

mamava® Flex V1.0 Assembly Guide

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Watch the
assembly video



mamava® Flex V1.0 Assembly Guide

Shipping crate dimensions:

7'10" W x 4'7" D x 2'9" H

Assembled pod dimensions:

6'7" W x 3'8" D x 7'9" H (includes pod and antenna)

Minimum ceiling clearance required for assembly: **7'9"**

It should take **2 people** approximately **2 hours** to assemble this Mamava pod.

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Tools + Hardware

Not included



**Cordless Drill
with #2 Phillips Bit***



Light Working Gloves



Box Cutter



Tape Measure



**Label Maker (or
Permanent Marker)**

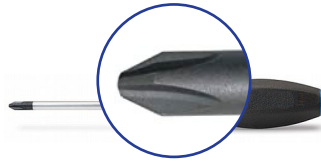
*For crate disassembly only



2-6' Step Ladder



Flat Head Screwdriver



Phillips Head #2 Screwdriver

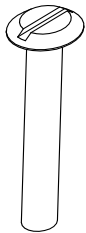


**Ratchet +
9/16" Socket**



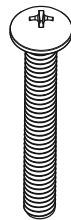
Outlet Tester

Provided



**(10) M8 x 55
Flange Head Bolt**

(16370)



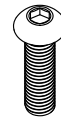
**(6) 1/4-20 x 2"
Phillips Pan Head Screw**

(16870)



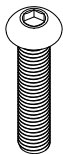
**(4) M8-1.25 x 20
Button Head Cap Screw**

(16835)



**(14) M8-1.25 x 30
Button Head Cap Screw**

(19135)



**(30) M8-1.25 x 40
Button Head Cap Screw**

(19875)



5 mm Hex Key

(16980)



5/32" Hex Key



(2) Zip Tie

(14390)

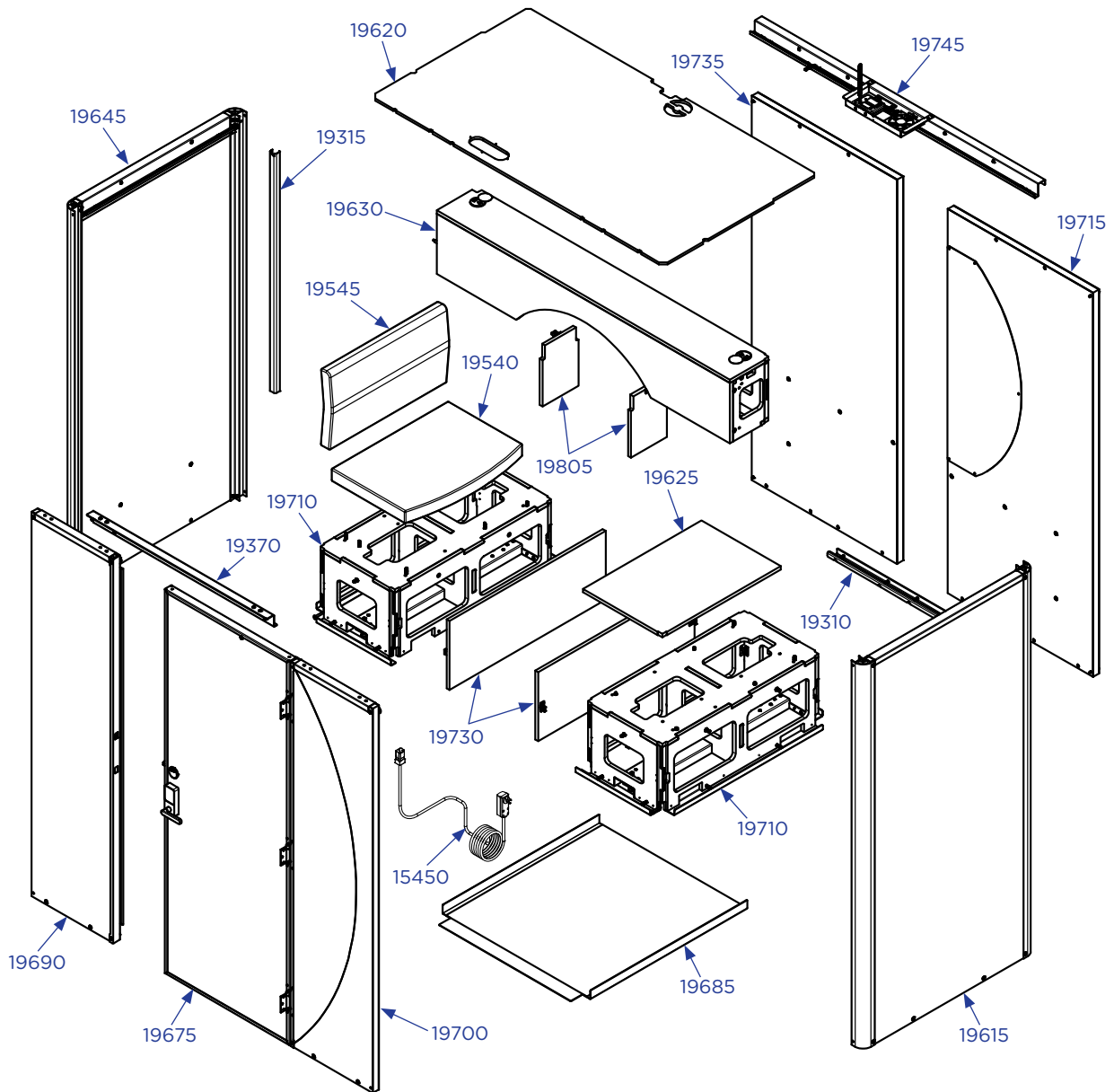


Micro USB Cable

Parts

PART NUMBER	PART
15450	Power Cord
19310	Rail, Bottom, Wall Panel
19315	Wire Cover
19370	Header Rail
19540	Seat Base
19545	Seat Back
19615	Wall Panel, Right
19620	Roof
19625	Bench Top
19630	Shelf
19645	Wall Panel, Left

PART NUMBER	PART
19675	Door
19685	Floor
19690	Wall Panel, Front Left
19700	Wall Panel, Front Right
19710	Chassis
19715	Wall Panel, Back Right
19730	Beauty Panel
19735	Wall Panel, Back Left
19745	Rail, Top, Wall Panel
19805	Cover, Shelf Support



Warnings

To reduce the risk of electrical shock:



- Always unplug this furnishing from the electrical outlet before cleaning or servicing.
- Only connect the power cord to a properly grounded outlet.
- Do not use the pod if you notice any defects to electrical equipment.

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



Read and understand the assembly guide and all safety instructions before assembly and use of this equipment.

Only assemble with tools as described in this assembly guide. Use of power tools in place of hand tools will damage hardware.

The weight of many components exceeds 40 lb. Two person lift required.

Do not climb on top of the pod, or place any load on the roof of the pod.

Protective gloves should be worn during assembly, maintenance, or disassembly.

Unplug from outlet before putting on or taking off parts.

Close supervision is necessary when this furnishing is used by, or near, children or disabled persons.

Use this furnishing only for its intended use as described in these instructions.

Do not use attachments not recommended by the manufacturer.

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 or repair.

Keep the cord away from heated surfaces.

Never operate the furnishing with the air openings blocked. Keep the air openings free of lint, hair, and the like.

Never drop or insert any object into any opening.

Do not use outdoors.

Do not operate where aerosol (spray) products are being used or where oxygen is being administered.

To disconnect, turn all controls to the off position, then remove the plug from the outlet.

Connect this furnishing to a properly grounded outlet only.

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.

Mount furnishings at the correct height.

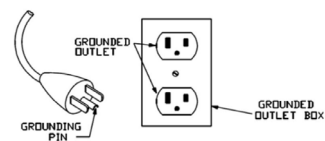
Mount only approved work surfaces and secondary surfaces (shelves) in accordance with instructions. Failure to do so may cause instability, collapse, or failure of electrical components.

Maximum load for the seat is 300 lb (136 kg).

Maximum load for the shelf is 80 lb (36 kg).

Maximum load for the coat hook is 15 lb (7 kg).

This product is for use on a nominal 120-volt circuit and has a grounding plug (see illustration). Make sure that the product is connected to an outlet having the same configuration as the plug. No adapter should be used with this product.



Electrical ratings for the pod:

- Branch Circuit: 120 vAC / 15 A / 50-60 Hz
- Pod: 12 vDC / 7 A
- Outlet: 120 vAC / 13.3 A



Markings

⚠ WARNING
Risk of fire and shock
Use only SJ00W type 12 AWG cord

⚠ AVERTISSEMENT
Risque d'incendie et de choc électrique
Utilisez uniquement un cordon SJ00W de grosseur 12 AWG

⚠ WARNING
Risk of tip over
Max 15 lb. load

⚠ AVERTISSEMENT
Risque de basculement
Charge maximale
6,8 kg (15 lb)

⚠ WARNING
Risk of tip over
Max 80 lb. load

⚠ AVERTISSEMENT
Risque de basculement
Charge maximale
36 kg (80 lb)

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

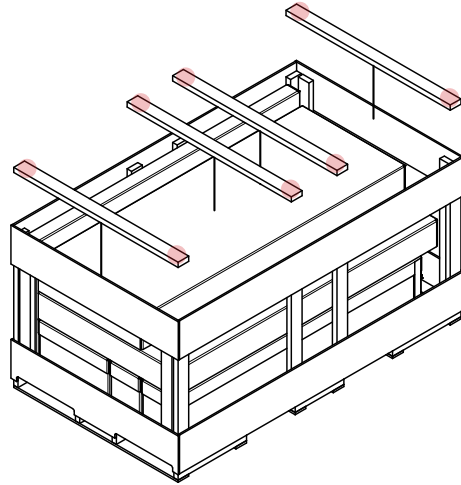
⚠ AVERTISSEMENT
Risque de choc électrique, d'incendie et de blessure
Lisez les instructions d'assemblage pour vérifier que les composants et accessoires essentiels appropriés sont utilisés avec la cabine.

1 Shipping Crate

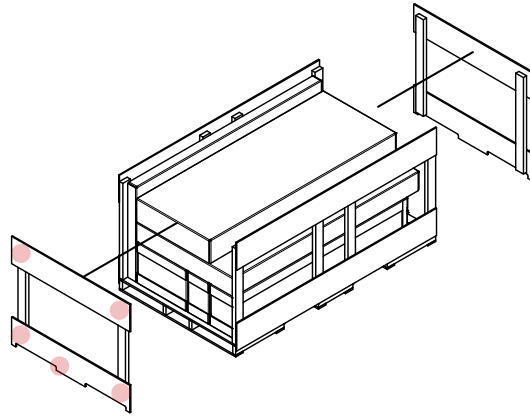
TOOLS AND PARTS

- Cordless Drill with a #2 Phillips Bit

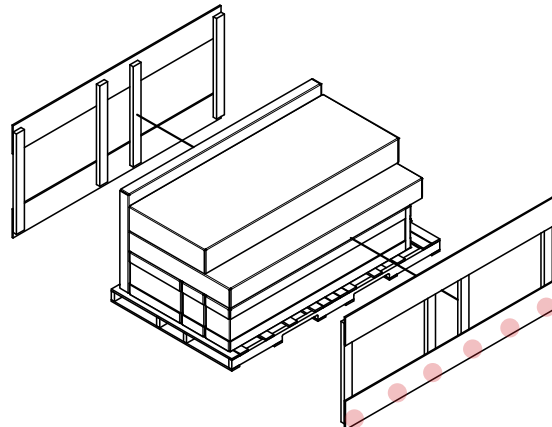
1. Use a cordless drill with a #2 Phillips bit to remove the screws from the crate cross braces.



2. Remove the screws from the end panels of the crate.



3. Remove the screws from the side panels of the crate.



We recommend you unbox as directed throughout the assembly process to keep track of parts, but if space doesn't allow, label parts accordingly.

