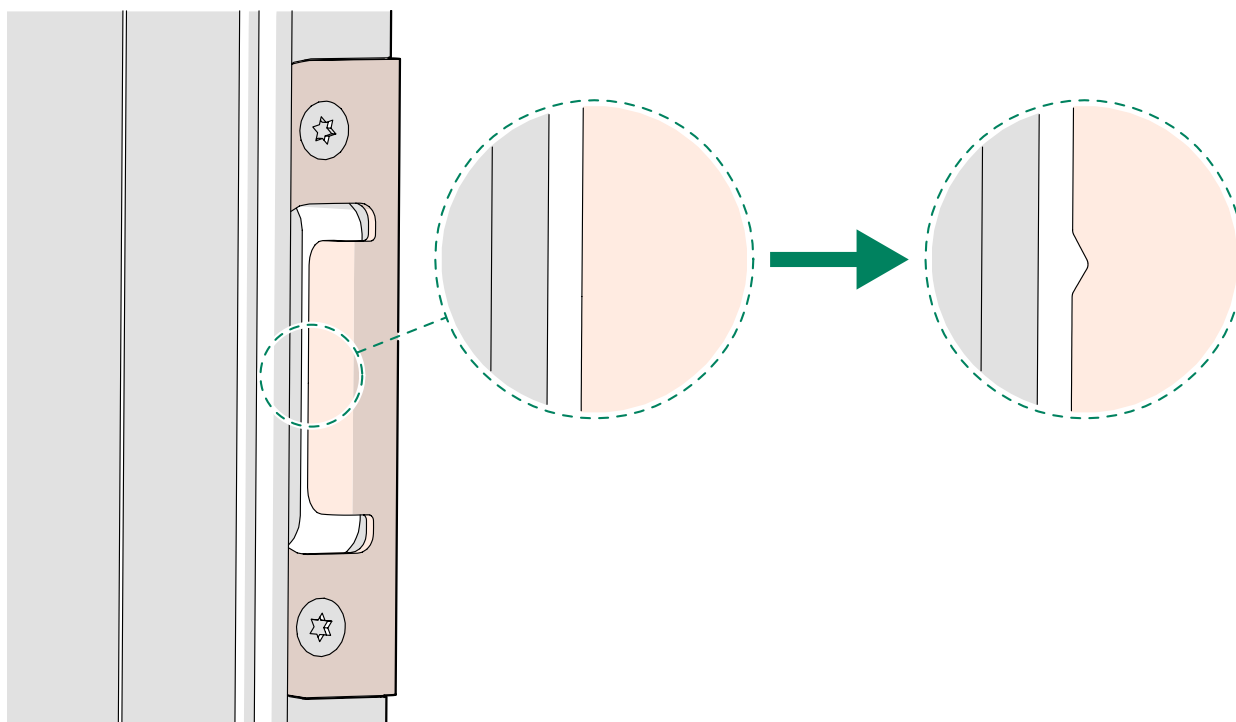
⚠ **Note:** In the final position, the head of the set screw is slightly (1-2 threads) above the handle surface.

⚠ **Note:** In the final position, the head of the set screw is slightly above the handle surface.



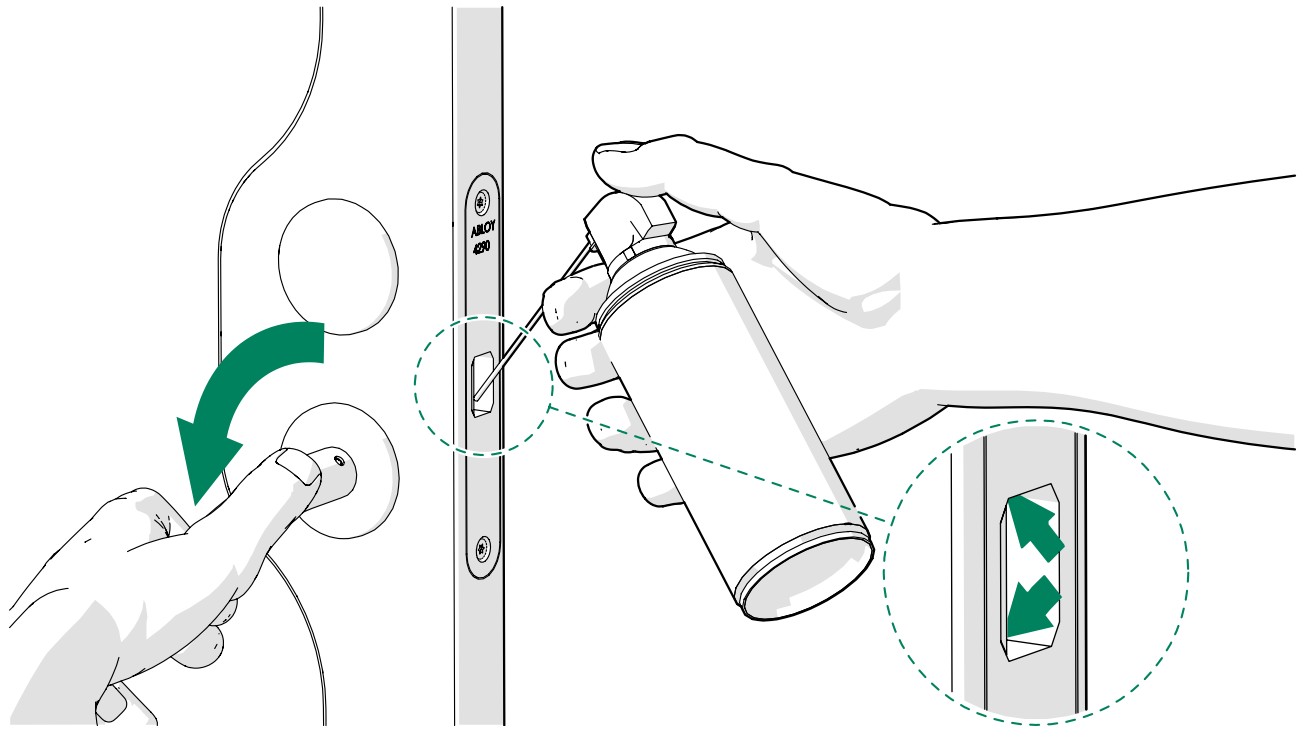
7.3.2 Check the strike plate

1. Check the condition of the strike plate.
2. Replace the strike plate if it is damaged or if it is an old model (no notch).



7.3.3 Lubricate the lock

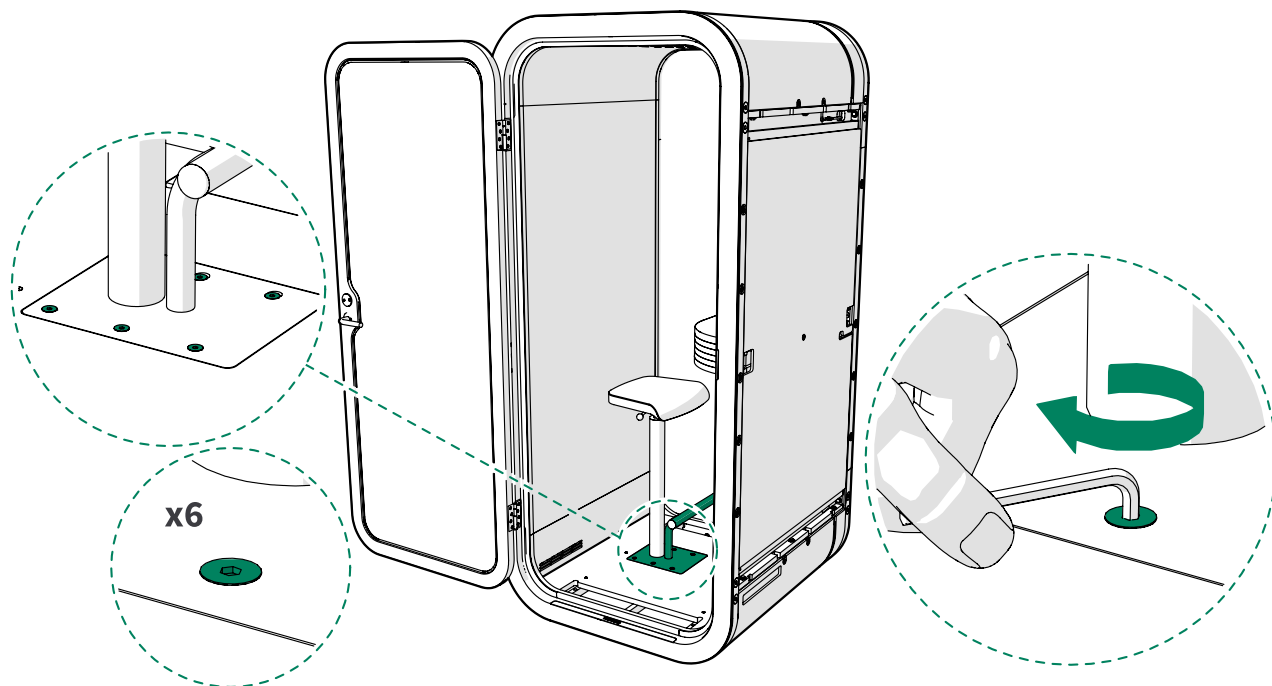
1. Press the door handle down.
The lock latch withdraws into the lock case.
2. Spray some lubricant into the lock case above and below the lock latch.



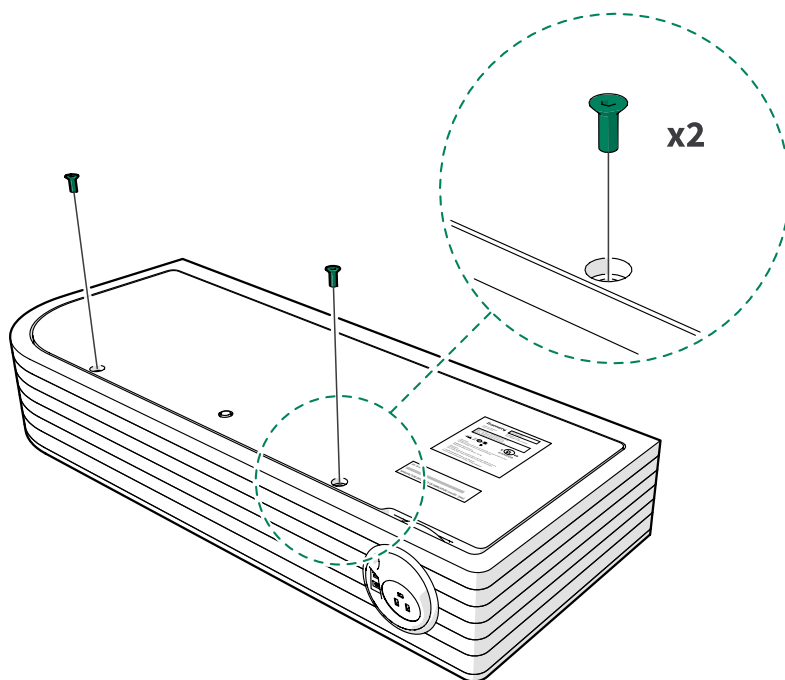
3. Wipe off any excess oil.

