

TEAM BOOTH SAFETY AND INSTALLATION INSTRUCTIONS





Oasis Berco Installation, Operating & Safety Instructions

Linear & Soft Pod, Booth and Hub

- All Oasis Berco products are intended for commercial use.
- Please note that specific installation drawings and instructions are provided at the end of this document.
- **WARNING** Risk of injury – Maximum Load on Table Surface is 200 pounds evenly distributed
- **DRY LOCATIONS ONLY**

IMPORTANT SAFETY INSTRUCTIONS

When using an electrical furnishing, basic precautions should always be followed, including the following: Read all instructions before using this Oasis Berco furnishing.

WARNING: Risk of Electric Shock, Fire, and Injury. Review the assembly instructions to confirm that the appropriate critical components and accessories are being used with the furnishing.

DANGER – To reduce the risk of electric shock:

1. Always unplug this furnishing from the electrical outlet before cleaning or servicing.

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

1. Unplug from outlet before putting on or taking off parts.
2. Close supervision is necessary when this furnishing is used by, or near children, invalids, or disabled persons.
3. Use this furnishing only for its intended use as described in these instructions. Do not use attachments not recommended by the manufacturer.
4. 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 and repair.
5. Keep the cord away from heated surfaces.
6. Never operate the furnishing with the air openings blocked. Keep the air openings free of lint, hair, and the like.
7. Never drop or insert any object into any opening.
8. Do not use outdoors.
9. Do not operate where aerosol (spray) products are being used or where oxygen is being administered.
10. **WARNING:** Risk of Electric Shock – Connect this furnishing to a properly grounded outlet only. See Grounding Instructions below.
11. 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.
12. **WARNING** Risk of injury – Maximum Load on Table Work Surface is 200 pounds evenly distributed.
13. Mount furnishings at the correct height.

SAVE THESE INSTRUCTIONS

Tools needed for assembly:

- #2 Phillips Bit/Screwdriver
- Torx – 30 driver bit
- 2.5MM Allen Wrench
- Utility Knife
- Lint Roller
- White Gloves

Hardware/Accessory Kit:

- 41 – ¼-20 x 2" machine screws
- 41 – Fender washers
- 6 - #8 x 2 ½" self tapping screws
- 12 - #8 x 1 ½" wood screws
- 4 - #8 x ¾" wood screws

Before you start:

1. Read instructions and check that all parts are accounted for before you start building.
2. Begin assembly as close to final product location as possible.
3. Additional assembly instructions may be required depending on specification of product ordered.
4. Read all Operating & Safety instructions before using this Oasis Berco furnishing.

Step 1



- A. White gloves are recommended during installation to avoid dirt or grease transfer to the Oasis unit. (On some models this will ship pre-assembled)
- B. Start assembly by attaching the rear left wall and corner post using 4 – ¼ -20 x 2" machine screws from the hardware kit.
- C. Use Allen wrench to adjust the glides in the base rails to make sure the panel is level.



Step 2

- A. Attach the left hand wall using $4 - \frac{1}{4} - 20 \times 2''$ machine screws. If the power exits this side of the Pod, use the panel with the grommet at the bottom.
- B. Connect the second rear wall panel using $4 - \frac{1}{4} - 20 \times 2''$ machine screws into pre-installed metal inserts.



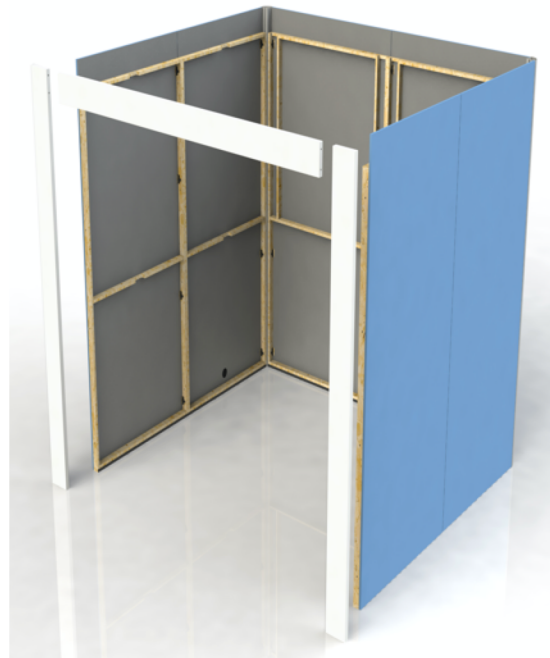
Step 3

- A. Repeat the process for the right side.
- B. Attach the right wall to the corner post using $4 - \frac{1}{4} - 20 \times 2''$ machine screws.
- C. Use Allen wrench to adjust the glides in the base rails to make sure all panels are level.