2 Foundation

TOOLS AND PARTS

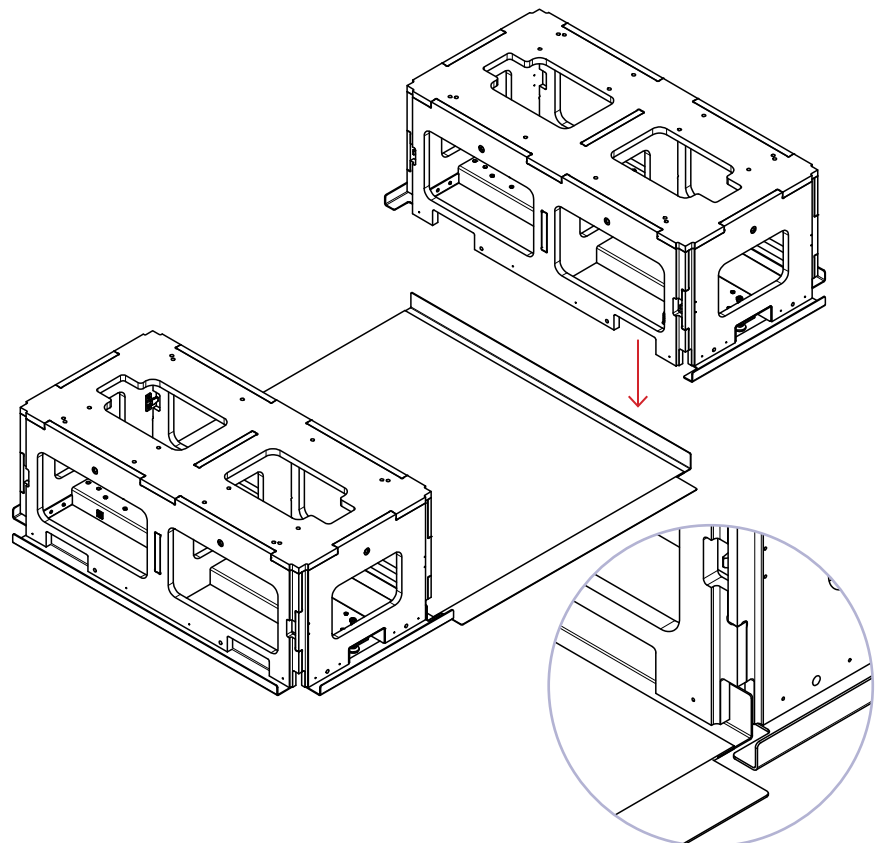
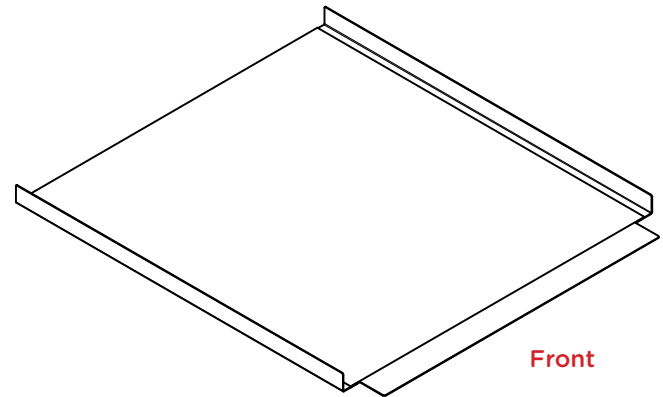
- Box Cutter
- (4) M8-1.25 x 40 Button Head Cap Screws (19875)
- Tape Measure
- 5 mm Hex Key (19680)
- Floor (19685)
- (2) Chassis (19710)
- Power cord (15450)
- Shelf (19630)

Find an even and level surface for the Mamava Flex and assemble it as close as possible to its final location.

1. Unpack the floor (19685) from Box 4 and place it (vinyl side up) where the pod will be assembled.

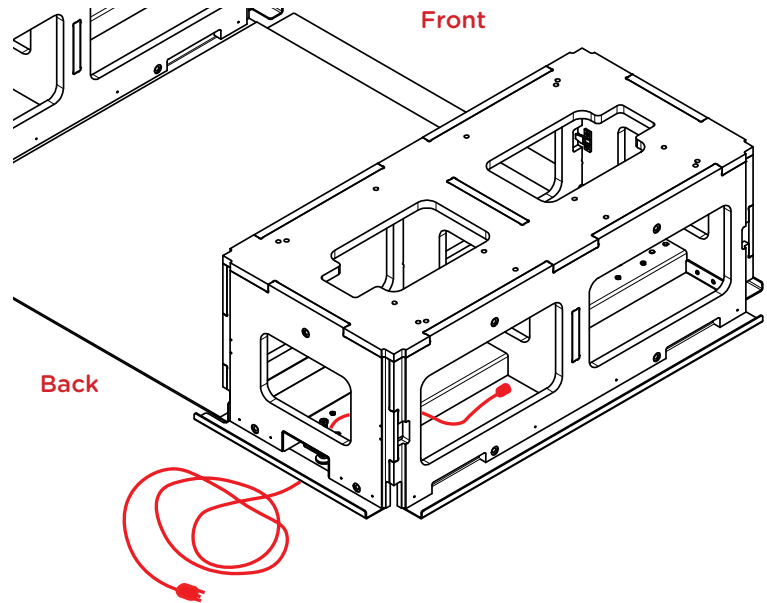
2. Unpack the (2) chassis (19710) from Box 6 and 7.

Place the side of the chassis without a flange over the floor flange.



3. Unpack the main power cord from Box 1. Lift the back of the chassis and insert approximately 12" of the receptacle end under the flange at the back of the left side chassis.

You'll connect the power cords later.



Loosely fasten the screws by hand as you assemble so you can adjust pod components as needed. Over tightening early on will make it difficult to adjust components as you go. Once everything is assembled you'll tighten everything securely.

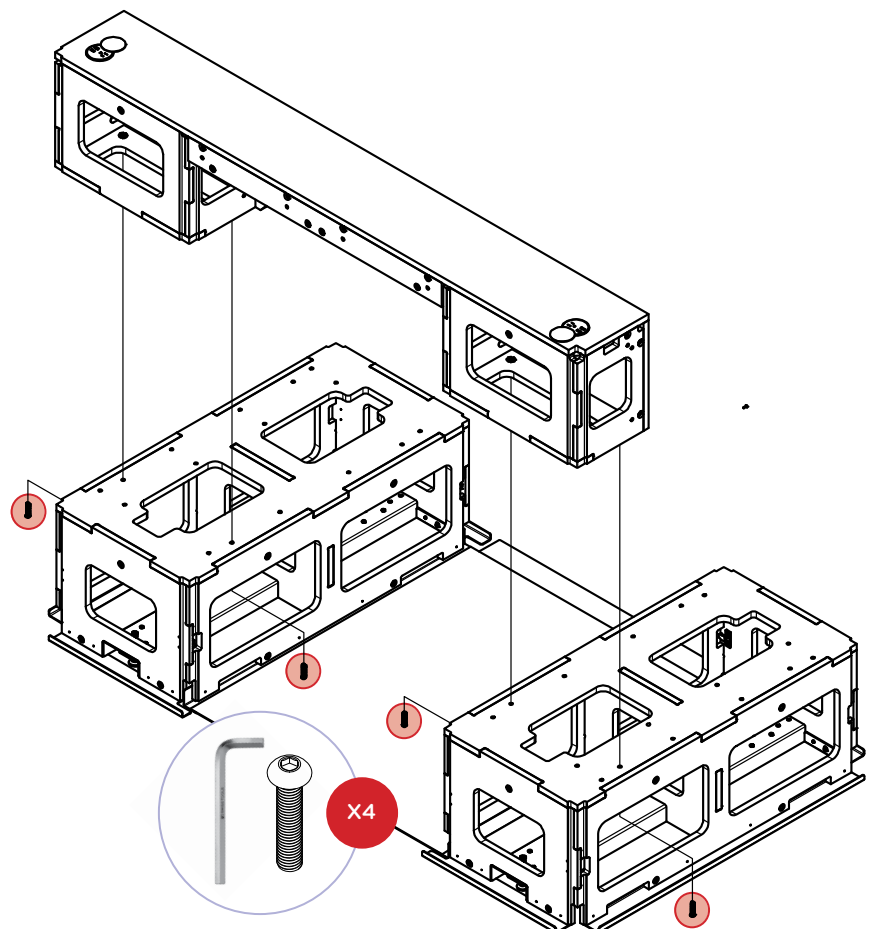
4. Unpack the shelf (19630) from Box 5. Position the shelf onto the back of the chassis with the white panel facing toward the front.

5. Loosely fasten the shelf to the chassis with (4) M8-1.25 x 40 button head cap screws (19875).

Make sure the back and sides of the shelf are flush with the chassis.

Confirm the foundation is properly aligned now before proceeding. The distance between the back corners of the chassis is 74.75," so the distance between the front corners of the chassis should be the same.

Tighten all screws with the 5 mm hex key.



3 Back Wall Panels

TOOLS AND PARTS

- Box Cutter
- (8) M8-1.25 x 30 Button Head Cap Screws (19135)
- (12) M8 - 1.25 x 40 Button Head Cap Screws (19875)
- 5 mm Hex Key (19680)
- (2) Zip Ties (14390)
- Ladder
- Wall Panel, Back Left (19735)
- Rail, Bottom, Wall Panel (19310)
- Wall Panel, Back Right (19715)
- Rail, Top, Wall Panel (19745)

1. Pull the floor forward to prevent the side flanges from interfering with the panels.

2. Unpack the back left wall panel (19735) from Box 2 and the wall panel bottom rail (19310) from Box 5.

Place the wall panel bottom rail between the two chassis, with the mounting holes facing in.

With the white side facing the interior, tilt the back left wall panel to a 45° angle and align the mounting holes in the panel with the holes in the shelf.

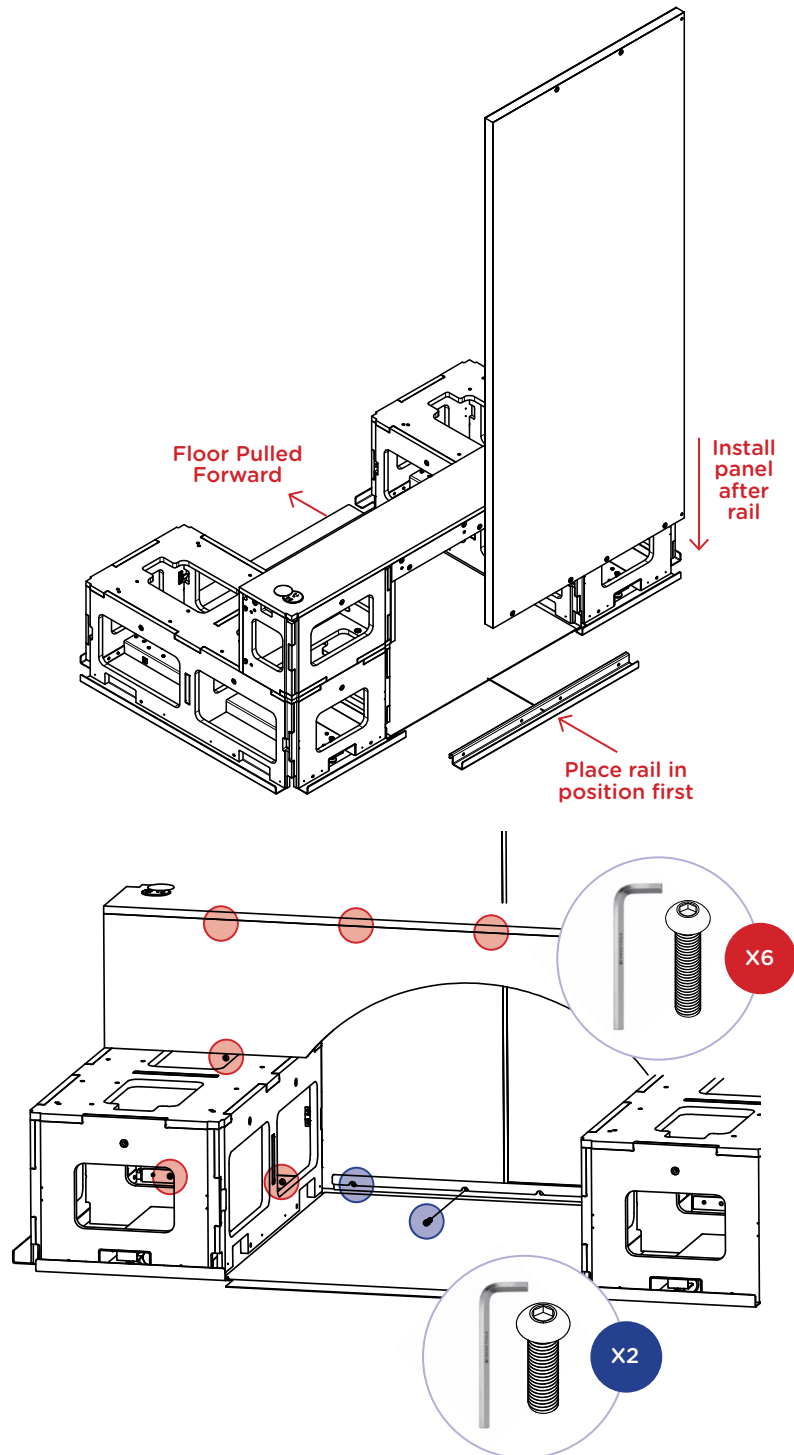
Place the panel into the chassis channel and the wall panel bottom rail.

