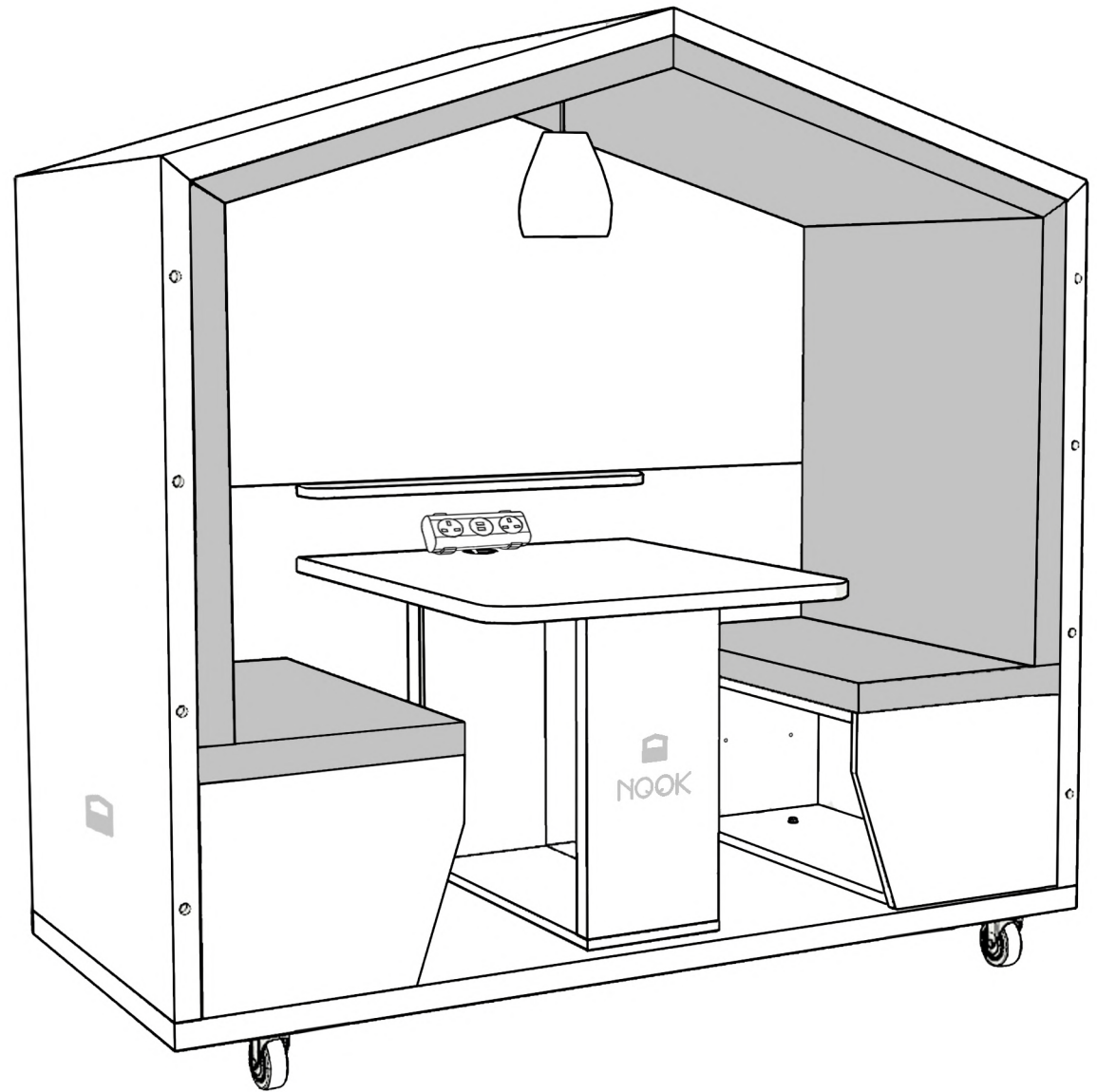




# NOOK

## HUDDLE POD

Assembly Instructions





**A minimum of 2 people  
required for construction**



## Nook Parts and Tools Required

---

A: Shell (includes electrics & upholstery)

B1: Table with Panel Leg  
(assembly plus fitting to shell)

B2: Table with Pole Leg  
(assembly plus fitting to shell)

B3: Wireless Charger assembly

C: Seat assembly + fitting to  
Shell

D: Rear wall assy +fitting to  
Shell

Additional configurations

## Nook Parts

A. Roof (2of)  
B. Roof (2of)  
C. Base

D. Roof Upholstery (2of)  
E. Side Upholstery (2of)  
F. Seat Upholstery (2of)

G. Table Tower Assembly  
H. Table Leg  
I. Table Top  
J. Table Base

K. Seat side (4of)  
L. Seat Back (2of)  
M. Seat Top (2of)  
N. Seat Base (2of)

O. Rear Wall lower  
P. Rear Wall lower shelf  
Q. Wall Rear upper

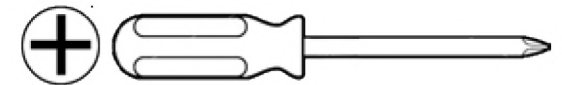
R. Light Assembly & Remote  
S. Light cable Cover Strips (6of)  
T. Nook Logo side (2of)  
U. Nook Logo Table (1of)

## Tools Required

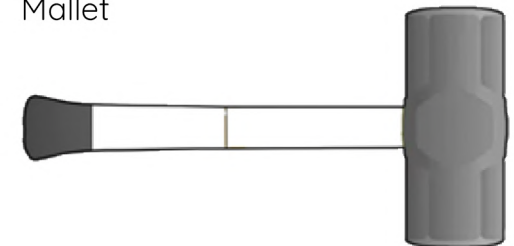
Allen Key 4mm + 5mm



Phillips Screwdriver



Mallet



Socket Wrench & 13mm Hex Socket

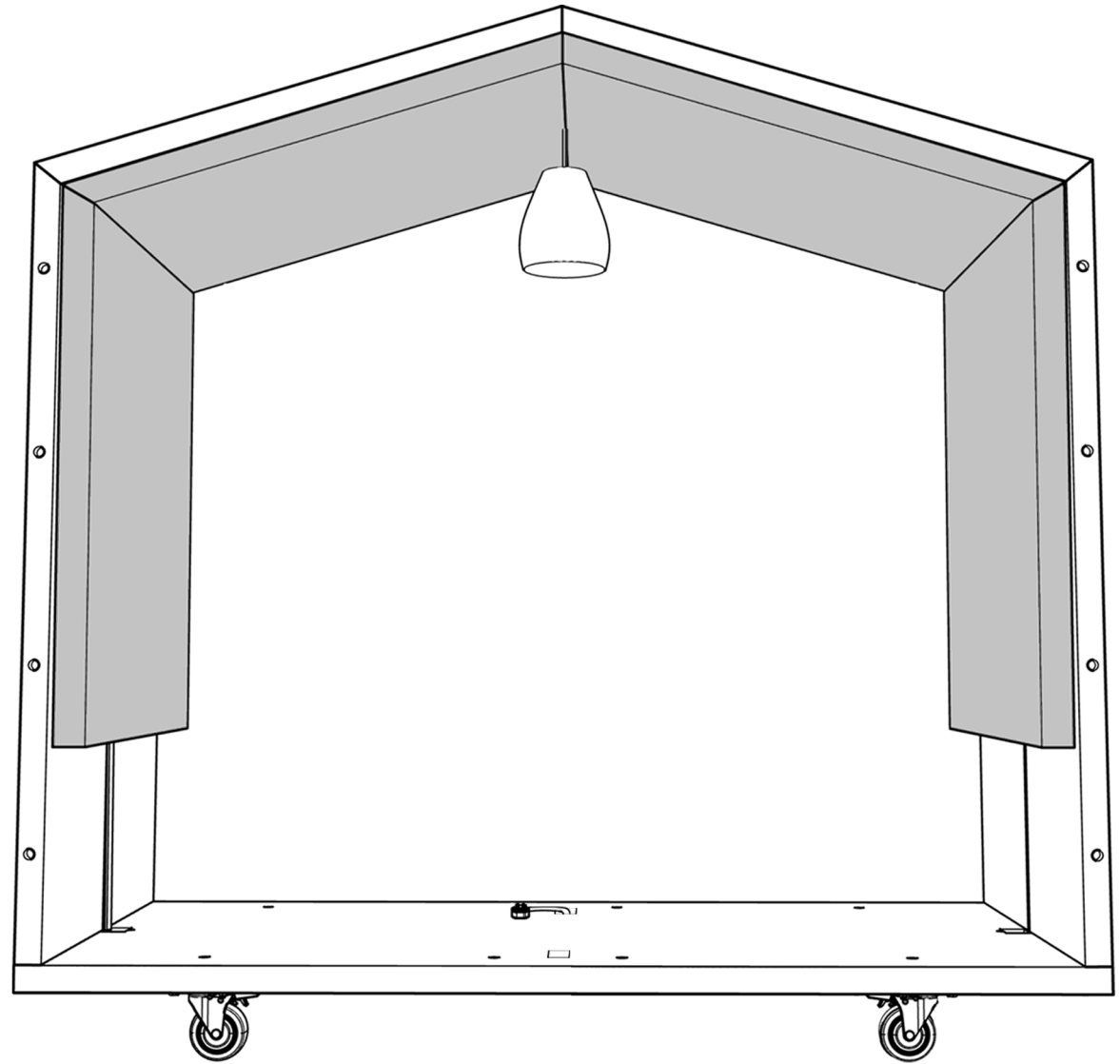
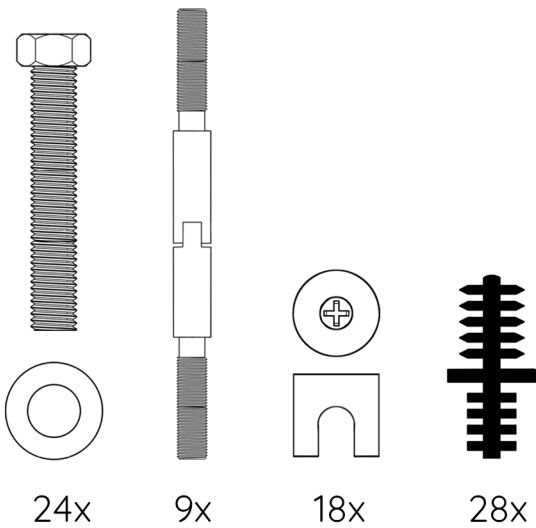




## Section A

Shell  
(includes electrics & upholstery)

Parts Required:





## Section A

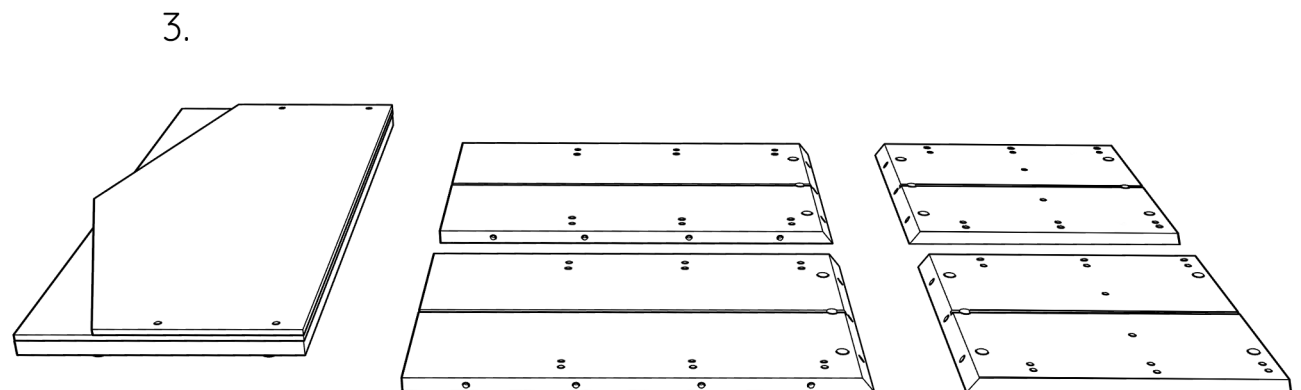
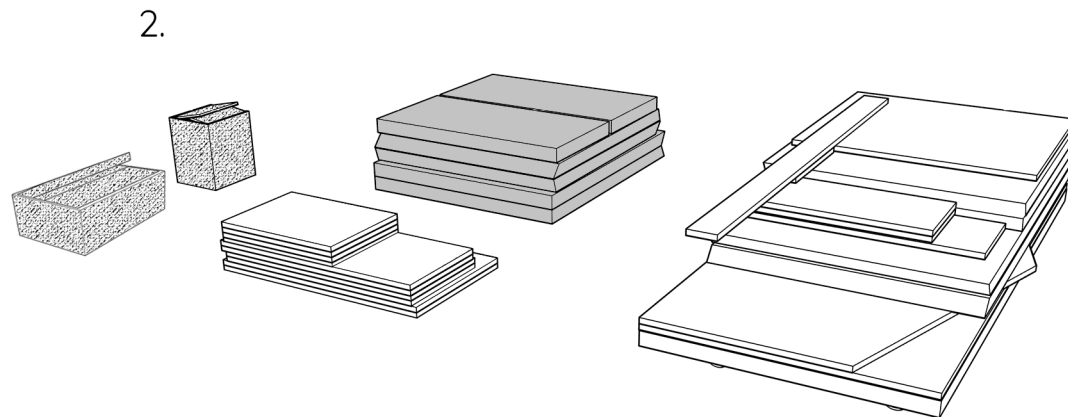
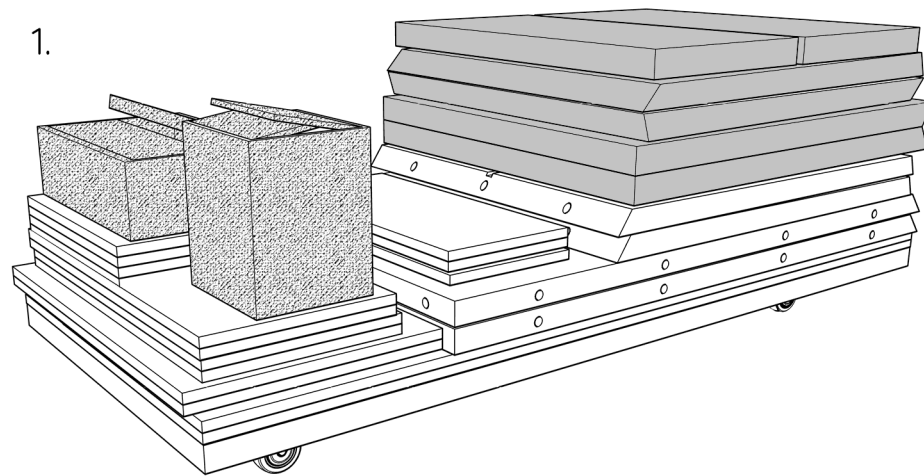
1. Unpacked Nook Kit. Remove the Upholstery, Hardware boxes and set to one side.

The Nook table is in a separate sleeve on top. Carefully remove and set aside.

2. Remove the small parts for making the Seats and Table Assembly and set them aside.

Use the cardboard supplied to create a protective layer between nook parts and, if present, a hard floor.

3. Set out the Roof parts and the side as shown, ready for assembly.

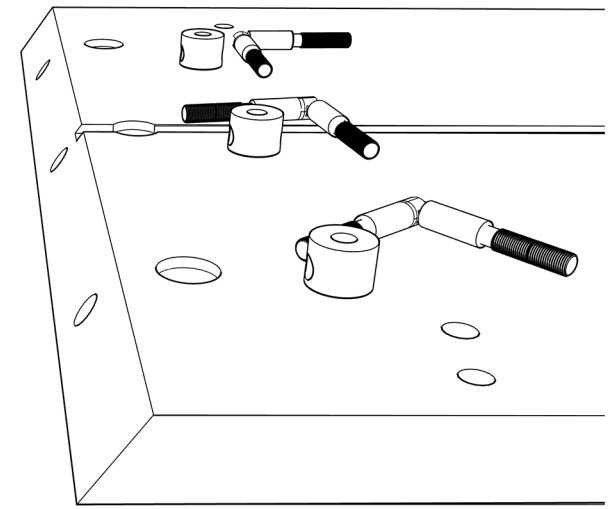
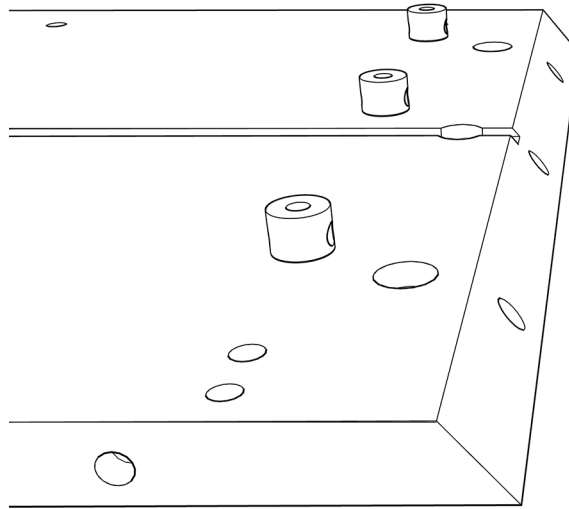




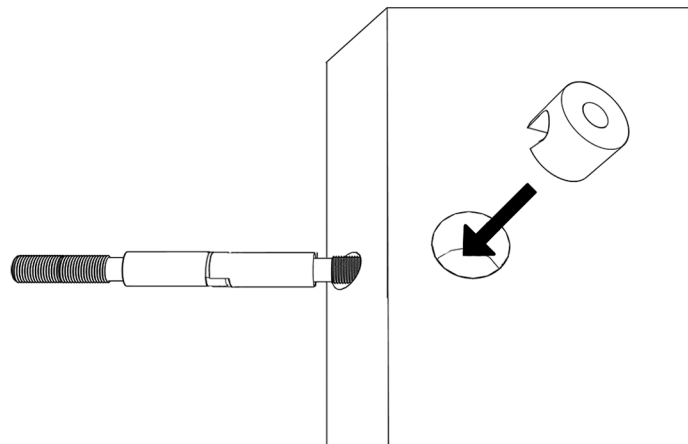
## Section A

4. Lay out the angled zip bolts for fixing the roof to the side.
5. Insert the zip bolt in to the side and drop the zip bolt screw head on to the bolt.
6. Turn the zip bolt to catch the screw head and screw in place enough to catch the screw head.
7. Complete this task for all three zip-bolts in this area.

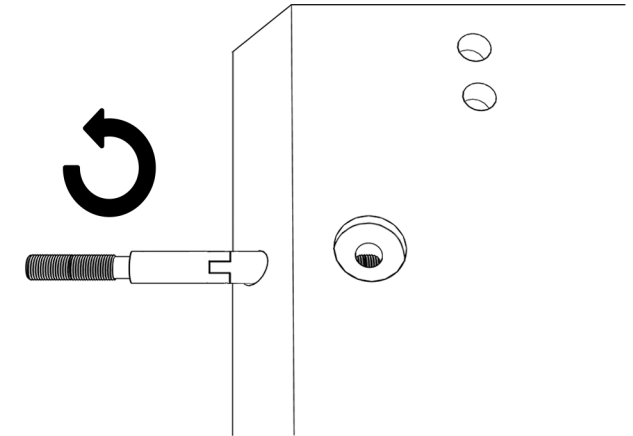
4.



5.



6.

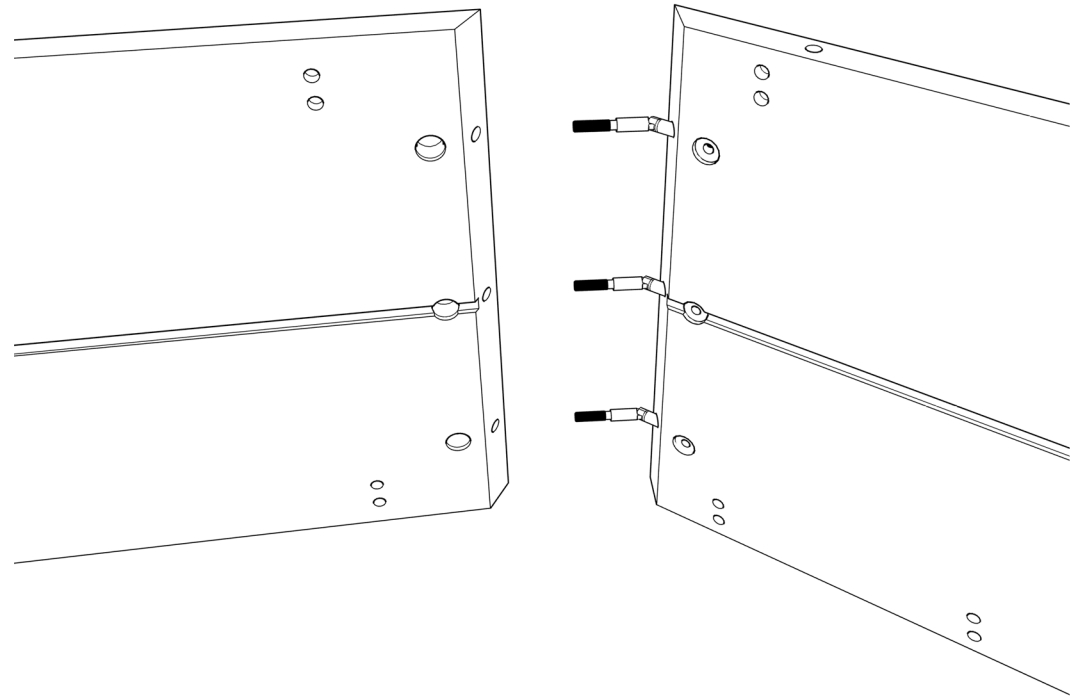




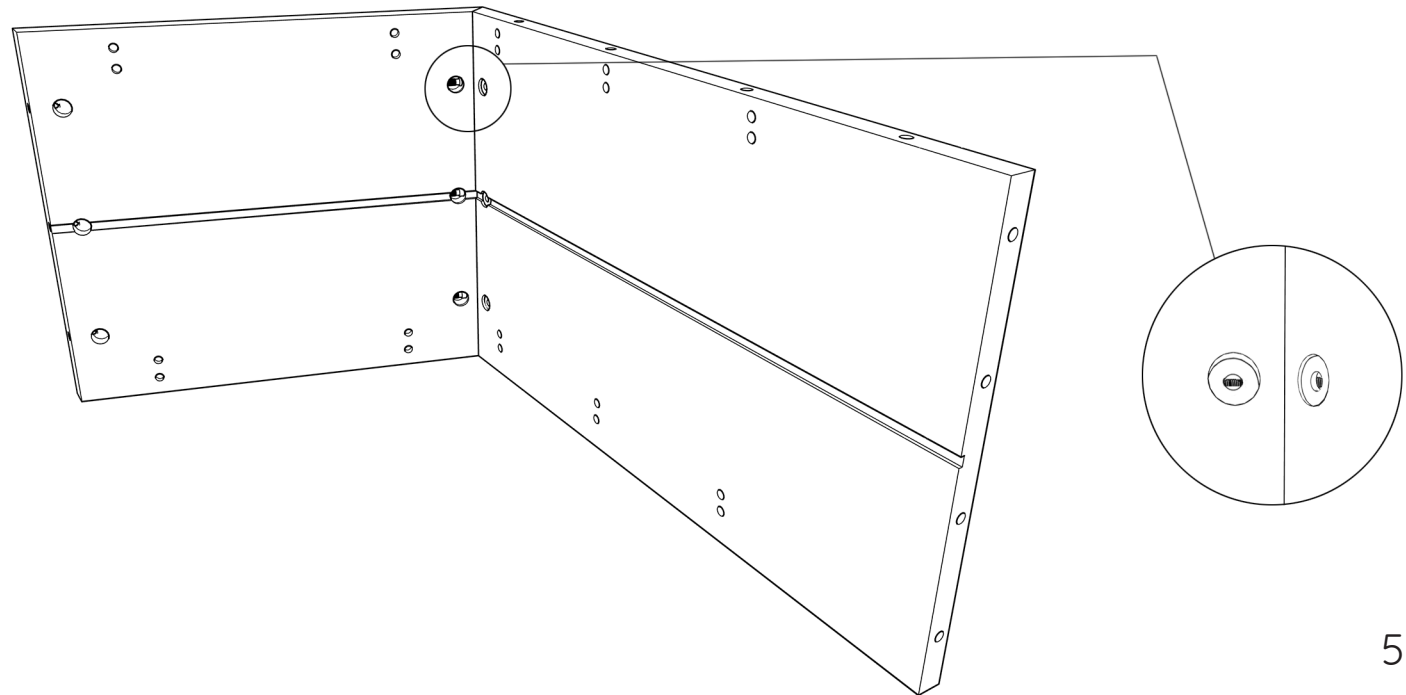
## Section A

8. Bend all three zip-bolts at the knuckle and insert the loose ends into the roof.
9. As per step 5, insert the screw head on to the zip-bolt inside the roof and tighten.

8.



9.



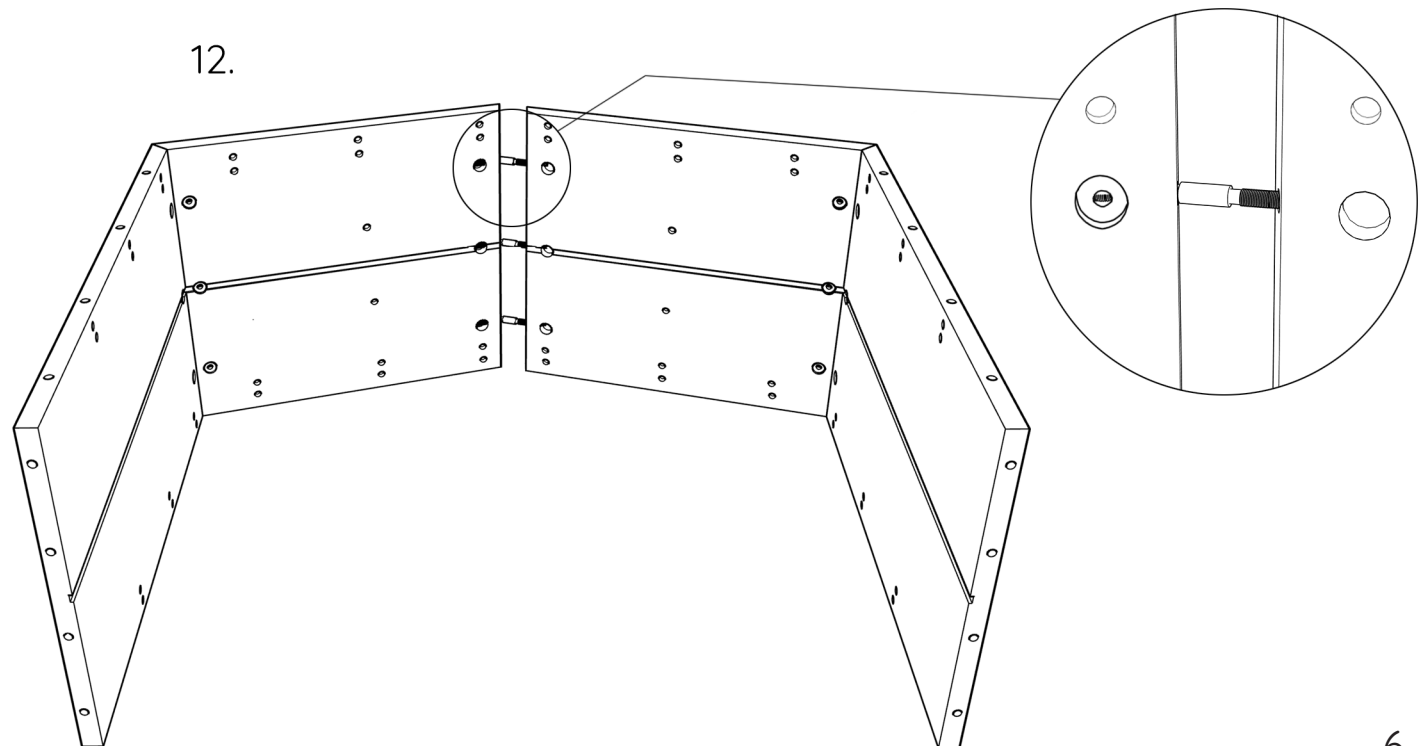
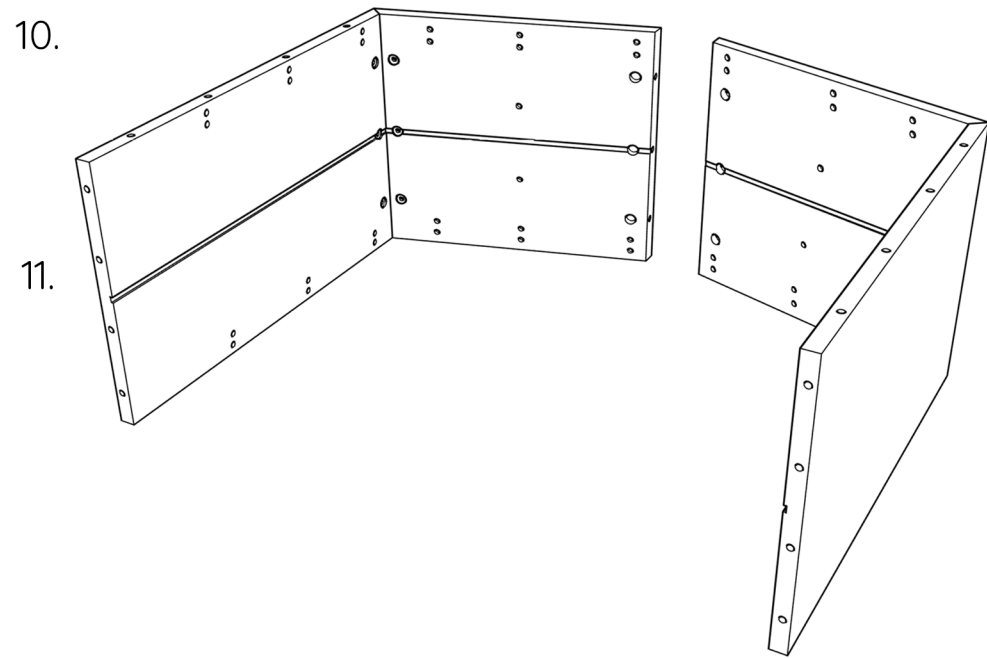


## Section A

10. Tighten both sets of screwheads alternately until the side and roof are in perfect alignment.

Note: Adjustments can be made by releasing one side & tightening the other.

11. Complete this task for both sides & roofs, then bring together.
12. Repeat this technique to join roof to roof, adjusting for a perfect join as you go.



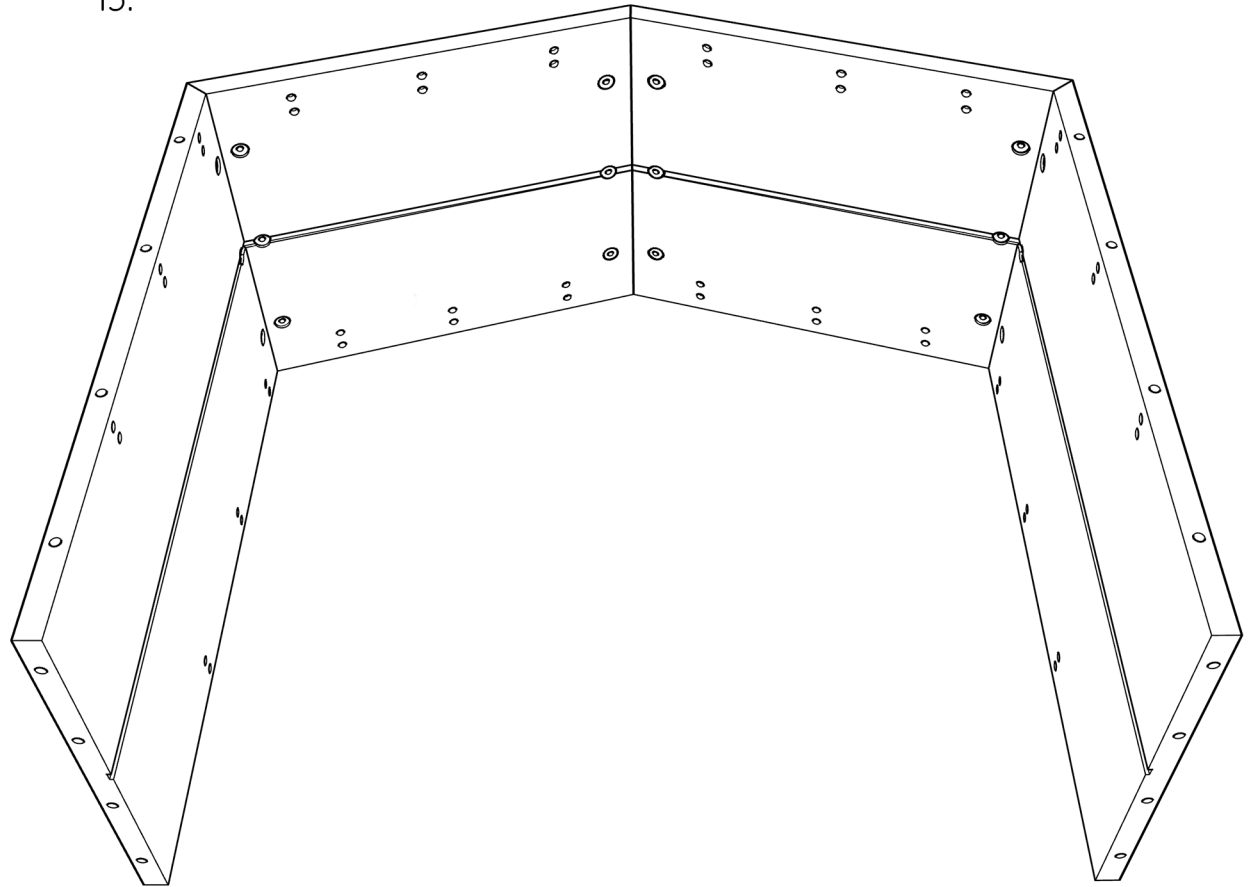


## Section A

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13. Completed upper nook shell should look like this.