Step 4

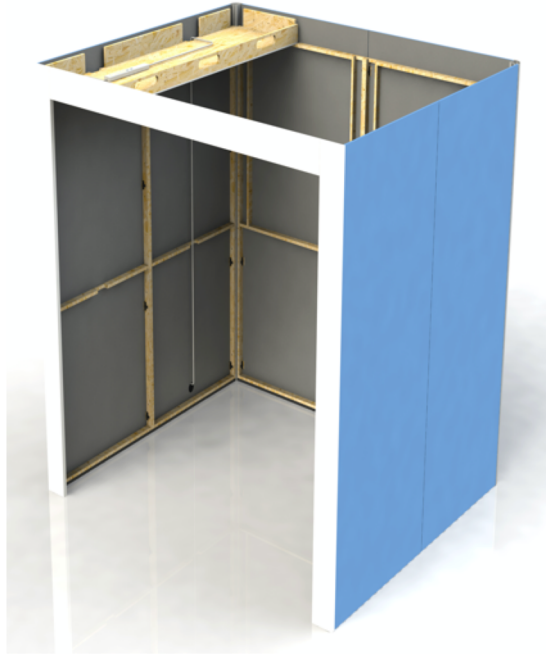
- A. Connect the additional side wall panels using 8 – 1/4 - 20 x 2" machine screws into pre-installed metal inserts (4 per side).



Step 5

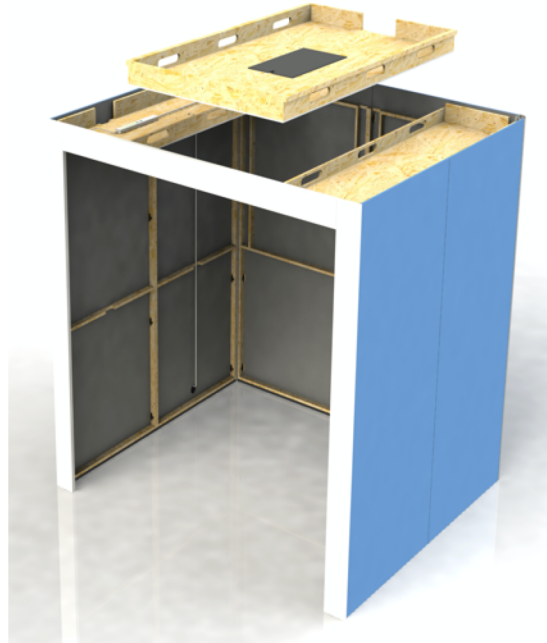
- A. Join the face frame sections together using supplied hardware. Make sure you put frame face down on a padded and clean surface to avoid scratching the laminate.
- B. Secure the front panels to the sides using (4) 1/2 x 20 x 2" machine screws and fender washers on each side.

Step 6



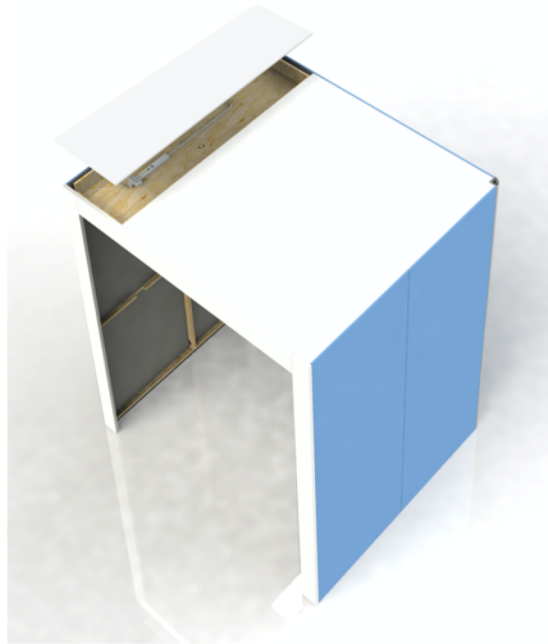
- A. The ceiling panel is supplied with the electrical pre-installed.
- B. Lift the left ceiling section into place. If necessary, drop any cables down into the side wall.
- C. Secure the front of the ceiling panel to the header using (1) $\frac{1}{4}$ x 20 x 2" machine screw and fender washer into the threaded insert in the back of the header.
- D. Lift the right ceiling section into place. If necessary, drop any cables down into the side wall.
- E. Secure the front of the ceiling panel to the header using (1) $\frac{1}{4}$ x 20 x 2" machine screw and fender washer into the threaded insert in the back of the header.