Once in place, one person can hold the wall panel for the next step.

3. Loosely fasten the back left wall panel to the chassis and shelf with the (6) M8-1.25 x 40 button head cap screws (19875) and to the bottom rail with (2) M8-1.25 x 30 button head cap screws (19135).

If the cap screws don't thread easily into the wall panel, you may need to lift the bottom rail to align with the two chassis.

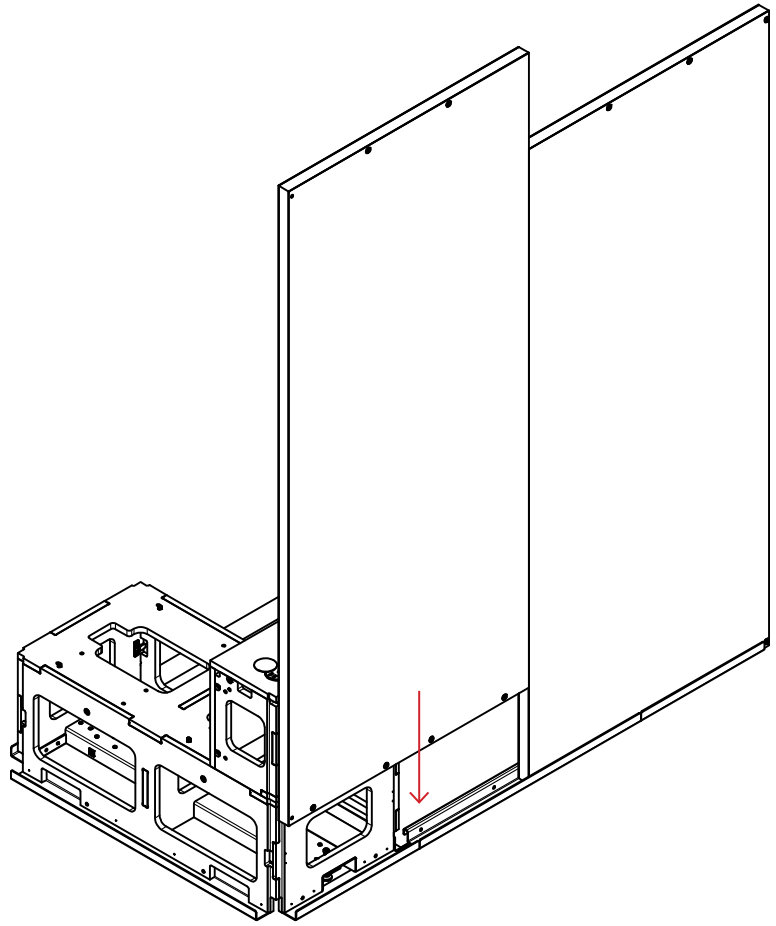
Tighten the screws with the 5 mm hex key.



4. Unpack the back right wall panel (19715) from Box 2.

With the white side of the panel and mirror facing the interior, place the panel into the chassis channel and the wall panel bottom rail. Push the panel against the back left wall panel.

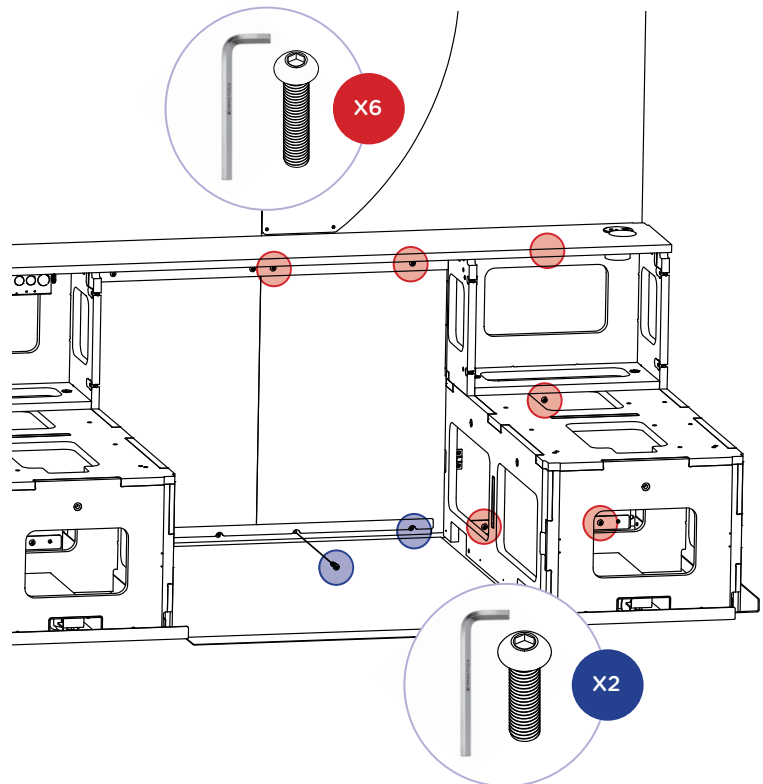
It helps to have someone hold the panel in position, applying an even pressure at both the top and bottom of the panel against the other panel.



5. Starting with the screws near the center seam first, loosely fasten the back right wall panel to the chassis and shelf with the (6) M8-1.25 x 40 button head cap screws (19875) and to the bottom rail with (2) M8-1.25 x 30 button head cap screws (19135).

If the screws do not thread easily into the wall panel, you may need to adjust the alignment.

Tighten the screws with the 5 mm hex key.

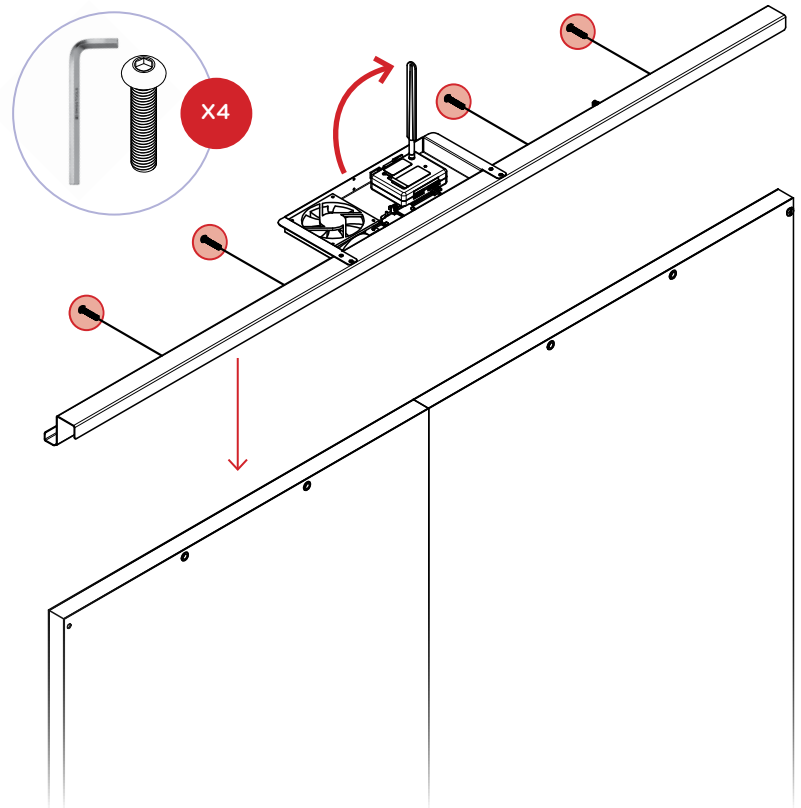


6. Unpack the wall panel top rail (19745) from Box 5. Center it onto the back wall panels with the fan and PCD facing the interior.

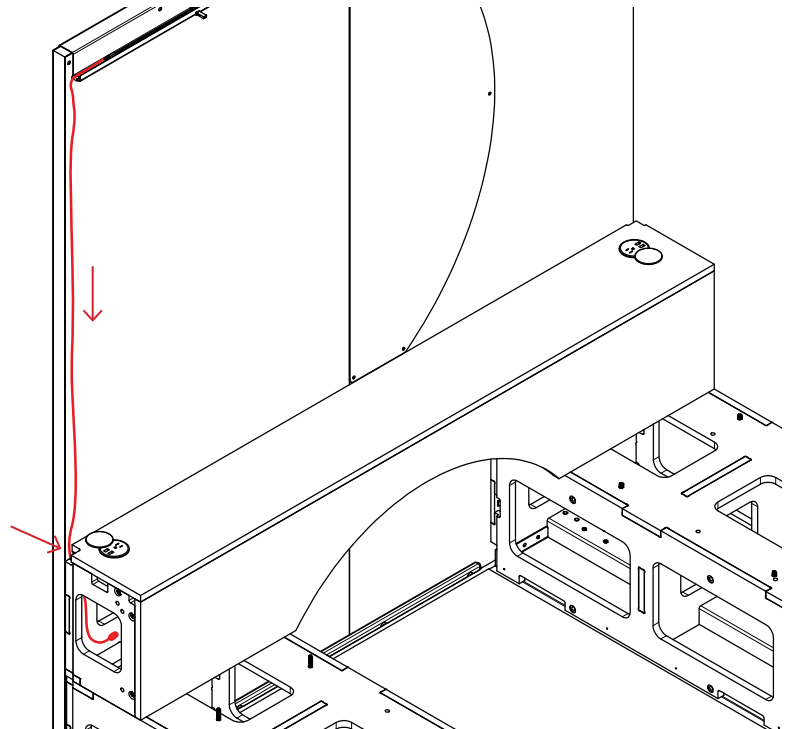
Loosely fasten the rail to the wall panels with (4) M8-1.25 x 30 button head cap screws (19135).

Tighten the screws with the 5 mm hex key.

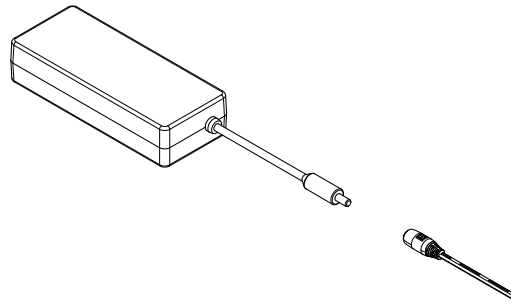
Rotate the antenna to the vertical position.



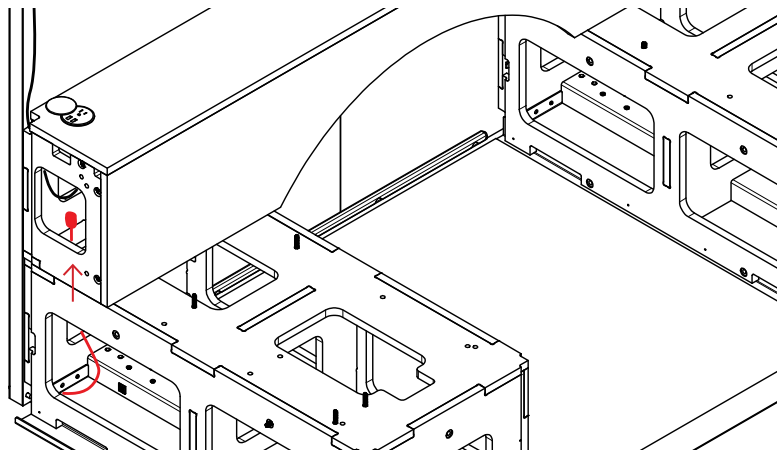
7. Uncoil the wire at the left side of the wall panel top rail and insert the end through the hole at the corner of the shelf.



8. Connect the power supply harness to the power supply in the left side of the shelf. Ensure all cords are tucked inside the shelf.