8 Tighten the stool and table bolts

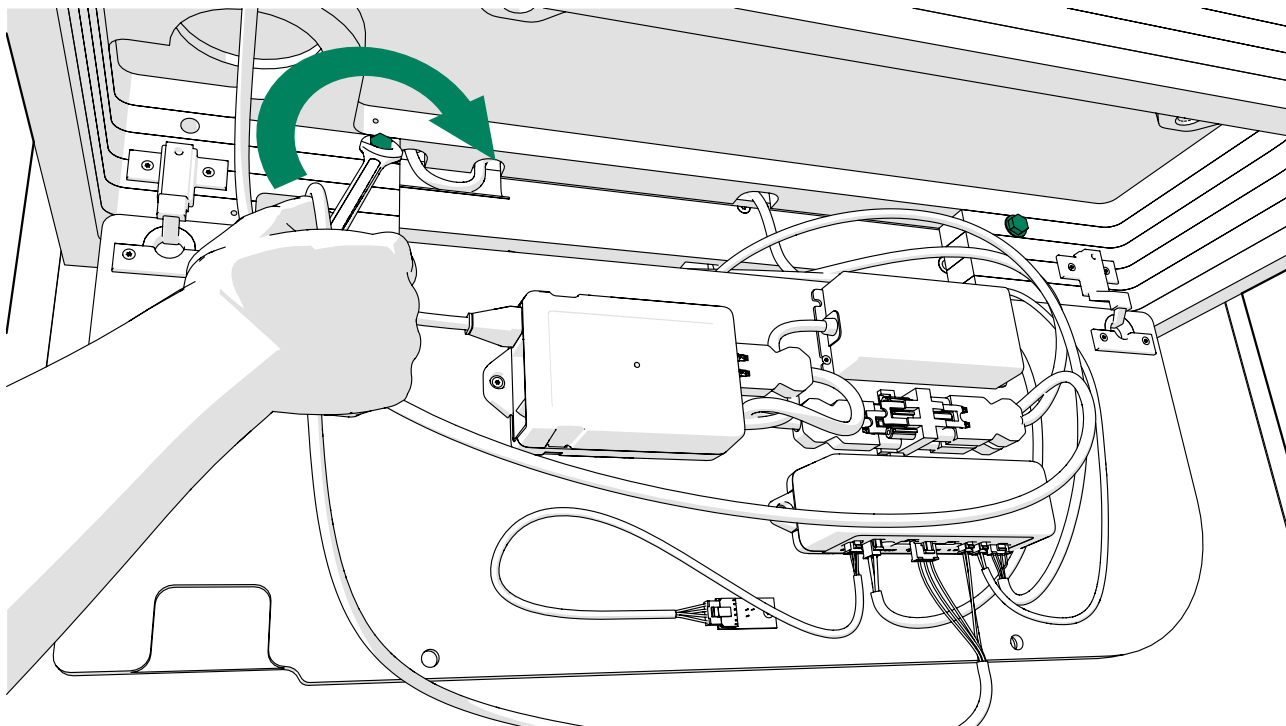
1. Tighten the stool screws at the base of the pedestal.



2. Remove countersunk M6x25 screws (2 pcs) from the table bottom board. Use a hex key.



3. Tighten the table screws.



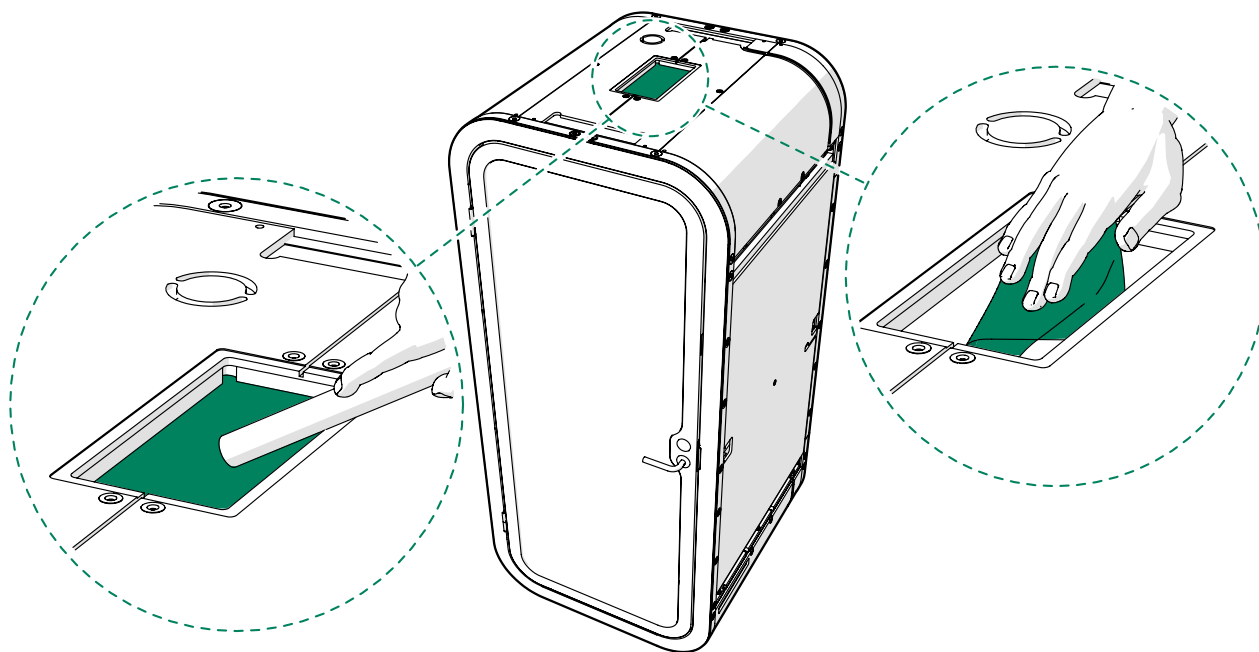
4. Wipe the table surface with a clean cloth.

9 Clean the fans and ventilation channels

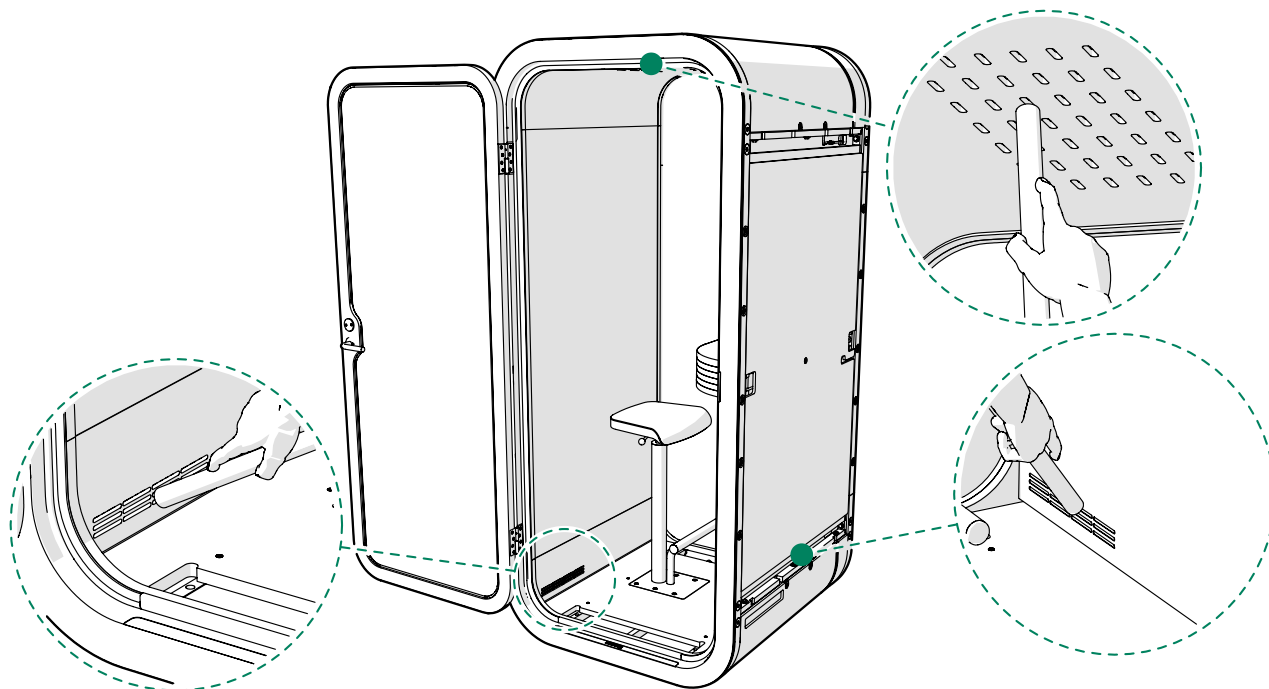
1. If you are not going to replace the fan module, clean the fans with an air duster. Do not apply excessive pressure or suction to the fan blades.

⚠ **Note:** Do not press the blades of the fan.