Step 7



- A. Lift the center ceiling panel into position. It will sit in place next to the left and right ceiling panels. Secure the front of the ceiling panel to the header using (3) $\frac{1}{4}$ x 20 x 2" machine screw and fender washer into the threaded insert in the back of the header.
- B. Drop the power cable down the inside of the booth and through the cable outlet so it exits out the base of the unit. The power cord should exit on the wall with the grommet.
- C. Drop the motion sensor down the front corner of the booth. This will be attached after the acoustical panels are installed.
- D. If optional sofas include integrated power, drop an extension cord down the inside of the booth wall(s). The extension cord(s) will be connected to the sofa later in the installation.
- E. Connect the power and make sure the light & fan turn off/on via the sensor (the light intensity and fan speed can be changed by adjusting the dials on the ceiling panel).
 - i. If the light and fan do not work, first check all connections on the ceiling panel.
 - ii. Reset the motion sensor (**See Step 10, C**).
 - iii. See Electrical Troubleshoot section at the end of this document.
 - iv. If all connections are secure, please contact Oasis Berco Customer Service at 314-222-0757.
- F. Secure the center panel to the left and right panels using (4) #8 x 1-1/2" wood screws into predrilled holes on each side (8 total screws).

Step 8



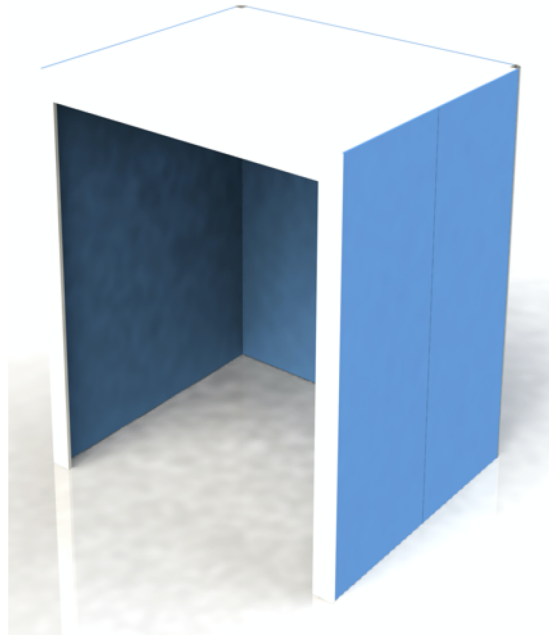
- A. To finish the ceiling lift the white ceiling covers into.

Step 9



- A. Install the internal rear fabric panels. Both full size panels are interchangeable so it does not matter which you use for each rear wall.
- B. Lift the panel into the booth, line up with frame & push into place making contact with the 4 clips on each side and 2 along the top. Repeat for other side.
- C. Install the side fabric panels the same way as the rear panels. Note, if you have an extension cord that needs to connect to a powered sofa or table, please pull the cord end through the grommet before installing the panel.

Step 10



- A. Remove the film covering that is protecting the threshold.
- B. Use a lint roller on the fabric panels to remove any handling marks.
- C. Adjust the motion sensor as follows:
 - i. Press and hold the button on the side for 5 seconds until the red LED illuminates. Then press:
 - a. Twice for 10 minutes
 - b. Three times for 30 minutes
 - c. Four times for 60 minutes
 - ii. After the countdown timer is set, the LED will flash the same number of times the button was pressed to confirm the new timer setting.
- D. Secure the motion sensor to the interior top corner by using the double stick tape provided on the back of the sensor.
- E. Install any optional furniture. Installation instructions are supplied at the end of this document.