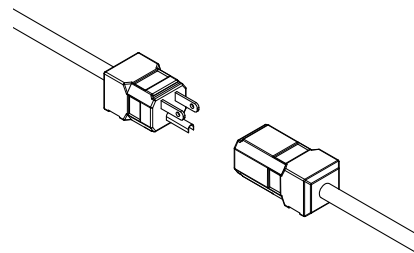


9. Guide the receptacle end of the main power cord up into the left side of the shelf.



10. Connect the main power cord into the junction box in the left side of the shelf.

Secure the receptacle end of the main power cord to the chassis and shelf with a zip tie.



4 Side Wall Panels

TOOLS AND PARTS

- Box Cutter
- Flat Head Screwdriver
- (4) M8 x 55 Flange Head Bolts (16370)
- (8) M8-1.25 x 40 Button Head Cap Screws (19875)
- 5 mm Hex Key (19680)
- Wall Panel, Left (19645)
- Wall Panel, Right (19615)

1. Unpack the left side wall panel (19645) from Box 4.

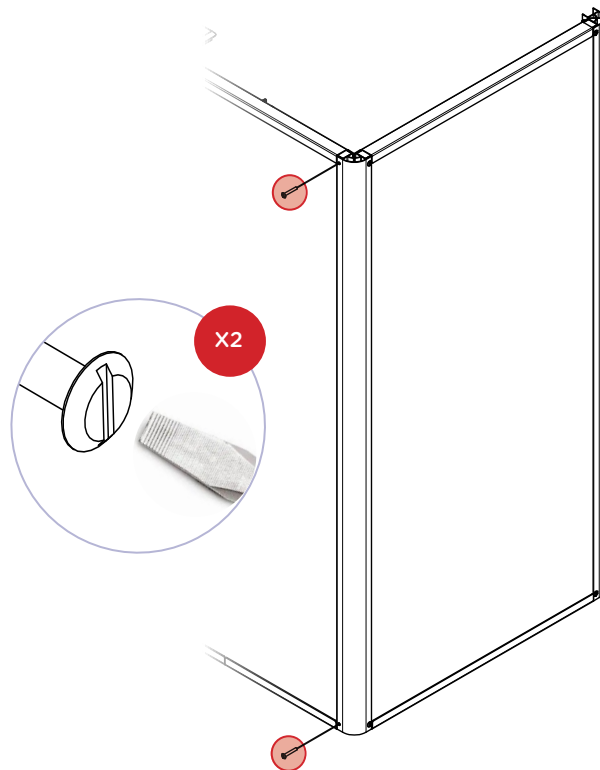
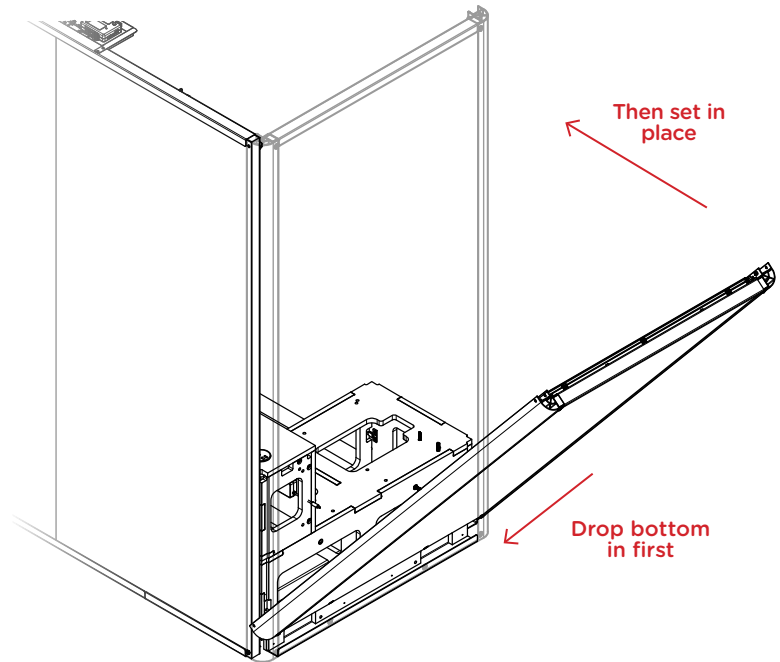
Set the bottom of the panel inside the left chassis channel at a 45° angle, then push the top into place. The flange on the chassis should be visible at the bottom of the wall.

Align the mounting holes at the top and bottom of the side panel with the back panel.

Make sure the power supply harness doesn't get pinched between the panels.

Once in place, one person can hold the wall panel for the next step.

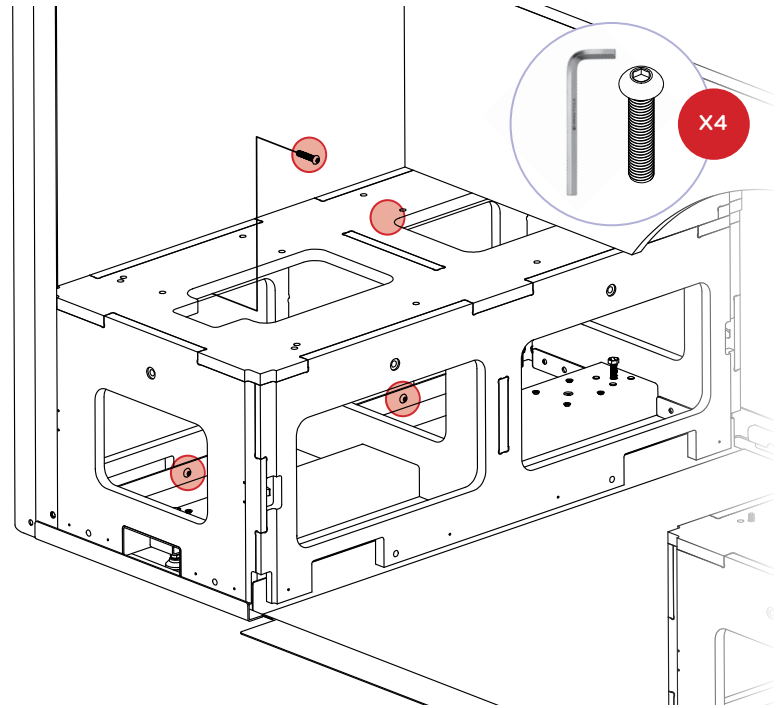
2. Use a flat head screwdriver to fasten the left wall panel to the back left wall panel with (2) M8 x 55 flange head bolts (16370). Start at the top to stabilize the panel.



3. Fasten the left side wall panel to the chassis with (4) M8-1.25 x 40 button head cap screws (19875).

If the bolt doesn't thread easily into the wall panel, you may need to adjust the alignment.

Tighten the screws with the 5 mm hex key.

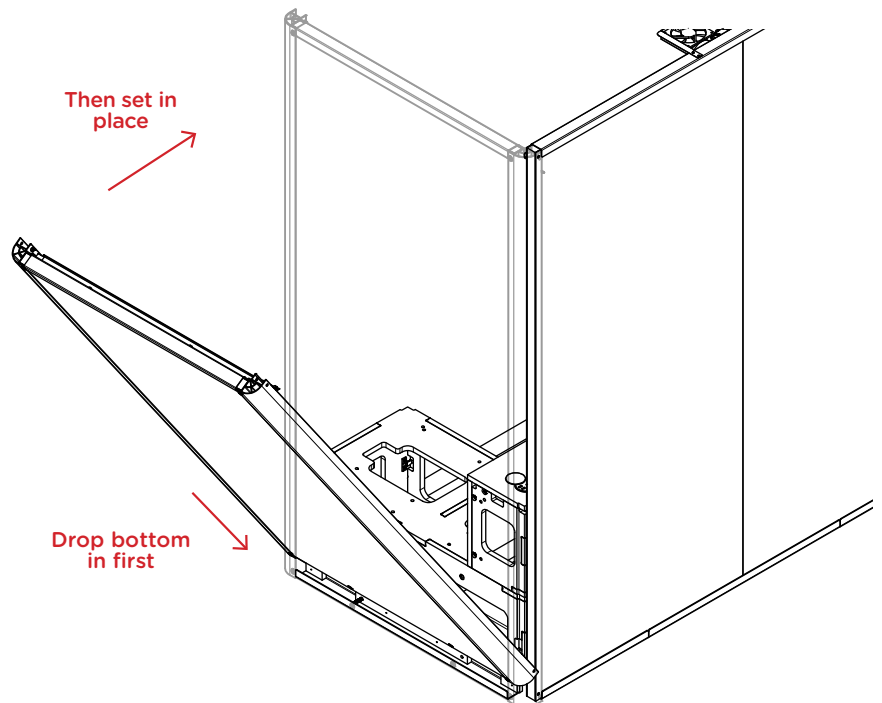


4. Unpack the right side wall panel (19615) from Box 3.

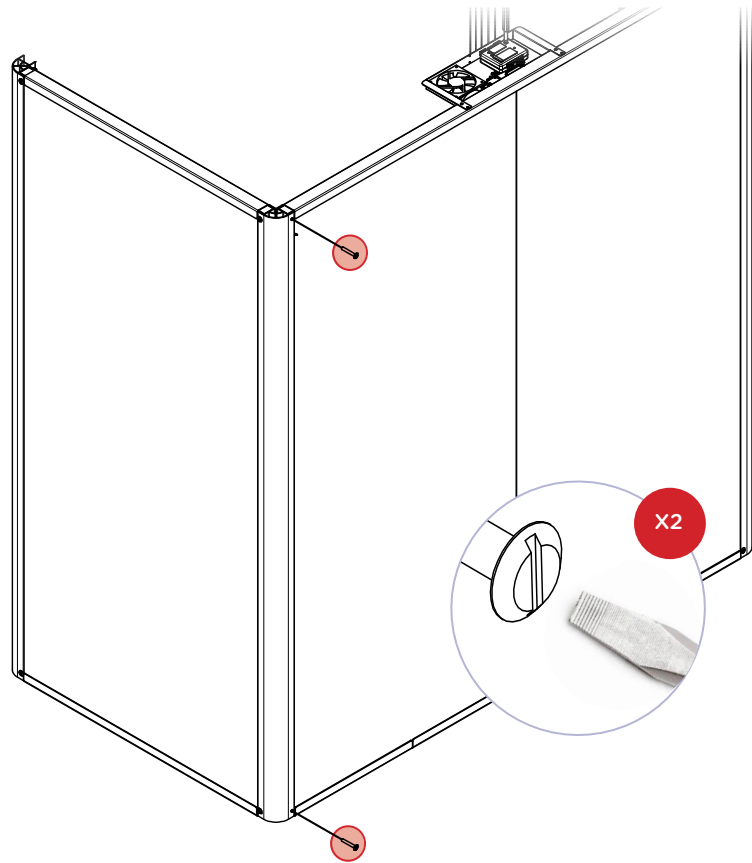
Set the bottom of the wall panel inside the right chassis channel at a 45° angle, then push the top into place. The flange on the chassis should be visible at the bottom of the wall.

Align the mounting holes at the top and bottom of the side panel with the back right panel.

Once in place, one person can hold the wall panel for the next step.



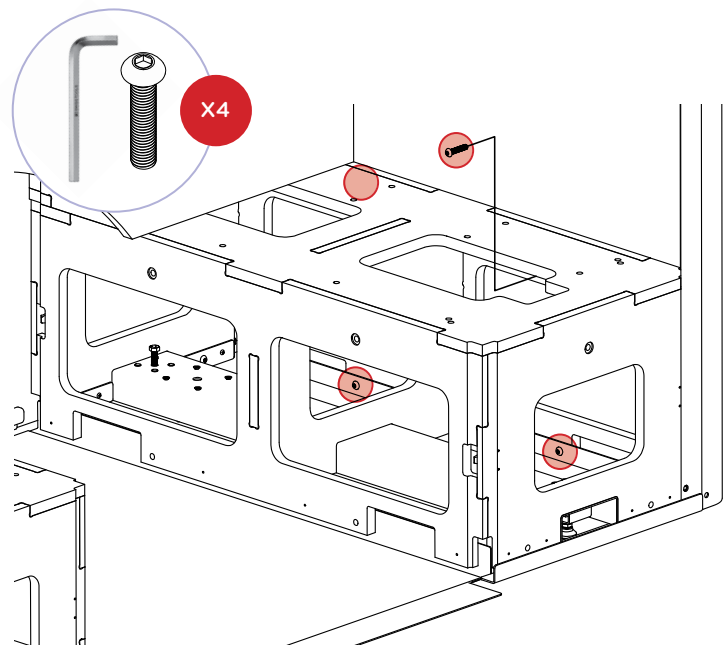
5. Use a flat head screwdriver to fasten the right side wall panel to the base and back wall panel with (2) M8 x 55 flange head bolts (16370). Start at the top to stabilize the panel.