2. Clean the other parts under the fan module with a vacuum cleaner and a cloth.



3. Clean the ventilation channels with a vacuum cleaner from inside the pod.

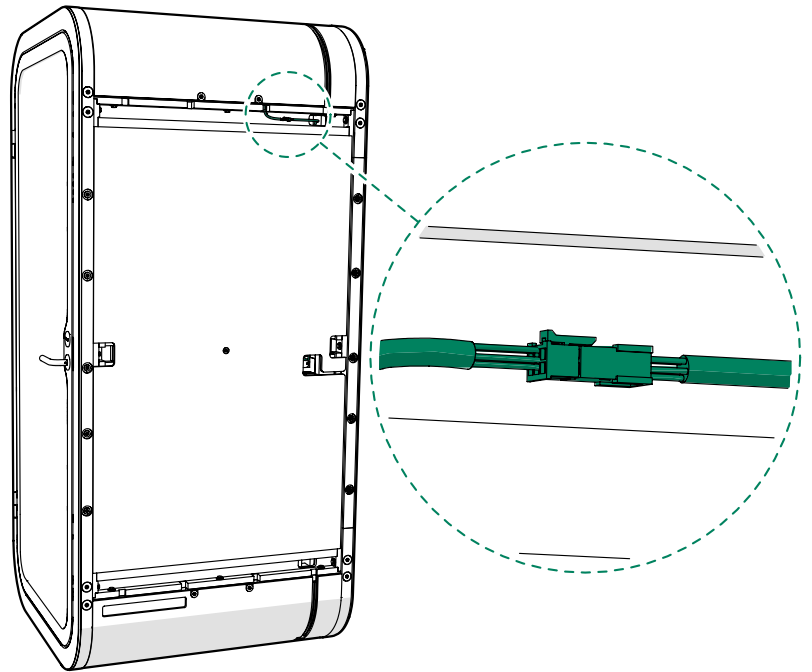


Related tasks

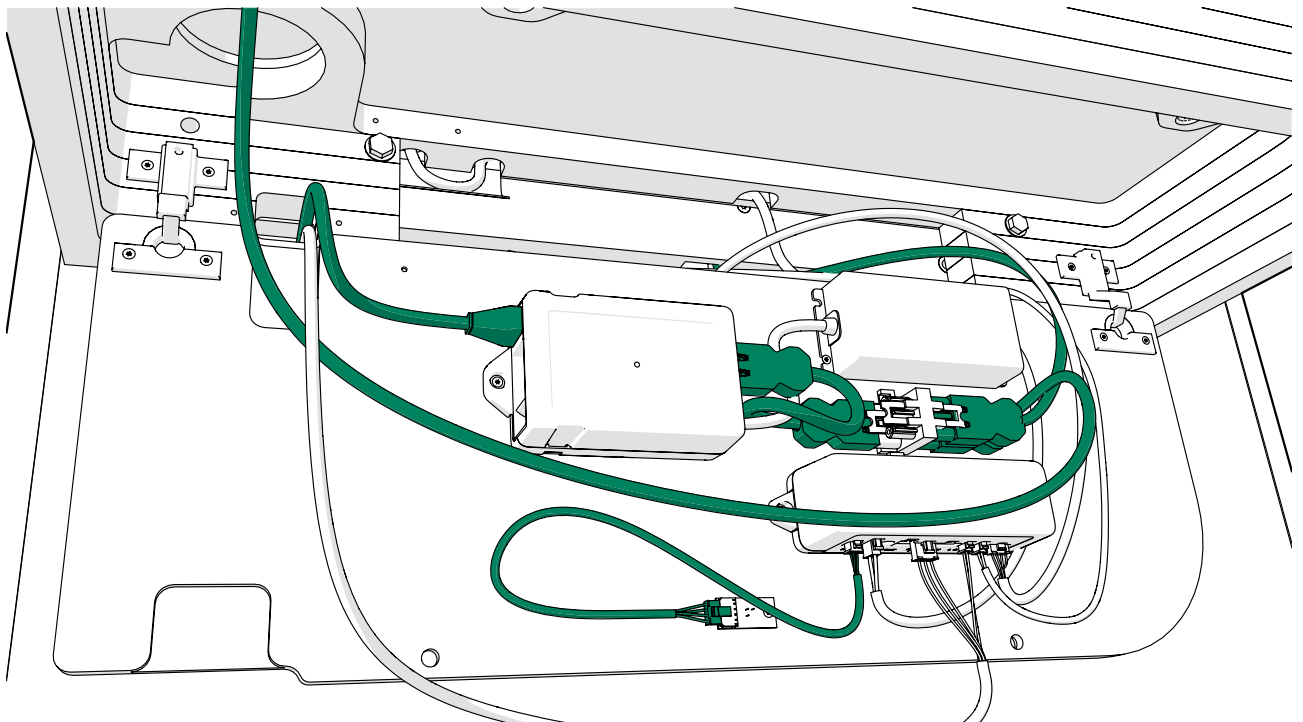
Replace the fan module on page 47

10 Check all the electrical connections

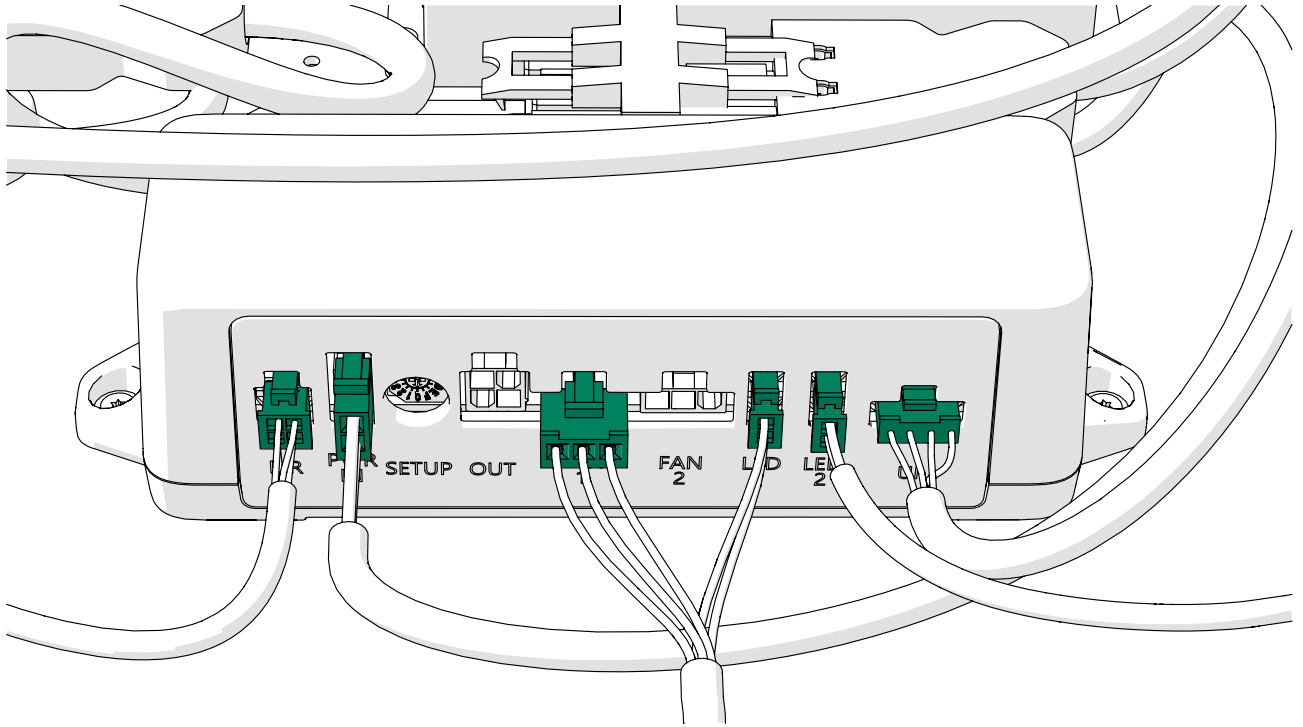
1. Check the DC connection between the wall and the roof.



2. Check the connections inside the table.



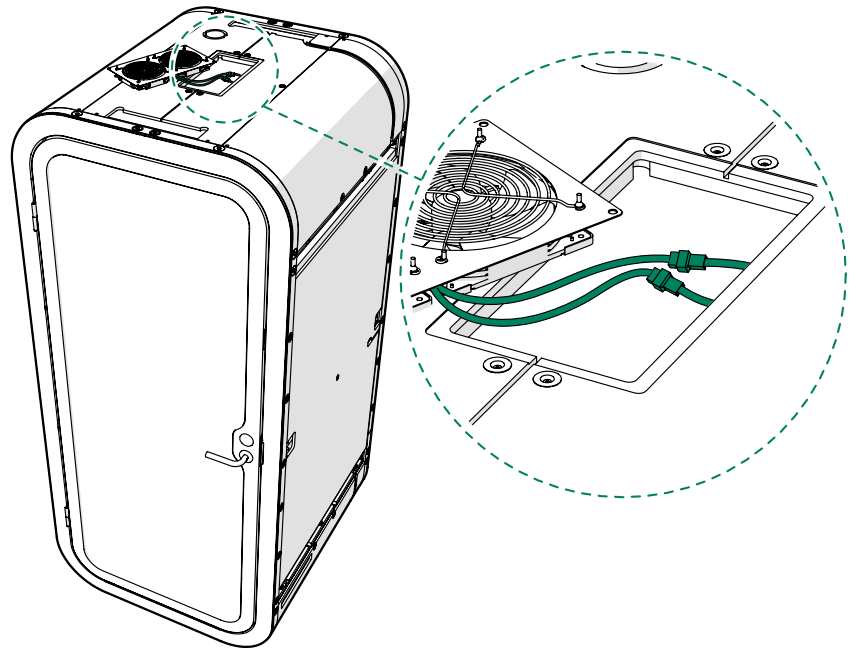
3. Check the connections in the control unit.