13.

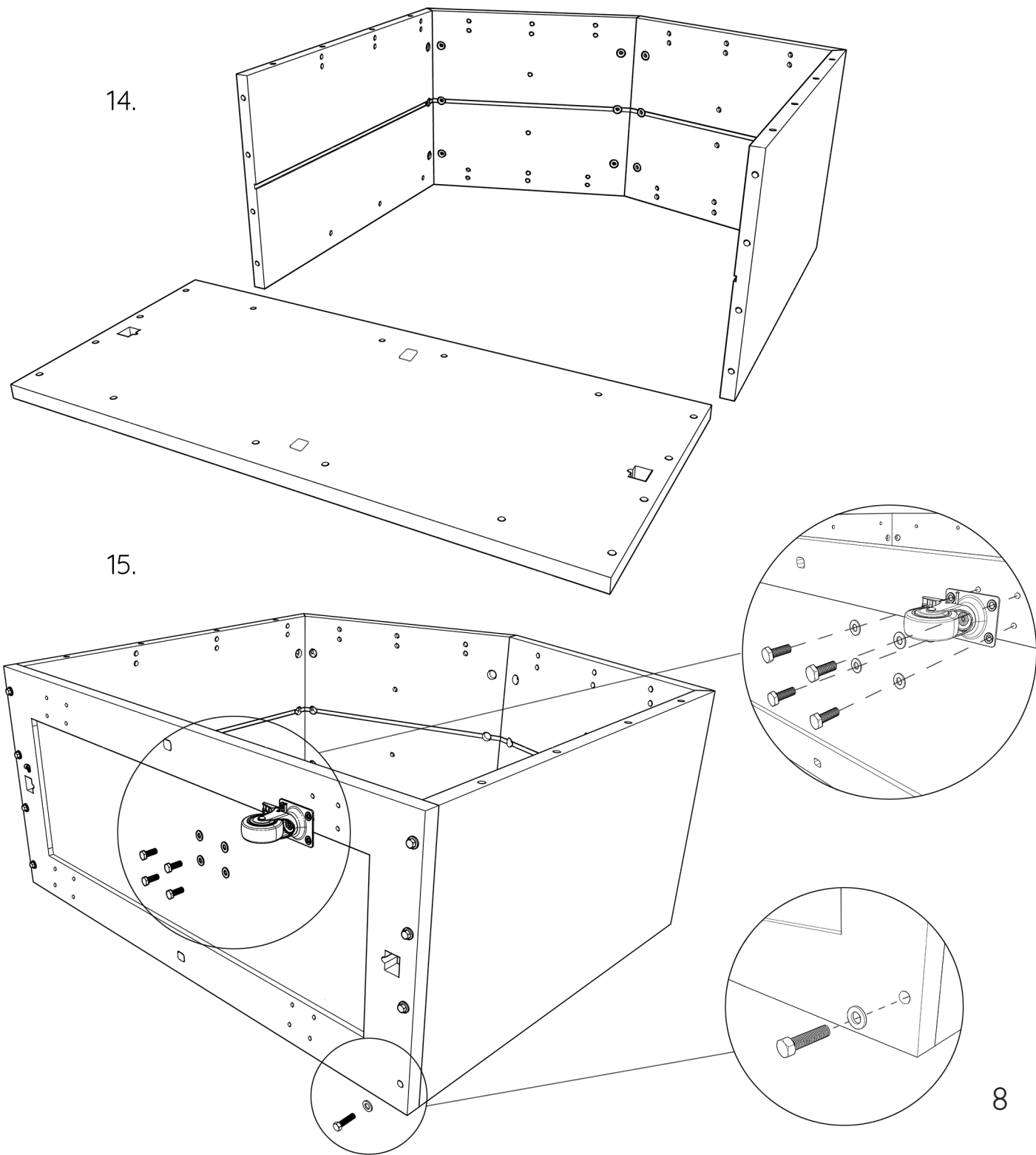




## Section A

Note: If the base comes with Castors pre installed, lock the Castors in place.

14. Offer the Base up to the bottom of the Shell and secure in place using the Bolts & Washers supplied.
15. Using the Bolts & Washers secure the castors onto the base, and lock in place.





## Section A

16. Keeping the nook on its side, use the mallet to carefully insert the upholstery pegs in to the 6 outer holes in each Nook Side Panel and 8 holes in each Nook Roof.

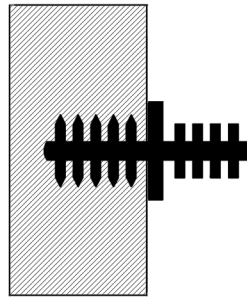
### Note:

There are 6 inner set of redundant holes in the Nook Side Panel incase the pegs are damaged.

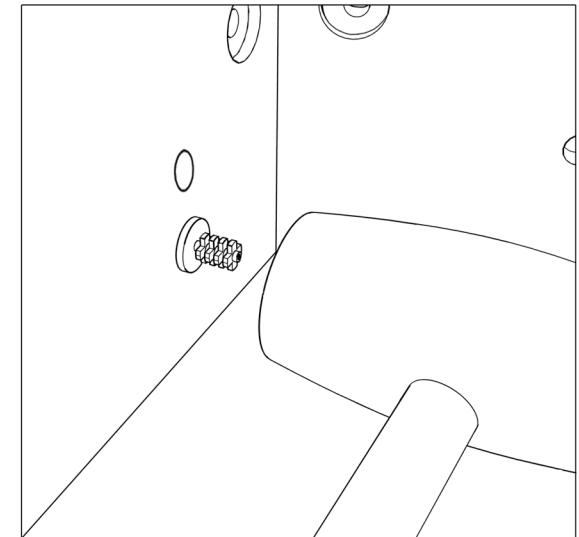
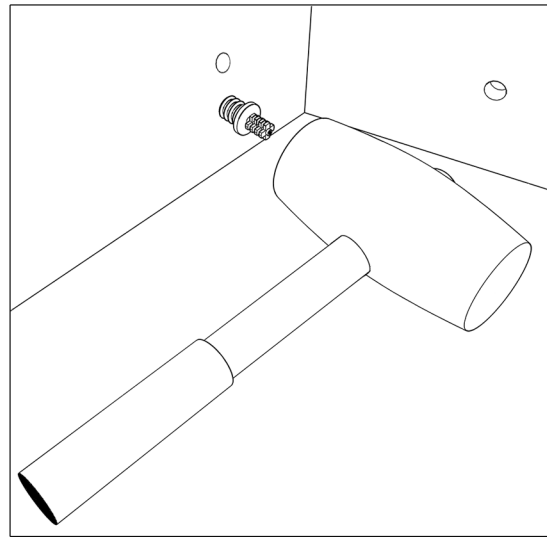
Take care not to force the peg too far in to the hole. The peg collar should rest against the panels surface.

The pegs with plus symbol side should be left exposed.

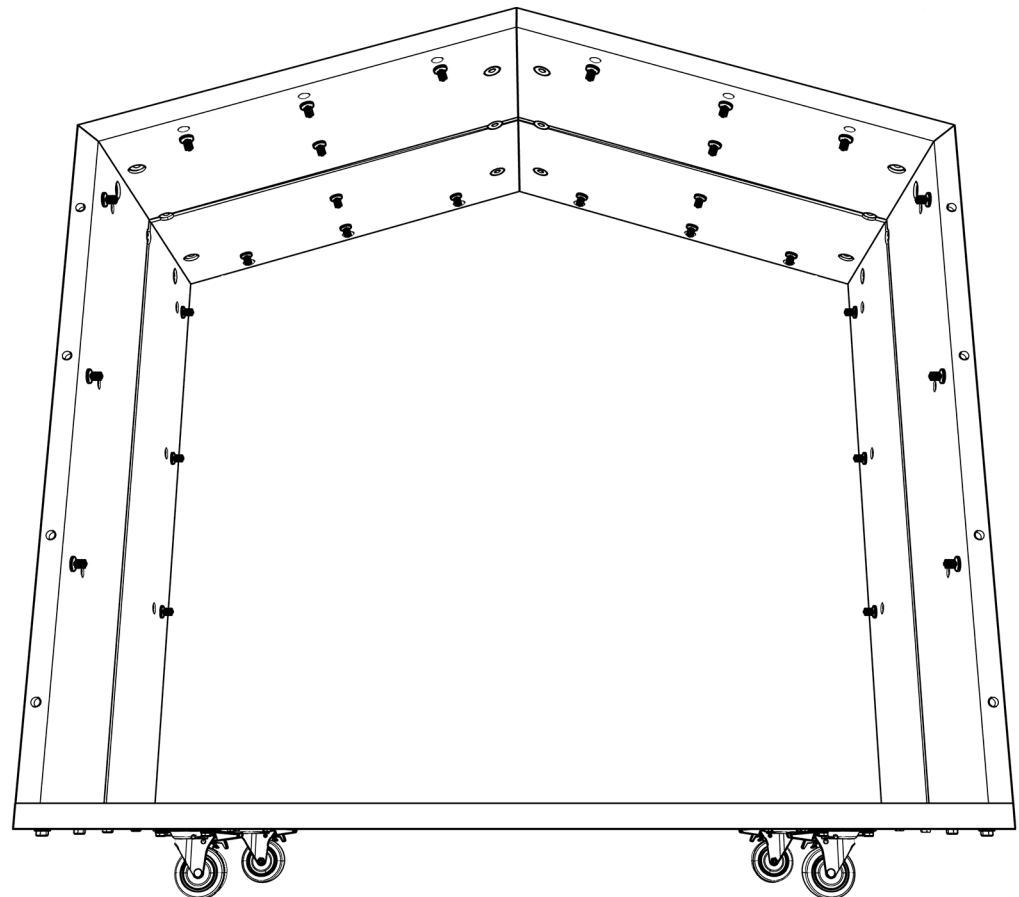
17. When all upholstery pegs are in place, the nook should look like this.



16.



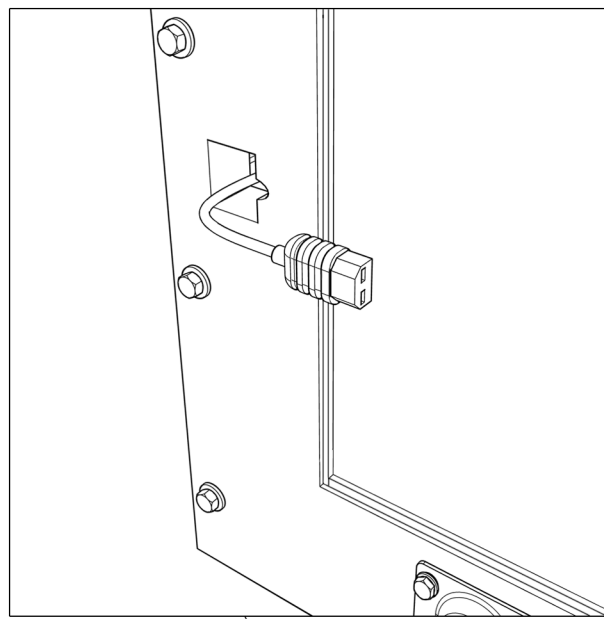
17.





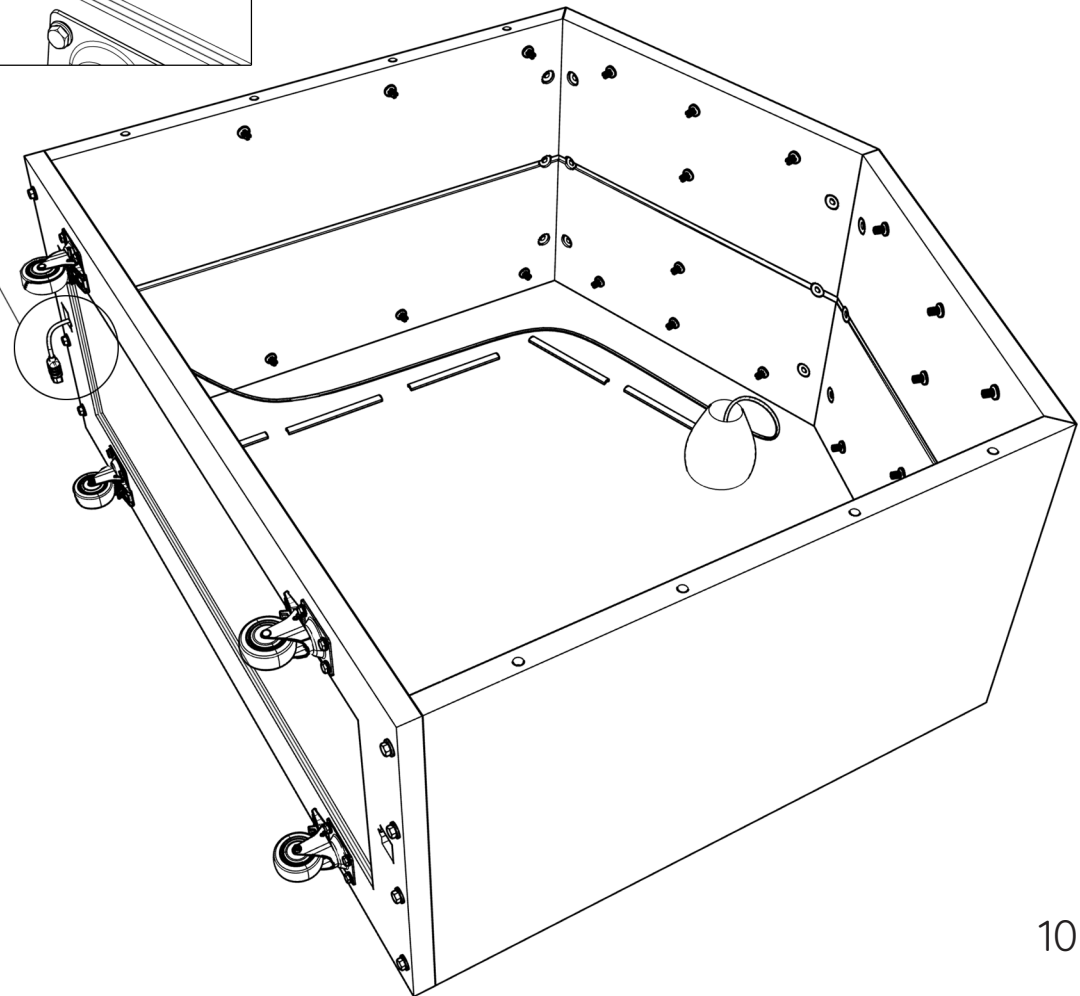
## Section A

18. Insert the Overhead Light Cable through the hole in the base then affix separately supplied plug.
19. Set out the Overhead Light as shown, with the Light Cable Cover Strips to hand.



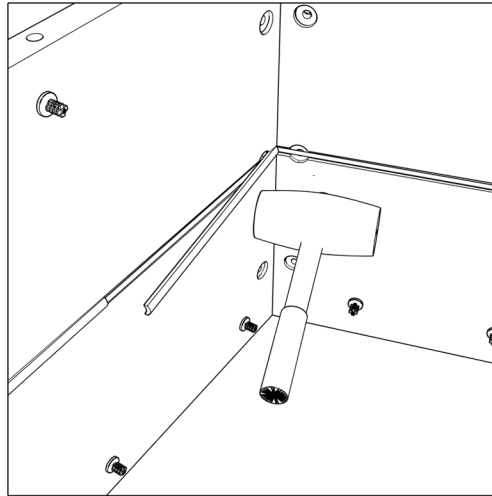
18.

19.





20.



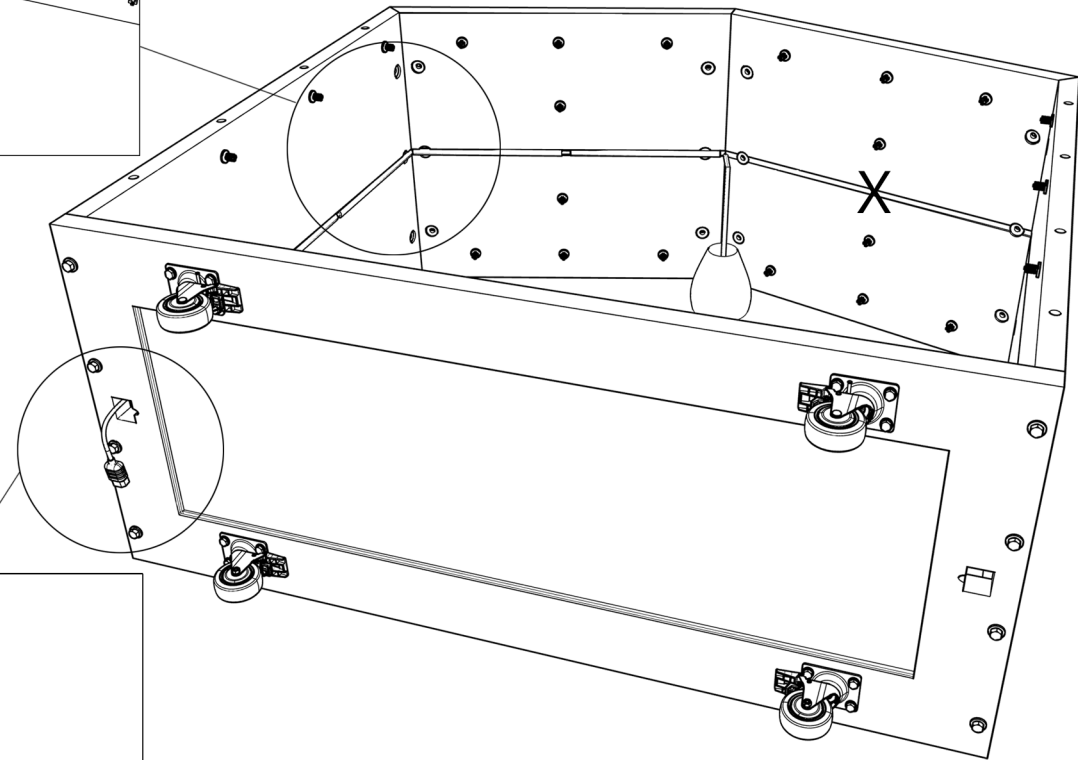
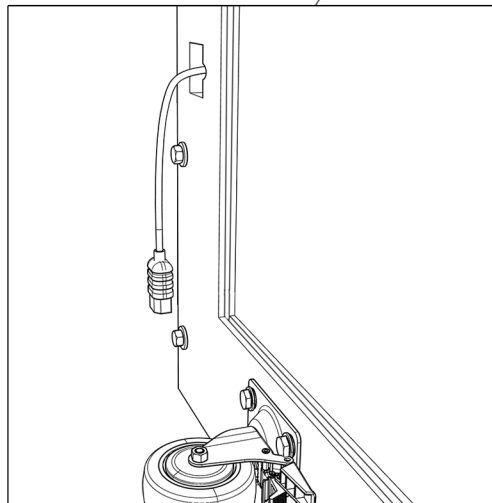
## Section A

- 20 Install the Overhead Light Cable on the Left side of the Nook, using a mallet to secure the Light Cable Cover Strips.

Note: The side of the Nook with the Cable installed should be mostly covered. The side of the Nook with no Cable, should be covered only near the base, as shown.

21. Adjust the amount of Light Cable emerging at the apex pulling all the loose cable through carefully.

21.

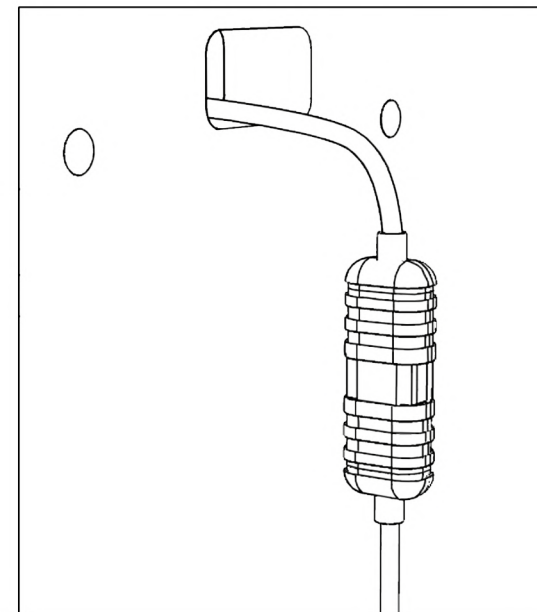
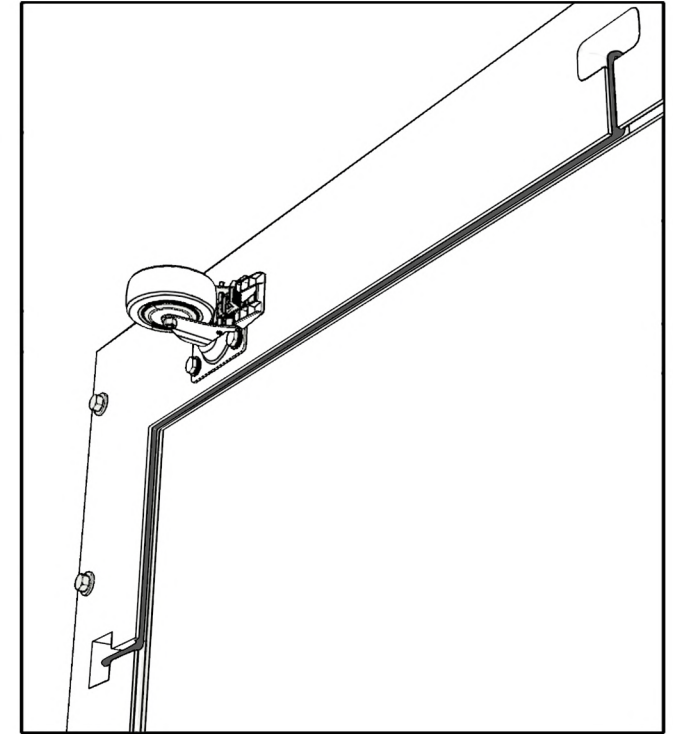
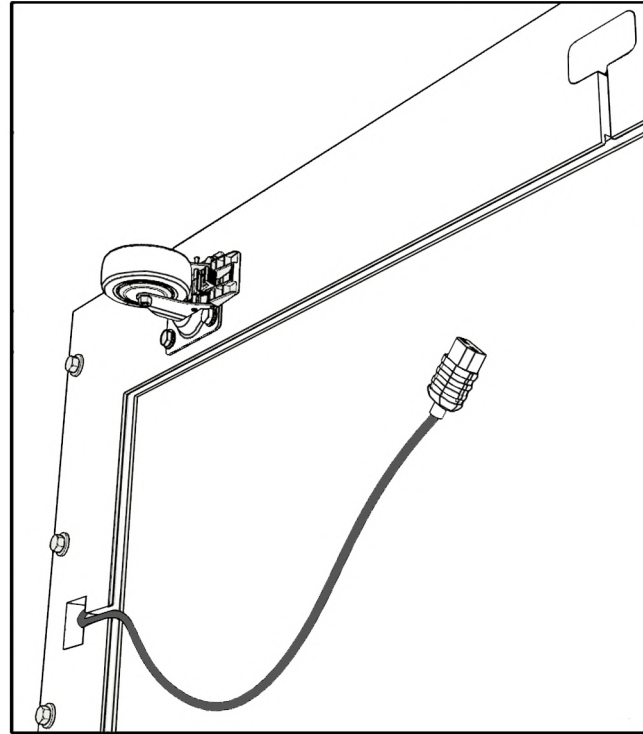




## Section A

22. Secure the Cable pushing it inside the groove around the underside of the base, and put the rest of the cable through the centre hole. Connect both of the Connectors, and leave them loose on the inside of the Nook's shell.

Ensure the Castors are locked in place prior to the next step.



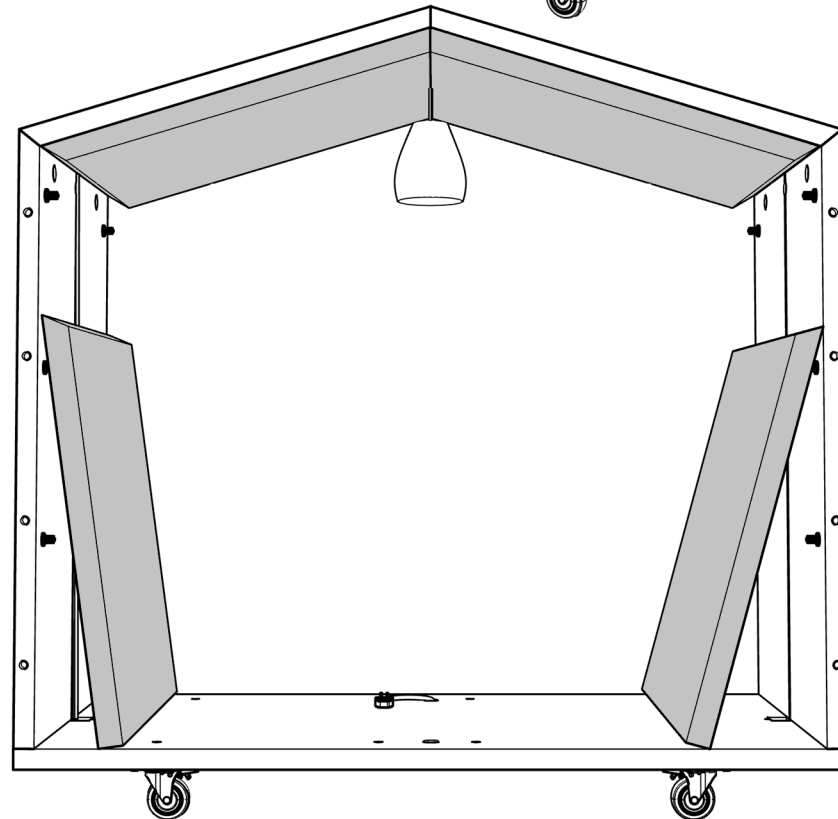
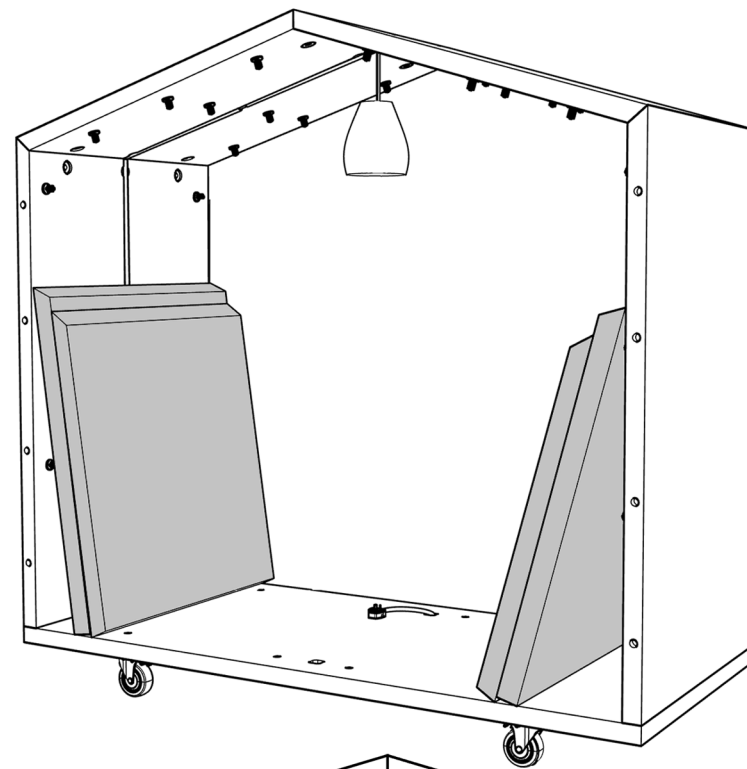


## Section A

23. First lock two of the Castors, then, using minimum of 2 people, lift the Nook up by the Roof until it's standing.
24. Set out the Side (largest) and Roof Upholstery Panels.
25. Install one Roof Upholstery Panel first by aligning the Upholstery Pegs with the holes in the backing board on the Upholstery Panel.

Note: A firm push or 'punch' will secure the panel in place about the area of each peg. Pay attention to each Pegs location and be sure to press firmly there. Listen for the audible sound as the teeth of the Pegs take hold.

The second Roof Panel can now be installed following the same method. Start in corner where the Side meets the Roof and work toward the centre.





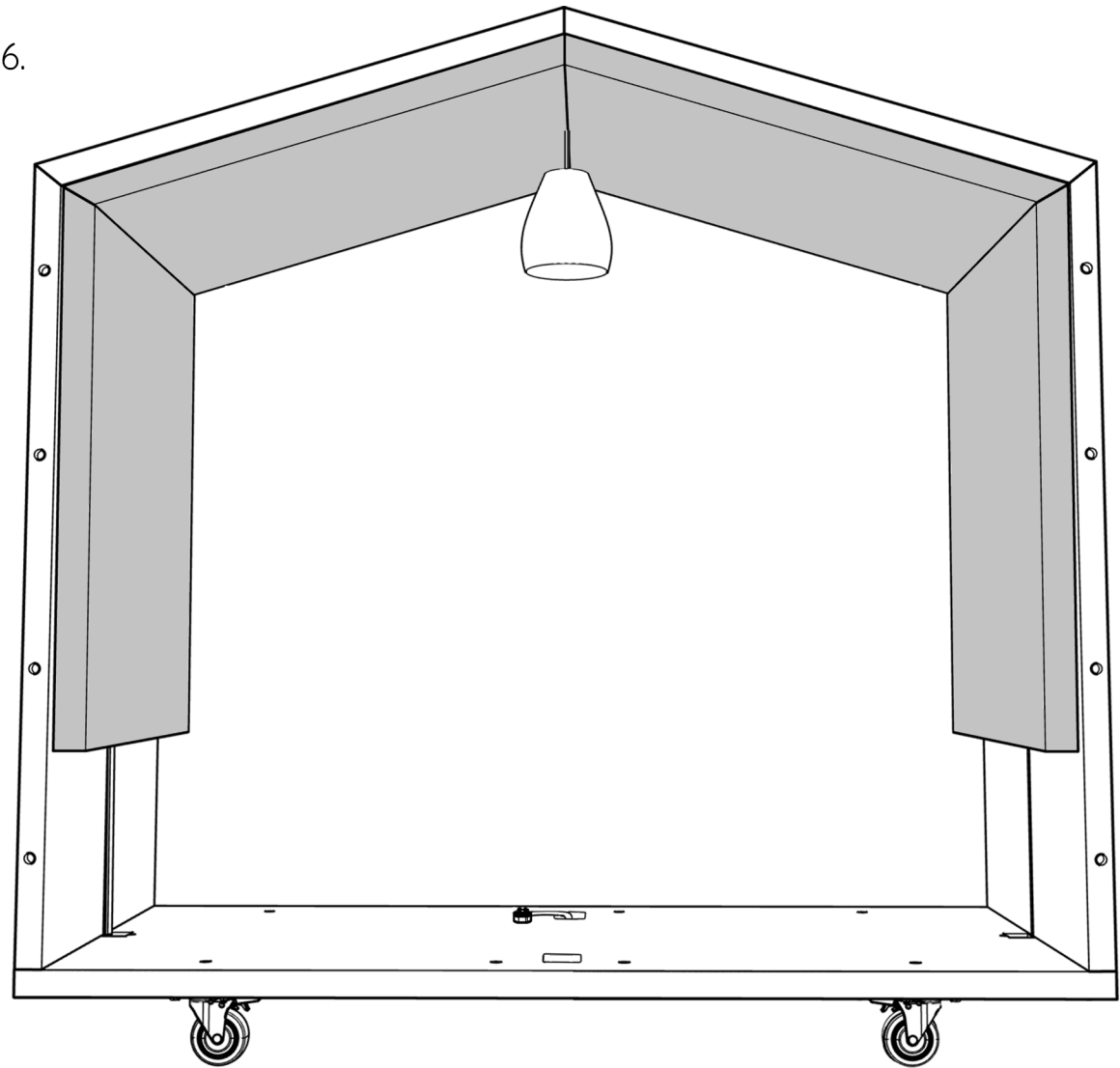
## Section A

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26. Secure the Side Upholstery Panel in place by first wedging the pointed end up and in against the Roof Panel, then find and secure the lowest Peg point and work your way up to the top, pressing over each Peg as you go.