6. Loosely fasten the right side wall panel to the chassis with (4) M8-1.25 x 40 button head cap screws (19875).

If the bolt doesn't thread easily into the wall panel, you may need to adjust the alignment.

Tighten the screws with the 5 mm hex key.

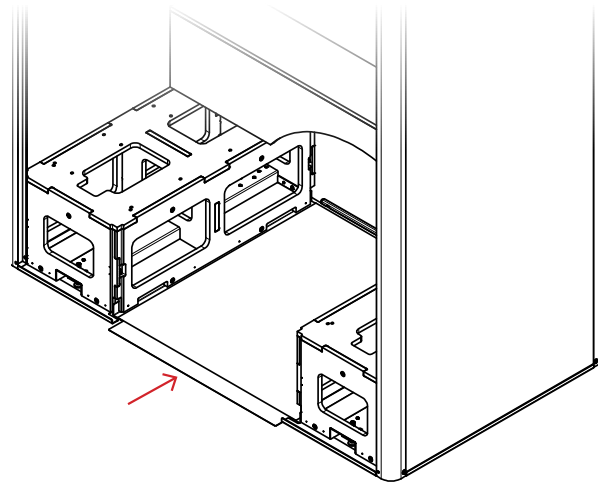


5 Front Wall Panels + Door

TOOLS AND PARTS

- Box Cutter
- Flat Head Screwdriver
- (6) M8 x 55 Flange Head Bolts (16370)
- (6) M8-1.25 x 40 Button Head Cap Screws (19875)
- 5 mm Hex Key (19680)
- (2) M8-1.25 x 30 Button Head Cap Screws (19135)
- (4) M8-1.5 x 20 Button Head Cap Screws (16835)
- Ladder
- Wall Panel, Front Left (19690)
- Door (19675) with attached Wall Panel, Front Right (19700)
- Header Rail (19370)

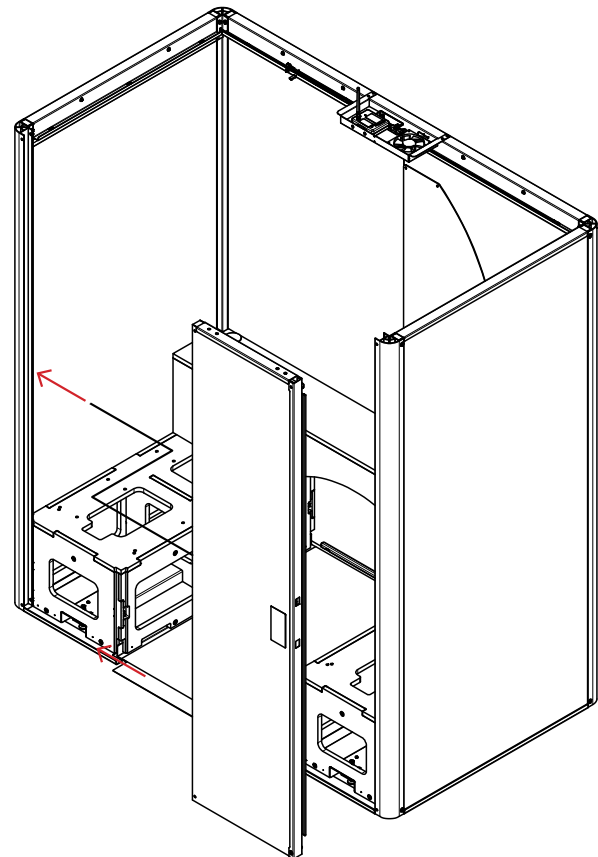
1. Slide the floor back against the back panels.



2. Unpack the front left wall panel (19690) from Box 1.

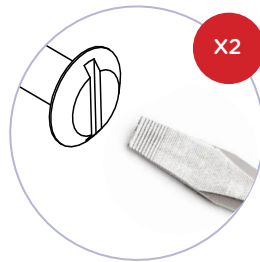
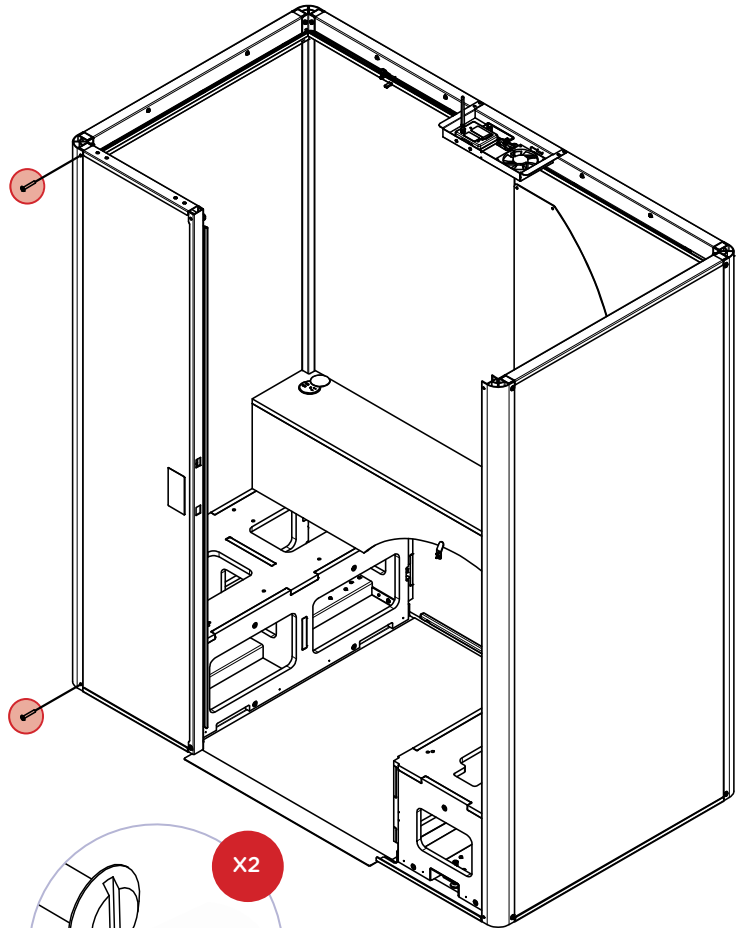
With the white side of the panel facing the interior, place the bottom into the chassis channel and slide it over into the left side wall panel flange.

Once in place, one person can hold the wall panel for the next step.



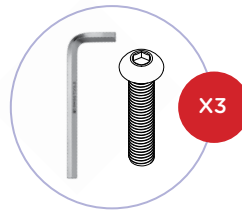
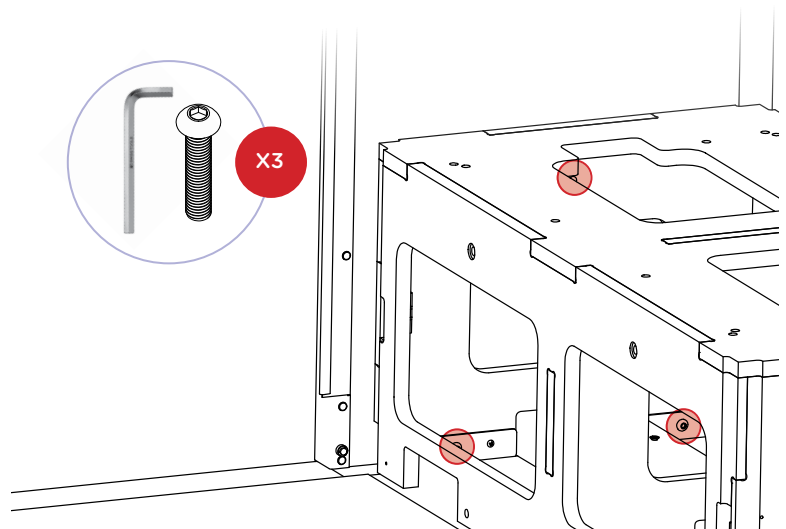
3. Use a flat head screwdriver to fasten the front left wall panel to the left side wall panel with (2) M8 x 55 flange head bolts (16370). Start at the top to stabilize the panel.

If the bolt doesn't thread easily into the wall panel, you may need to adjust the alignment. Have your helper check the alignment from the inside.



4. Loosely fasten the front left wall panel to the chassis with (3) M8-1.25 x 40 button head cap screws (19875).

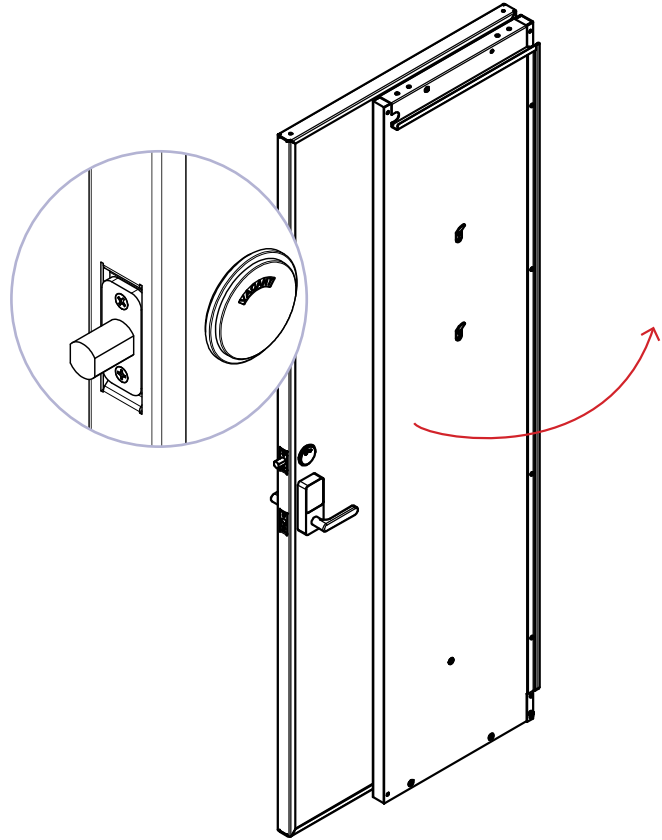
Tighten the screws with the 5 mm hex key.



5. Unpack the door (19675) with attached right front wall panel (19700) from Box 1. Carefully remove the tape securing the panel to the door.

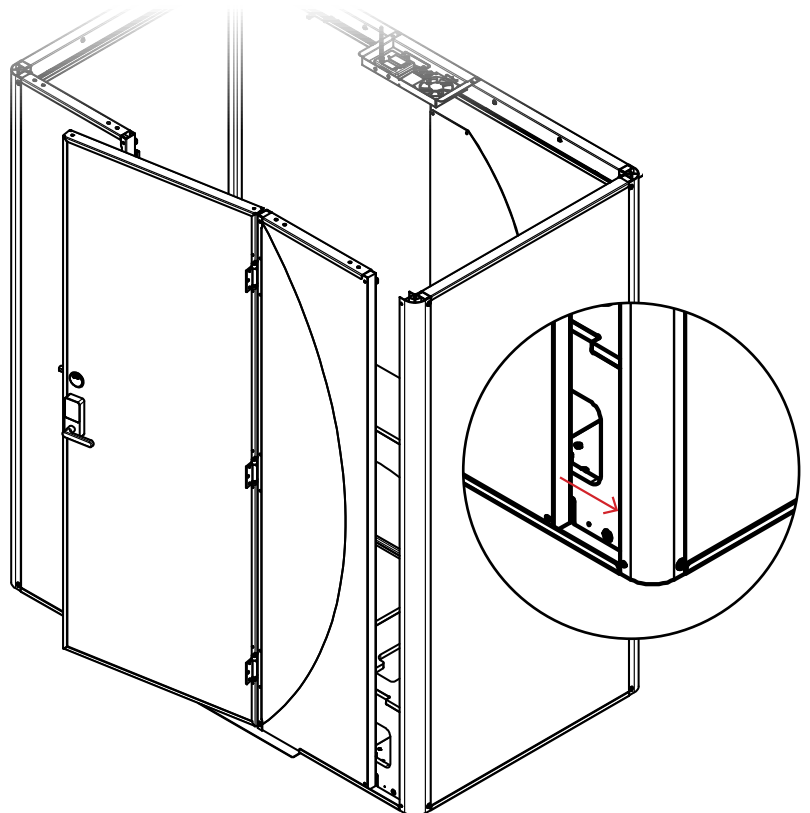
The springs in the hinges will open the panel to align with the door.