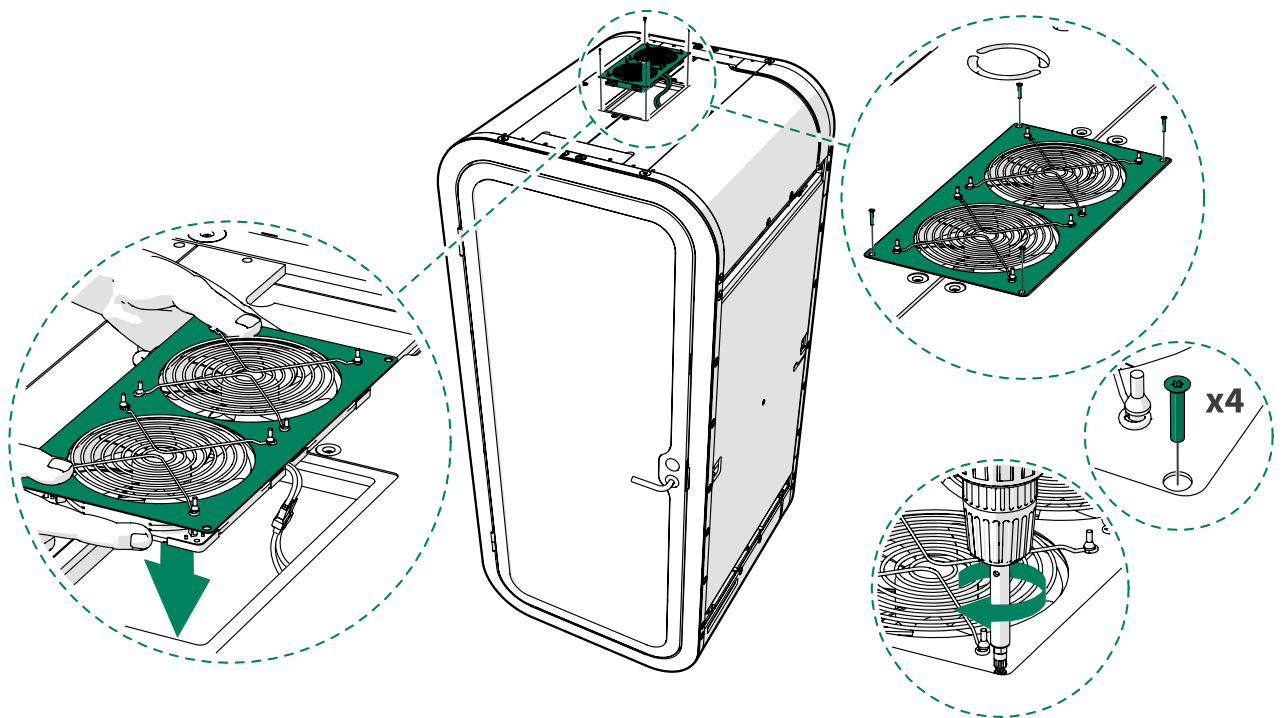
11 Reassemble

11.1 Replace the fan modulemodules

1. Connect the DC connectors.



2. Install the fan module with 3.5x16 screws (4 pcs).

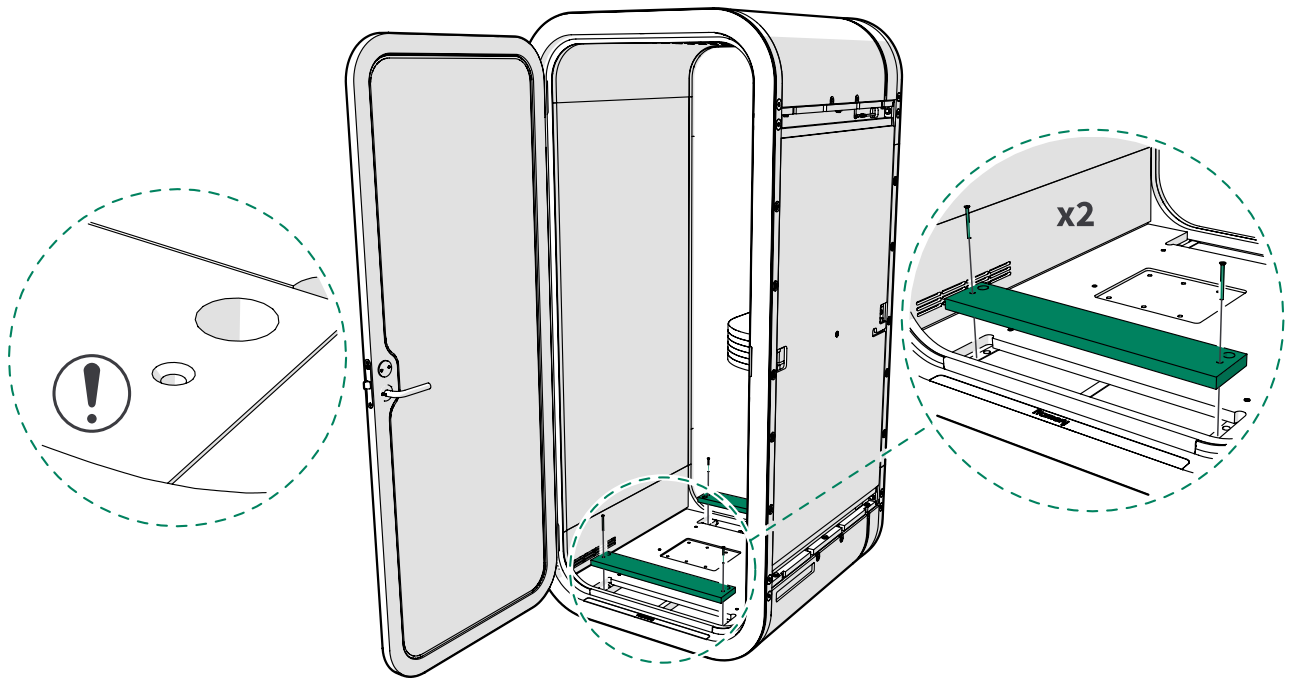


3. Repeat steps 1 and 2 for the other fan module.
4. Repeat steps 1 and 2 for all other fan modules.

11.2 Install the floor cover panels

Install the floor cover panels (2 pcs) with 5x60 countersunk screws (2 pcs each).

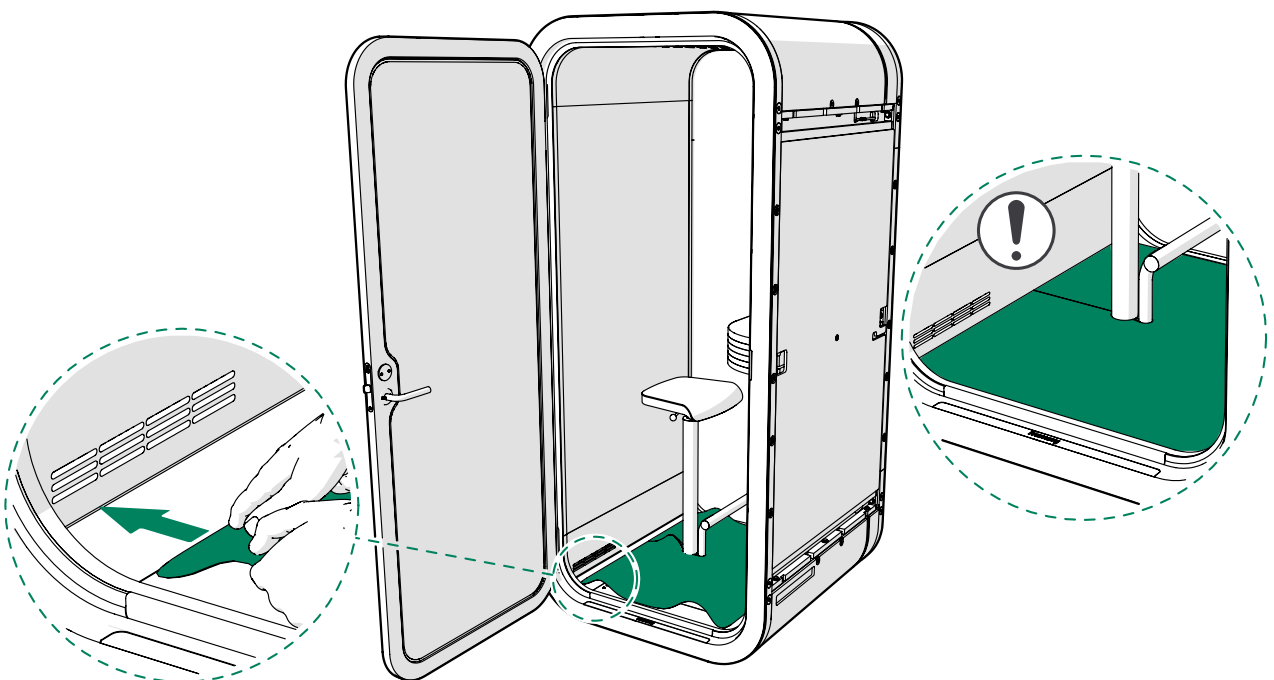
ⓘ **Note:** Place the countersunk holes upwards. Use the existing screw holes.



11.3 Install the carpet

Slide the carpet around the stool and under the wall felt.

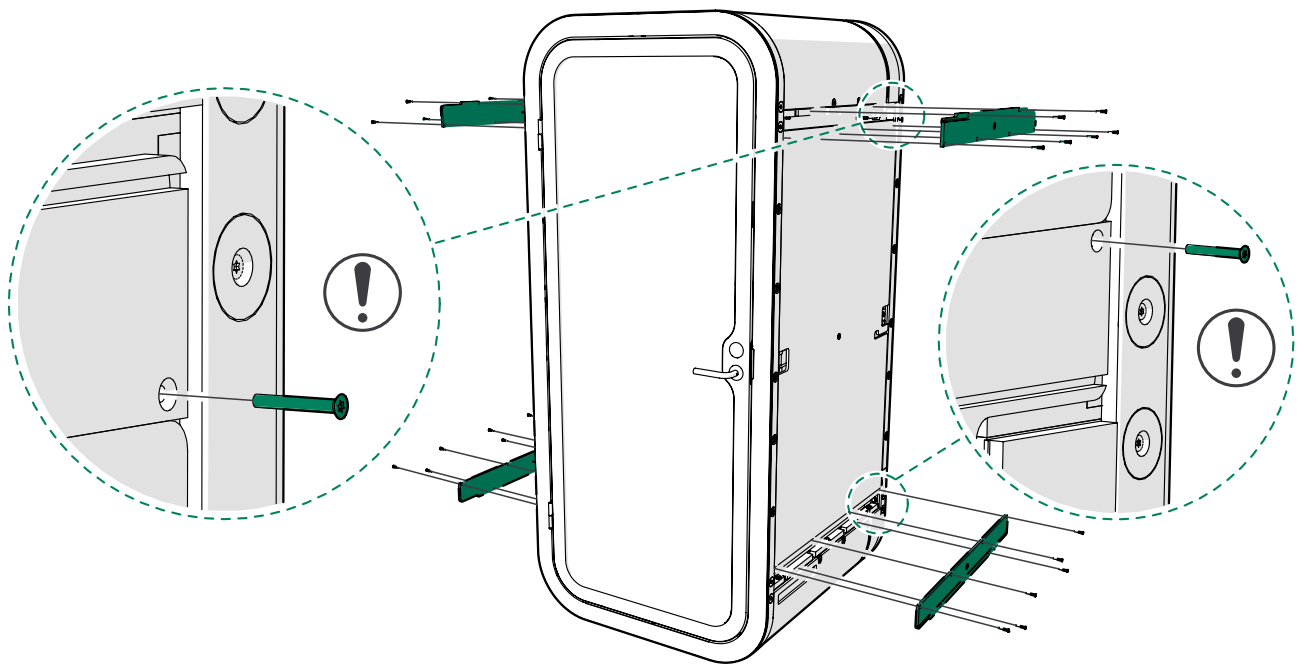
ⓘ **Note:** Make sure that the carpet is firmly in place and that there are no bumps.