Note: Check for gaps along the point where Upholstery meets Roof & Sides. A firm push in the area where the gap is should close it.

26.



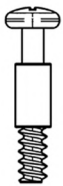


## Section C

---

Seat assembly

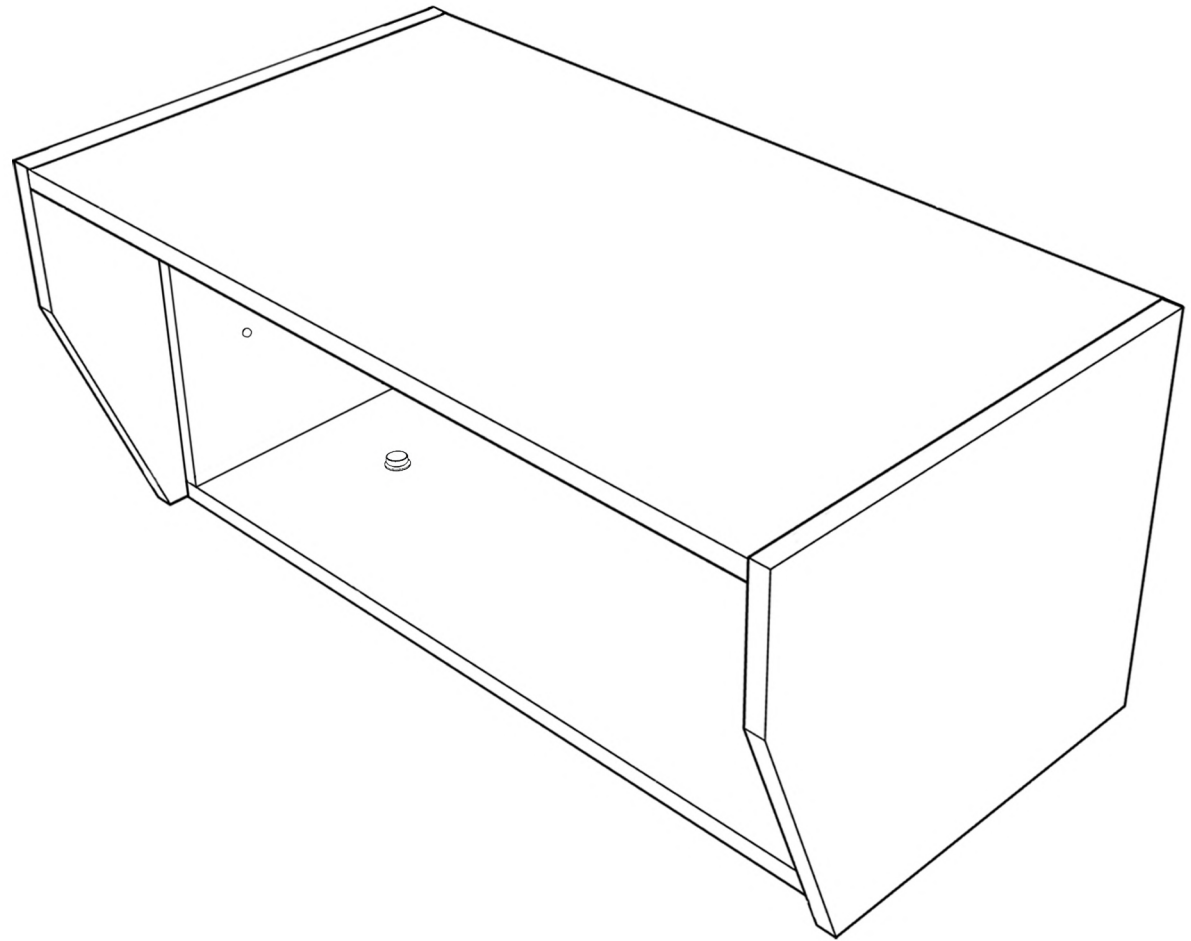
Parts Required:



24x



4x



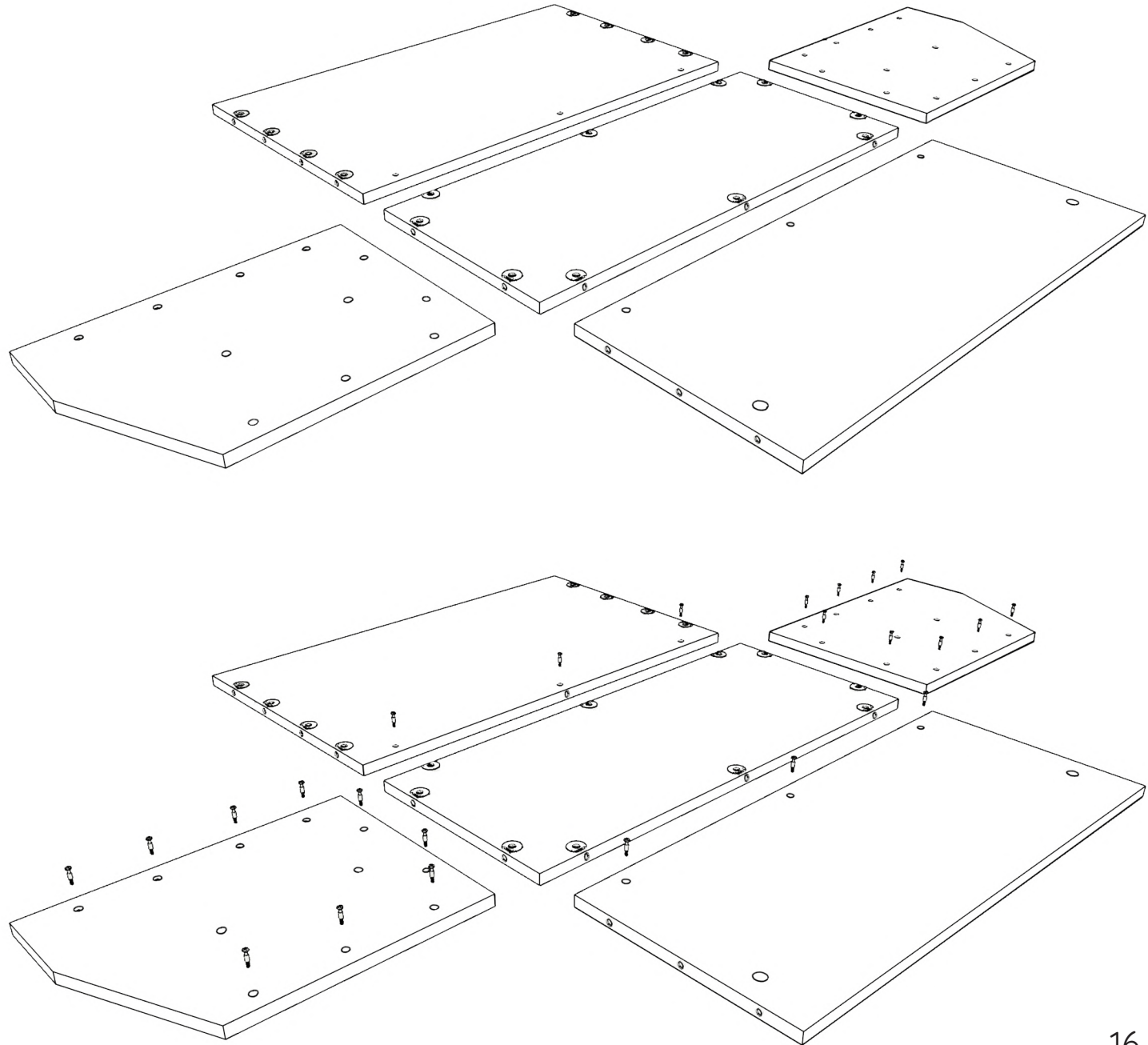


27.

## Section C

---

27. Set out the Seat Parts as shown and install the Metal Pins.

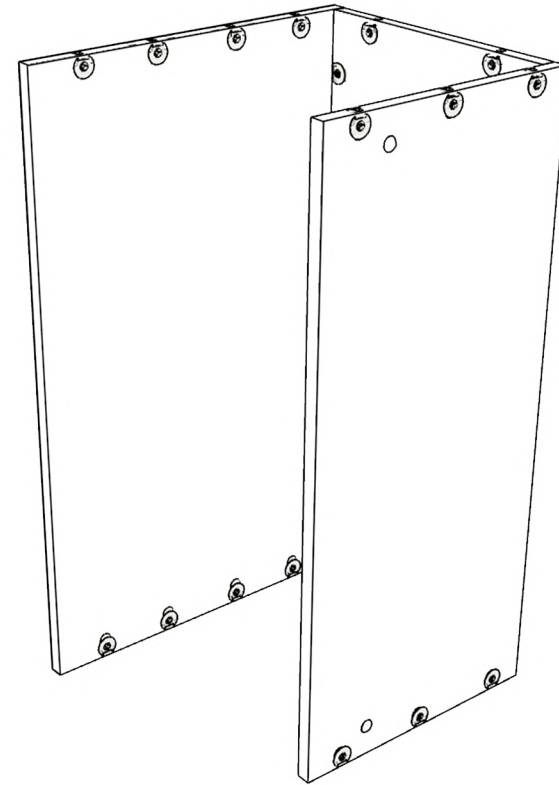




## Section C

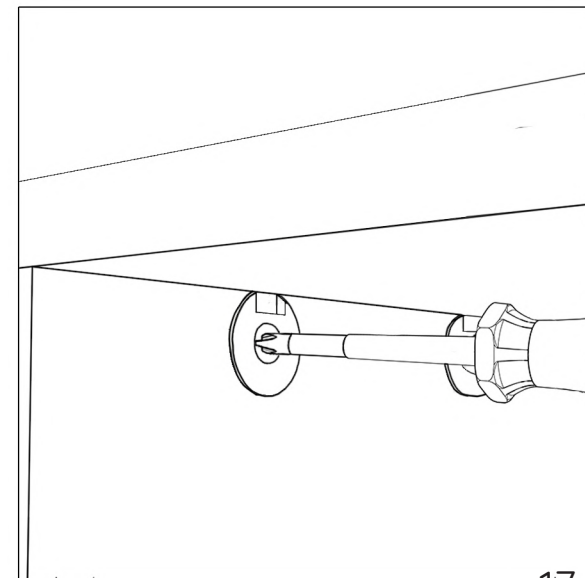
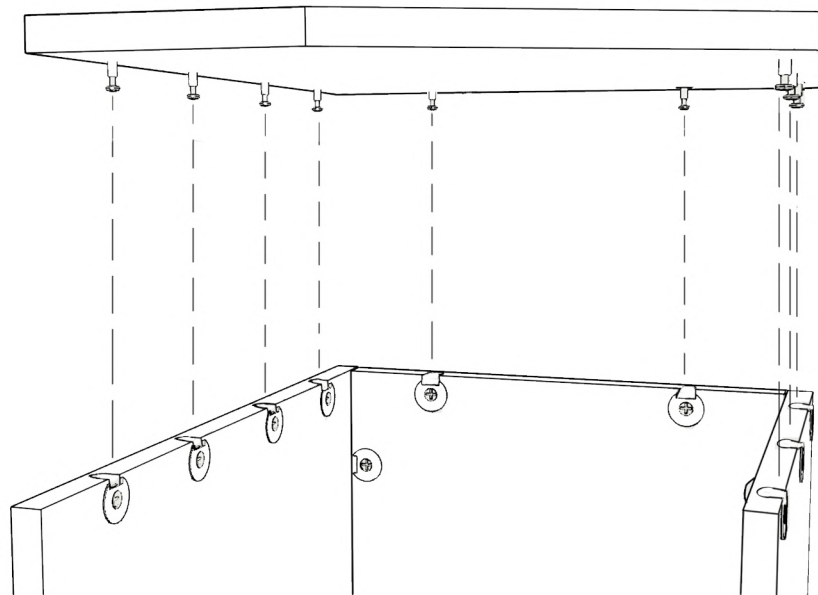
28. Secure the Seat Top and Seat Base to the Seat Back by aligning the pins & holes, then pushing the three components together. Secure by screwing the Cams tight.

28.



29.

29. Add the Seat Sides and secure in the same way

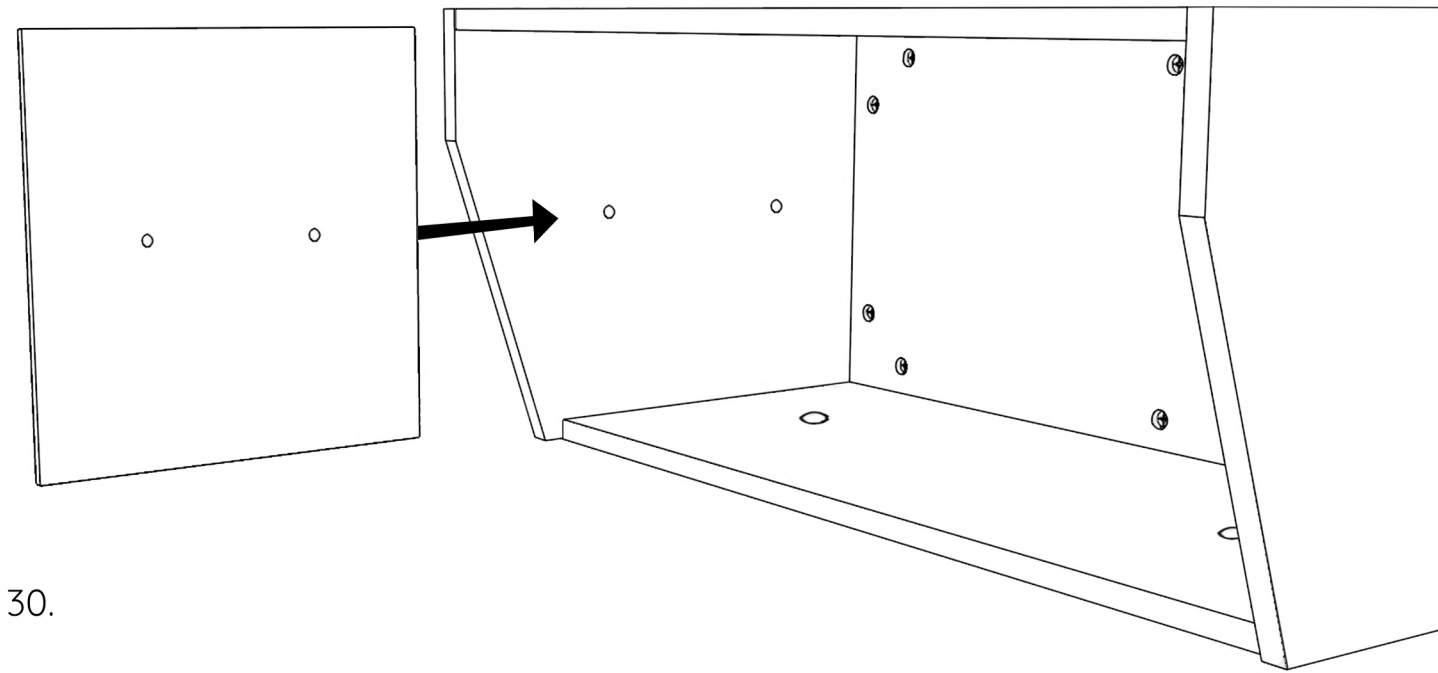




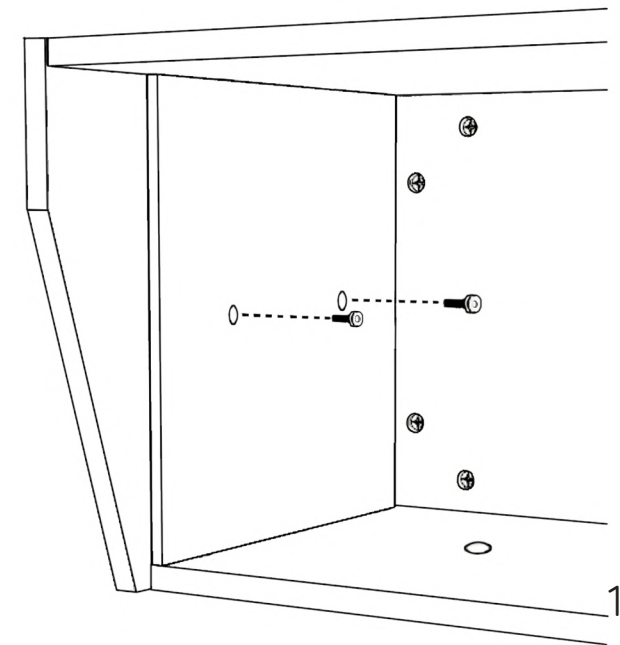
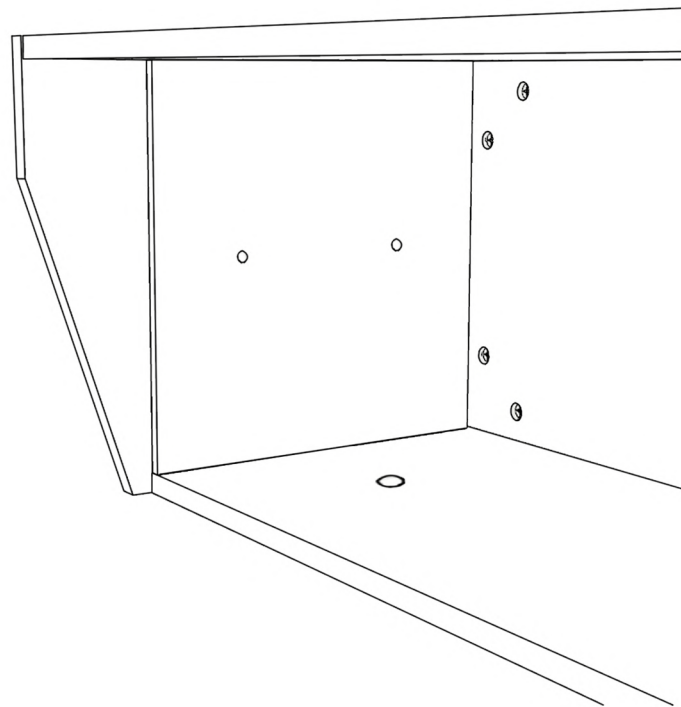
## Section C

30. Slide the square Support Panel on the inside of the seat aligning the two holes.

With an Allen key, tighten the bolt and secure the Support Panel in place.



30.

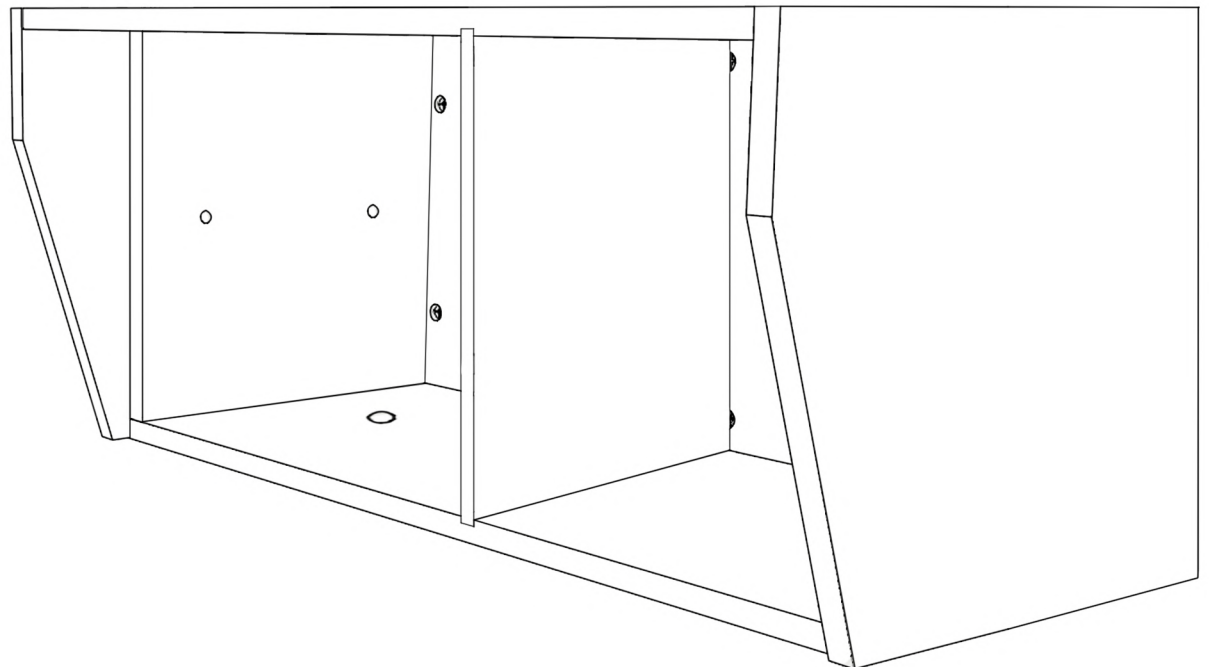
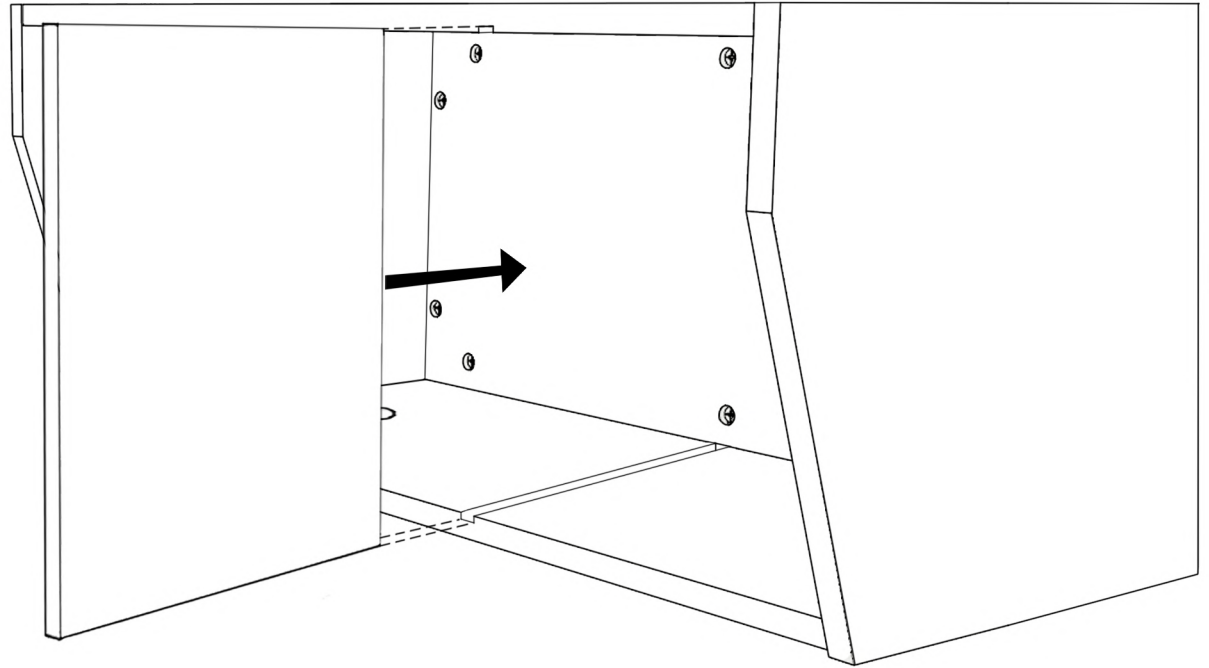




## Section C

The additional support is only provided for the Huddle 120 (4-person Huddle in UK), not the standard Huddle.

30.5 Take the uncut square panel, and place it inbetween the two pre cut grooves until it hits the back board.

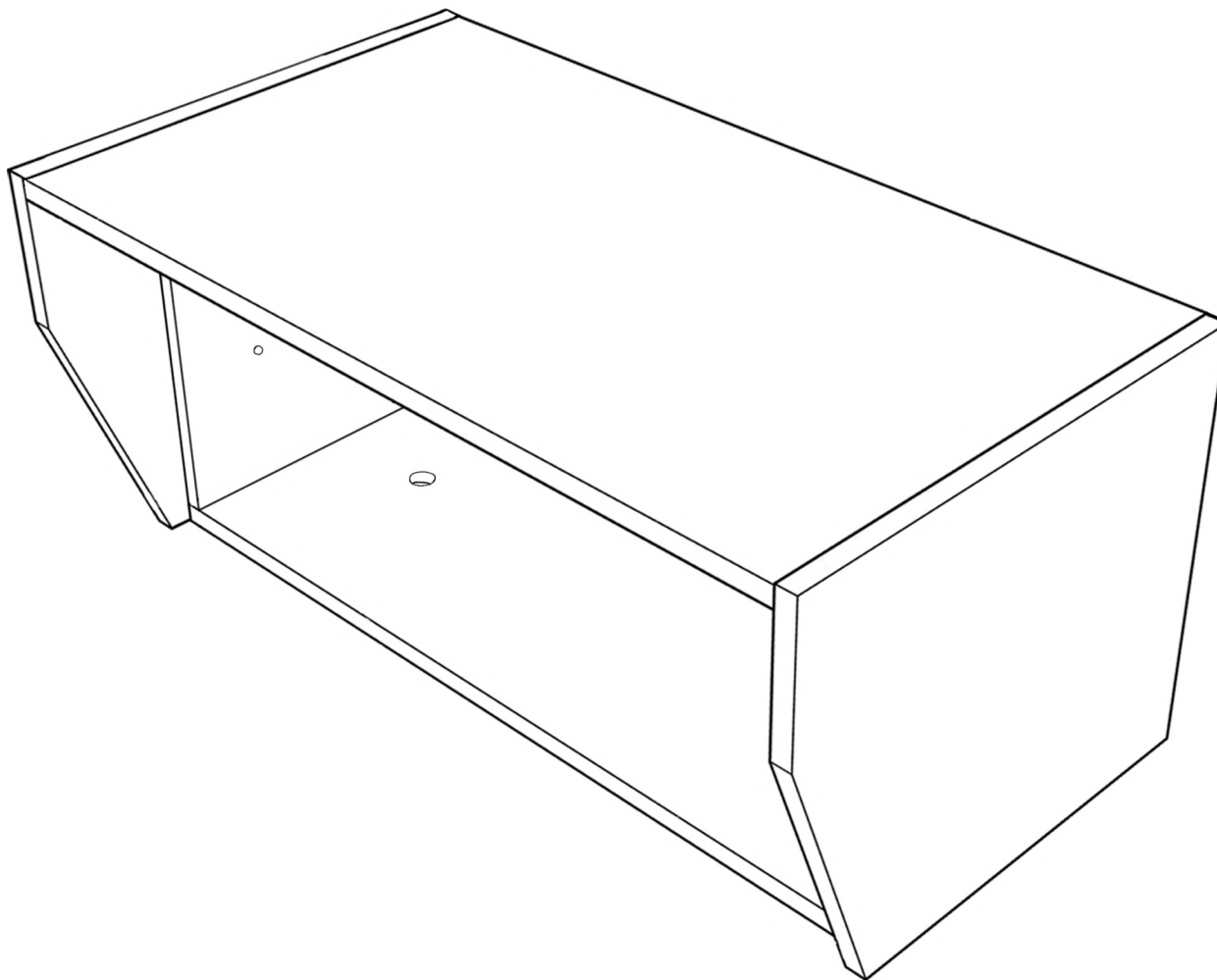




## Section C

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31. Repeat this section to complete both of the seats.

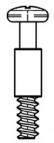




## Section B1

Table with Panel Leg  
(assembly plus fitting to shell)

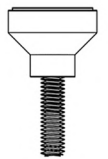
Parts Required:



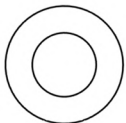
17x



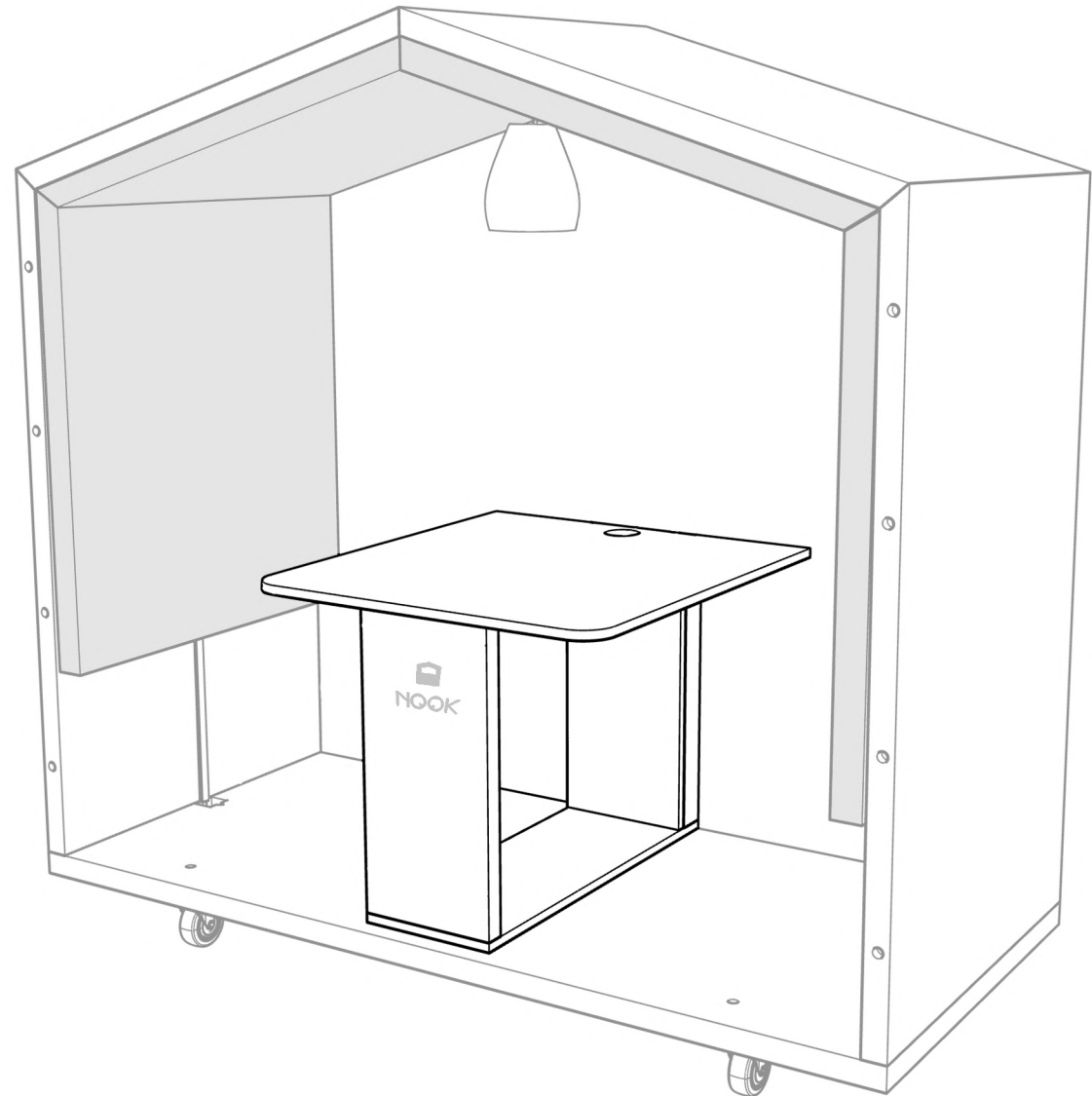
2x



2x



3x

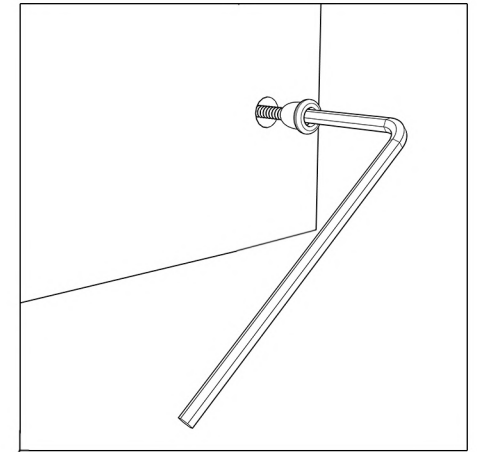
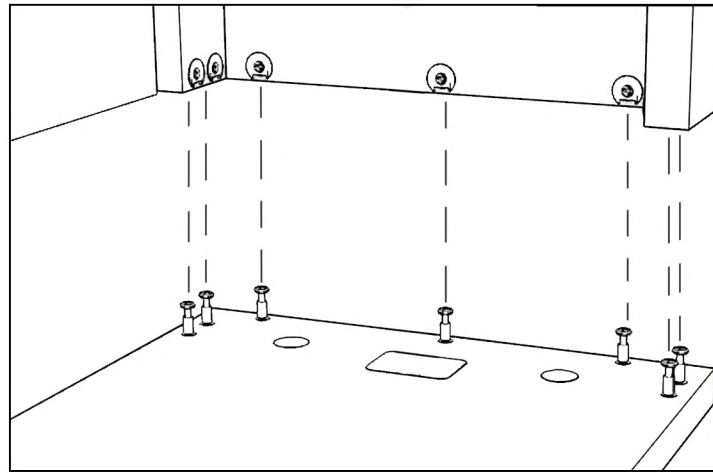




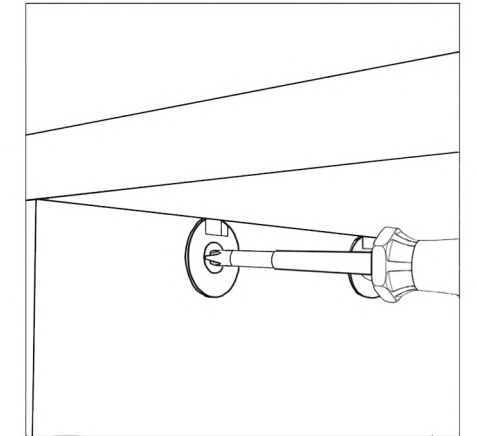
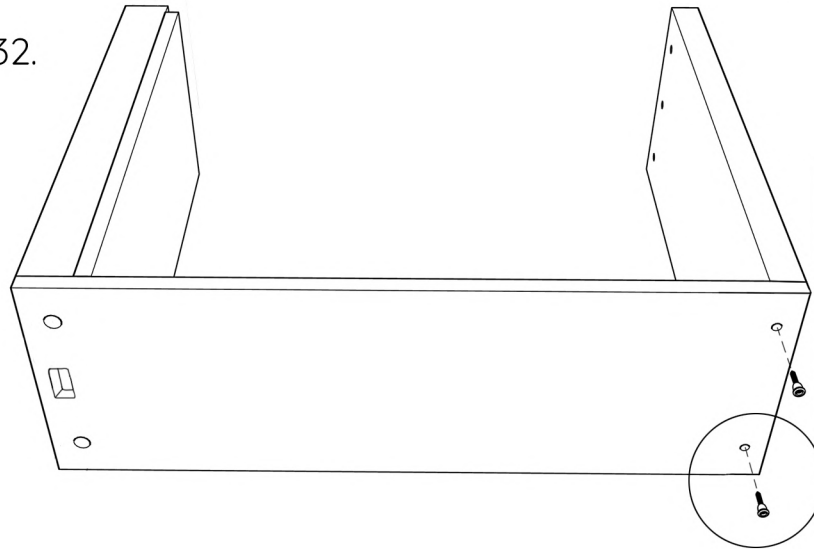
## Section B1

31. Lay the Table Tower and Table base on it's side and fix the Table Tower to the Table Base using pins and pre installed cams.
32. Fix Table Leg to the Table Base using the fixings shown
33. Mount the Table on the Table Tower and Table Leg, aligning the Pins to the available holes.
34. Push the Table Top down in to place and secure by tightening the Cams.