At this point It's helpful to turn the deadbolt latch on the inside of the door to keep the door from closing.



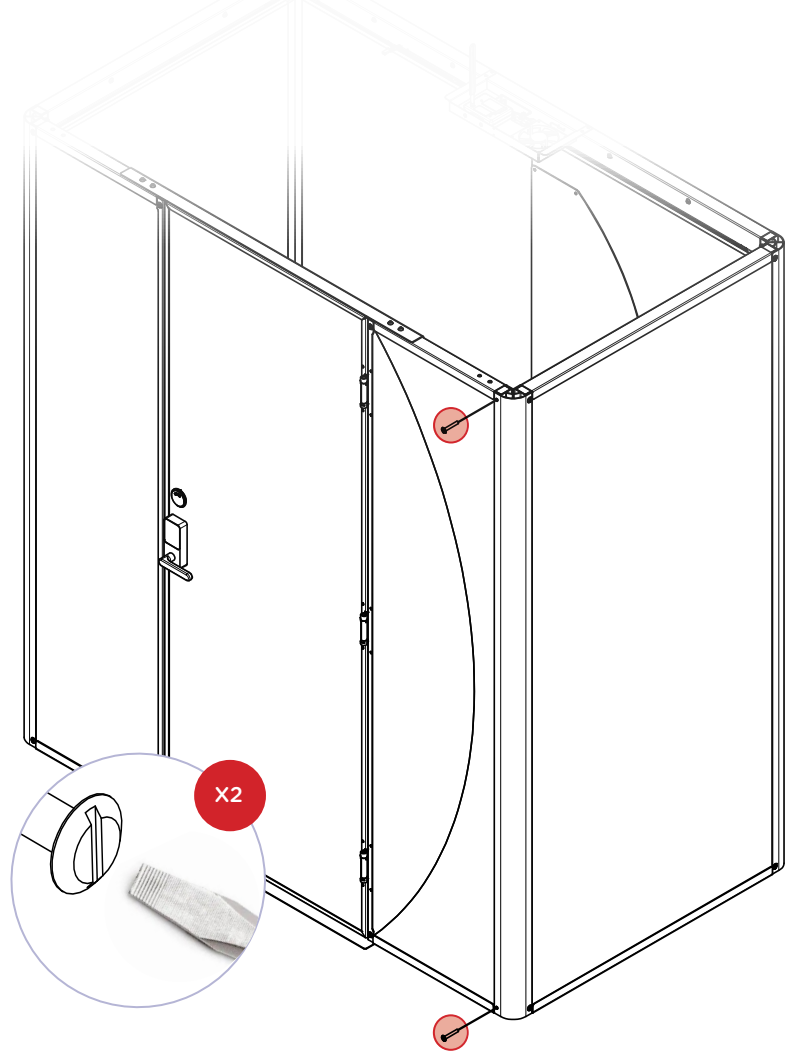
6. Gently push the panel into the right side wall panel flange.

Once in place, one person can hold the wall panel and door for the next step.



7. Use a flat head screwdriver to fasten the right front wall panel to the right side wall panel with (2) M8 x 55 flange head bolts (16370). Start at the top to stabilize the panel.

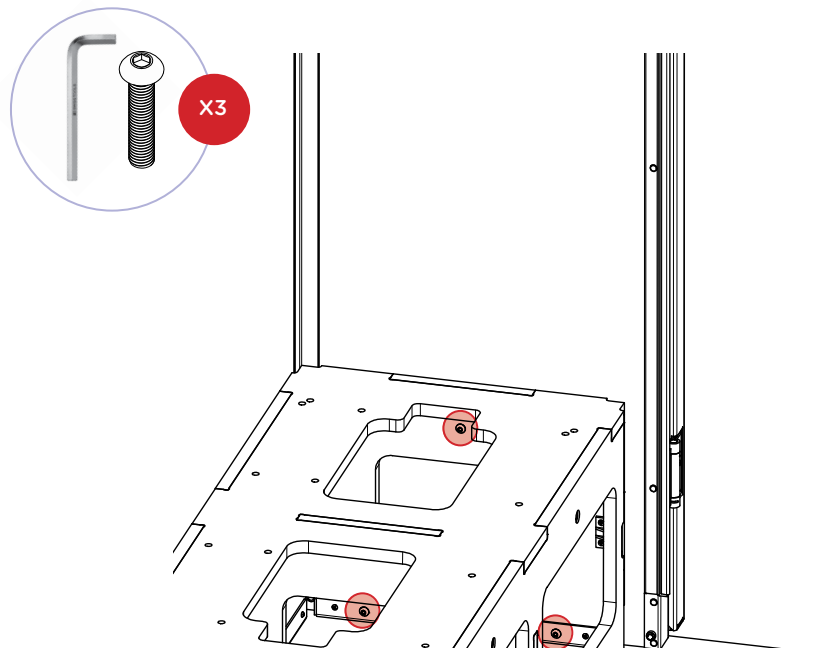
It's helpful to have a second person assist with alignment.



8. Fasten the right front wall panel to the chassis with (3) M8-1.25 x 40 button head cap screws (19875).

If the bolt doesn't thread easily into the wall panel, you may need to adjust the alignment.

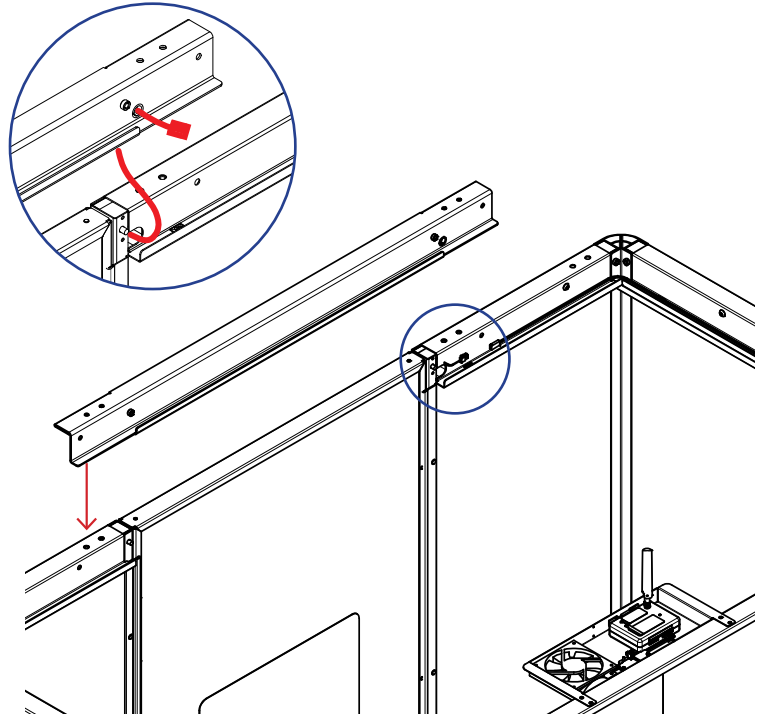
Tighten the screws with the 5 mm hex key.



9. Unwind the plunger cable at the top of the front left wall panel.

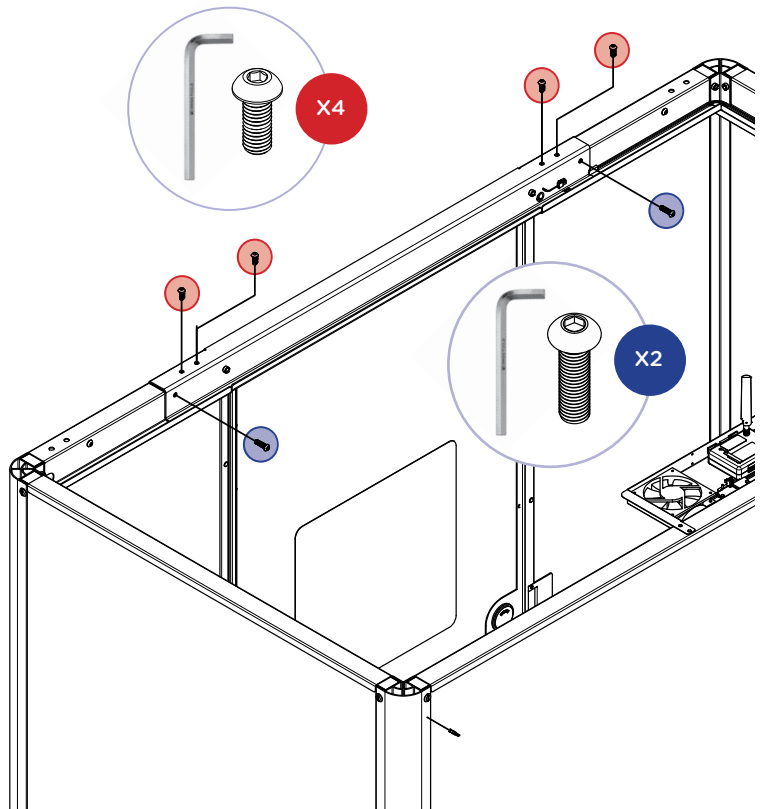
Unpack the header rail (19370) from Box 5.

Push the plunger cable through the grommet in the front side of the header rail. Position the header rail on top of the front panels.



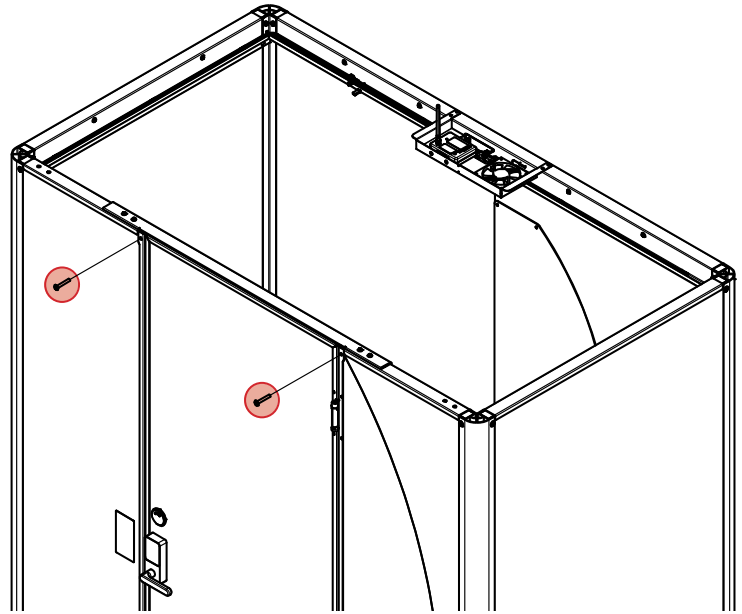
10. Loosely secure the header to the inside of the left and right front wall panels with (2) M8-1.25 x 30 button head cap screws (19135).

Loosely secure the header to the top of the left and right front wall panels with (4) M8-1.25 x 20 button head cap screws (16835). You'll tighten the screws later.



11. Use a flat head screwdriver to fasten the front right wall panel and the front left wall panel to the header with (2) M8 x 55 flange head bolts (16370).

Tighten the (6) header screws with the 5 mm hex key.