11.4 Install the wall cover panels

Reinstall the wall cover panels (4 pcs) with 4x30 screws (6 pcs each).

- ❗ **Note:** Make sure that you install the techwall panels on the left-hand edge of the wall so that the power cord fits on the right-hand side.
- ❗ **Note:** Make sure that the grooves in the panels are on the outer edge of the panel. Place the countersunk holes upwards. Use the existing screw holes.
- ❗ **Note:** If you install for the first time, you need two extra screws per panel, in addition to the ones removed at the beginning of the installation. Install the two additional screws to the two vacant countersunk holes in the cover panels.

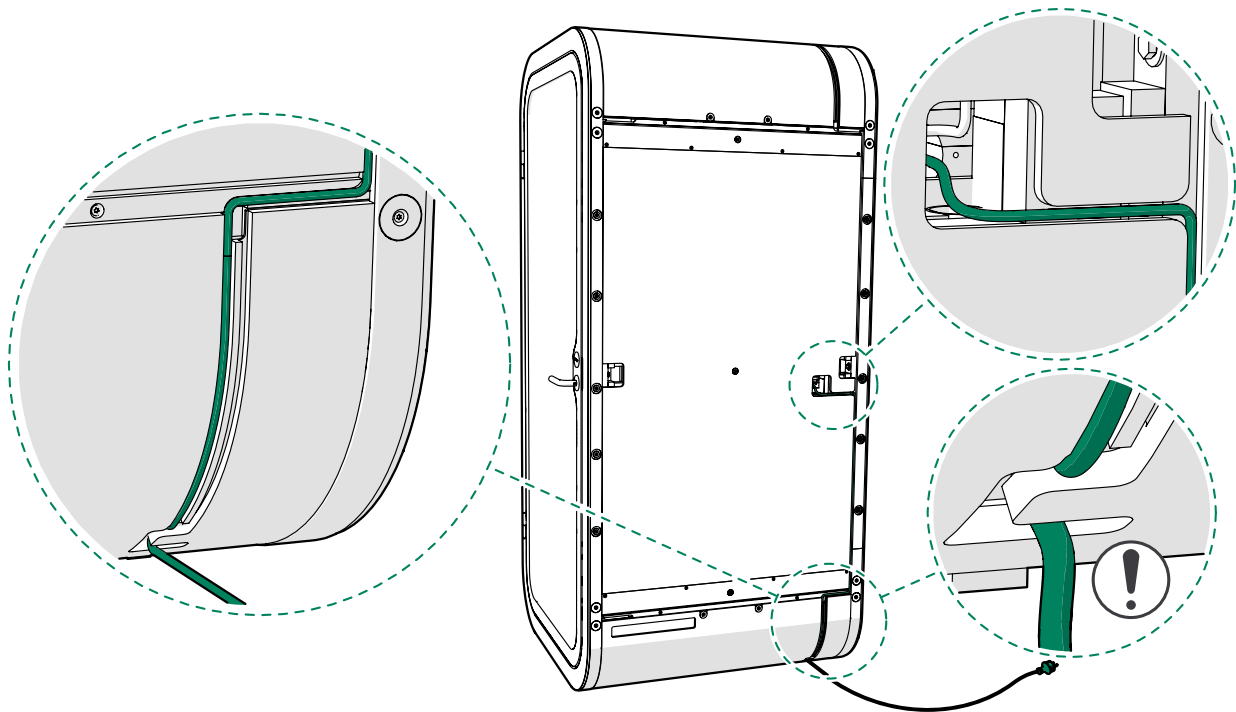


11.5 Install the power cord from the floor

If you intend to install the power cord from the roof, see [Install the power cord from the roof](#) on page 50.

Guide the power cord down the side of the pod's wall and into the electrical duct in the floor module.

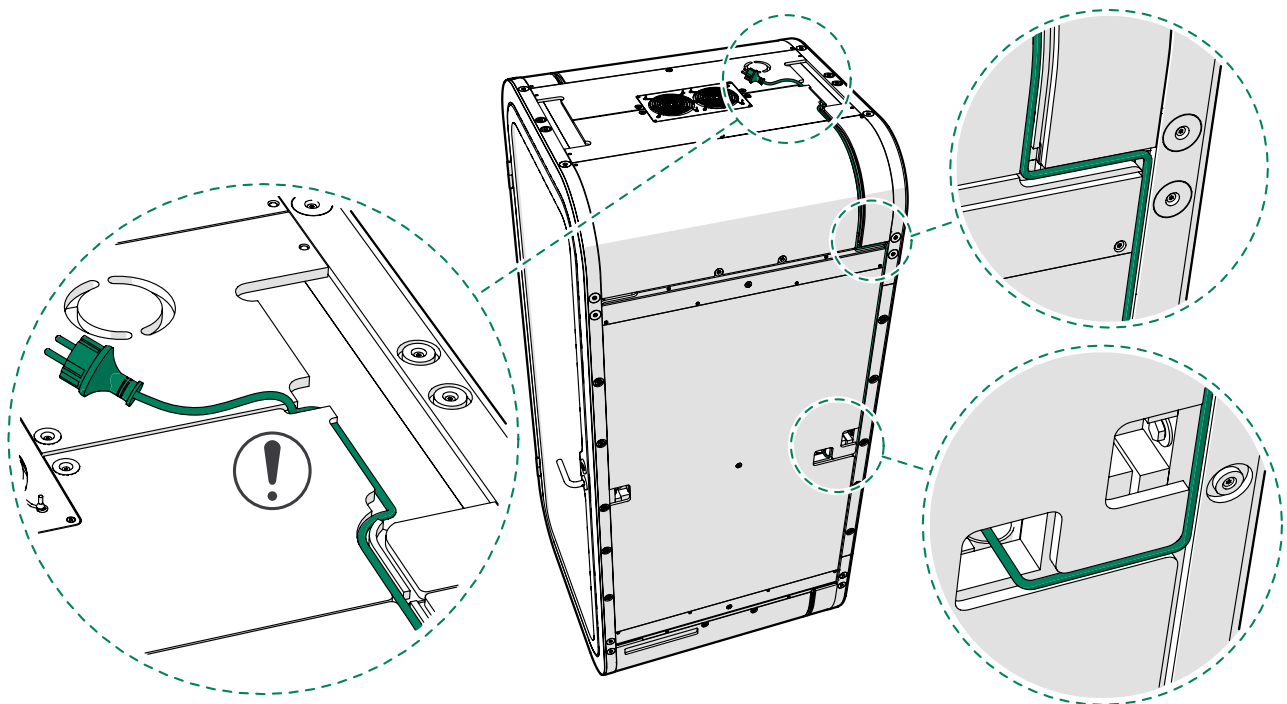
- ❗ **Note:** Guide the power cord under the strain relief.



11.6 Install the power cord from the roof

Guide the power cord up the side of the pod's wall and into the electrical duct in the roof module.

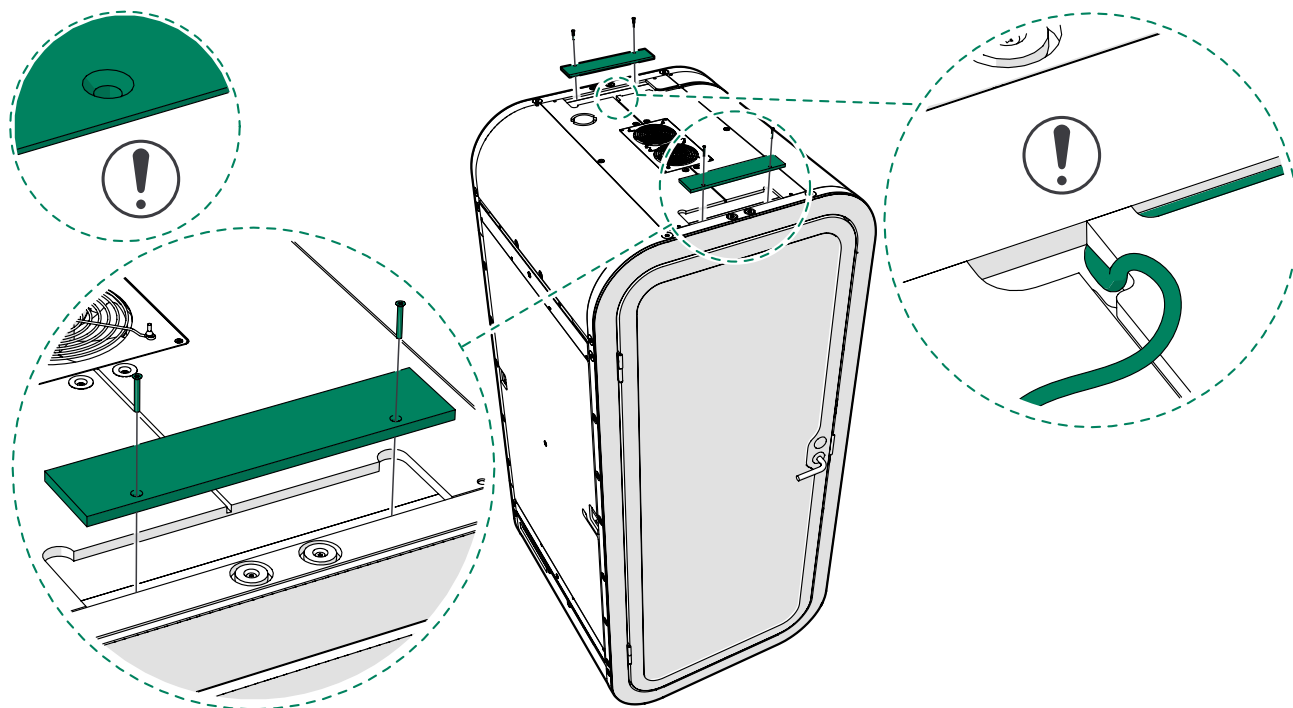
⚠ **Note:** Guide the power cord under the strain relief.