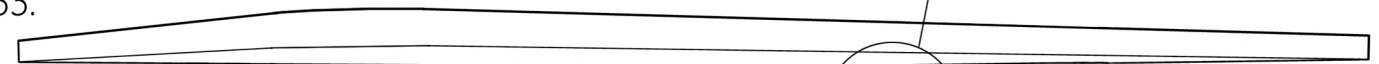
31.



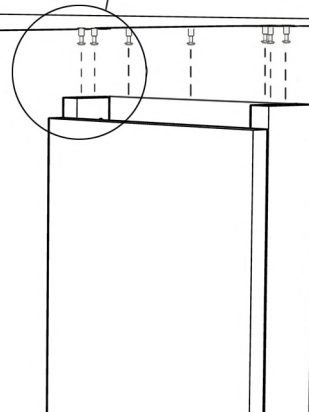
32.



33.



34.

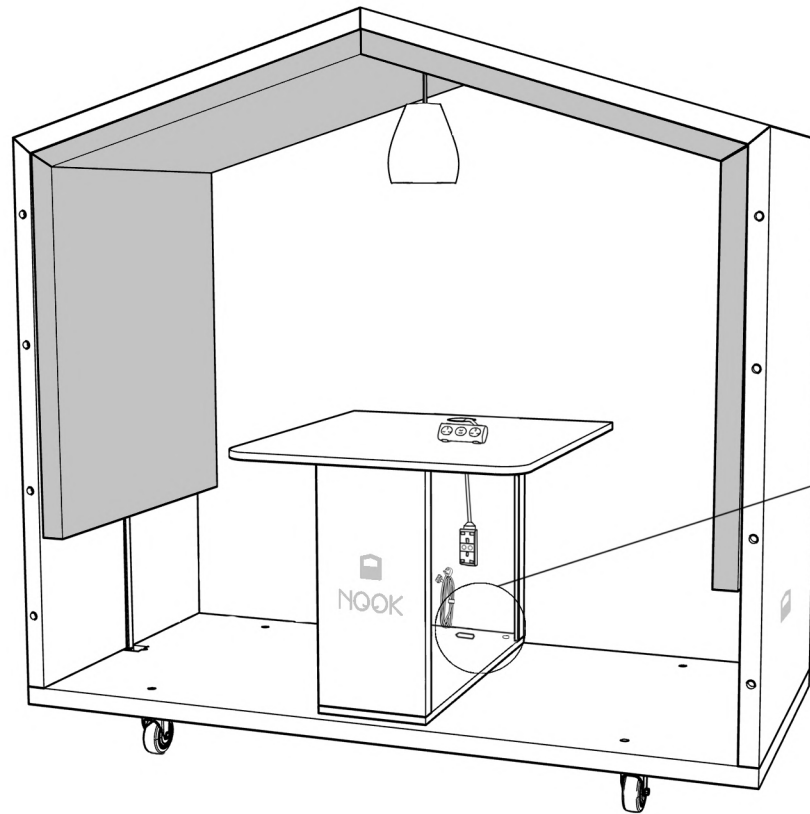


  
NOOK

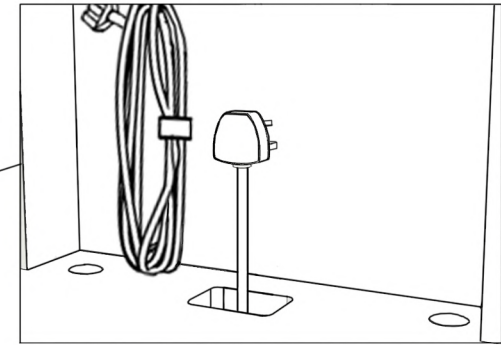


## Section B1

35. Position the table assembly on the Nook taking care to pass the Light Cable through the Cable Hole in the base of the Table. Connect the end of the Light Cable, the short section with the mains socket attached, and plug it in to the power strip.

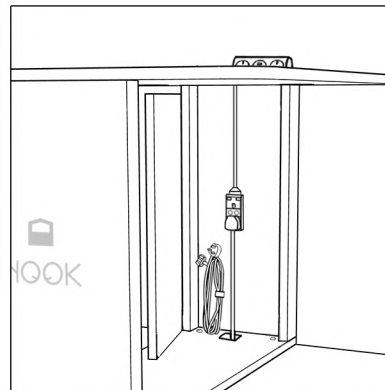


35.



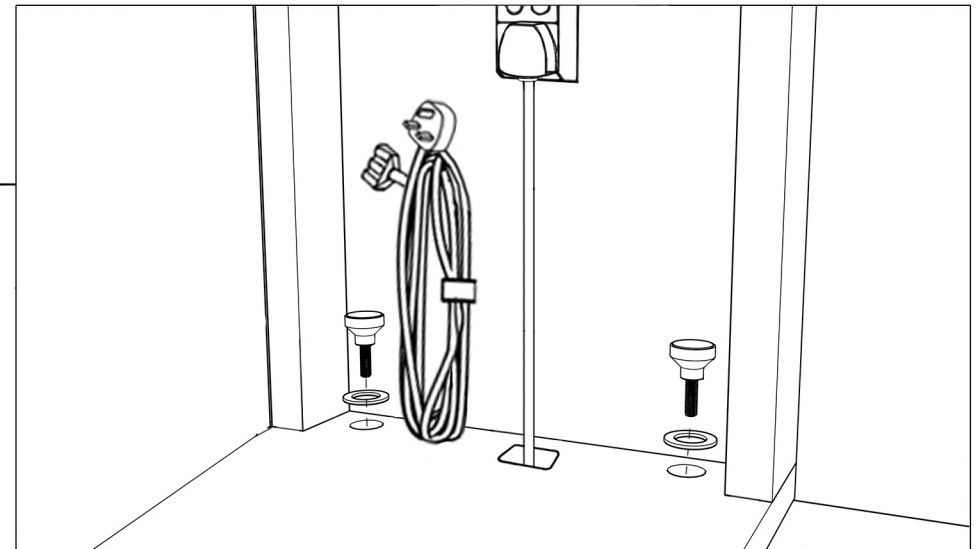
36. loosely align the two large holes in the base of the Table Tower to the two threaded inserts in the Base of the Nook.

36.



37. Ensure the Table Assembly is correctly aligned and then secure it in place by installing and tightening the Thumbscrews and Washer supplied, as shown.

37.



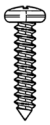
Keep the Main Power Cable unconnected in the table tower.



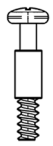
## Section B2

Table with Pole Leg  
(assembly plus fitting to shell)

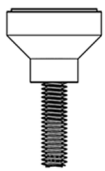
Parts Required:



5x



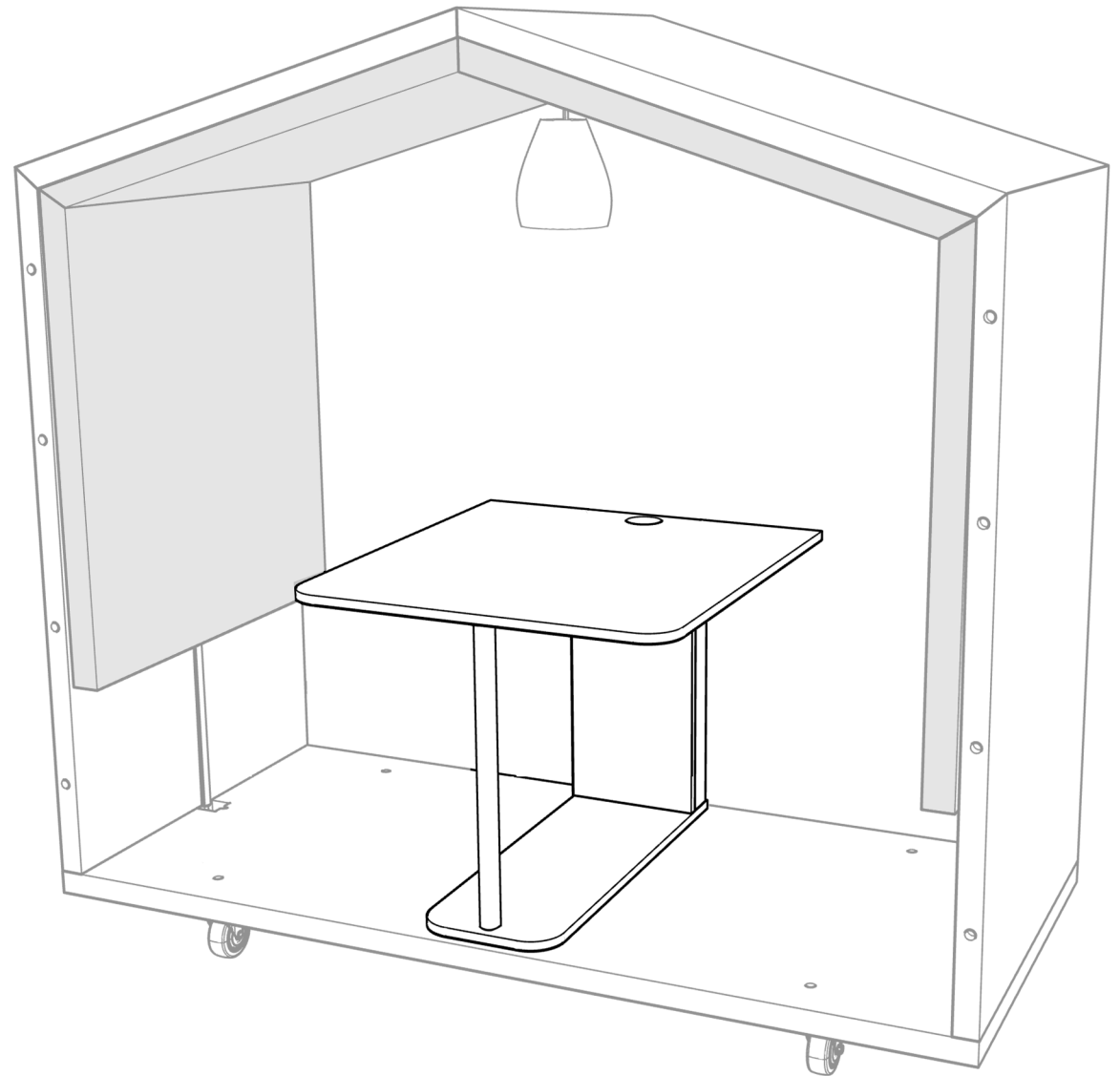
14x



2x

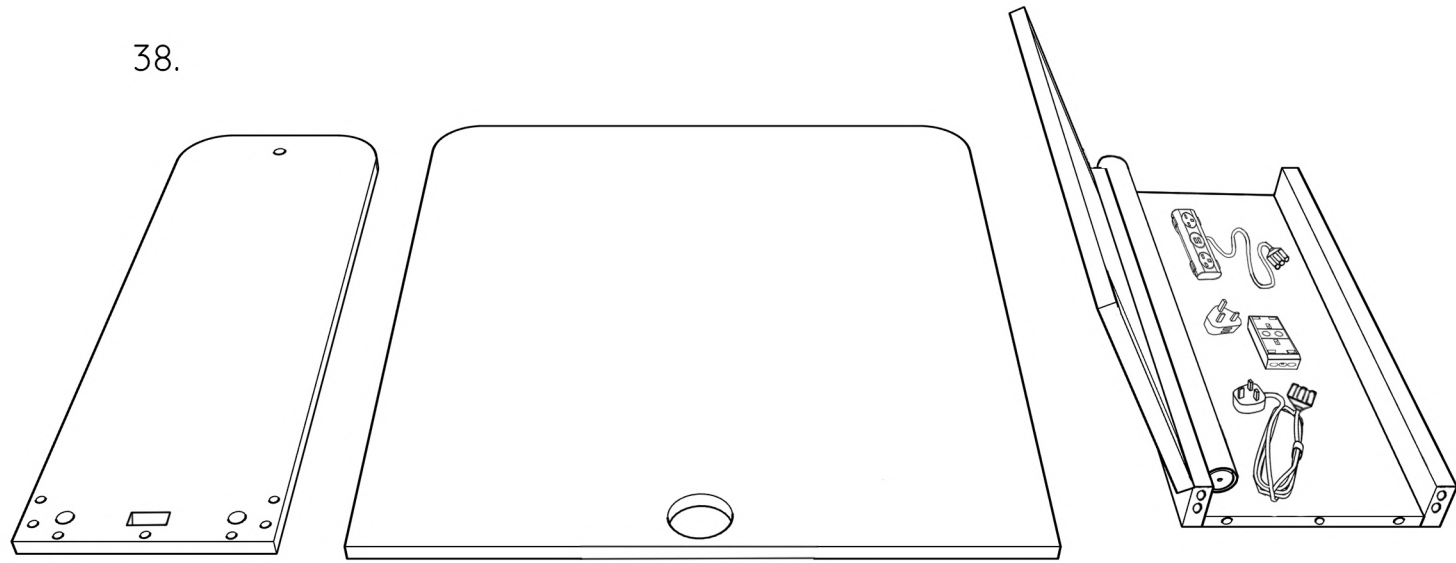


2x





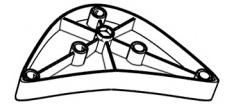
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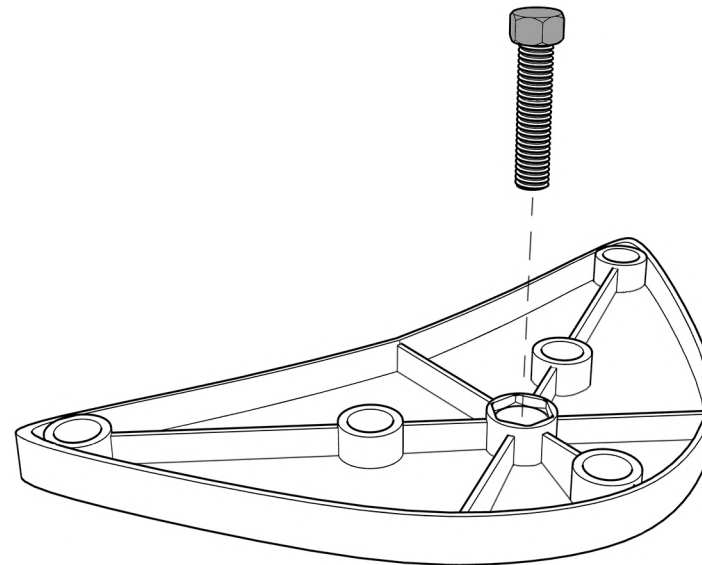
## Section B2

38. Lay out the parts for the table as shown ready to assemble.

39. Place the bolt into the metal base plate into the central hole.



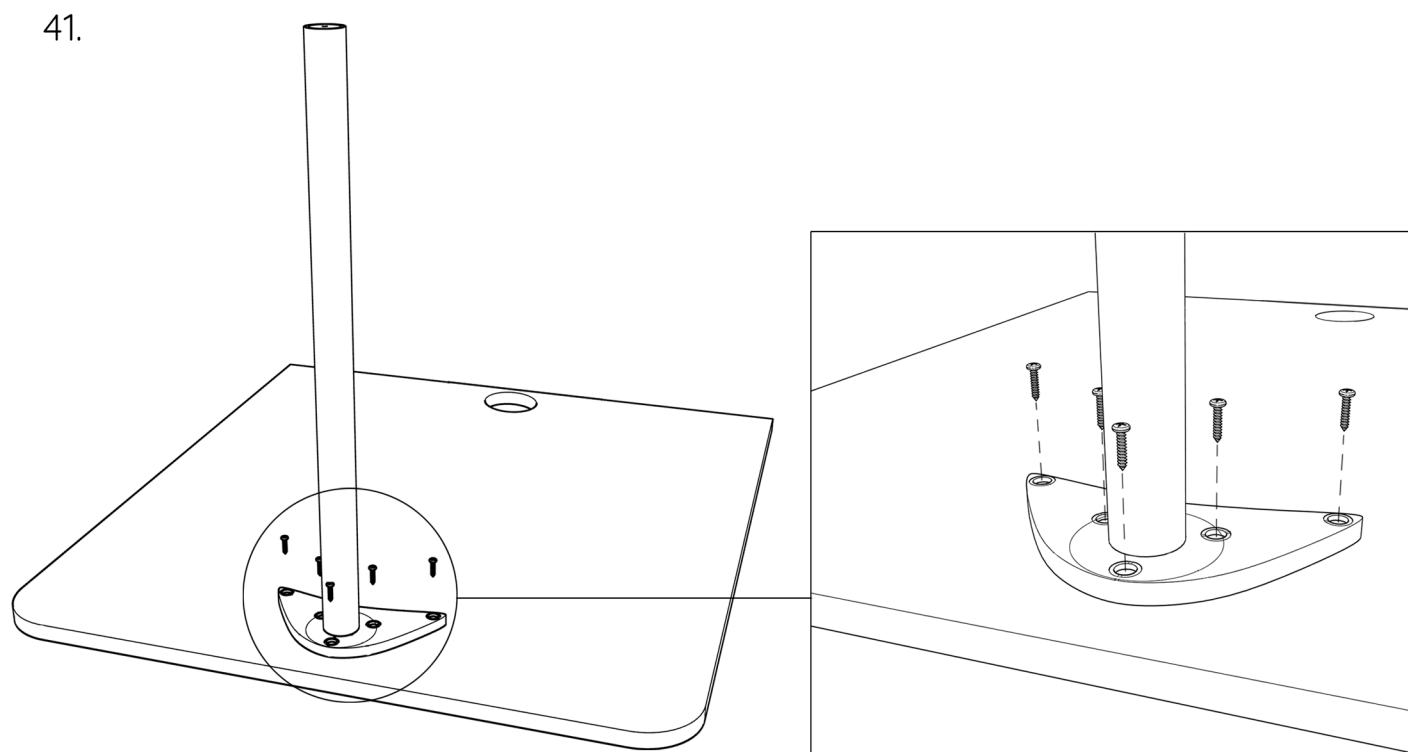
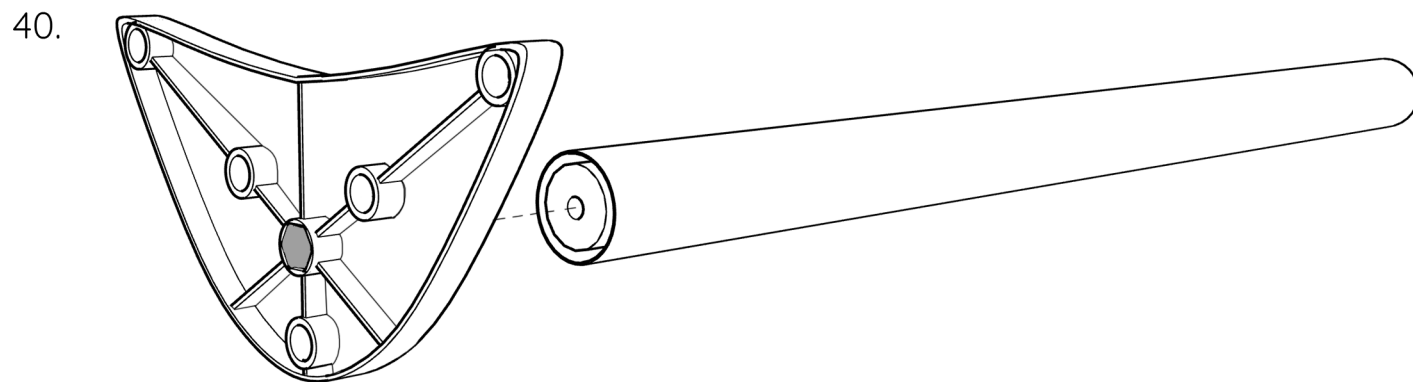
39.





## Section B2

40. Offer the base plate with the bolt inserted to the pole and screw until tight.
41. Place the table upside down and use the screws to join the base plate to the table.

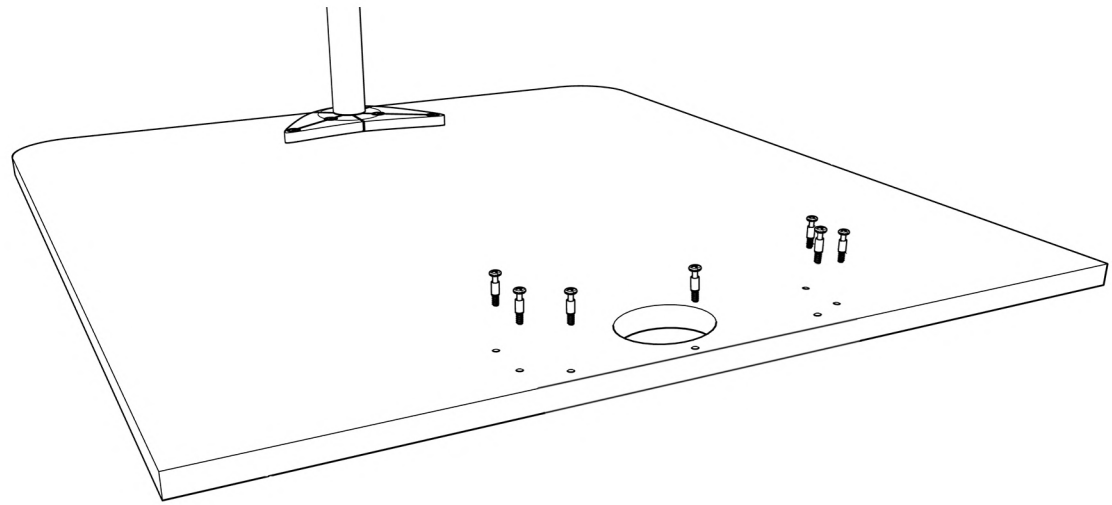




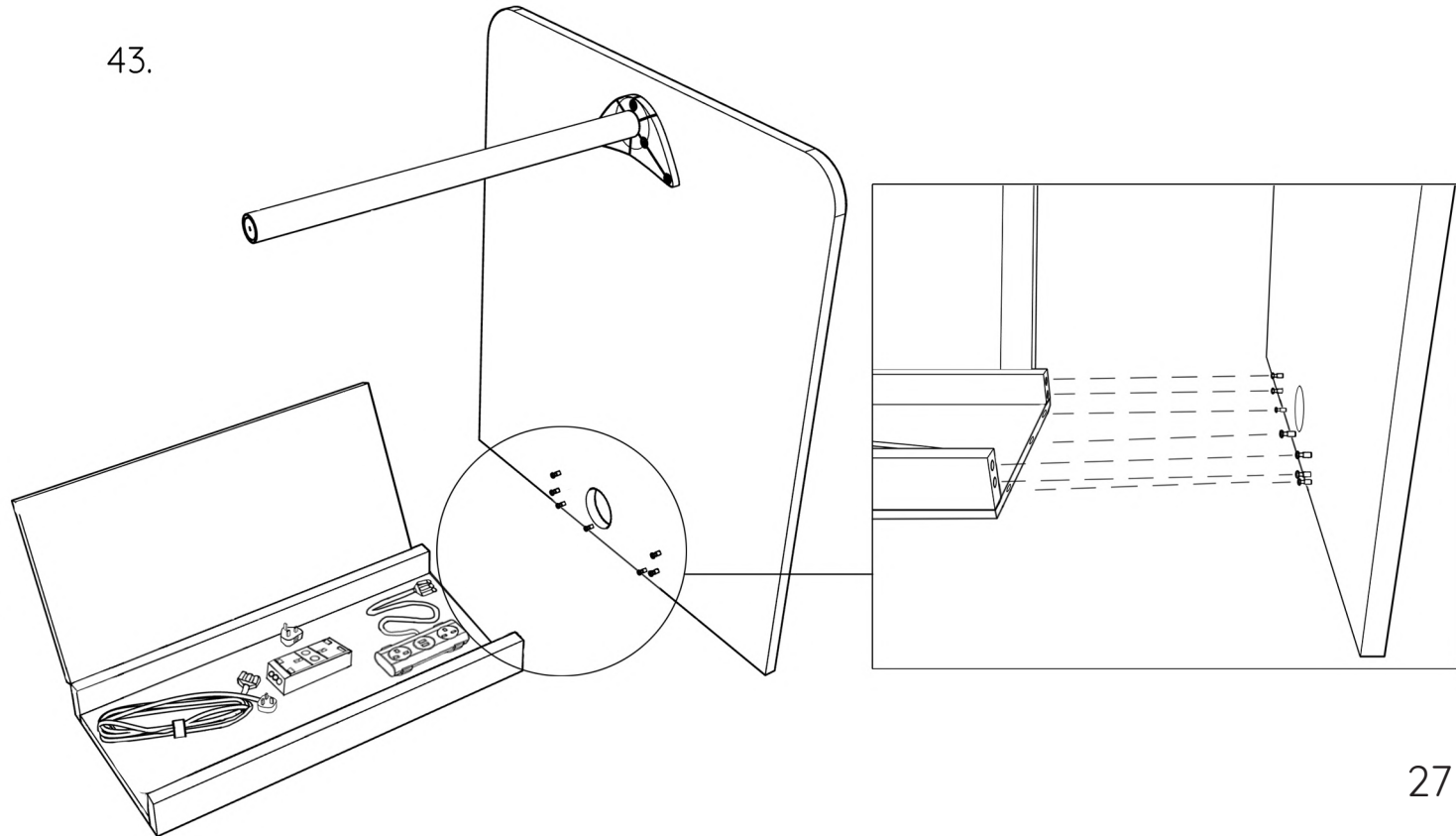
## Section B2

42. Offer the base plate with the bolt inserted to the pole and screw until tight.
43. Place the table upside down and use the screws to join the base plate to the table.

42.

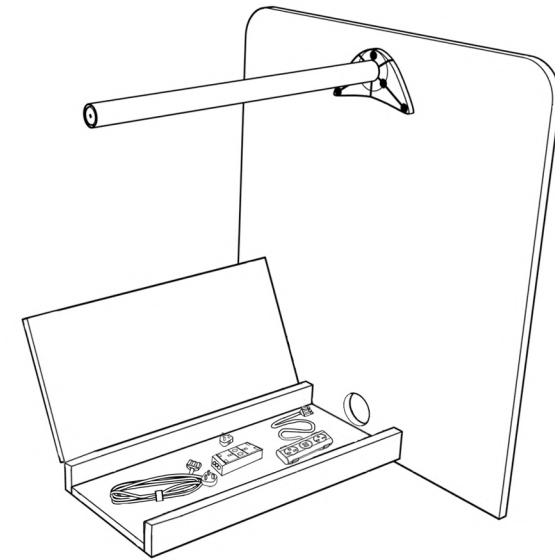
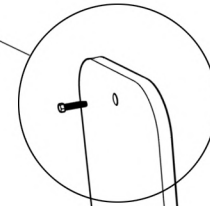
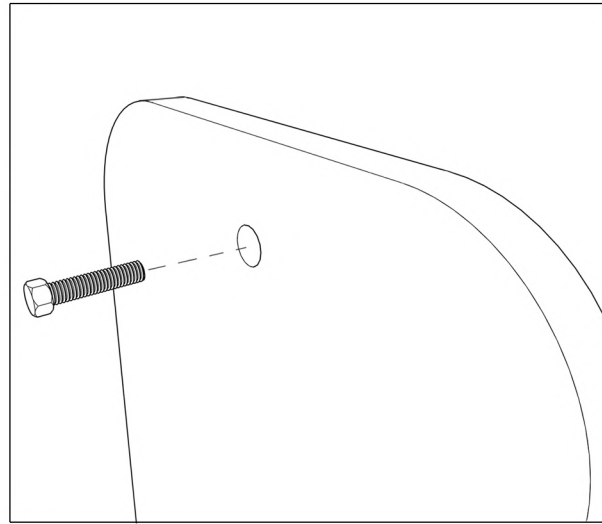


43.





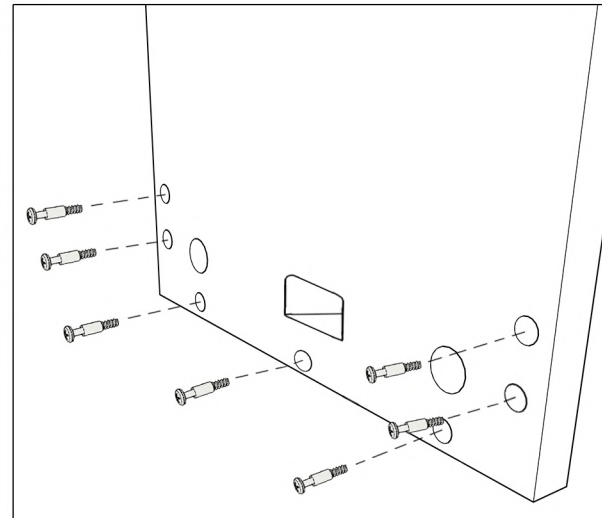
44.



## Section B2

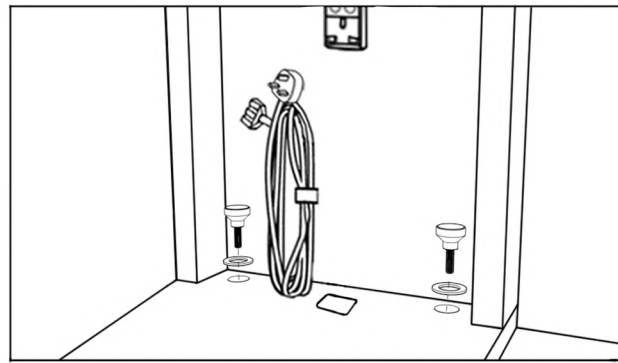
44. Offer up the bottom panel to the power box and insert a bolt into the hole and using the Socket Wrench tighten into the pole leg.
45. Put the screws into the power box base, line up the screw heads with the Power Box cams, push them into the cams and screw in place.

45.