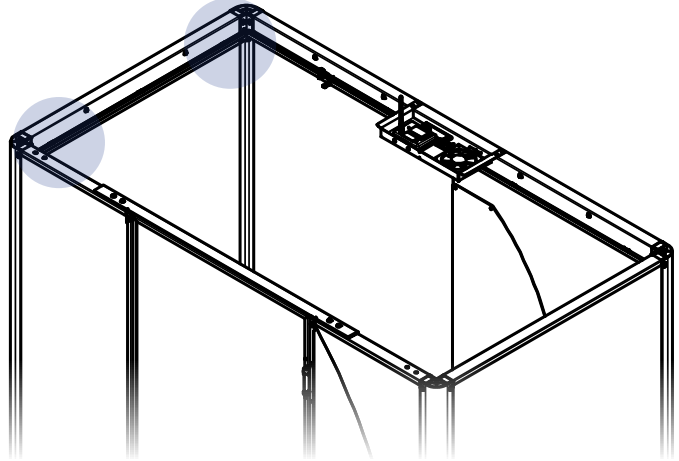


6 Wiring Connections

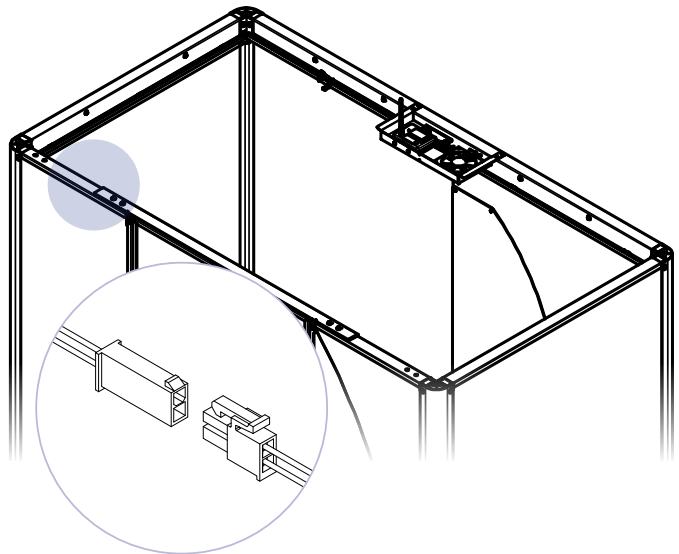
TOOLS AND PARTS

- Ladder

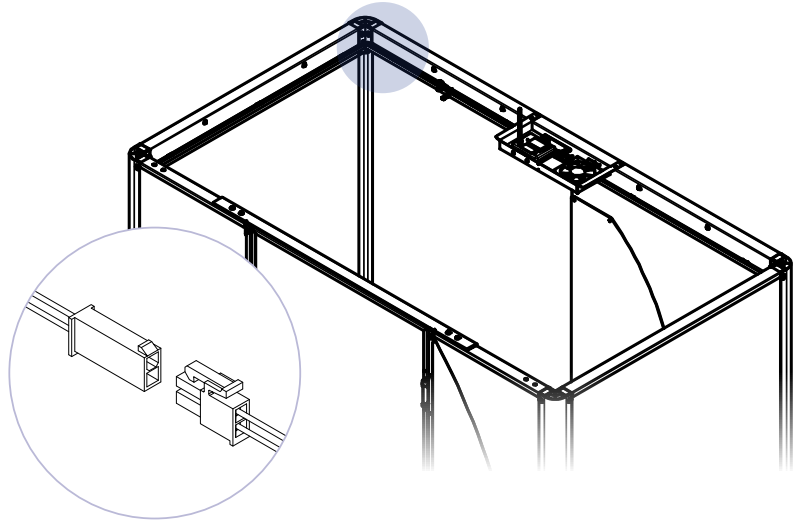
1. Uncoil the wires at both corners of the left side wall panel.



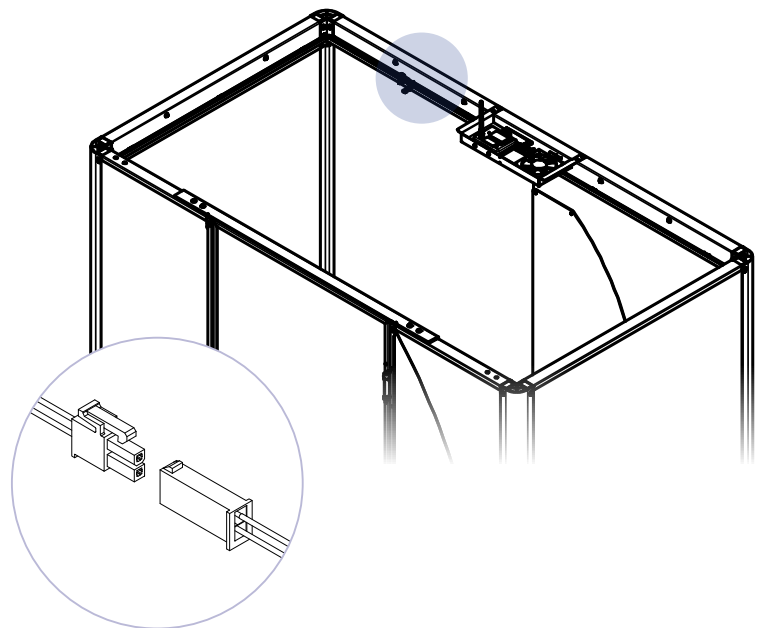
2. Connect the two wires at the top of the front left wall panel.



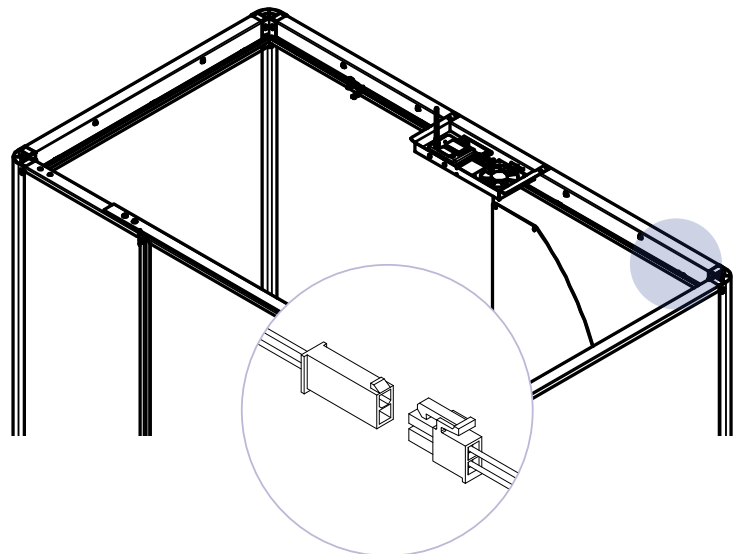
3. Connect the two wires at the back left corner.



4. Connect the wires in the middle of the left side back wall panel.



5. Connect the two wires at the back right corner.



7 Interior + Roof Panel

TOOLS AND PARTS

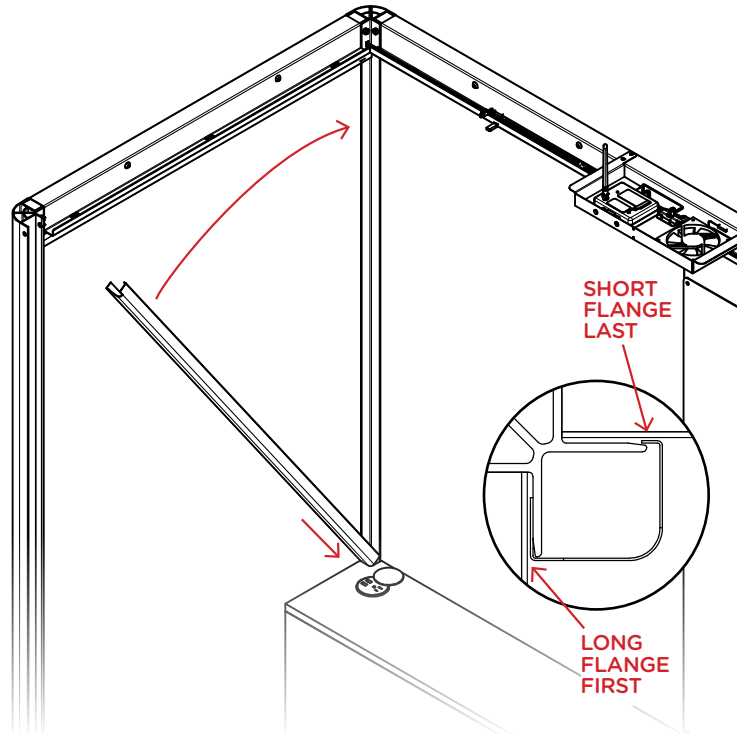
- Box Cutter
- Phillips Head Screwdriver
- (6) 1/4-20 X 2" Pan Head Philips Screws (16870)
- (4) M8-1.25 x 30 Button Head Hex Drive Screw (19135)
- 5 mm Hex Key (19680)
- Ladder
- Wire Cover (19315)
- Seat Back (19545)
- Seat Base (19540)
- Bench Top (19625)
- Roof (19620)

1. Unpack the wire cover (19315) from Box 5.

With the flat end of the wire cover facing down and the cutout facing up, position the cover at a 45° angle along the side wall panel.

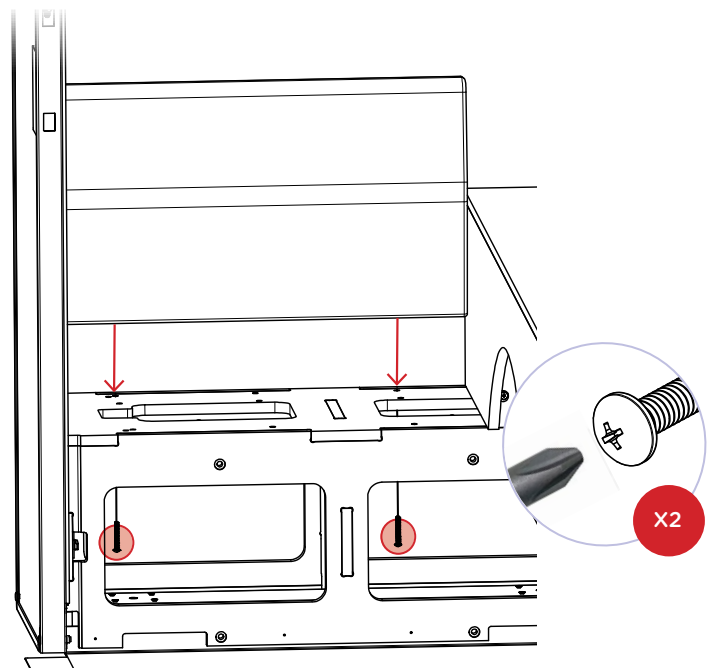
Make sure the wire is tucked behind the cover and doesn't stick out or get pinched.

Slowly press the long wire cover flange into place behind the side wall corner flange. Rotate the wire cover into position and then snap the short wire cover flange over the other side wall corner flange.

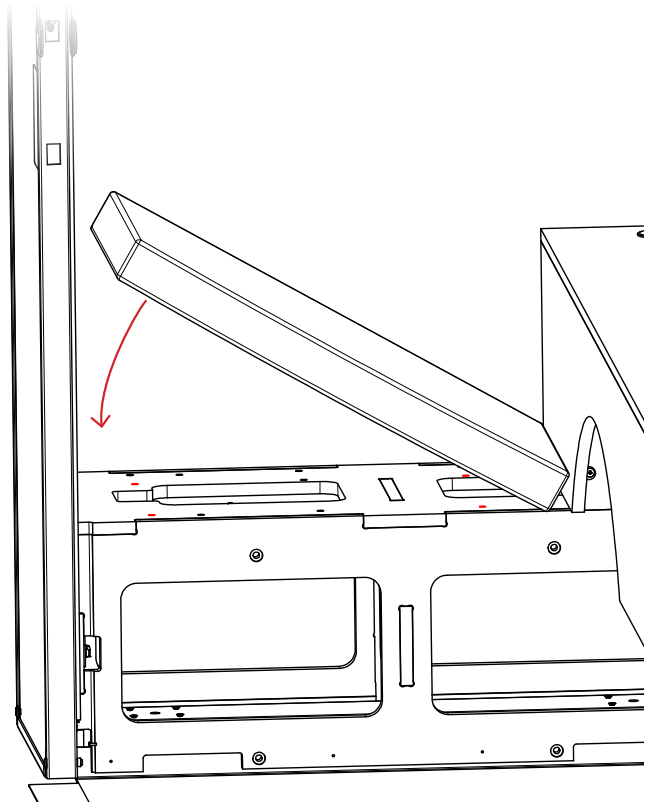


2. Unpack the seat back (19545) from Box 4 and place it onto the left side chassis.

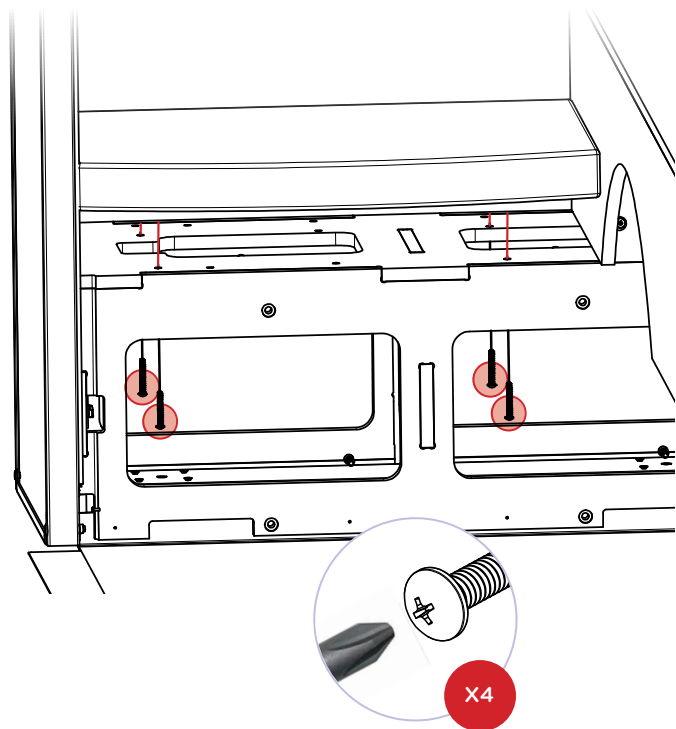
Use a Phillips head screwdriver to fasten the seat back to the chassis with (2) 1/4-20 X 2" pan head Phillips screws (16870).