11.7 Install the roof cover panels

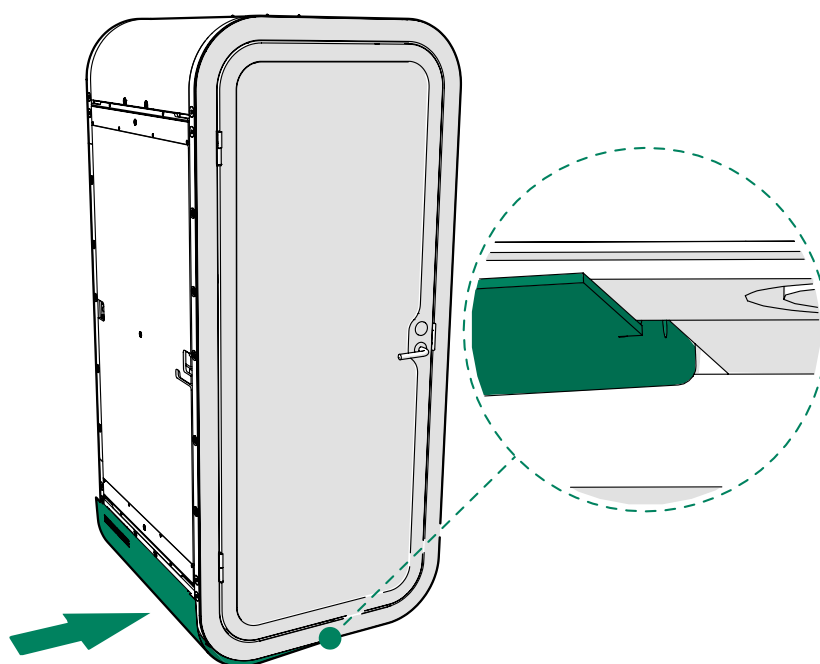
Install the roof cover panels (2 pcs) with 4x30 screws (2 pcs each).

- ❗ **Note:** Place the countersunk holes upwards. Use the existing screw holes.
- ❗ **Note:** If you installed the power cord to the roof module, make sure that it is in the notch and is not damaged during the cover panel installation.



11.8 Install the bottom body covers

1. Slide the left-hand bottom body cover under the pod.
2. Guide the body cover folds into the installation grooves under the pod.



3. Pull the body cover outwards and upwards at the same time. Guide the cover folds into the installation grooves on the sides of the pod.



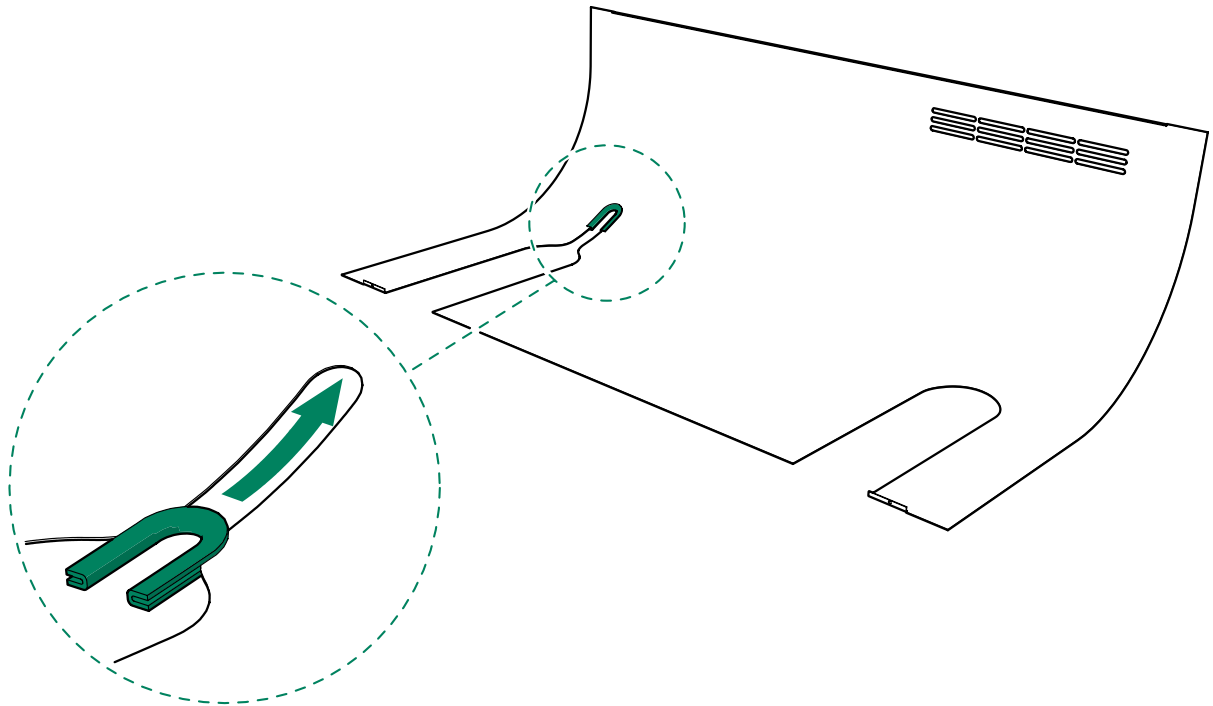
Note: Align the body cover to the door frame. Make sure that there are no gaps between the body cover and the door frame. Make sure that the body cover is installed evenly and aligned correctly.

4. If you installed the power cord to the floor module, install the lead-through rubber to the right-hand bottom body cover.

Bend the rubber into shape before installing it.



Note: You only have to do this when installing for the first time.

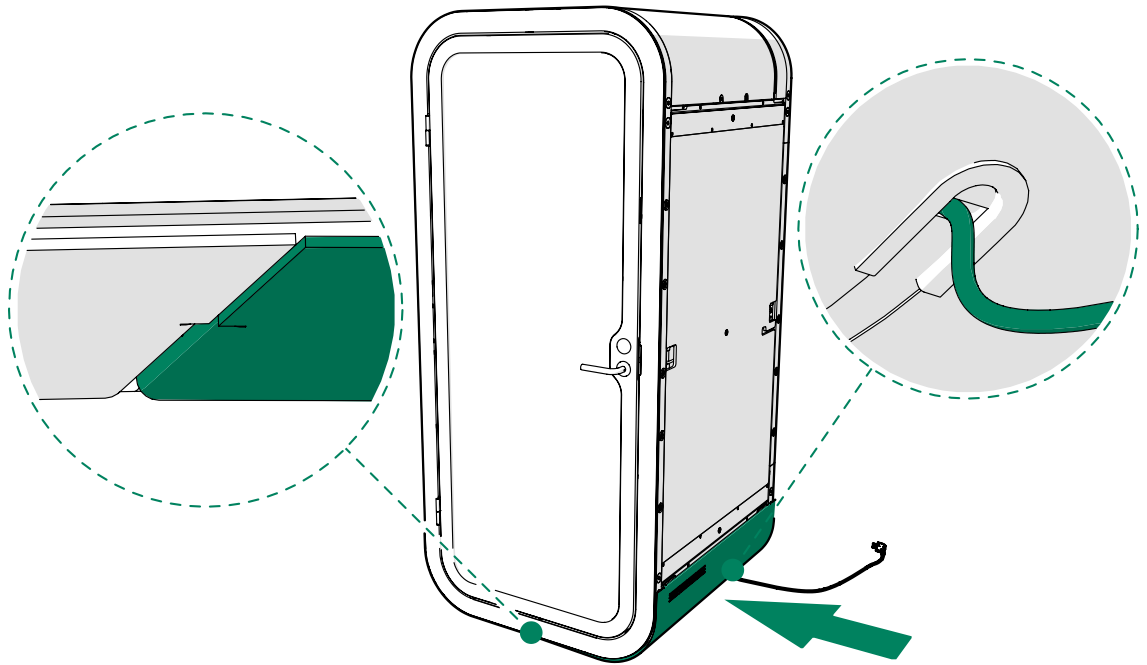


5. Slide the right-hand bottom body cover under the pod.



Note: If you installed the power cord to the floor module, guide it through the lead-through and support it while sliding the body cover into place.

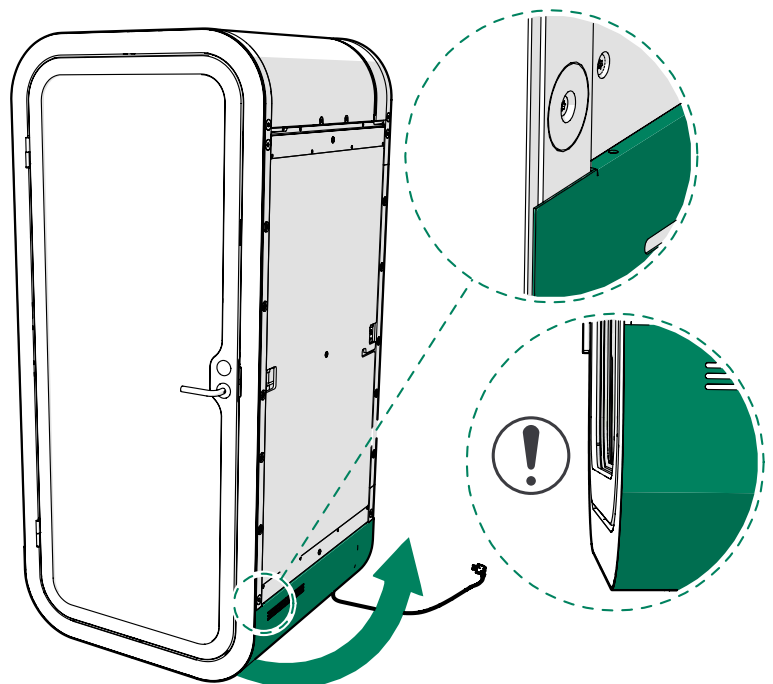
6. Guide the body cover folds into the installation grooves.