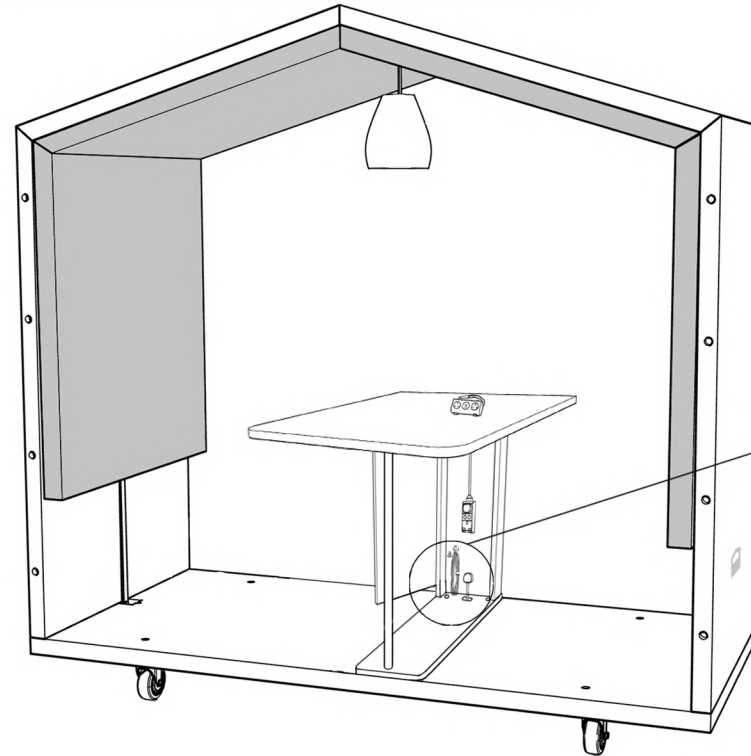


46.

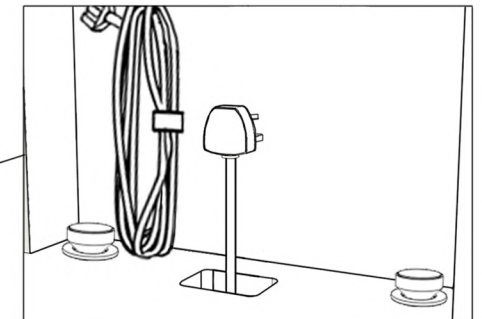


## Section B2

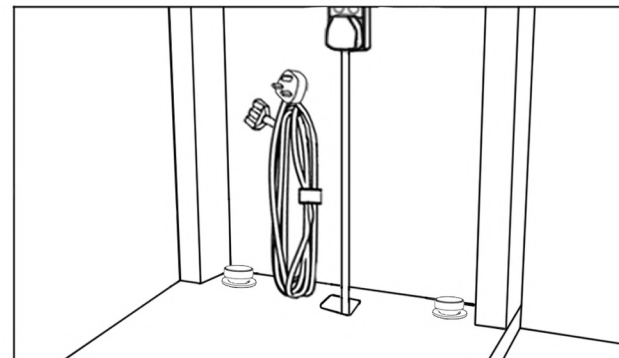
46. The table is now complete and ready to be put into your nook. Ensure the Table Assembly is correctly aligned with the Nook's Base and then secure it in place by installing and tightening the Thumbscrews and Washers supplied.
47. Put the Light's Cable from the Base through the Table Base hole and plug it into the Power Strip inside the Table Tower pulling any loose cable through.
48. Keep the Main Power Cable unconnected in the table tower.



47.



48.





## Section B3

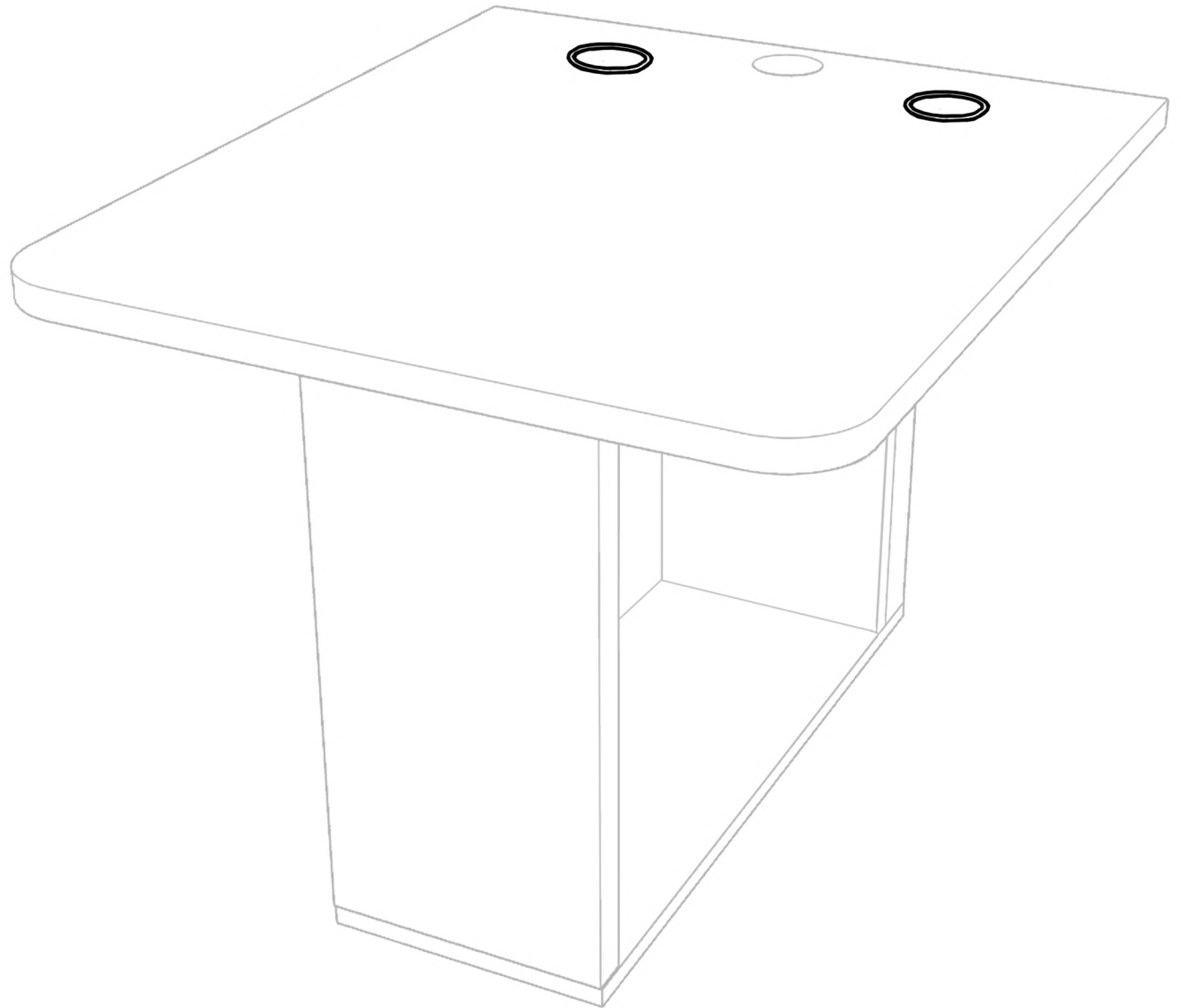
Wireless Surface Charger



2x

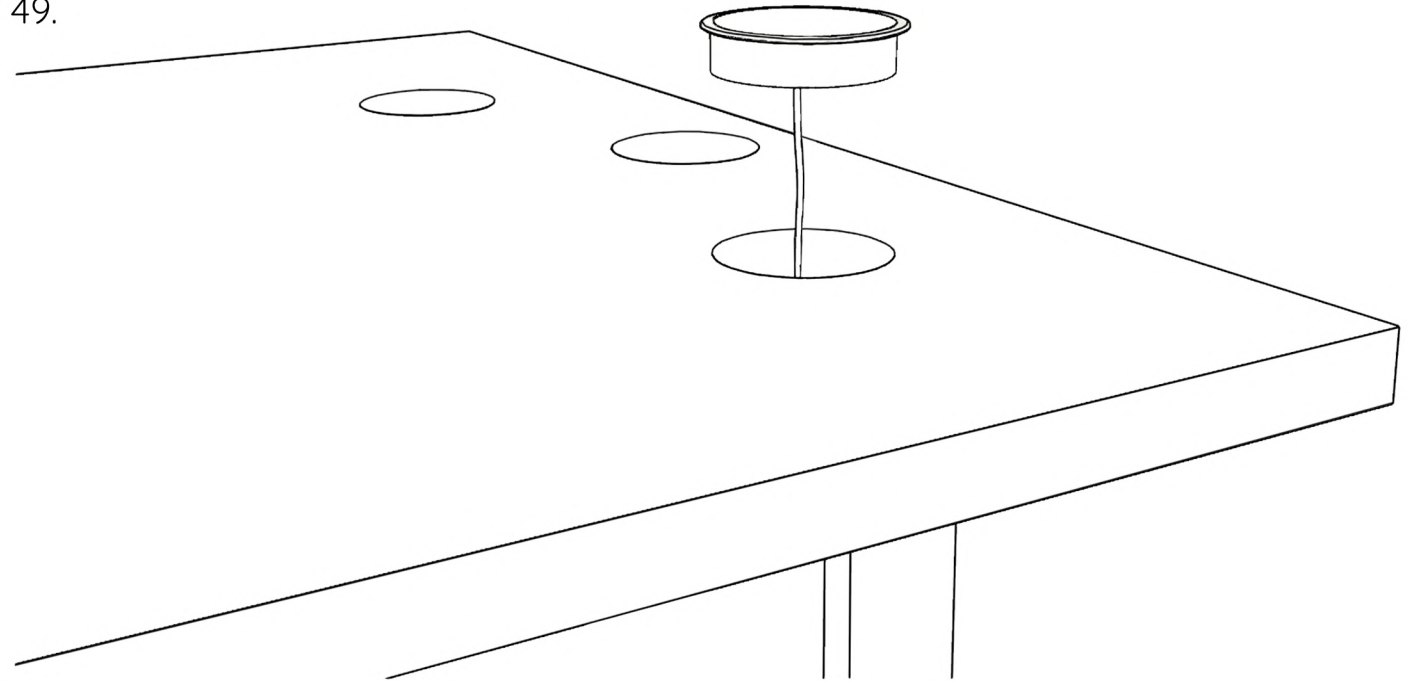


2x





49.

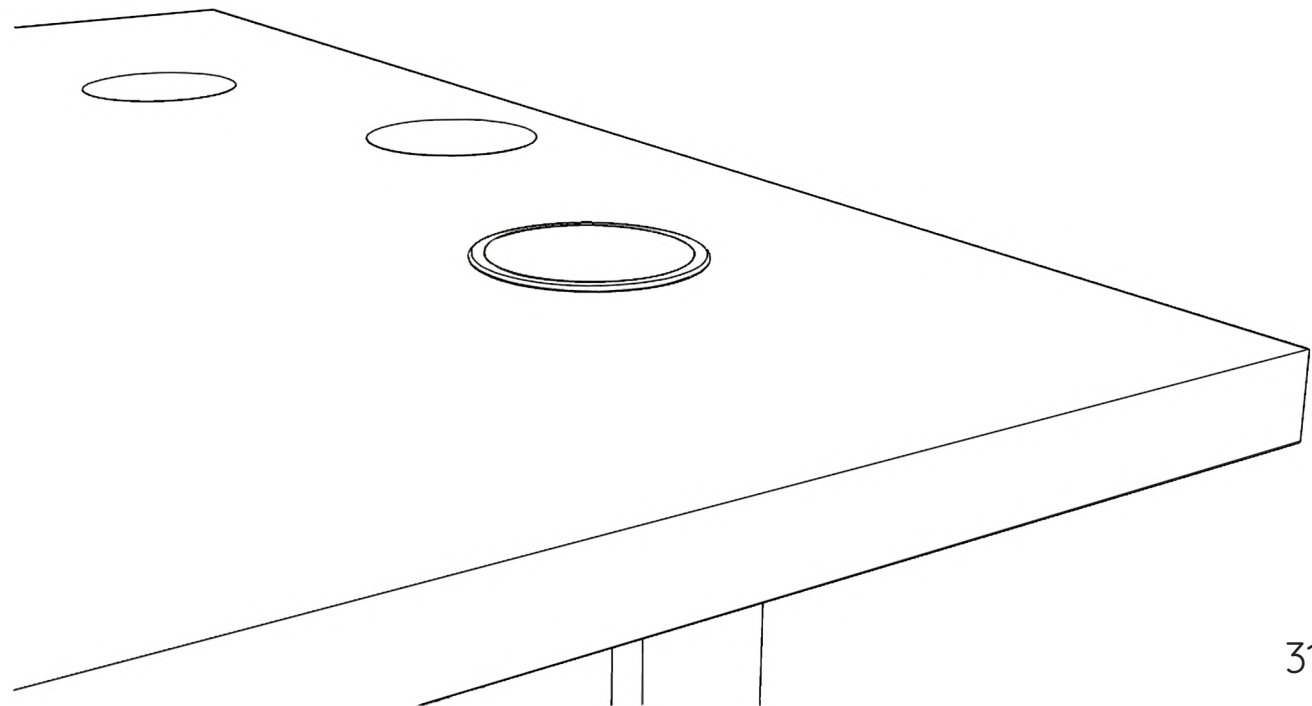


## Section B3

49. Unbox the Wireless Surface Charger and place the cables through the table.

50. Push the unit flush to the table.

50.

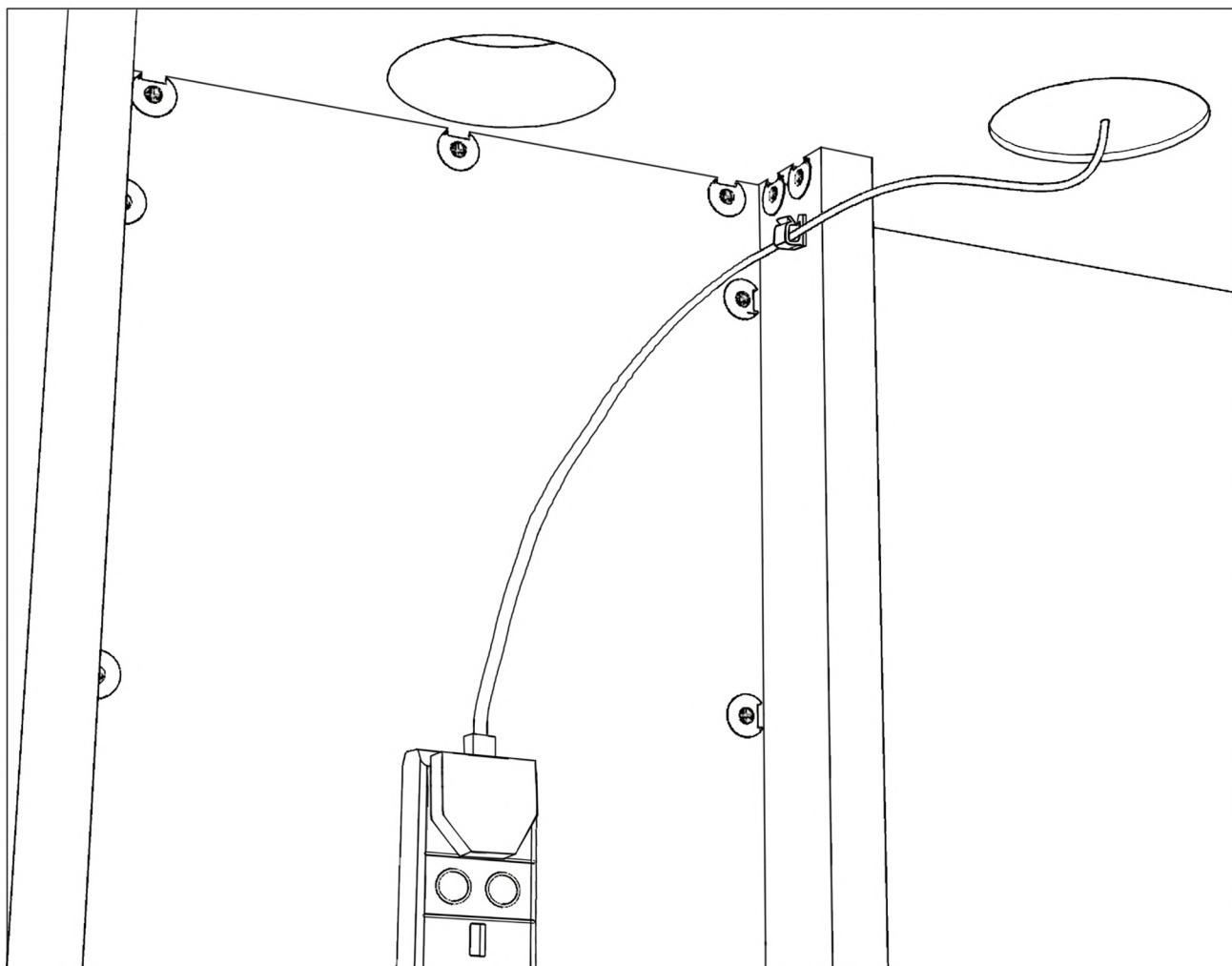




## Section B3

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51. Hook the cable into the clip on the inside of the table tower, and plug the unit into the USB Plug.



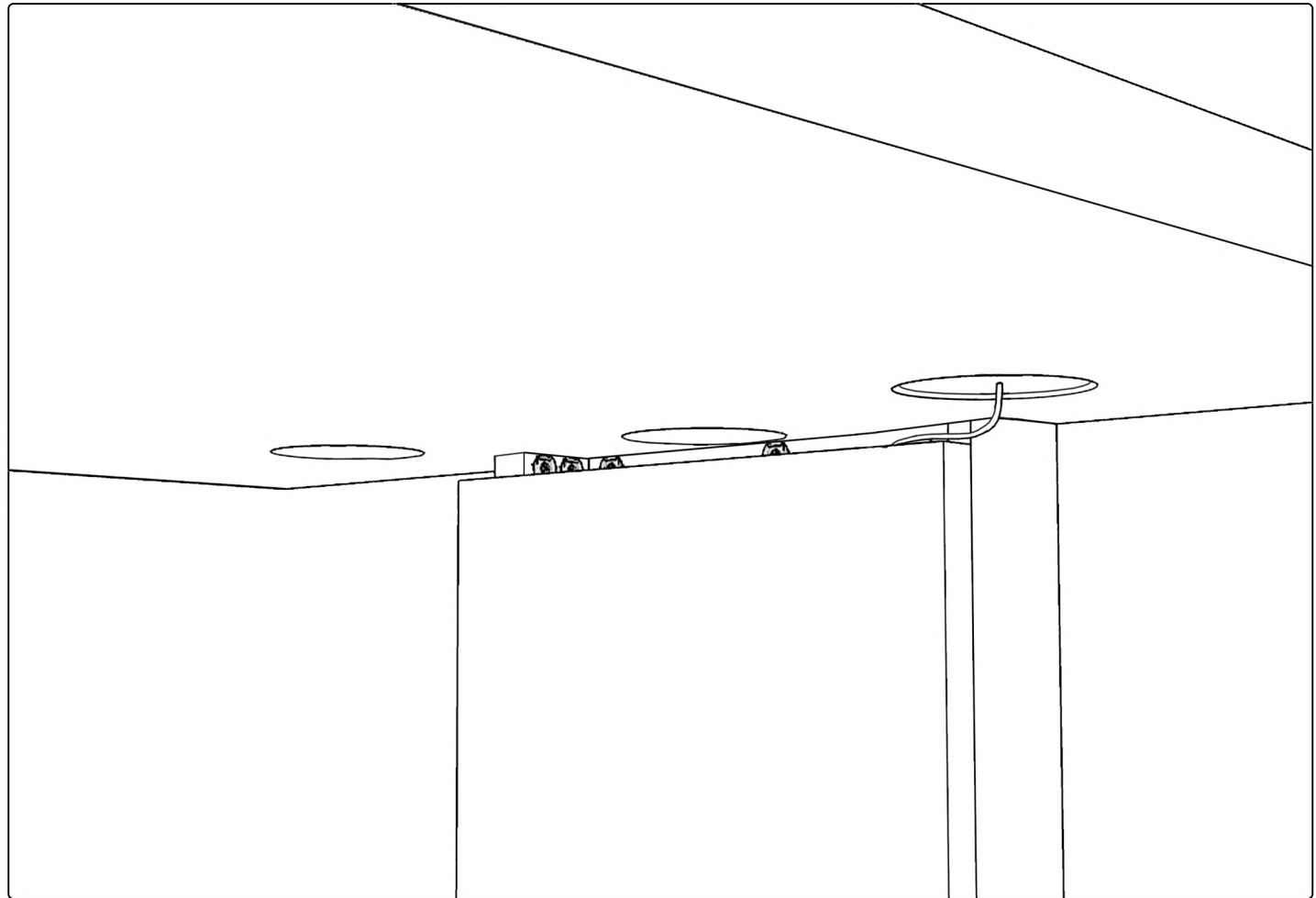


## Section B3

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52. Close the Table Tower door allowing the cable to sit on top of the door

Your Wireless Charging Surface unit is now ready to be used.

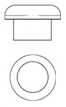




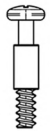
## Section D

Rear wall assy + fitting to shell  
(Final detailing)

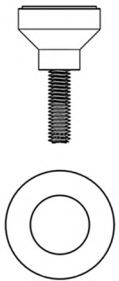
Parts Required:



8x



6x



4x

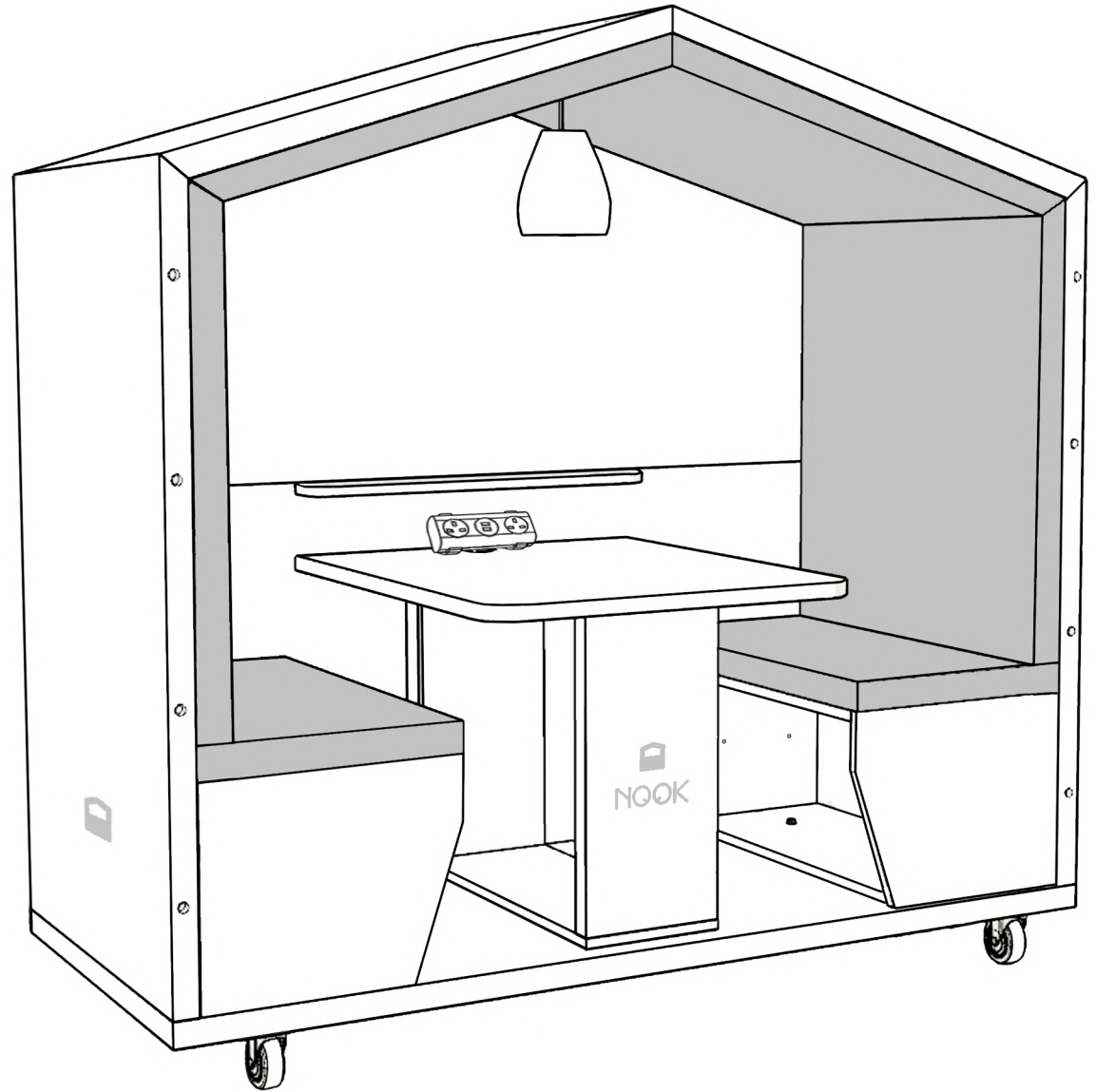


8x



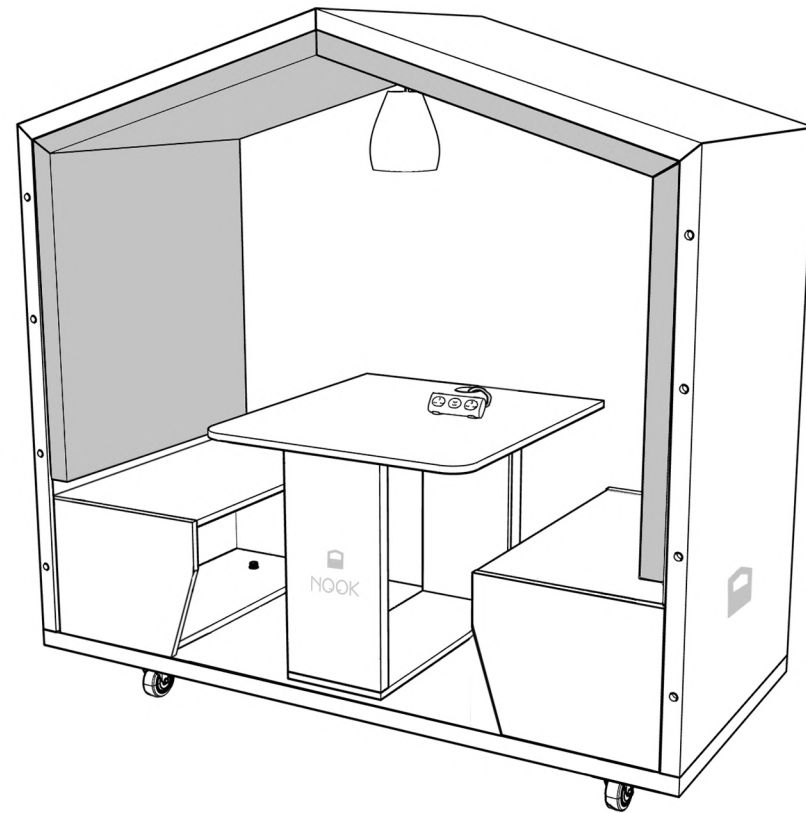
Velcro

4x





53.



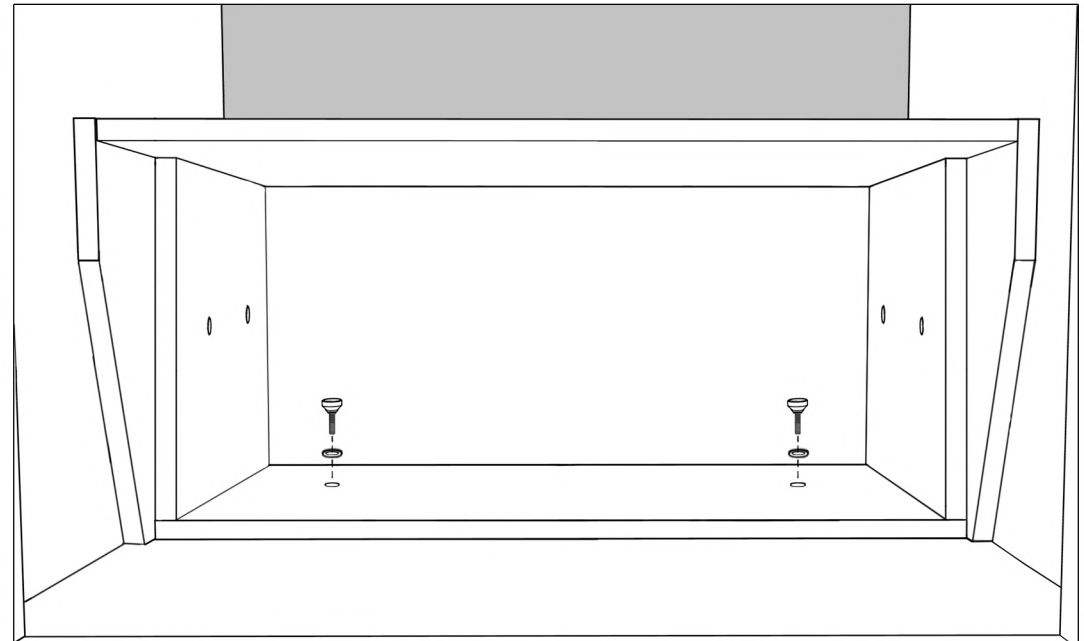
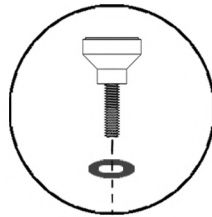
## Section D

53. Install the Nook Seats in to place, ensuring the opening in the Seat is facing in to the centre of the Nook.

Note: This space is for storage and to allow feet to rest comfortably under the occupant.

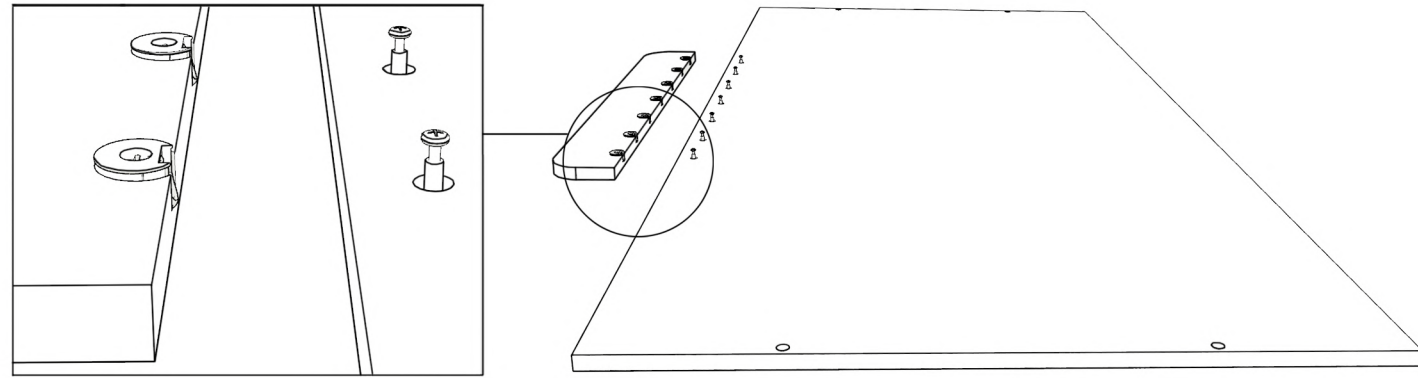
54. Secure the seats in place using the Thumbscrews and Washers provided.

54.





55.