OPTIONAL PEDESTAL TABLE

Tools needed for assembly:

- #2 Phillips Screwdriver/Bit

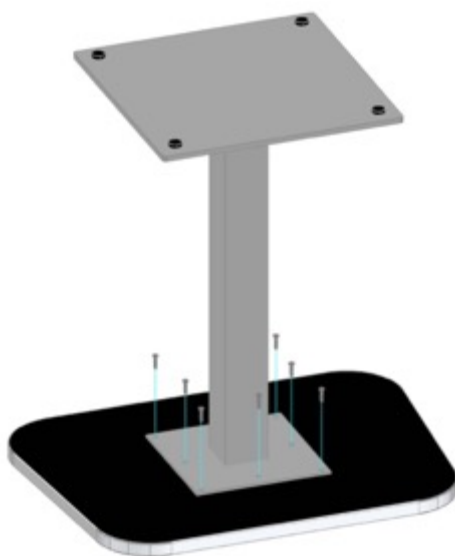
Hardware/Accessory Kit:

- Qty Depends on Size of Table - #10 x 1" Wood Screws

Before you start:

1. Read instructions and check that all parts are accounted for before you start building.
2. Begin assembly as close to final product location as possible.
3. Additional assembly instructions may be required depending on specification of product ordered.
4. Read all Operating & Safety instructions before using this Oasis Berco furnishing.

Step 1



- A. If applicable, install electrical following manufacturer directions provided.
- B. Attach top to legs using #10 x 1" Wood Screws in pre-drilled locations in the table top.
- C. **Note: There may be more than leg to install based on the size of the table.**
- D. If applicable, connect electrical outlet to extension cord coming out of the wall grommet. Push extra cord into the wall through the grommet opening.

OPTIONAL SOFA

Tools needed for assembly:

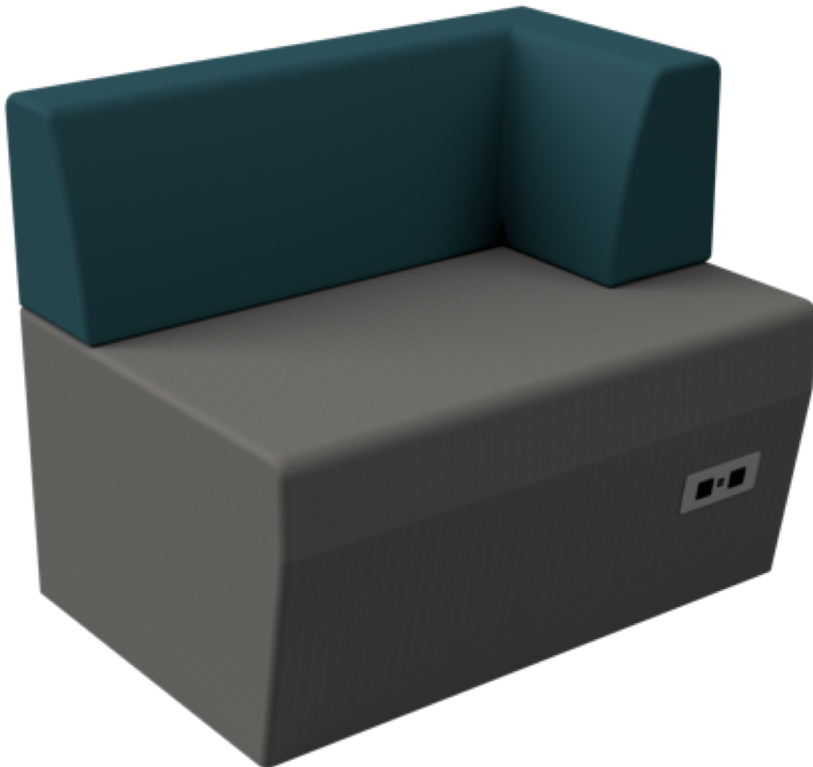
- None

Hardware/Accessory Kit:

- None

Before you start:

1. Read instructions and check that all parts are accounted for before you start building.
2. Begin assembly as close to final product location as possible.
3. Additional assembly instructions may be required depending on specification of product ordered.
4. Read all Operating & Safety instructions before using this Oasis Berco furnishing.