7. Pull the body cover outwards and upwards at the same time. Guide the cover folds into the installation grooves.



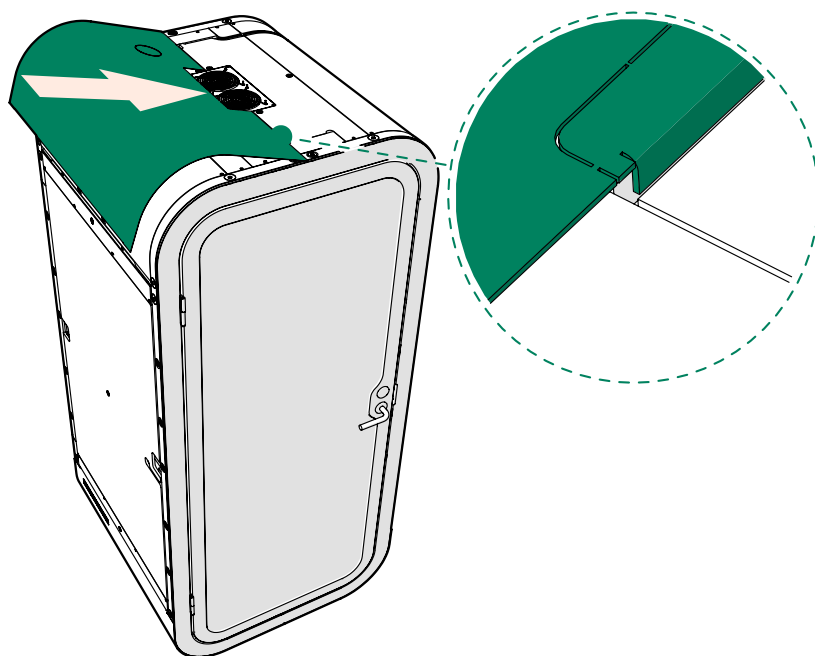
Note: Align the body cover to the door frame. Make sure that there are no gaps between the body cover and the door frame. Make sure that the body cover is installed evenly and aligned correctly.



11.9 Install the roof body covers

Set the roof body covers into place one at a time.

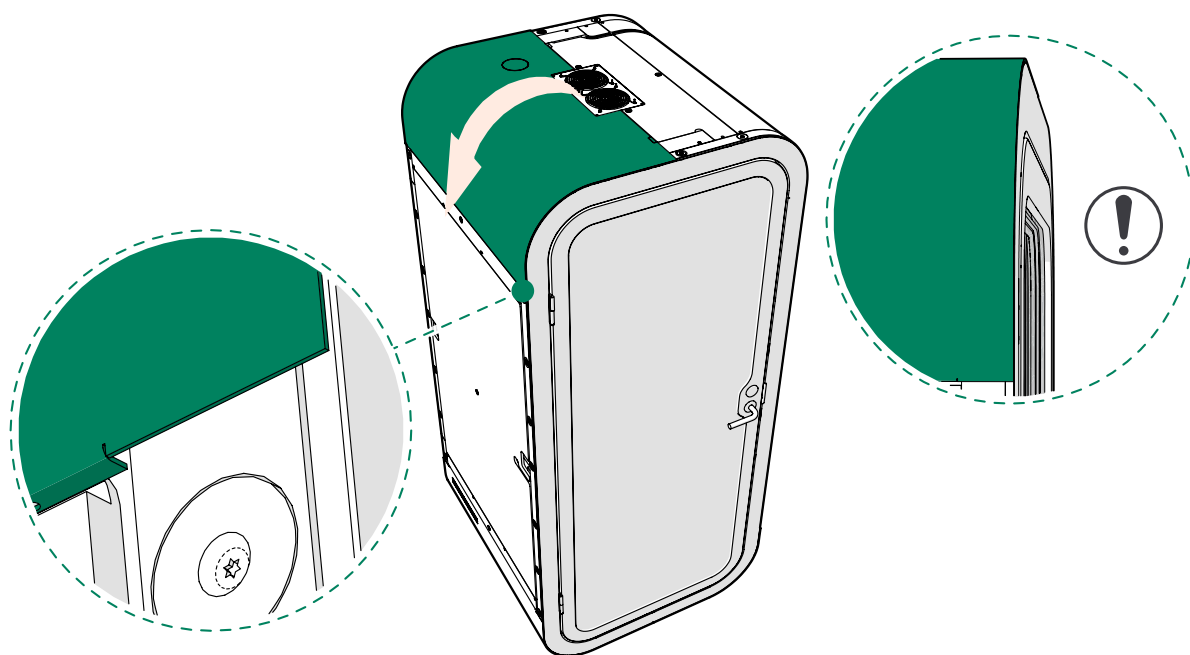
1. Place the upper fold of the roof body cover into the installation groove on the left-hand side of the roof.



2. Pull the body cover outwards and downwards at the same time. Push the lower fold of the body cover into the lower installation groove.

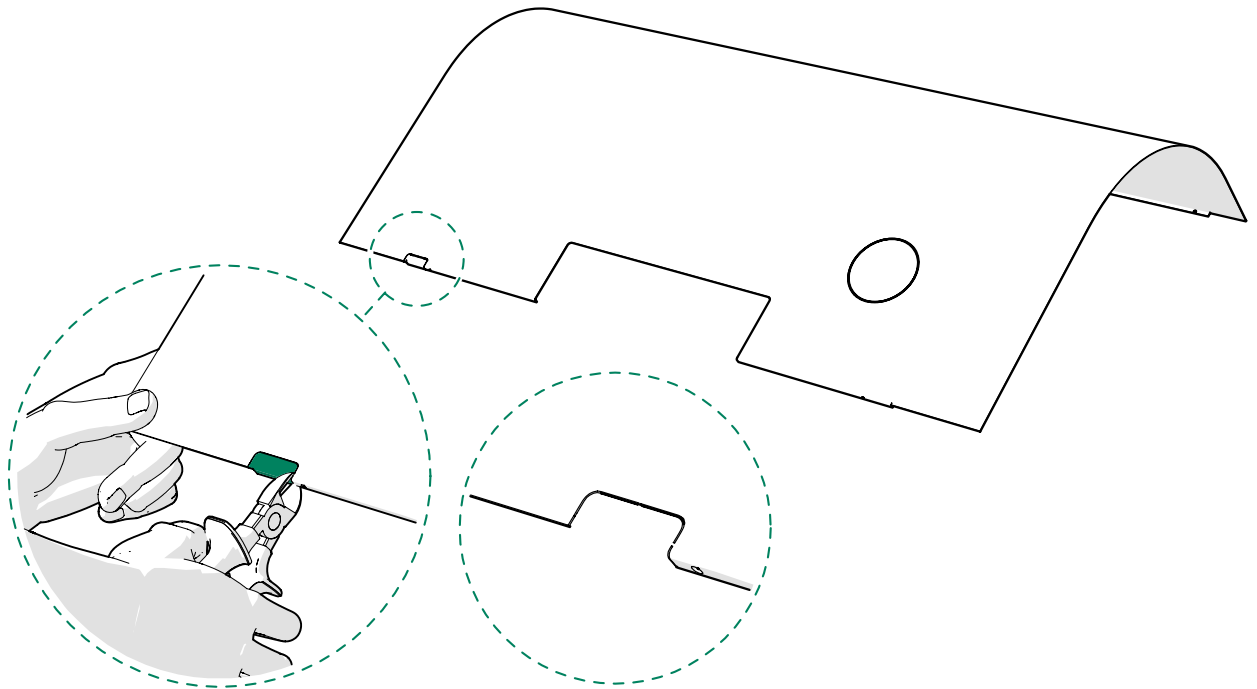


Note: Align the cover to the door frame. Make sure that there are no gaps between the body cover and the door frame. Make sure that the body cover is installed evenly and aligned correctly.



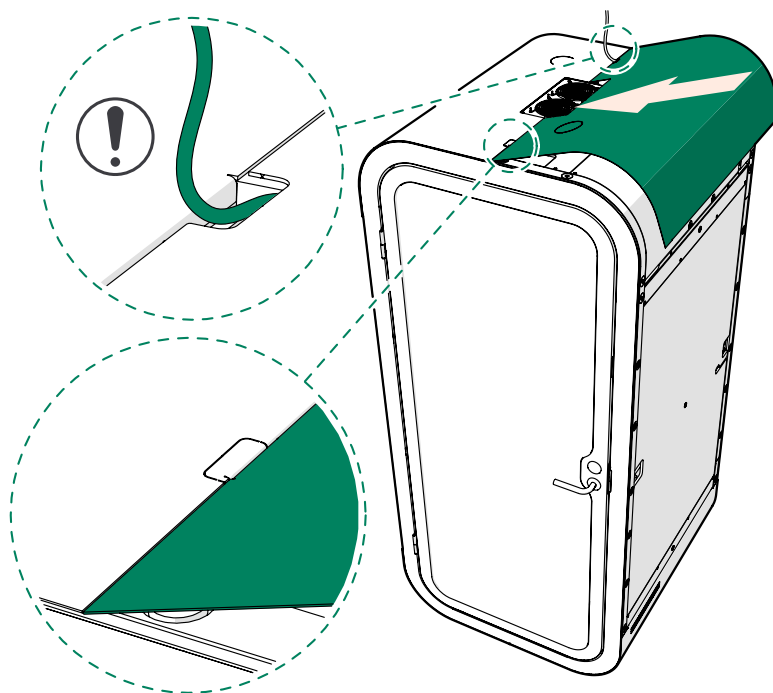
3. If you have installed the power cord to the roof module, cut the notch out of the remaining body cover.

⚠ **Note:** You only have to do this when installing for the first time.



4. Place the upper fold of the roof body cover into the installation groove on the right-hand side of the roof.

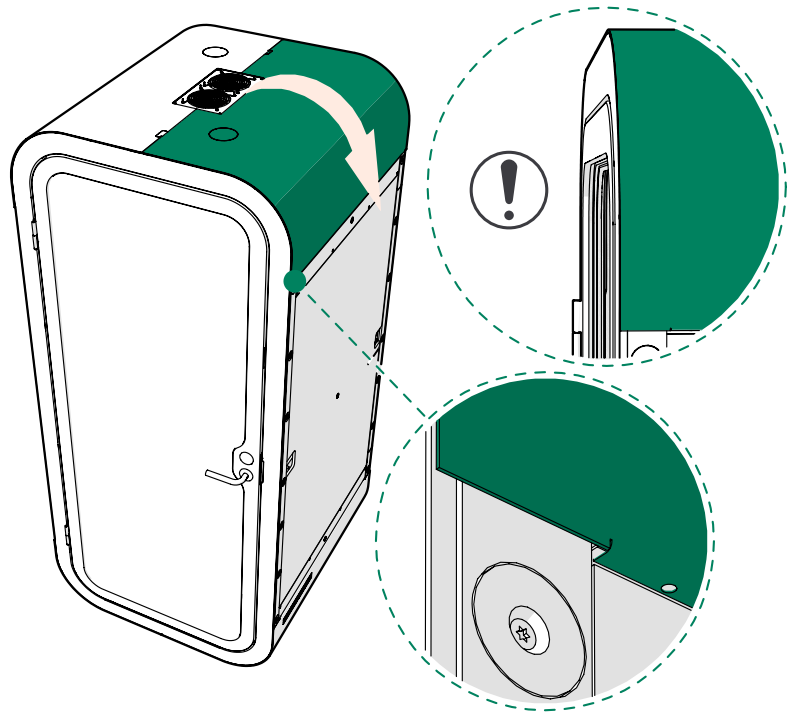
⚠ **Note:** If you installed the power cord to the roof module, guide the power cord out of the cut in the cover.