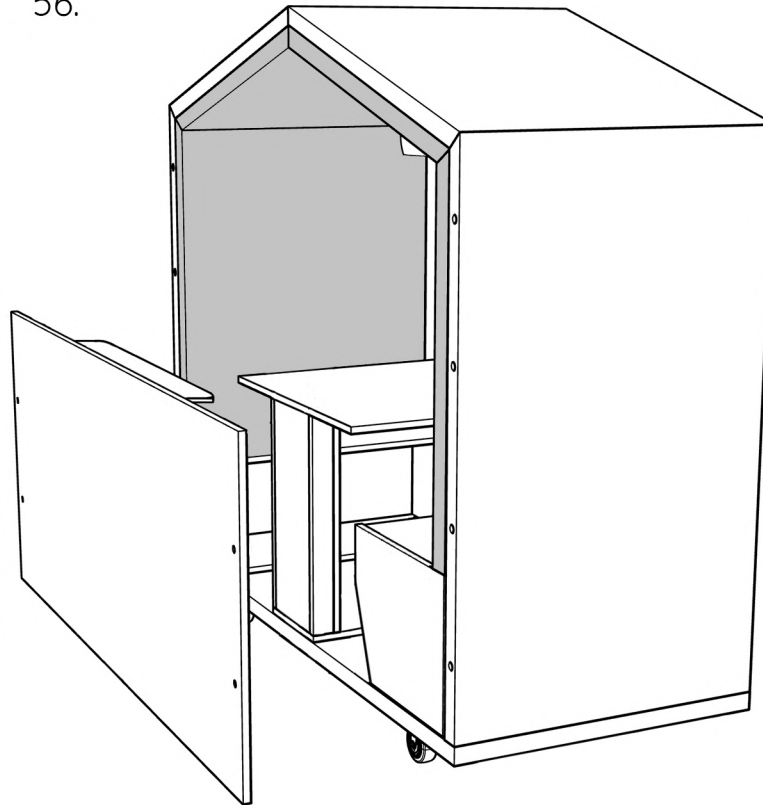
## Section D

55. Assemble the Rear Wall Lower with the Rear Wall Lower Shelf using the Pins and Cams provided.

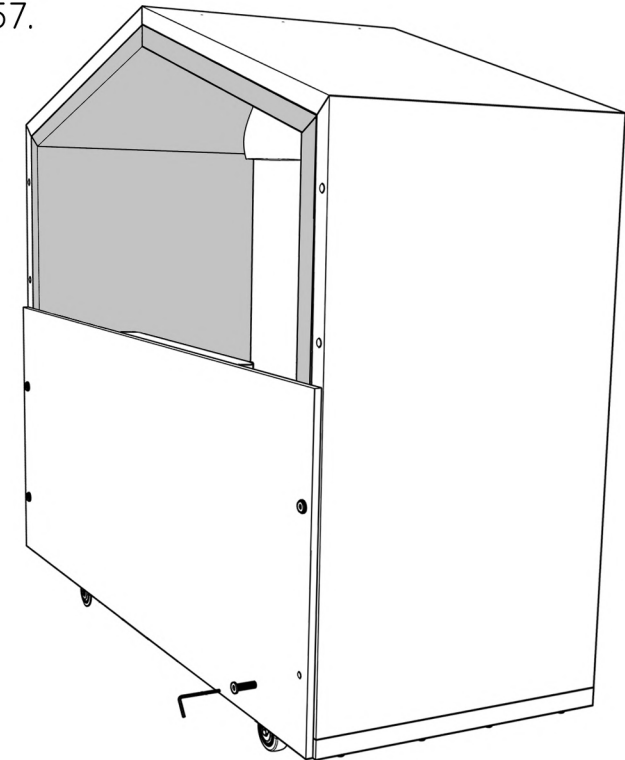
56. Bring the Rear Wall Assembly to the back of the Nook Table.

Note: If the Rear Wall Upper is to be installed eventually, then the Shelf of the Rear Wall Lower should be oriented to point inside the Nook. If on the other hand, the Nook will remain open above the Rear Wall Lower, orient the Shelf to face away from the Nook.

56.



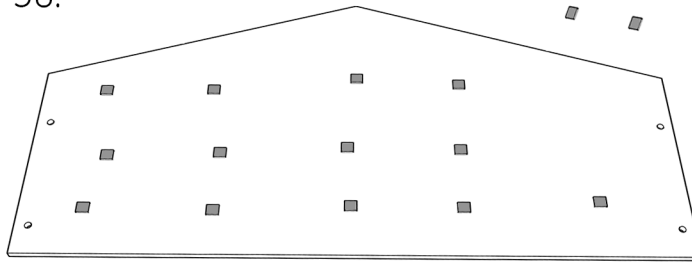
57.



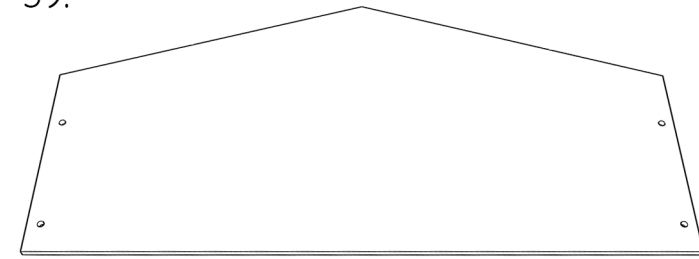
57. Fix the Lower Wall in place using the Allen Connectors and Washers supplied.



58.



59.



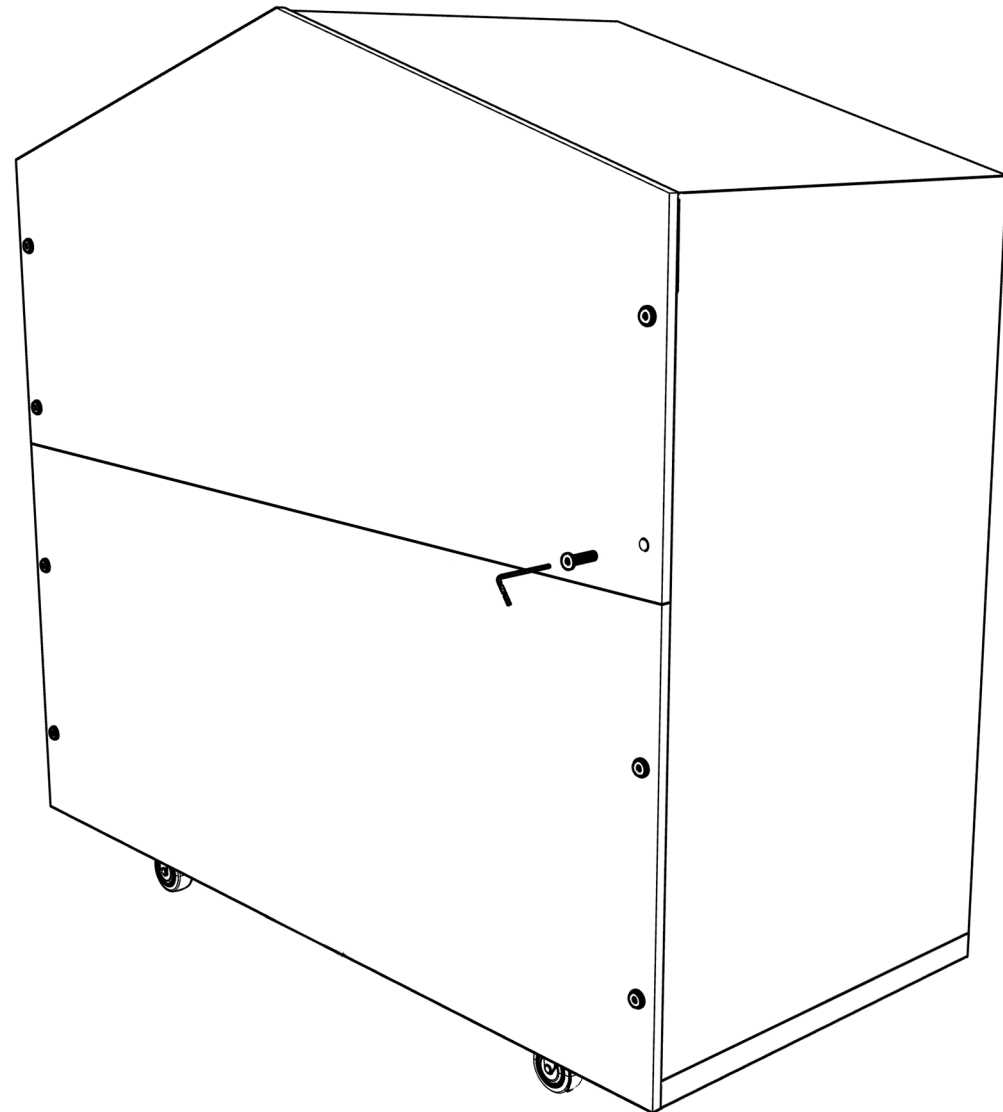
## Section D

58. Remove the protective blue pads from the Rear Wall Upper.

59. Remove the protective film from one side of the Upper Wall. If the Upper Wall is White Board material, remove from both sides.

60. Mount the Upper Wall on top of the Lower Wall, fix in place using the 4 Bolts with the Allen Key.

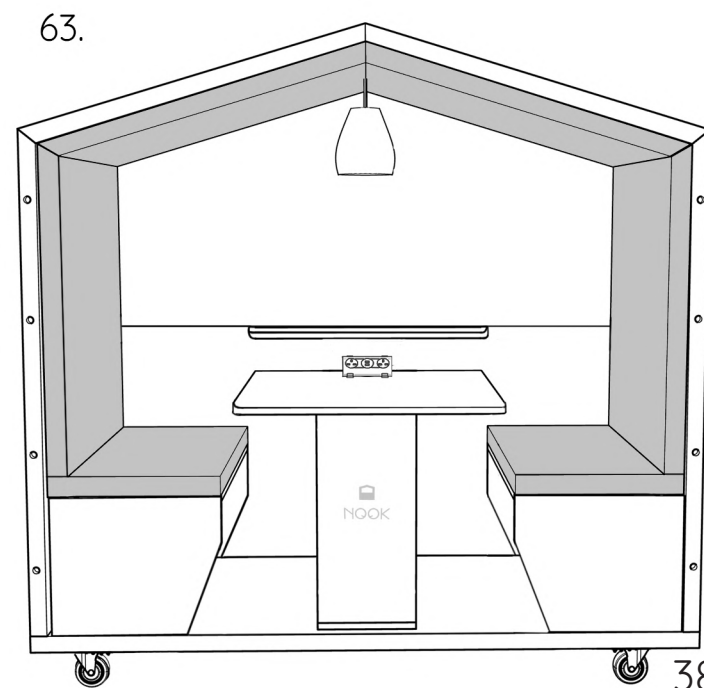
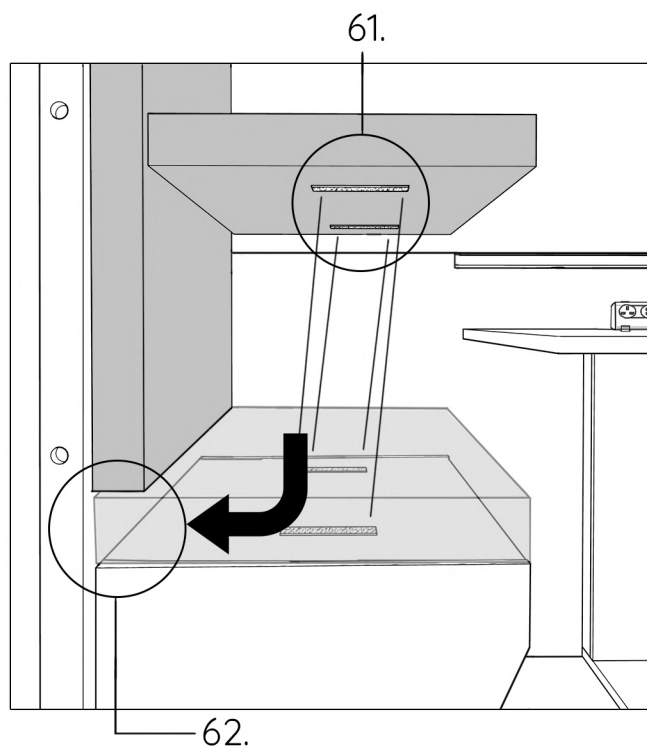
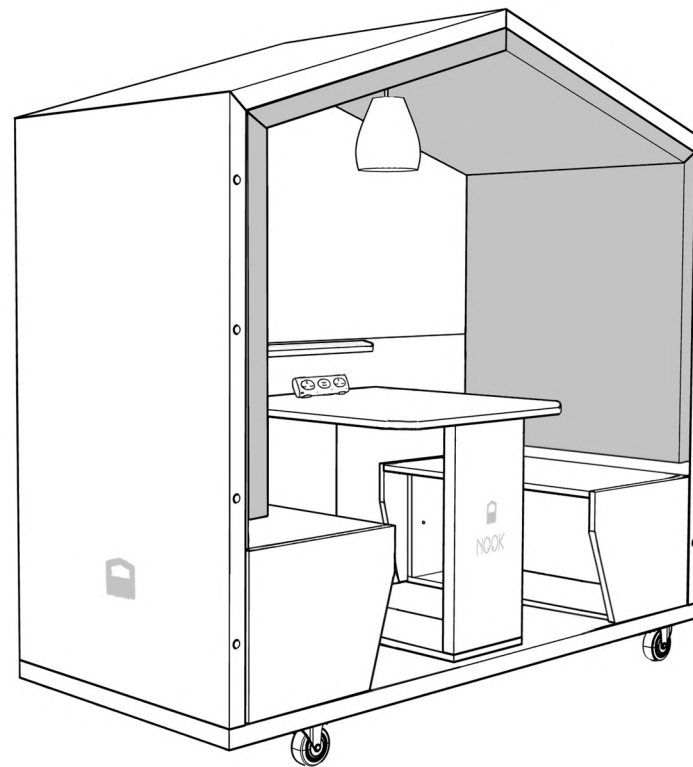
60.





## Section D

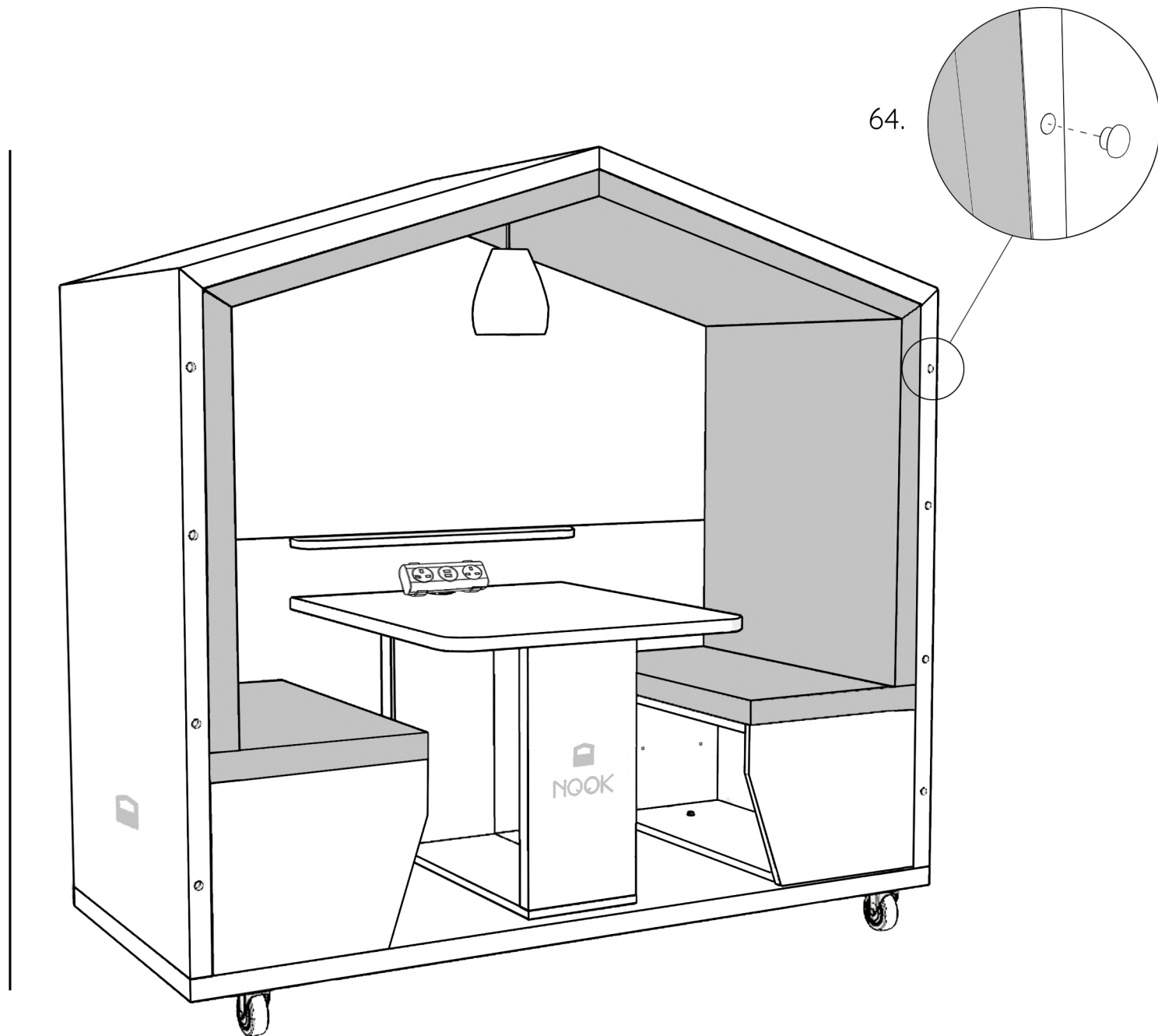
61. Install the supplied Velcro Strips on the underside of the Nook Seat Upholstery. Be aware the Seat Upholstery goes underneath the Side Upholstery.
62. Install the Seat Upholstery with the zip to the back, making sure the Seat Upholstery goes underneath the Side Upholstery.
63. Apply good pressure down on the Seat Upholstery for about 10 seconds in the area where the Velcro Strips are.





## Section D

64. Put the 8 white Cover Caps on to hide the exposed holes.





## Section D

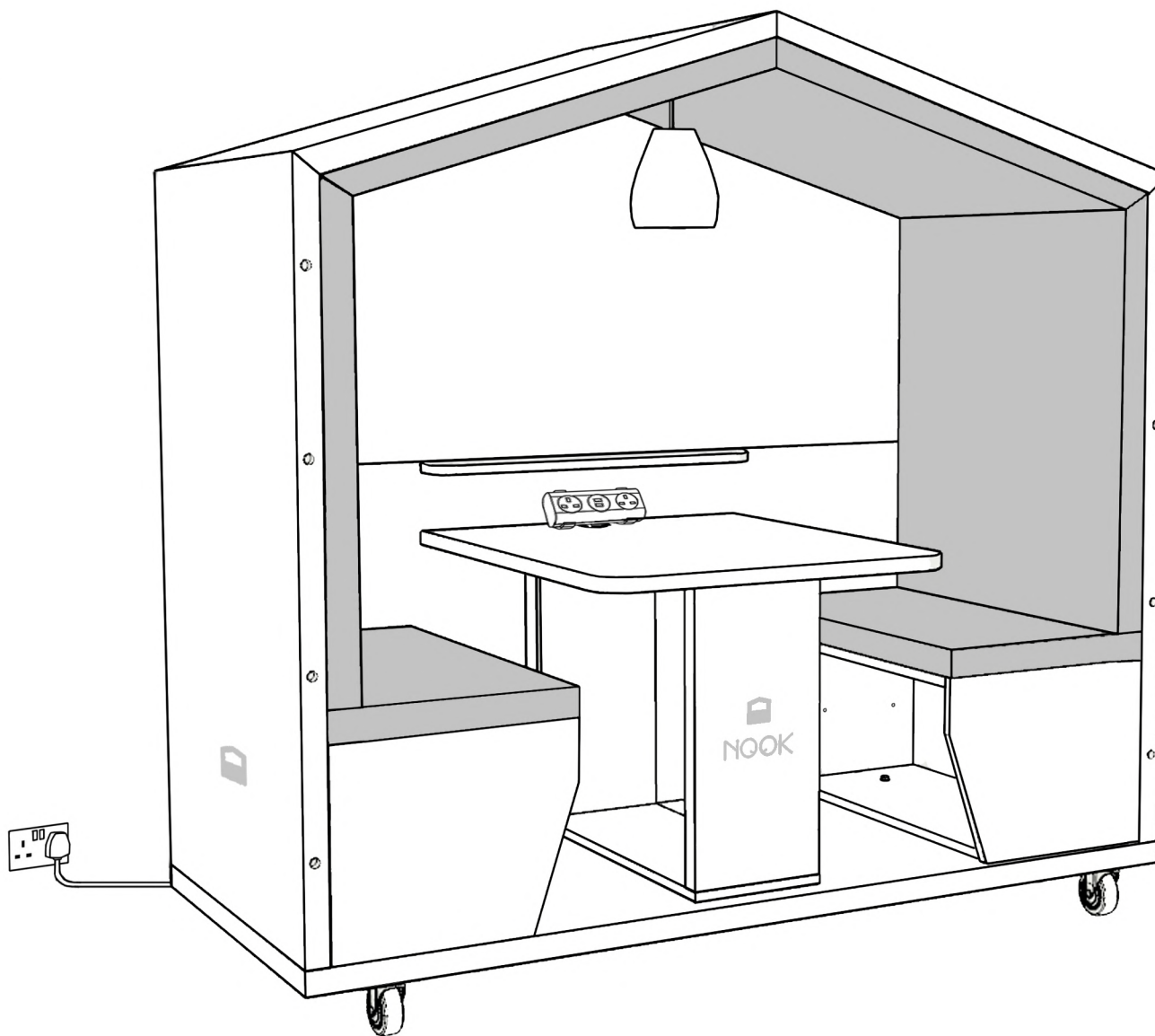
65. Remove the plastic tags covering the battery from the Overhead Light Remote Control.

Plug the Nook's main plug into an appropriate power outlet and test all functionality.

The Overhead light should come on automatically, then being adjustable using the Remote Control.

Check that all the mains and USB plug sockets are working.

Your Nook is now ready for full use.

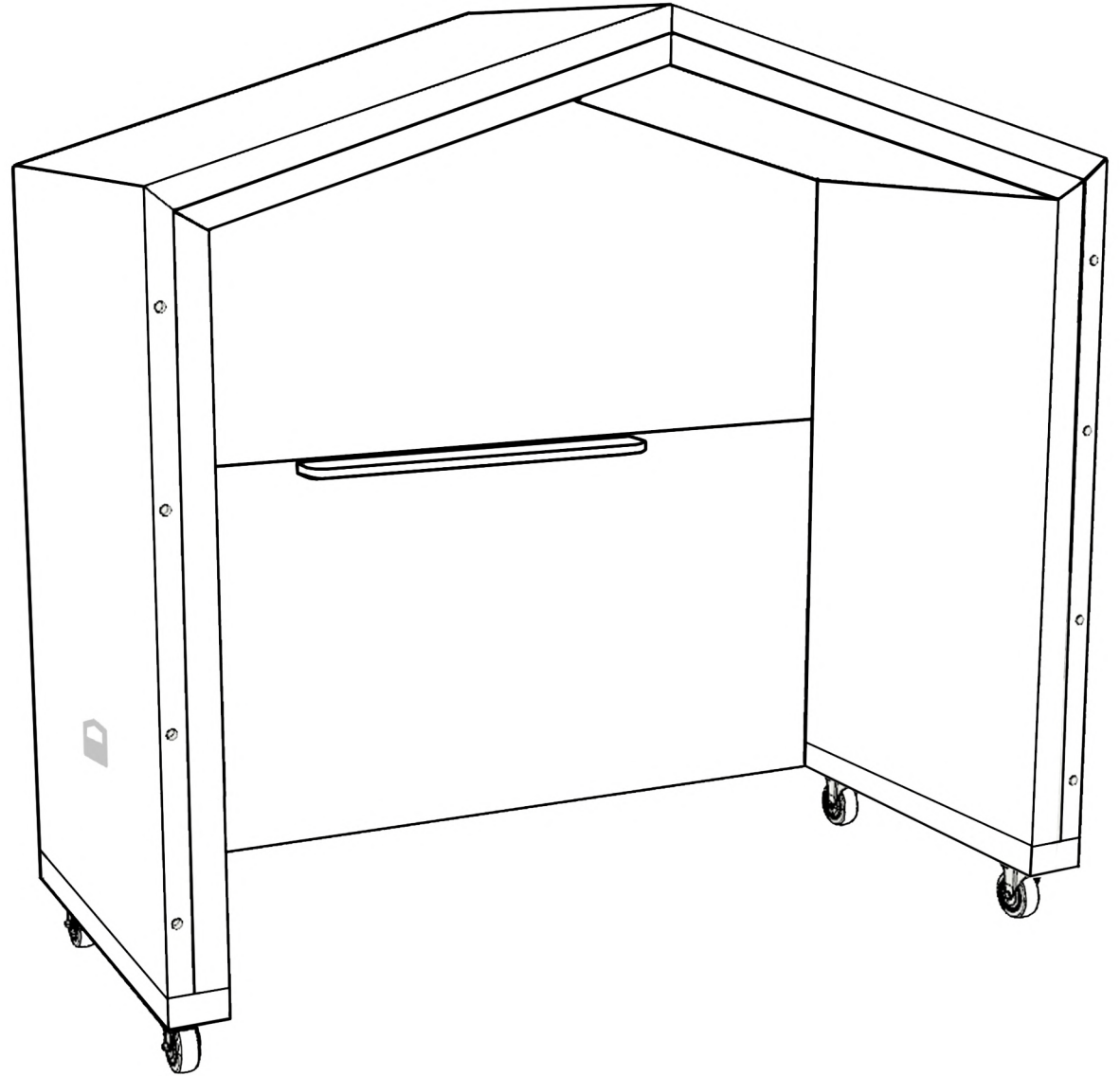




# NOOK

## SHELTER POD

Assembly Instructions

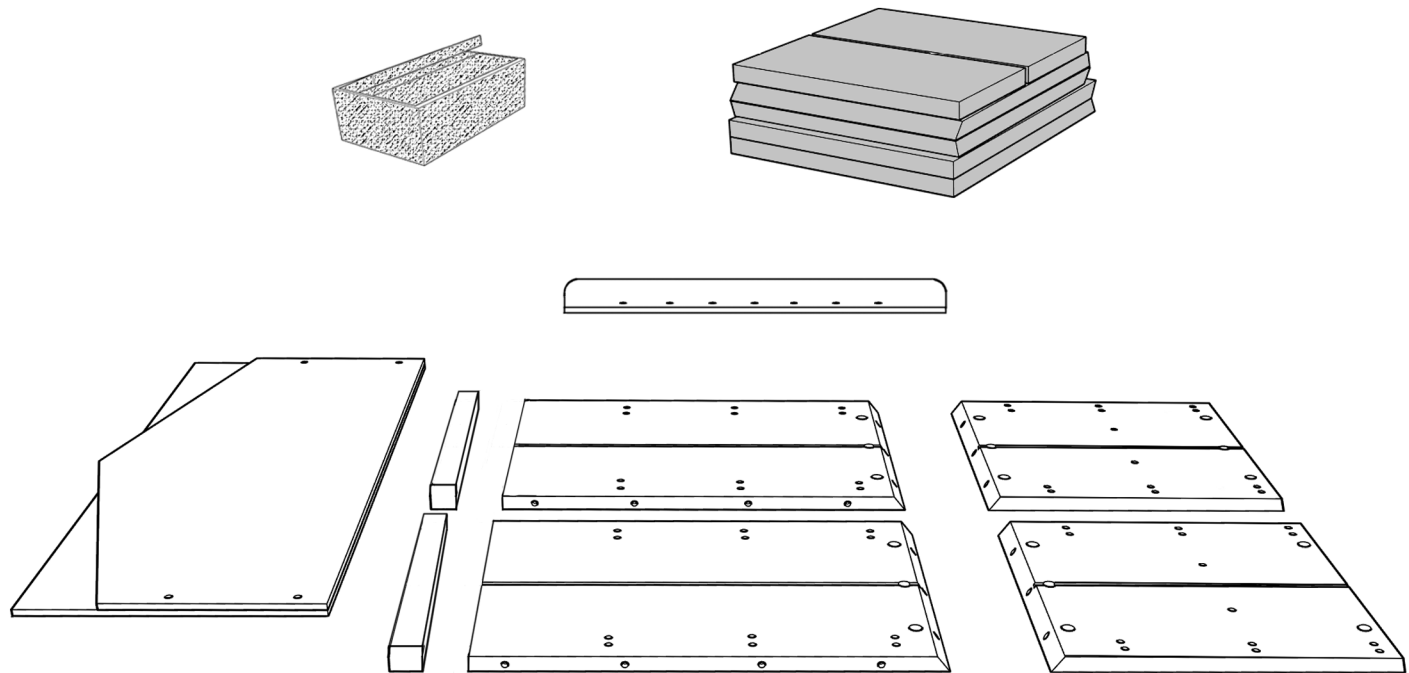




## Section A

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1. Unpacked Nook Kit. Remove the Upholstery, Hardware boxes and set to one side.
2. Use the cardboard supplied to create a protective layer between nook parts and, if present, a hard floor.
3. Set out the Roof parts and the side as shown, ready for assembly.

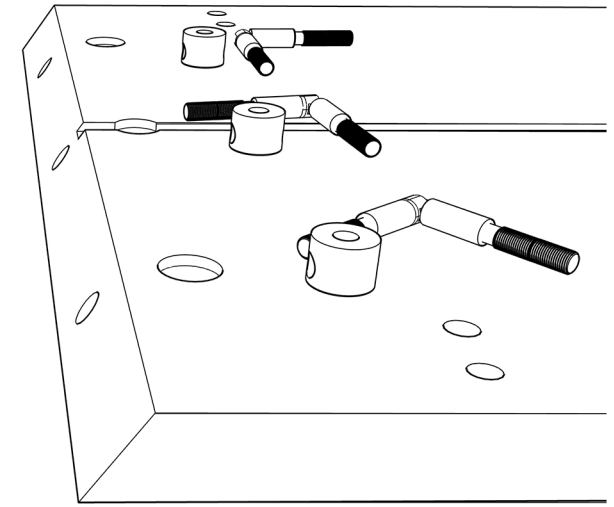
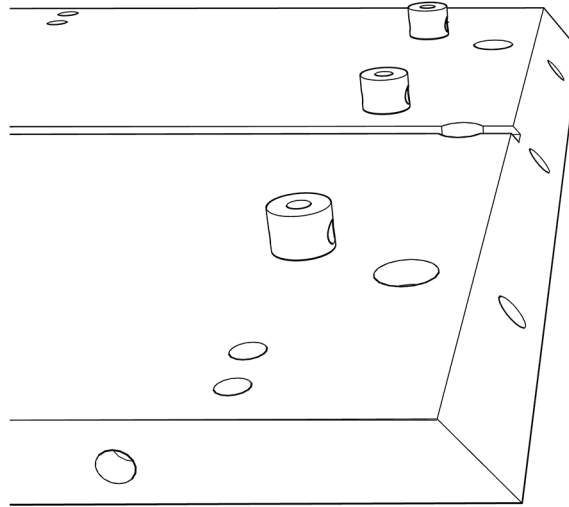




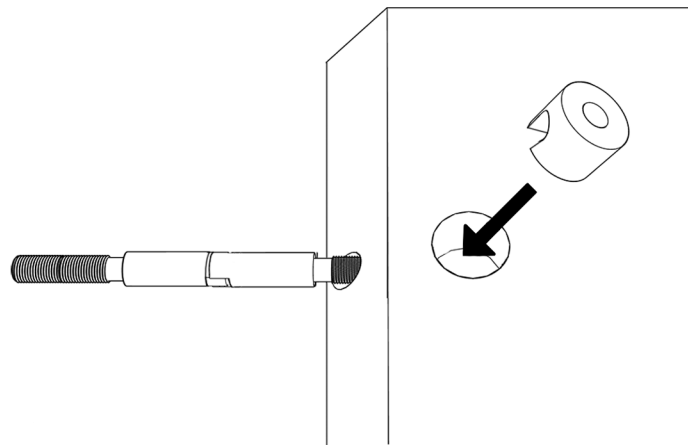
## Section A

4. Lay out the angled zip bolts for fixing the roof to the side.
5. Insert the zip bolt in to the side and drop the zip bolt screw head on to the bolt.
6. Turn the zip bolt to catch the screw head and screw in place enough to catch the screw head.
7. Complete this task for all three zip-bolts in this area.

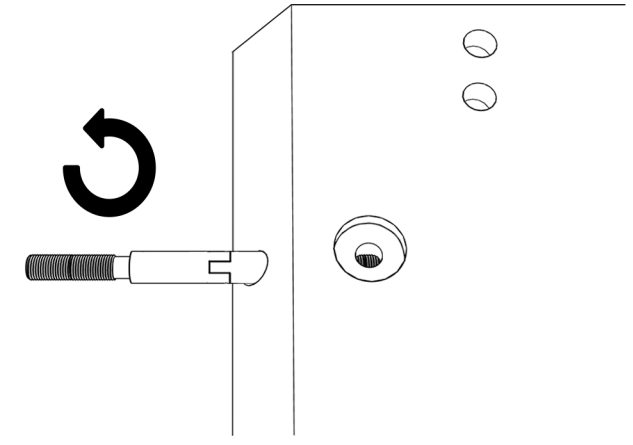
4.



5.