- A. After unit is assembled place booth on proper side. If sofa has one arm rest, it goes to the rear of the unit.
- B. If sofa has electrical, plug into the extension cord coming out of the wall panel. Push extra cord into the wall or under the sofa.
- C. Slide the sofa against the wall panel.

OPTIONAL TV WALL MOUNT

Tools needed for assembly:

- See instructions in TV Wall Mount box

Hardware/Accessory Kit:

- All hardware necessary will be included in TV Wall Mount box

Before you start:

1. Read instructions and check that all parts are accounted for before you start building.
2. Begin assembly as close to final product location as possible.
3. Additional assembly instructions may be required depending on specification of product ordered.
4. Read all Operating & Safety instructions before using this Oasis Berco furnishing.



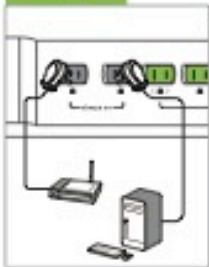
- A. Image above is representative. Actual bracket may vary slightly.
- B. Designed for TV's 32" to 55"
- C. Max weight limit (including bracket) is 99 lbs.
- D. Install per instructions provided with TV Wall Mount
- E. Route all electrical through grommets to connect to TV.
- F. **MAKE SURE THAT THE BRACKET IS SCREWED SECURELY INTO WALL BLOCKING TO AVOID THE RISK OF THE TV FALLING**

ELECTRICAL TROUBLESHOOTING

Installation Instructions

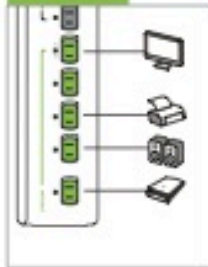
Programming the Countdown Timer

Step 1



Plug in devices that require continuous power into the always-on outlets (e.g., modem, CPU).

Step 2



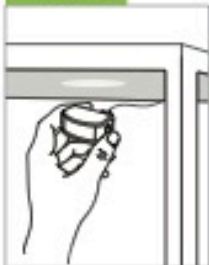
Plug peripheral electronics into the outlets on the power strip labeled "switched".

Step 3



Plug the SensorClick motion sensor into the port on the side of the power strip that looks like a phone jack and is marked "sensor".

Step 4



Mount the motion sensor to a flat surface (e.g., under the desk) aiming at the area you wish to detect movement.

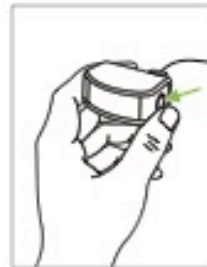
Step 5



Plug the power strip into a grounded outlet receptacle. The ground and surge lights on the power strip will illuminate indicating that power strip is properly grounded, and that surge protection is active.

Important: The product must only be plugged into a grounded outlet receptacle. All connected electronics should be plugged directly into the product. Use of an extension cord, adaptor, or any power strip in conjunction with the Product will void all warranties.

The SensorClick motion sensor has a configurable countdown timer that has a default setting of 30 minutes.



To configure the countdown timer, press and hold the button on the side of the SensorClick motion sensor for 5 seconds until the red LED illuminates. Then press:

- Twice for 10 minutes
- Three times for 30 minutes
- Four times for 60 minutes

After the countdown timer is set, the LED will flash the same number of times the button was pressed to confirm the new timer setting.

Troubleshooting

1 There is no power supplied to any of the outlets.

Ensure that the circuit breaker switch on the top of the power strip is not set to off. If so, flip the switch to reset the circuit breaker.

1 There is no power supplied to the switched outlets.

The SensorClick motion sensor must be connected to the power strip, and motion must be detected to turn on the switched outlets.

Alternatively, press the button on the motion sensor to manually turn on the switched outlets.

1 The SensorClick motion sensor is blinking.

This is a notification that no motion has been detected within the countdown timer period, and that the electronics plugged into the switched outlets will soon shut off.

The LED on the motion sensor will also flash each time motion is detected.

1 The electronics plugged into the switched outlets keep switching off.

The power strip shuts off the electronics plugged into the switched outlets after 10/30/60 minutes if no motion is detected by the motion sensor. Ensure that the motion sensor is placed in a proper location and can detect movement. The countdown timer will reset for another 10/30/60 minutes each time motion is detected.