5. Pull the body cover outwards and downwards at the same time. Push the lower fold of the body cover into the lower installation groove.



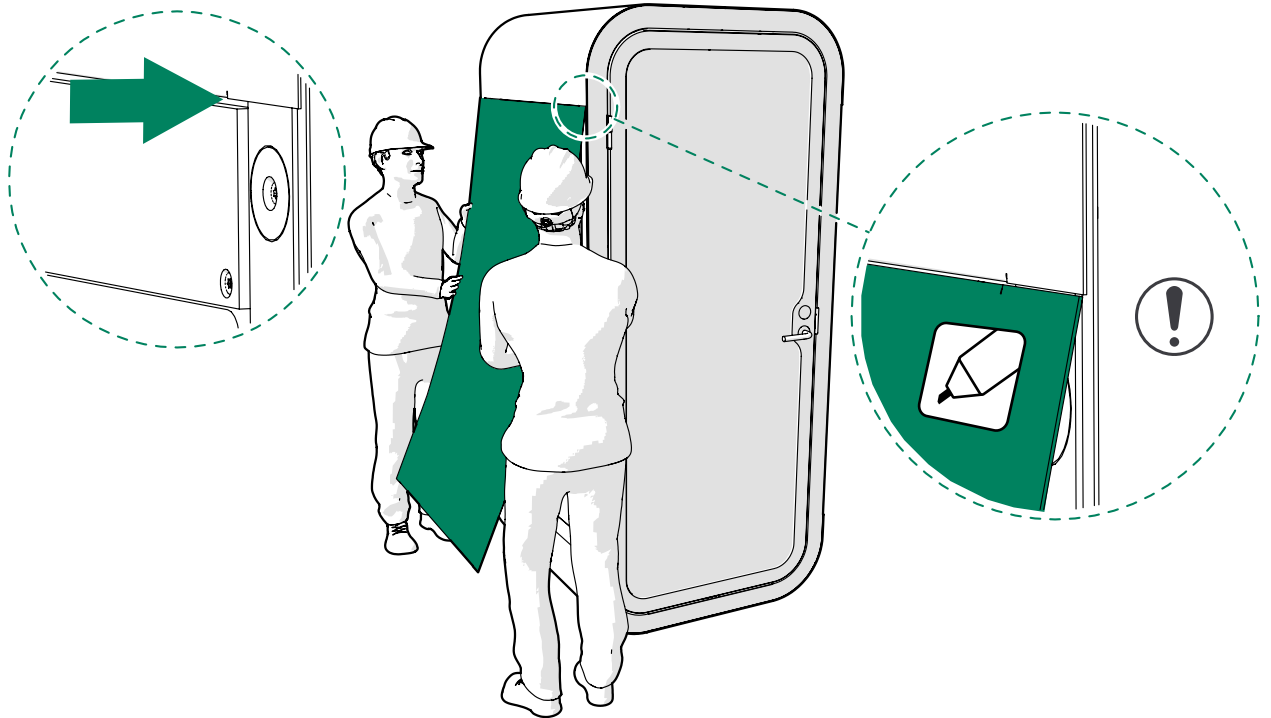
Note: Align the cover to the door frame. Make sure that there are no gaps between the body cover and the door frame. Make sure that the body cover is installed evenly and aligned correctly.



11.10 Install the wall body covers

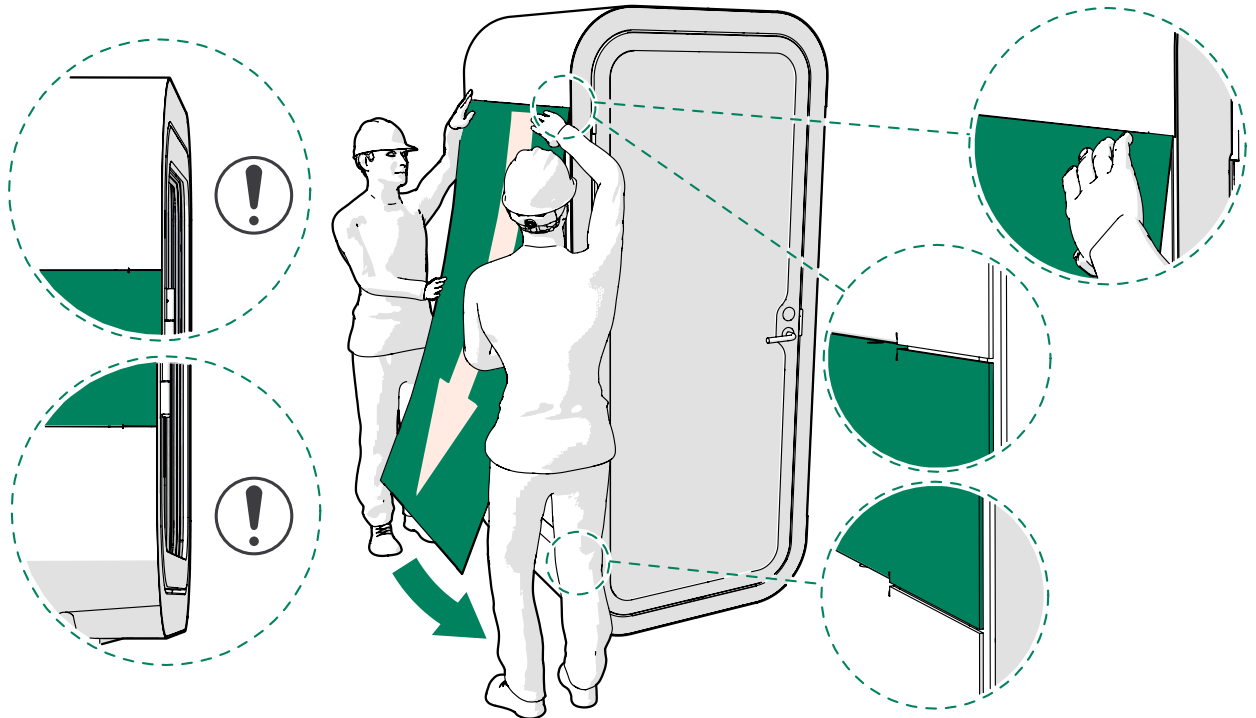
1. Place the upper body cover fold against the wall module and slide it into the upper installation groove.

⚠ **Note:** If installing the optional whiteboard wall body covers, make sure that the sticker is in the upper right corner.



2. Press the body cover into the upper groove with one hand and let go of the cover with your other hand.

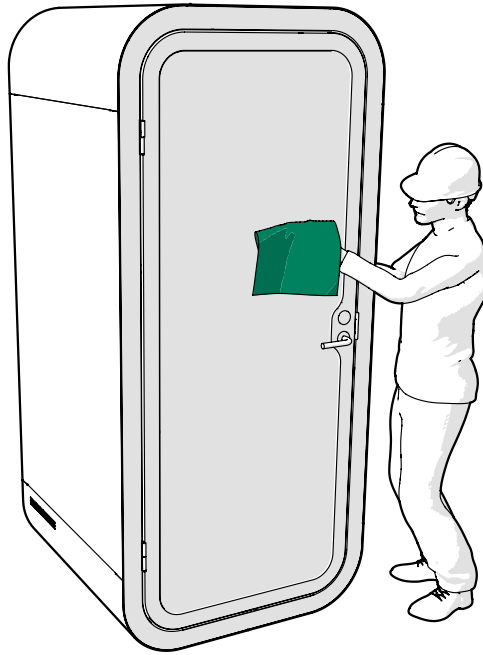
- ⚠ **Note:** Make sure that the power cord is not damaged.
- ⚠ **Note:** Align the cover to the door frame and the floor body covers.
- ⚠ **Note:** Make sure that there are no gaps between the body cover and the door frame.
- ⚠ **Note:** Make sure that the body cover is installed evenly and aligned correctly. Use a white rubber mallet to tap the wall covers into alignment if needed.



3. Repeat the steps for the other wall body cover.

12 Clean up

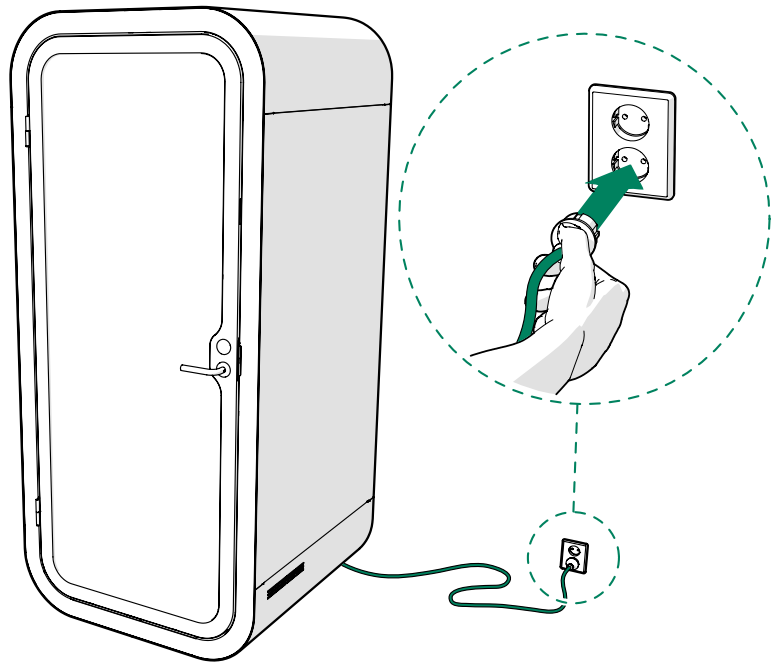
1. Clean the outer and inner surfaces with mild alcohol-based cleaning solution and a lint-free cloth.



2. Vacuum clean the interior.
3. Vacuum clean the working area.

13 Finalize

1. Connect the power cord.



2. Check that the power outlet in the table works.
3. Check that the fans and light work.
The light should switch off after approximately eight minutes of no activity.

framery

Framery O
Maintenance instructions
Patamäenkatu 7
33900 Tampere
FINLAND
VAT: FI 23527139