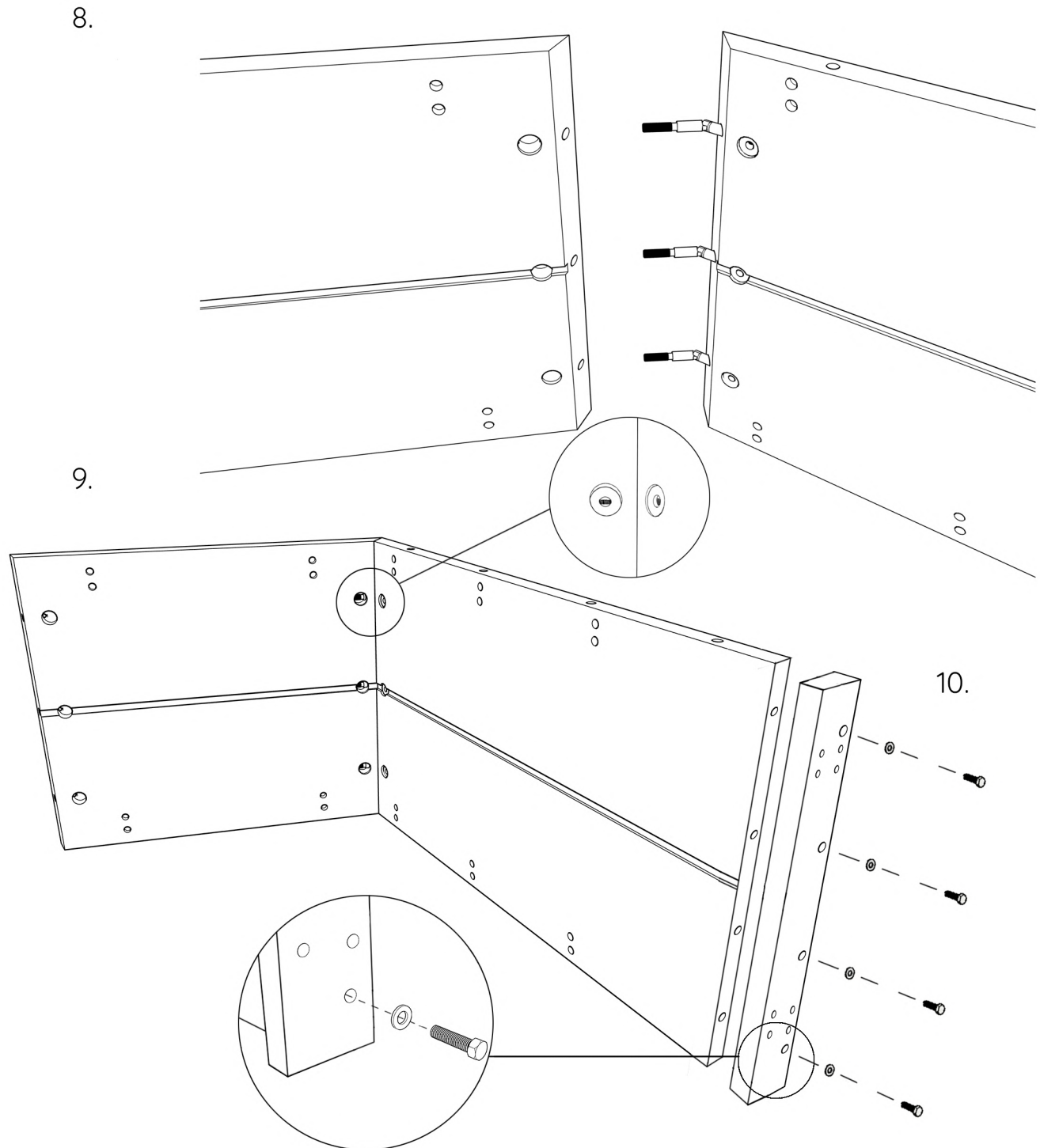
6.





## Section A

8. Bend all three zip-bolts at the knuckle and insert the loose ends into the roof.
9. As per step 5, insert the screw head on to the zip-bolt inside the roof and tighten.
10. Offer up the Castor Base Plate to the Side Panel using the Washers and Bolts, and tighten securely. Make sure the excess of the Castor Base plate is inside the Nook Shell.



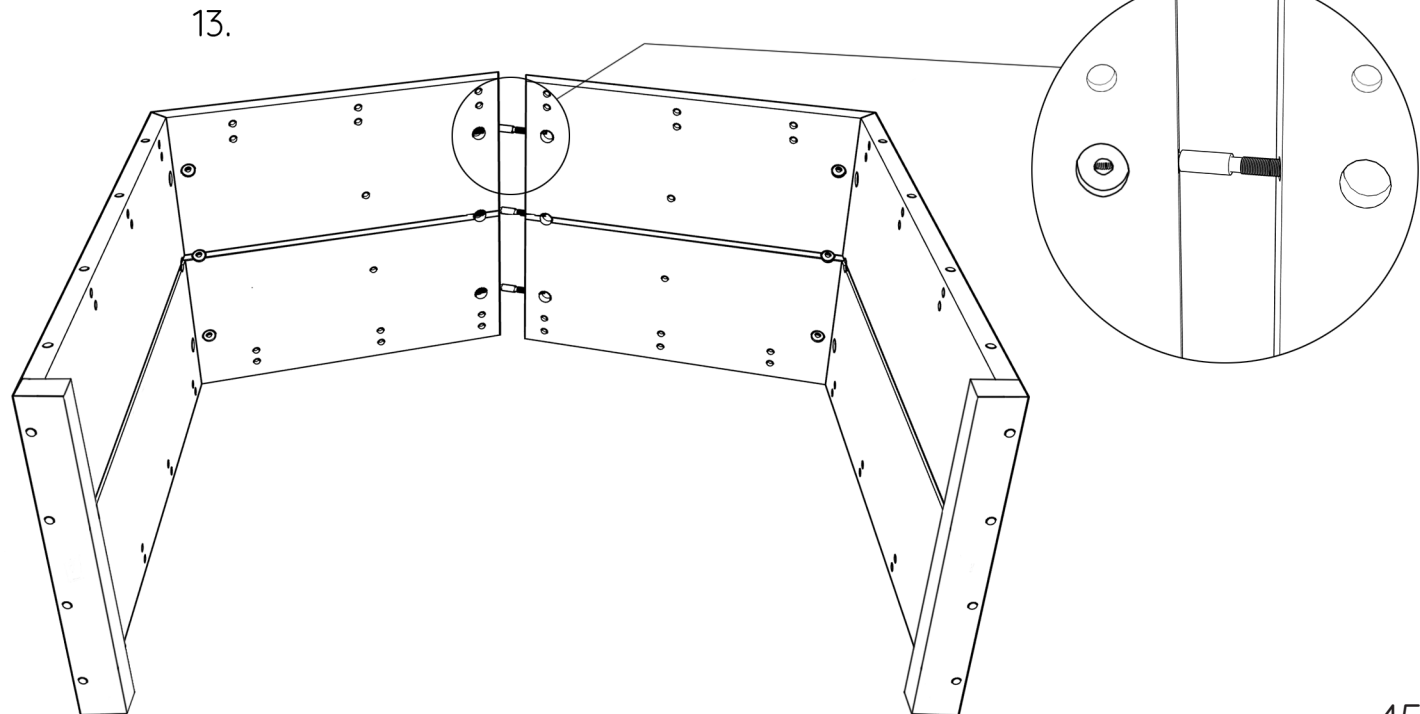
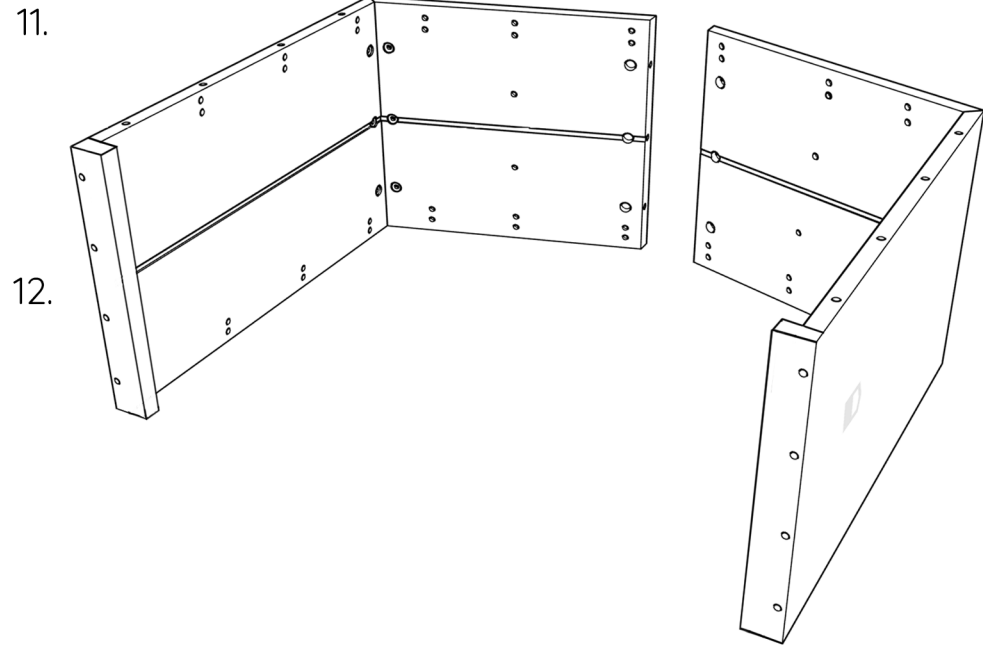


## Section A

11. Tighten both sets of screwheads alternately until the side and roof are in perfect alignment.

Note: Adjustments can be made by releasing one side & tightening the other.

12. Complete this task for both sides & roofs, then bring together.
13. Repeat this technique to join roof to roof, adjusting for a perfect join as you go.



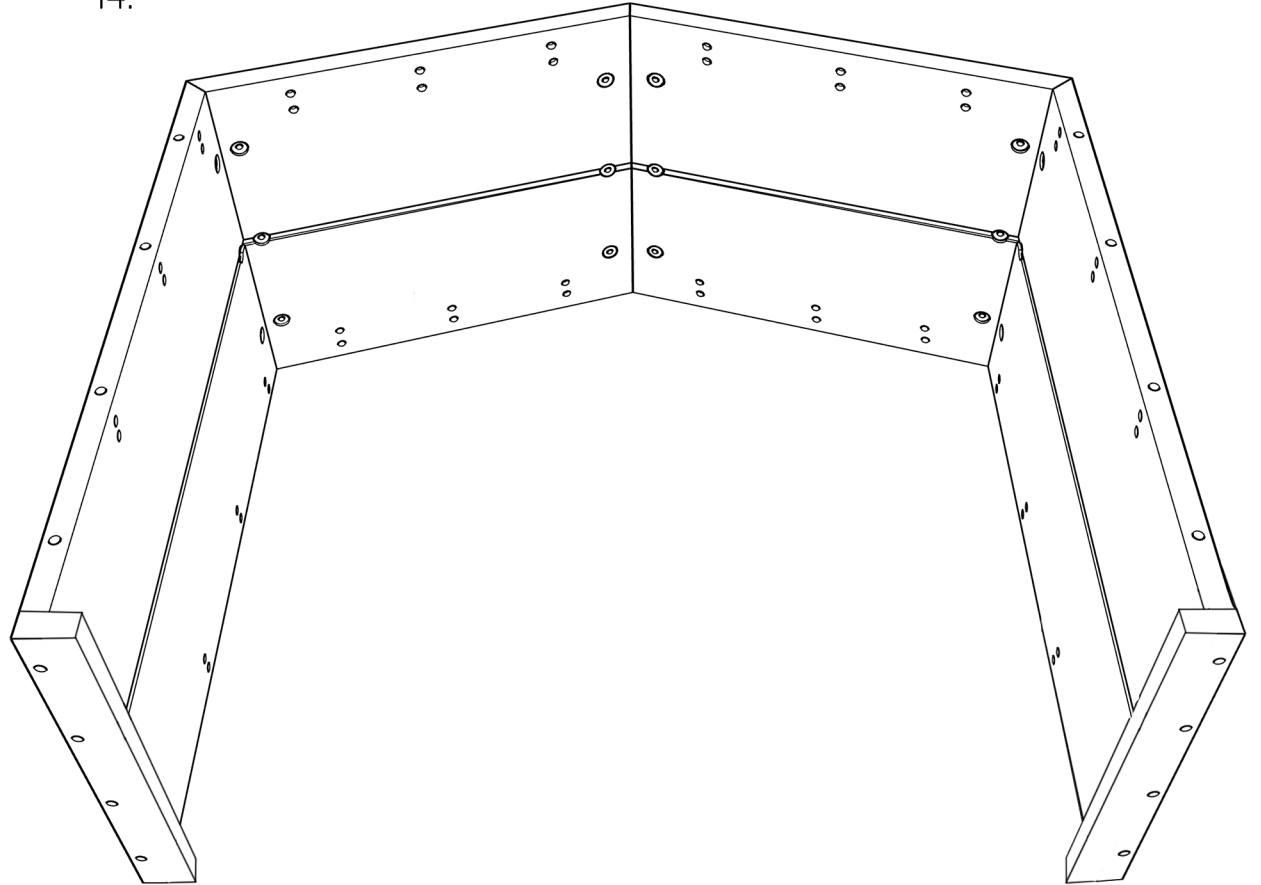


## Section A

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14. The completed Upper Nook Shell should look like this.

14.



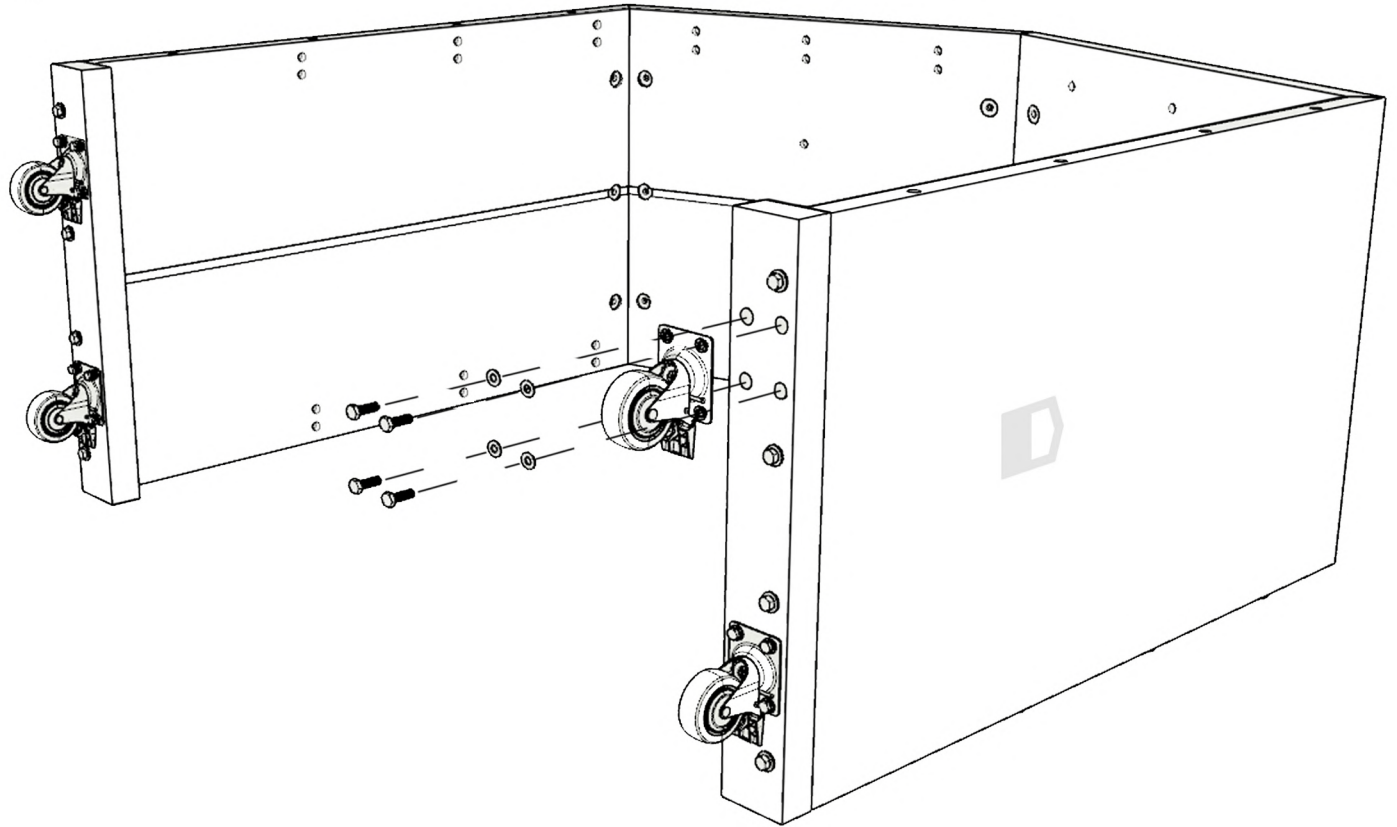


## Section A

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15. Using the Bolts & Washers secure the castors onto the Castor Base, and lock in place.

15.





## Section A

16. Keeping the nook on its side, use the mallet to carefully insert the upholstery pegs in to the 6 outer holes in each Nook Side Panel and 8 holes in each Nook Roof.

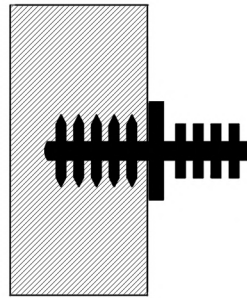
### Note:

There are 6 inner set of redundant holes in the Nook Side Panel incase the pegs are damaged.

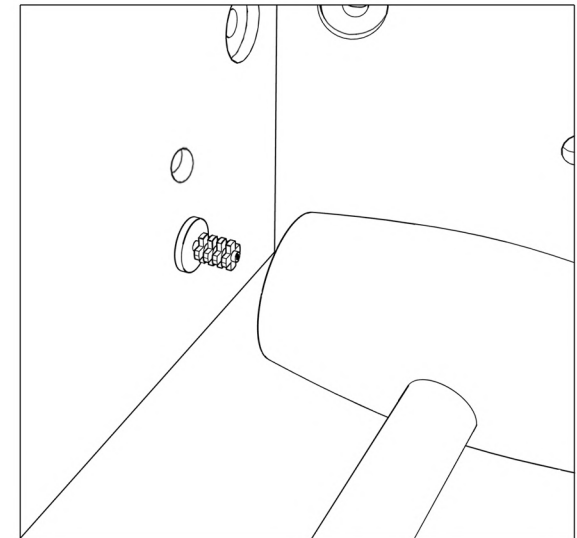
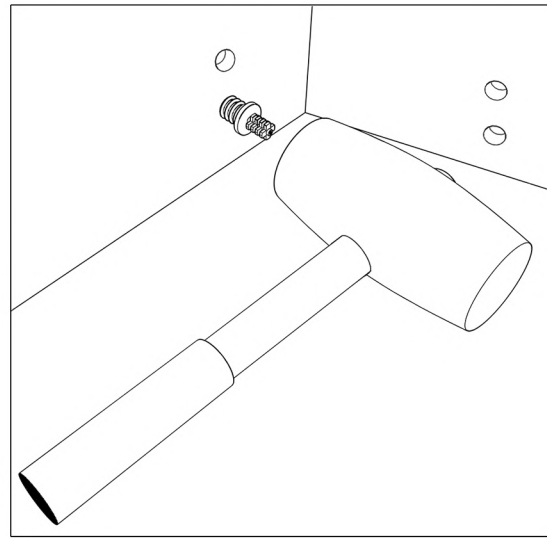
Take care not to force the peg too far in to the hole. The peg collar should rest against the panels surface.

The pegs with plus symbol side should be left exposed.

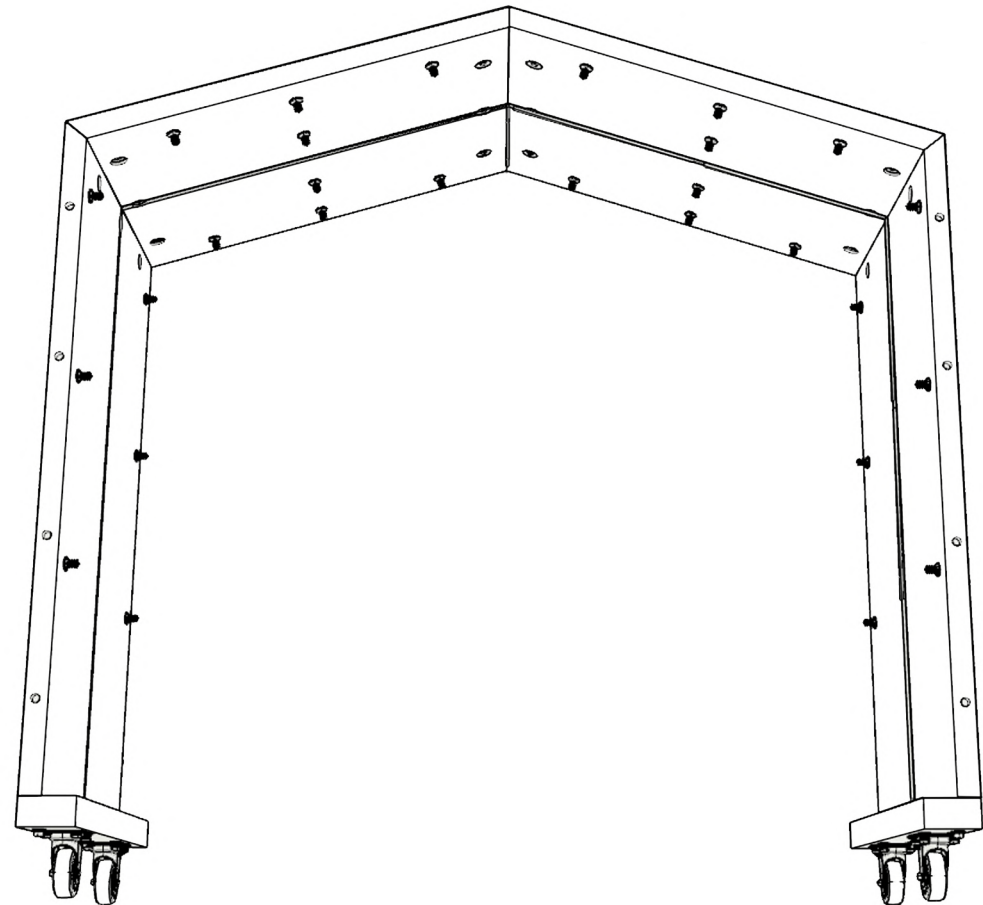
17. When all upholstery pegs are in place, the nook should look like this.



16.

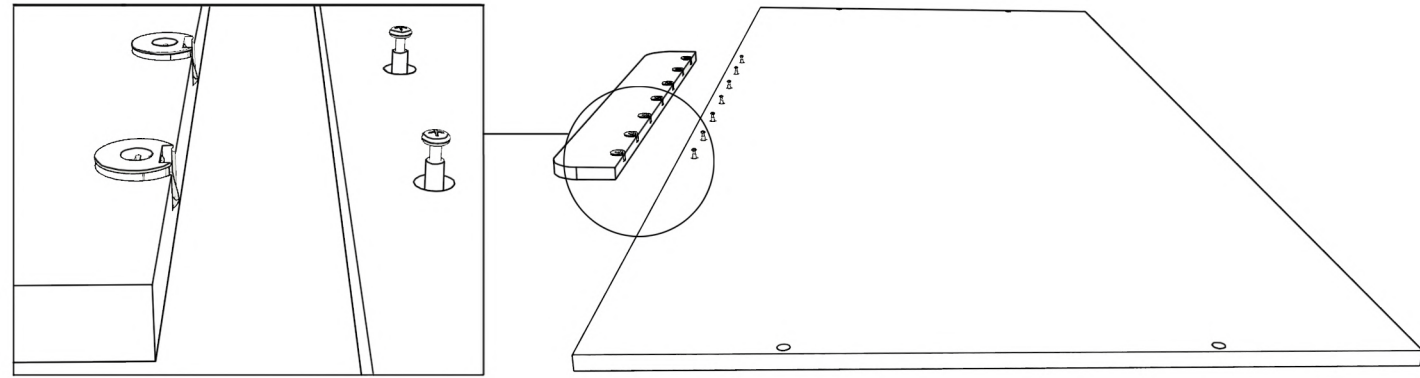


17.





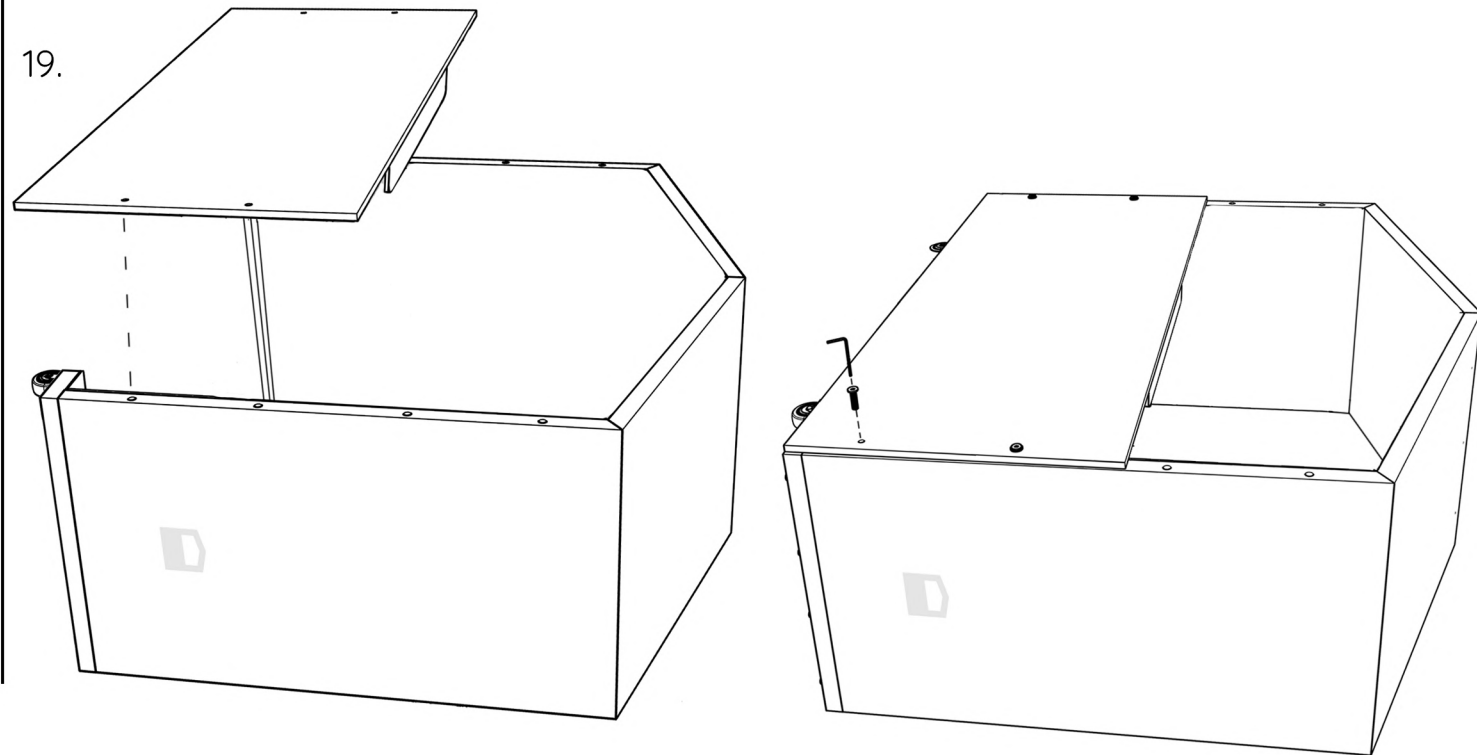
18.



## Section A

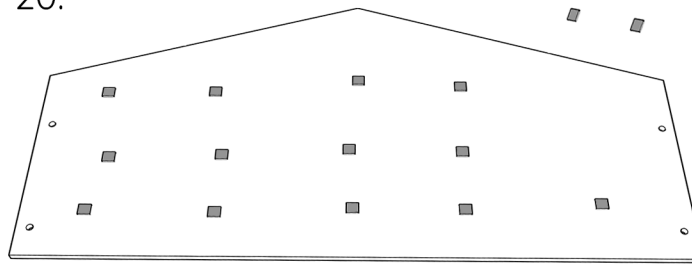
18. Assemble the Rear Wall Lower with the Rear Wall Lower Shelf using the Pins and Cams provided.
19. Put the Lower Back Panel onto the Nook, align the holes and use the Allen key and Bolts to screw it on tightly.

19.

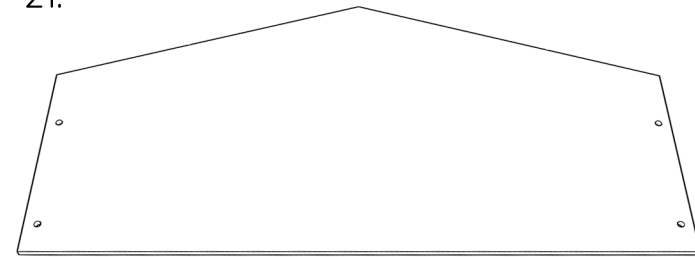




20.



21.



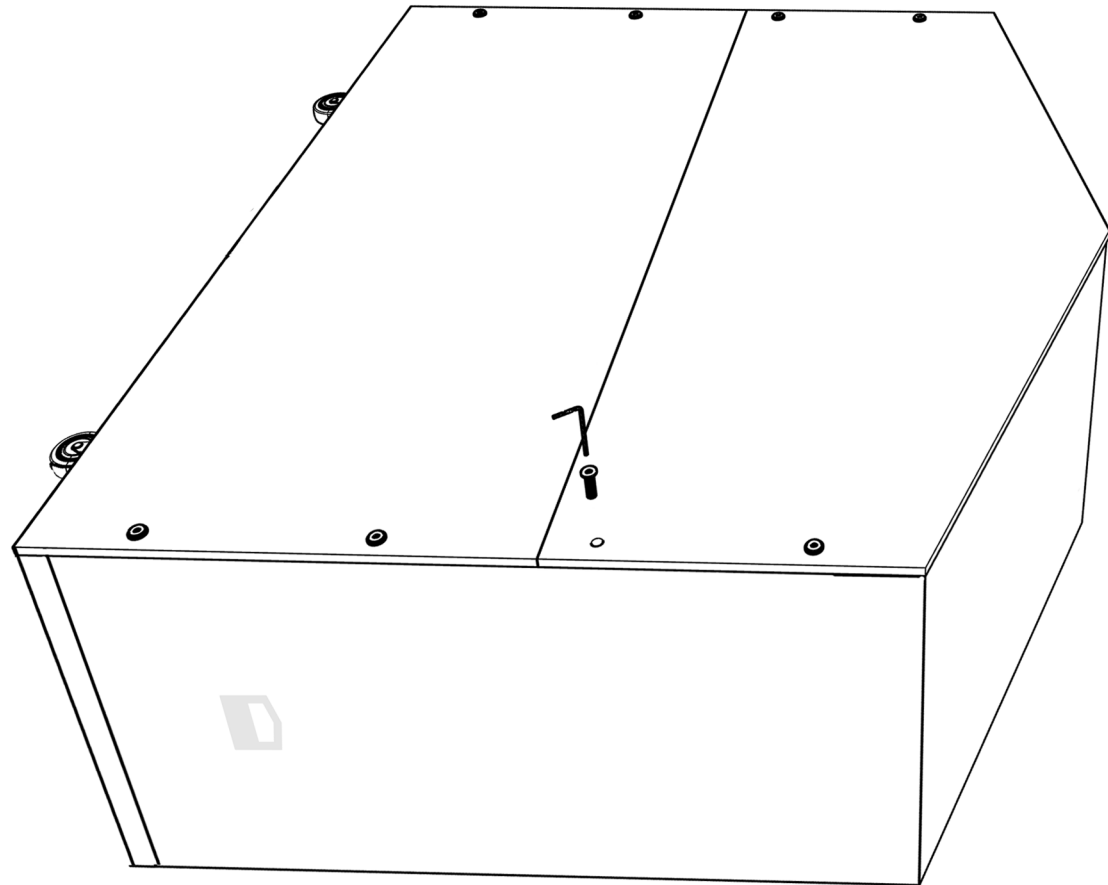
## Section A

20. Remove the protective blue pads from the Rear Wall Upper.

21. Remove the protective film from one side of the Upper Wall. If the Upper Wall is White Board material, remove from both sides.

22. Mount the Upper Wall on top of the Lower Wall, fix in place using the 4 Bolts with the Allen Key.

22.





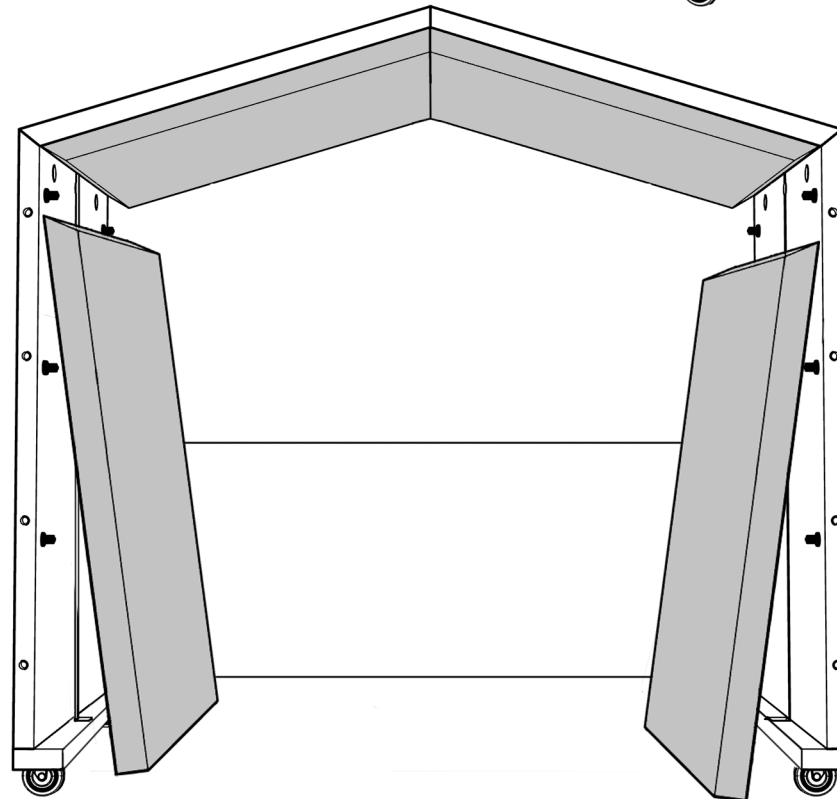
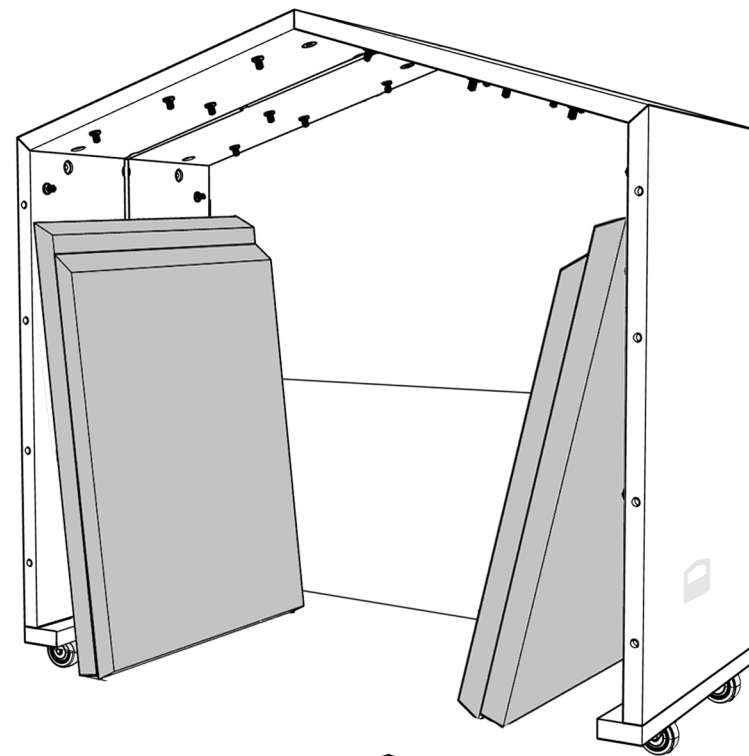
## Section A

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23. Use minimum 2 people to lift the Nook up by the Roof.
24. Set out the Side (largest) and Roof Upholstery Panels.
25. Install one Roof Upholstery Panel first by aligning the Upholstery Pegs with the holes in the backing board on the Upholstery Panel.

Note: A firm push or 'punch' will secure the panel in place about the area of each peg. Pay attention to each Pegs location and be sure to press firmly there. Listen for the audible sound as the teeth of the Pegs take hold.

The second Roof Panel can now be installed following the same method. Start in corner where the Side meets the Roof and work toward the centre.





## Section A

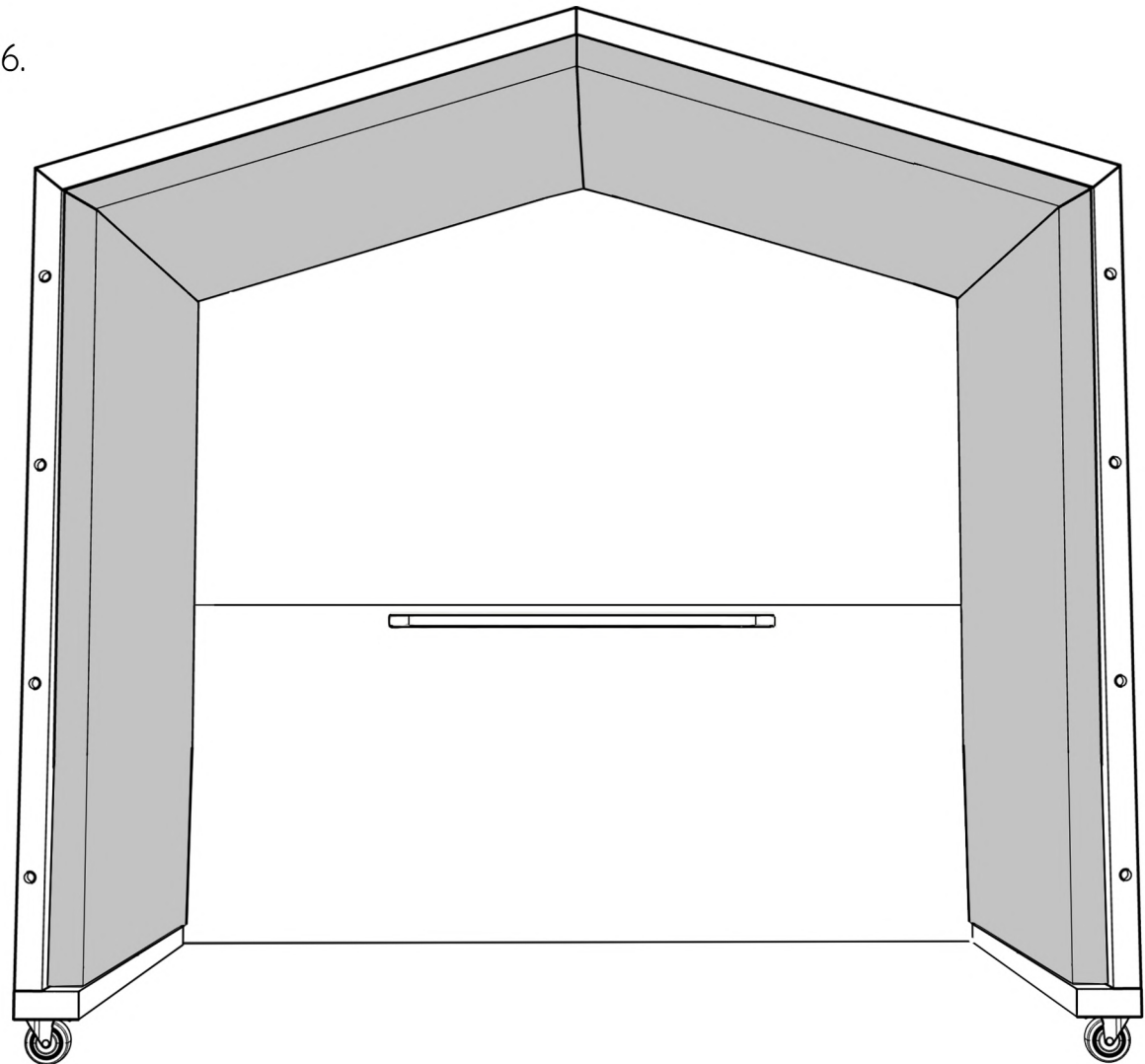
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26. Secure the Side Upholstery Panel in place by first wedging the pointed end up and in against the Roof Panel, then find and secure the lowest Peg point and work your way up to the top, pressing over each Peg as you go.

Note: Check for gaps along the point where Upholstery meets Roof & Sides. A firm push in the area where the gap is should close it.

Your Nook is now ready for full use.

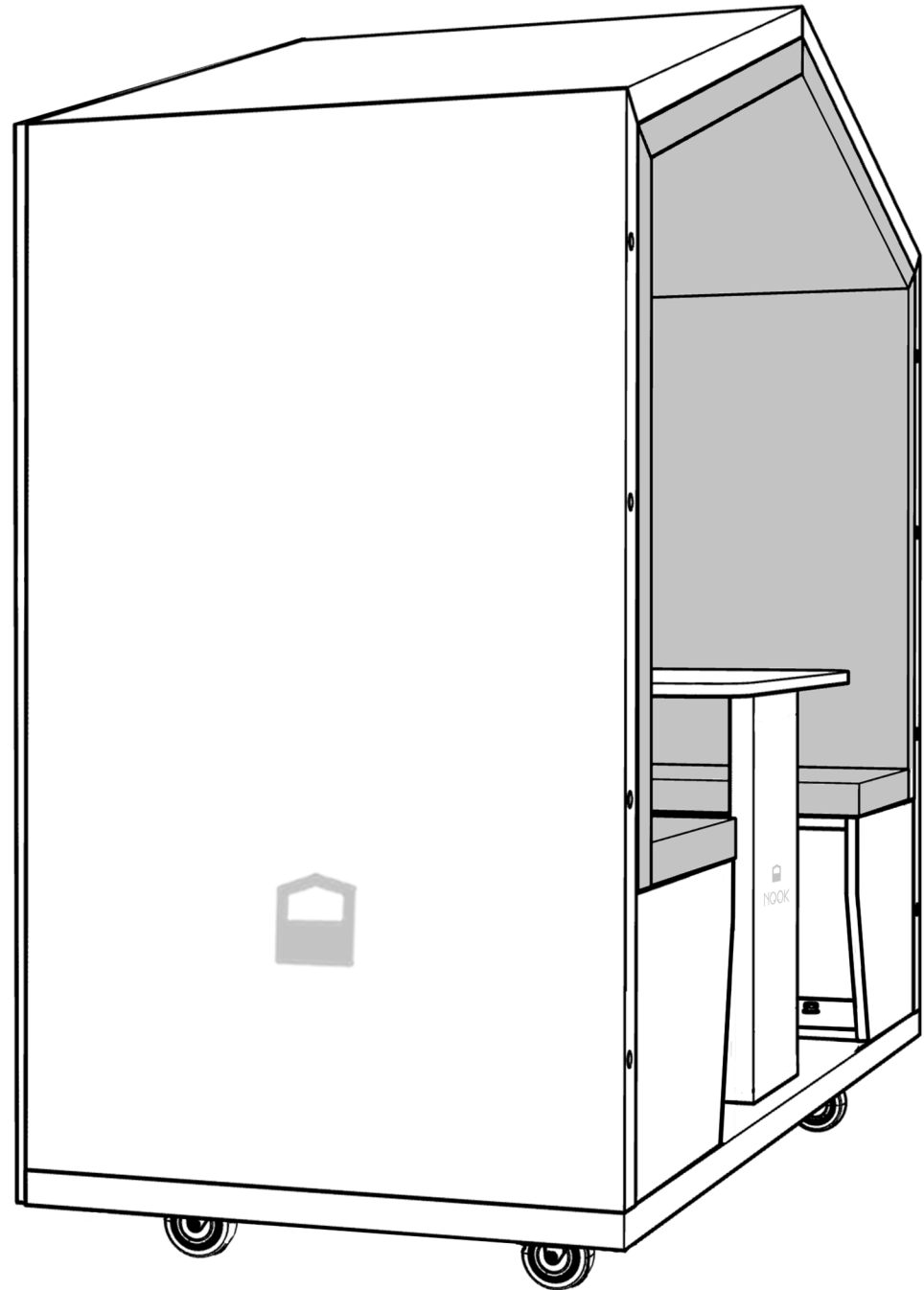
26.





## Additional Nook Instructions and Configurations

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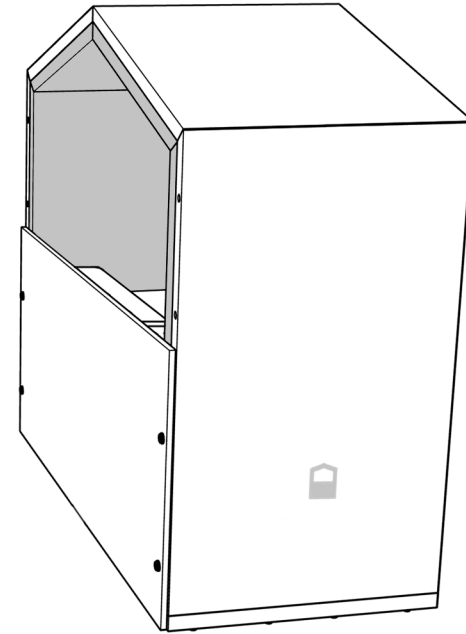
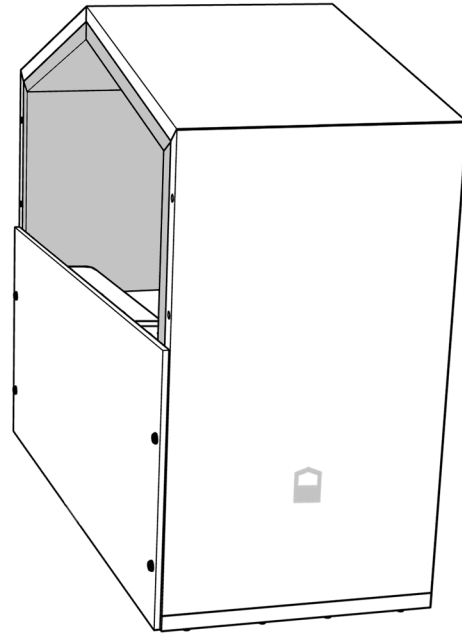
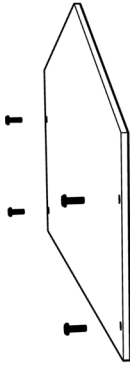




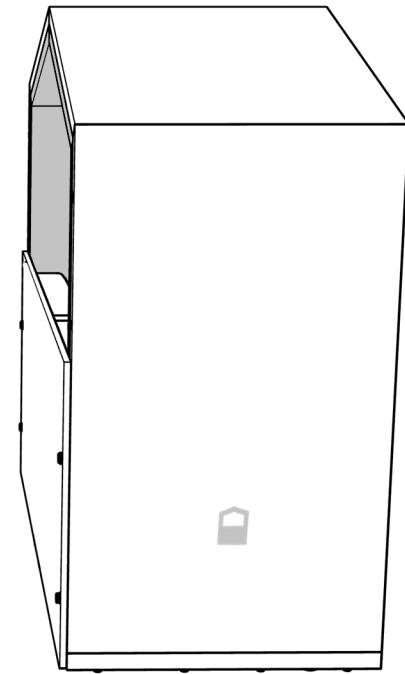
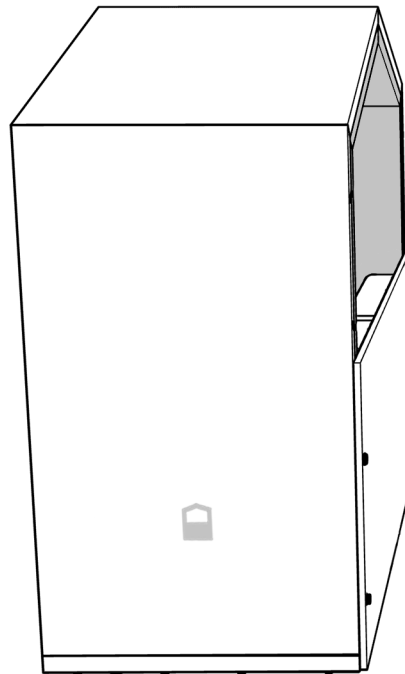
## Two Nooks back-to-back (with lower backboard)

1. Remove the upper backboard of the two Nooks.
2. Face the Nooks back-to-back and push them together.

1.



2.



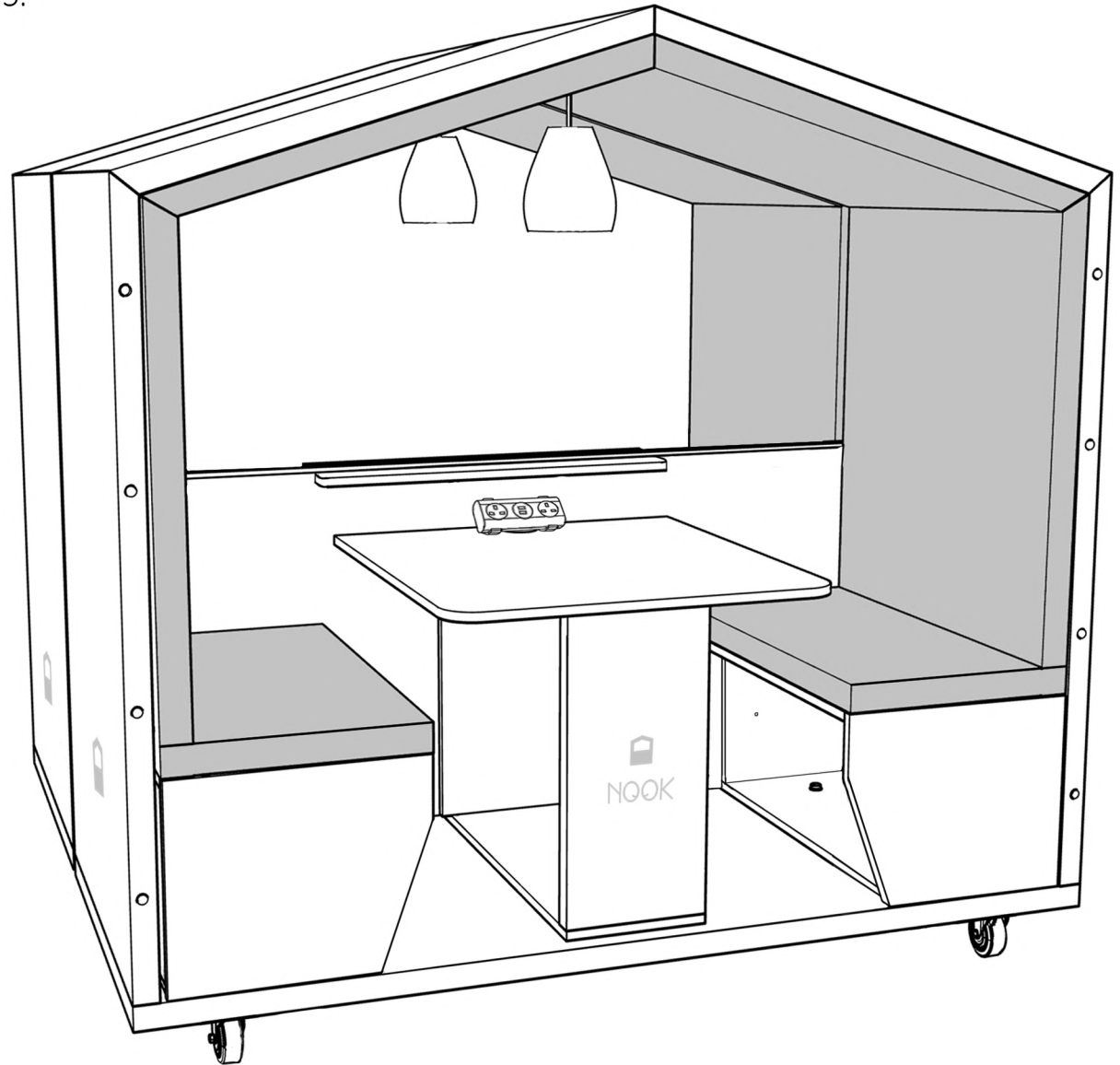


3.

### Two Nooks back-to-back (with lower backboard attached)

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3. To connect two Nooks, with a barrier remaining in place between the two, only remove the upper rear wall panels, and then place the Nooks together back to back, locking all 8 castors in place.

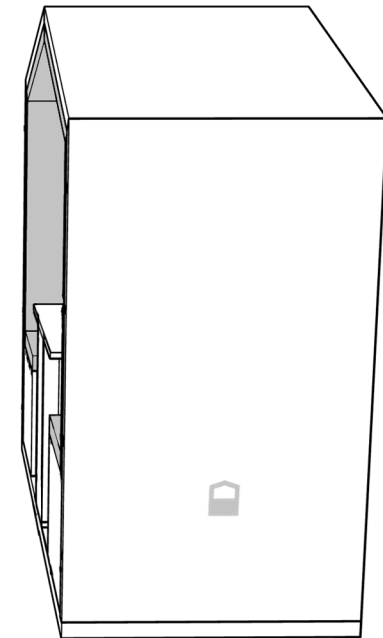
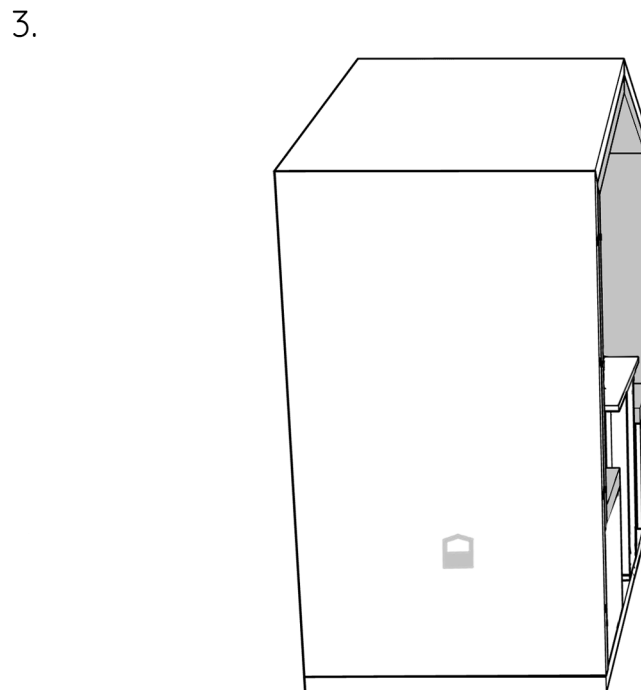
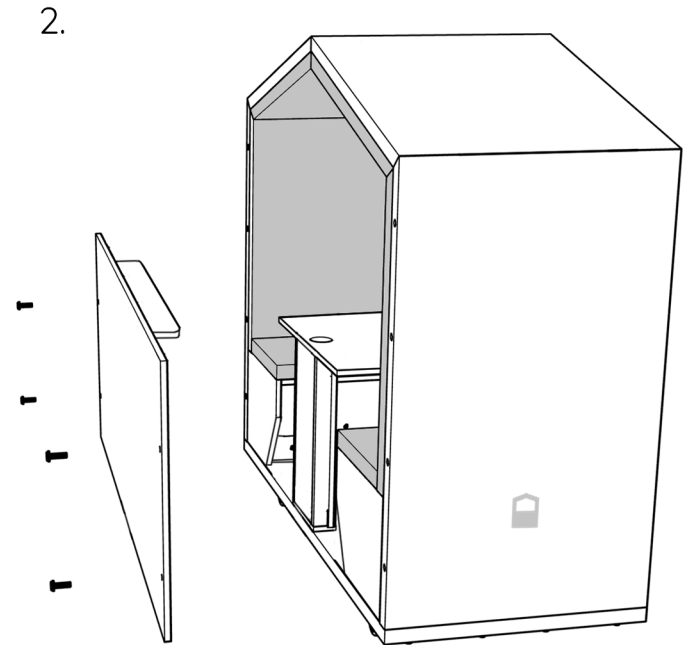
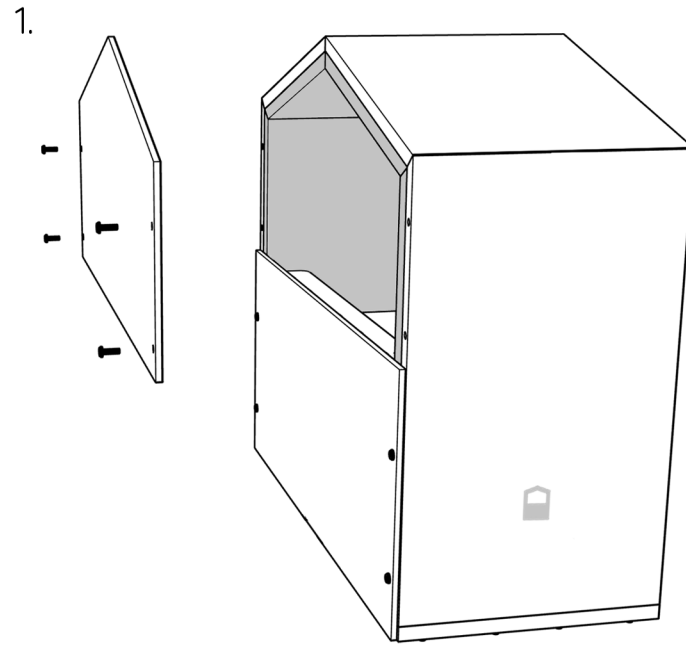




## Two Nooks together to make a bigger Nook

Note: Unhook your Power Strip and place it into the Table Tower.

1. Remove the upper backboard of the two Nooks.
2. Remove the lower backboard with the shelves of the Nooks.
3. Push the two Nooks together with the table towers being back-to-back.

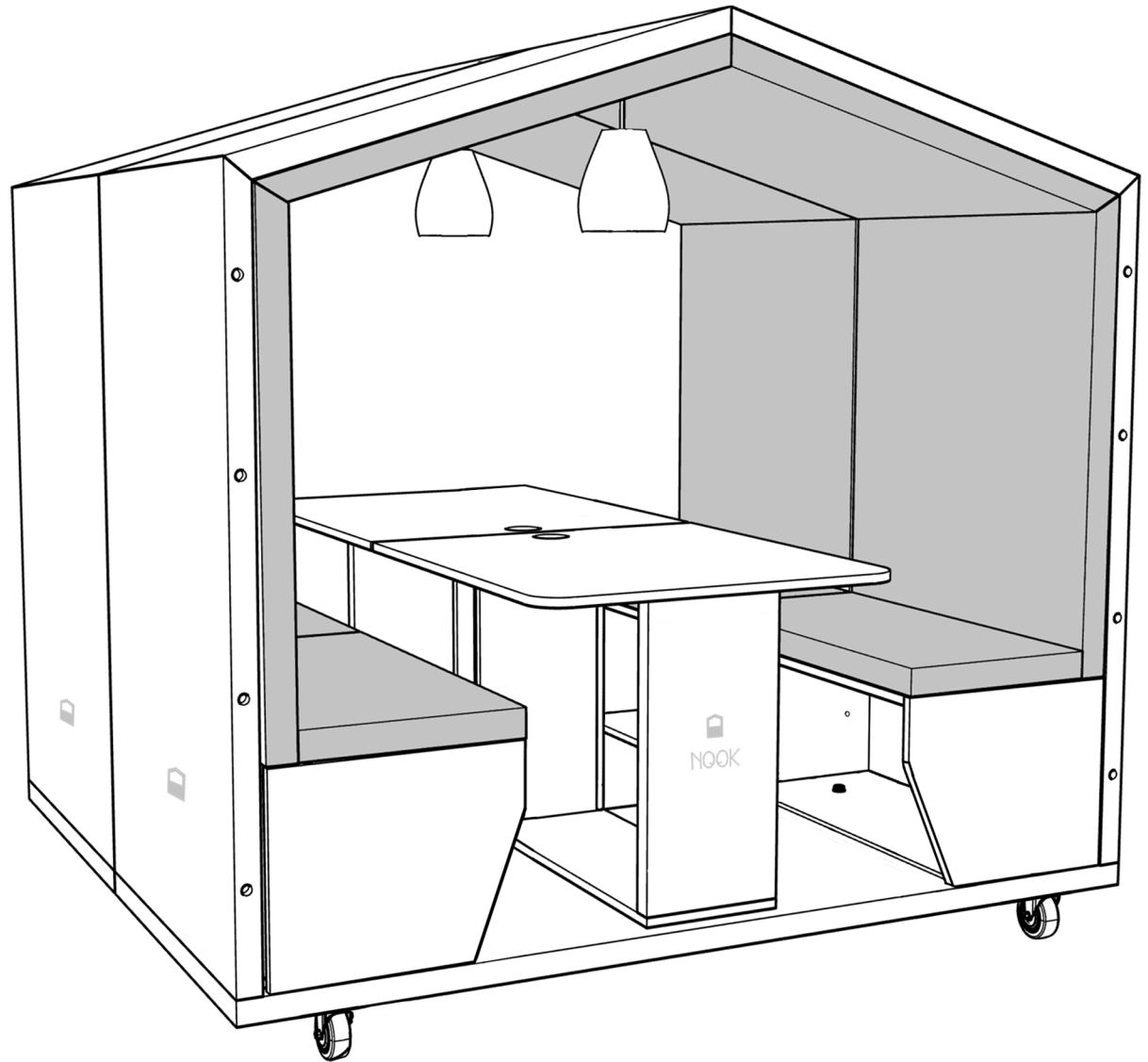




## Two Nooks together to make a bigger Nook

4. Remove the rear wall panels and then push the Nooks back to back, locking all 8 castors in place.

You now have a meeting space for more people.

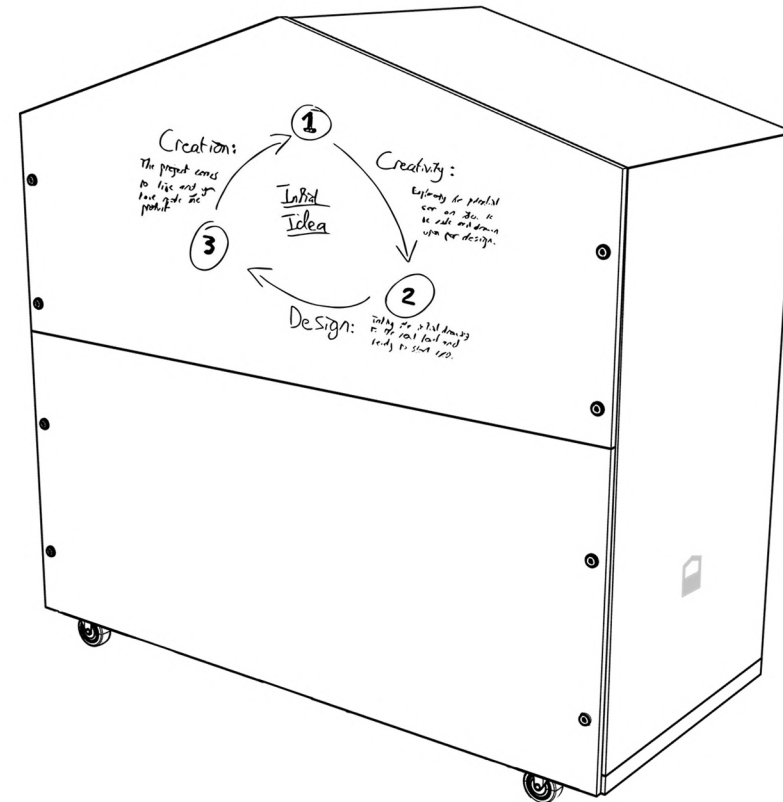
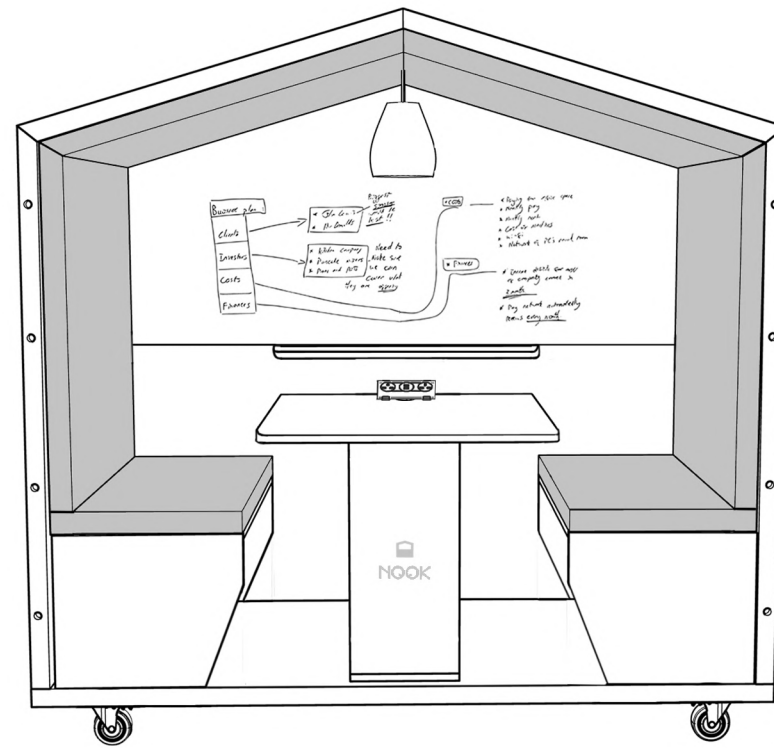




## Nook whiteboards

1. If you have chosen the rear wall in whiteboard option, these are fully white board front and back.

You can write on both surfaces.





NOOK

Contact email:

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We hope you enjoy your new Nook.

Should you have any questions or feedback, or require any assistance with any aspect of this installation, please get in touch with your Nook Dealer.

Regards,  
The Nook Team