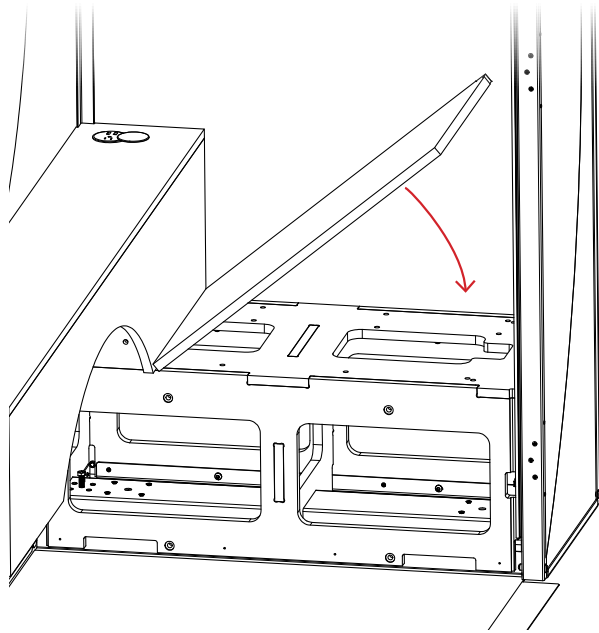
3. Unpack the seat base (19540) from Box 4 and place it at a 45° angle over the left side chassis. Press down into place.



4. Use a Phillips head screwdriver to fasten the seat base to the chassis with (4) 1/4-20 X 2" pan head Phillips screws (16870).

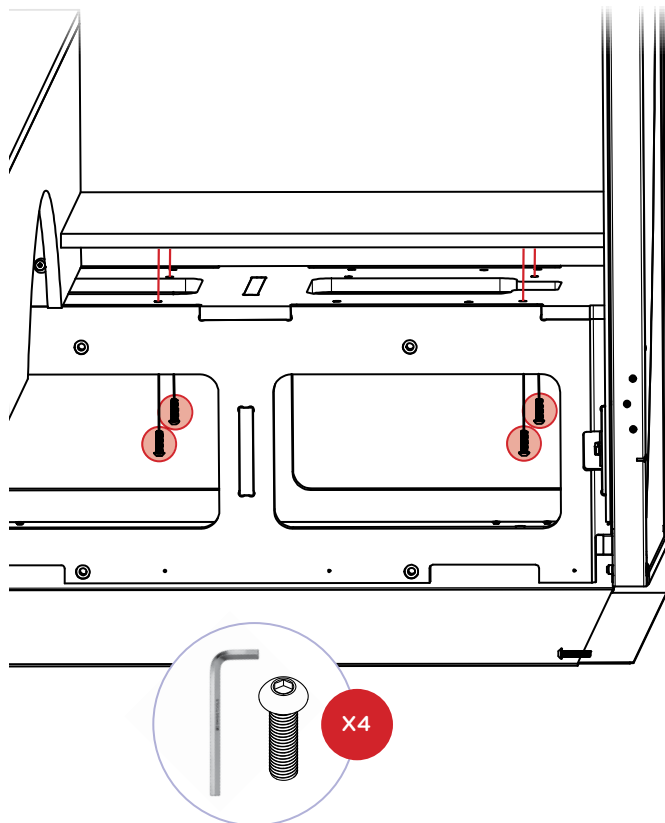


5. Unpack the bench top (19625) from Box 4 and place it a 45° angle over the right side chassis. The wood side should face the back. Press into place.



6. Loosely fasten the bench top to the right side chassis with (4) M8-1.25 x 30 button head hex cap screws (19135).

Tighten the screws with the 5 mm hex key.



The roof material smudges easily, so wash hands before handling it.

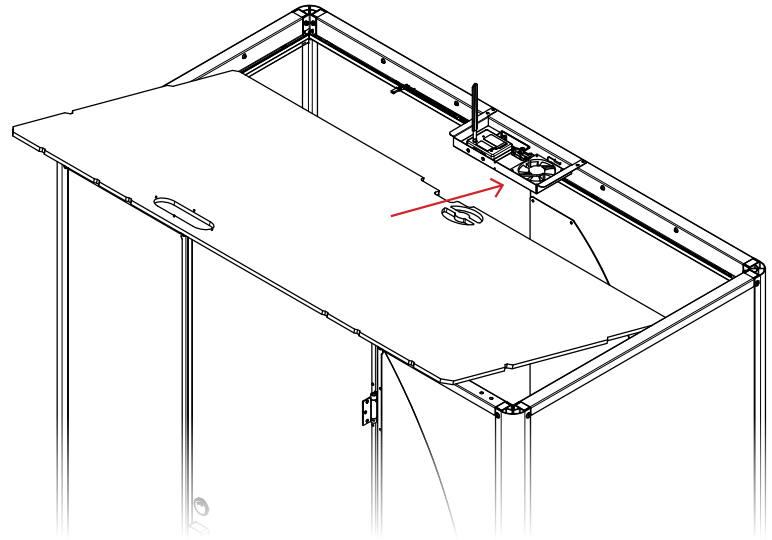
7. Unpack the roof (19620) from Box 4.

Place a ladder outside the front of the pod to access the top.

It's helpful to have someone pass you the roof and position it on the side panel. Make sure the flanges with the cutout for the fan are facing the back.

Slide the back of the roof *under* the roof tray and lower the roof on top of the wall panel flanges.

Tuck all wires into the channel.



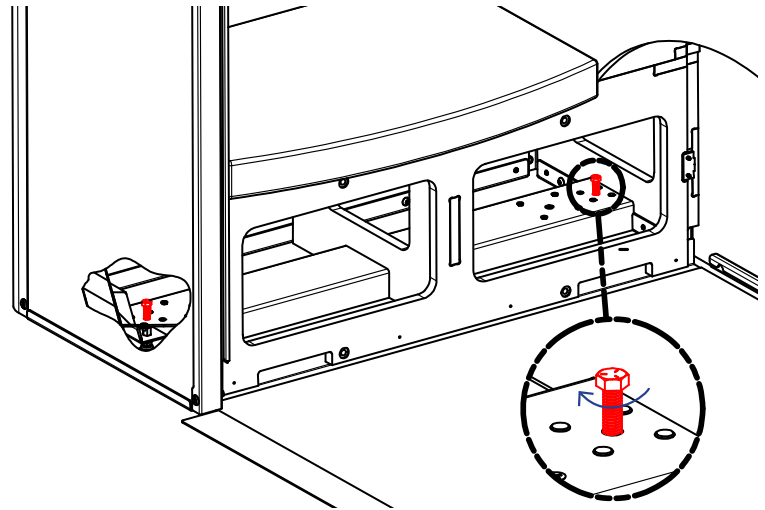
8 Moving + Leveling

TOOLS AND PARTS

- Ratchet and 9/16" Socket

If you assembled the pod in its final location, you're ready to lower the leveling feet. If you need to move it to its final location, hold the power cord up off the floor and, with help from another person, gently push on the lower portion of the pod to move it where you want it.

1. Use a ratchet and 9/16" socket to turn the (4) leveling feet (evenly) clockwise until the caster wheels are no longer touching the floor.



2. Turn the deadbolt lever to retract it fully into the door and shut the door.

Press 8008# on the keypad to open the door. Open and close the door a few times to check for proper alignment.

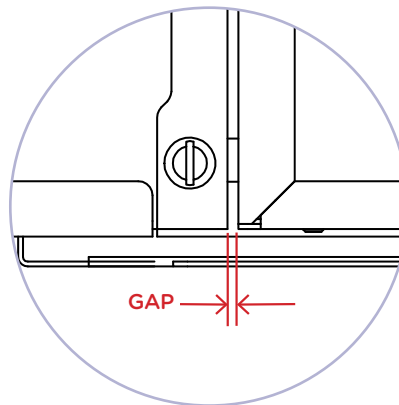
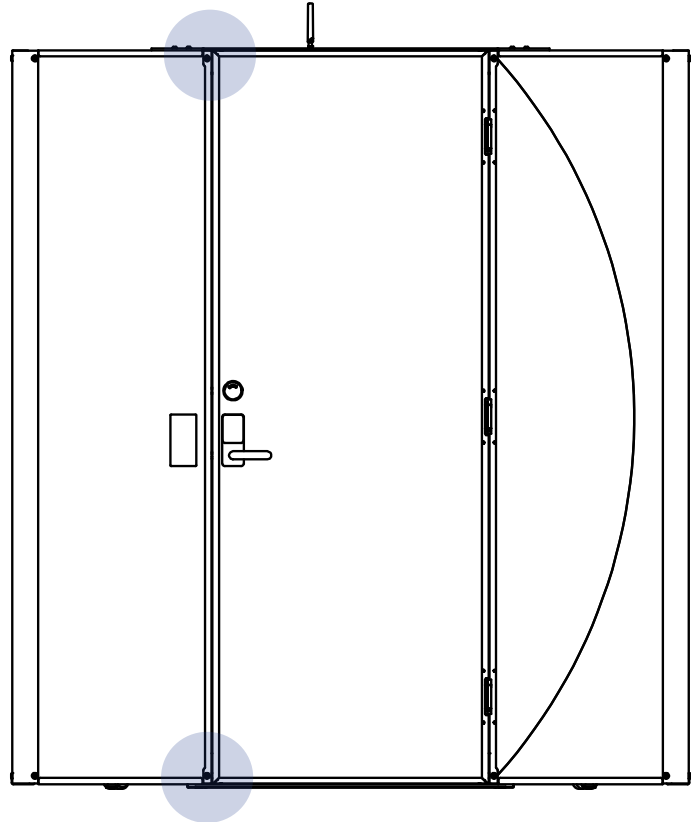
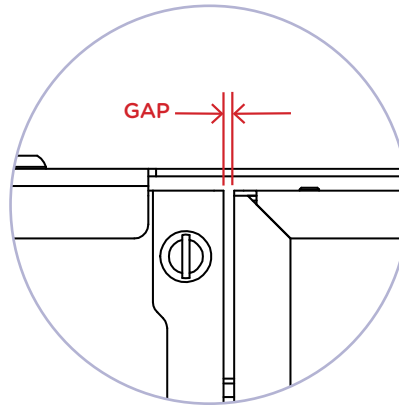
There should be an even gap along the latch side of the door.

If there is a larger gap at the bottom, adjust the front right leveling foot.

If the door rubs against the bottom of the door frame, raise the front left leveling foot and then push the front left wall panel towards the exterior of the pod.

The bolts on the leveling feet can be adjusted up or down as needed, as long as when you're done the casters are not touching the floor.

Continue adjustments as needed until the door gaps are equal, the door shuts properly, and the deadbolt engages without any friction.



9 Final Assembly + Testing

TOOLS AND PARTS

- 5/32" Hex Key (provided)
- Outlet Tester
- Label Maker or Permanent Marker
- (2) Beauty Panels (19730)
- (2) Shelf Support Covers (19805)

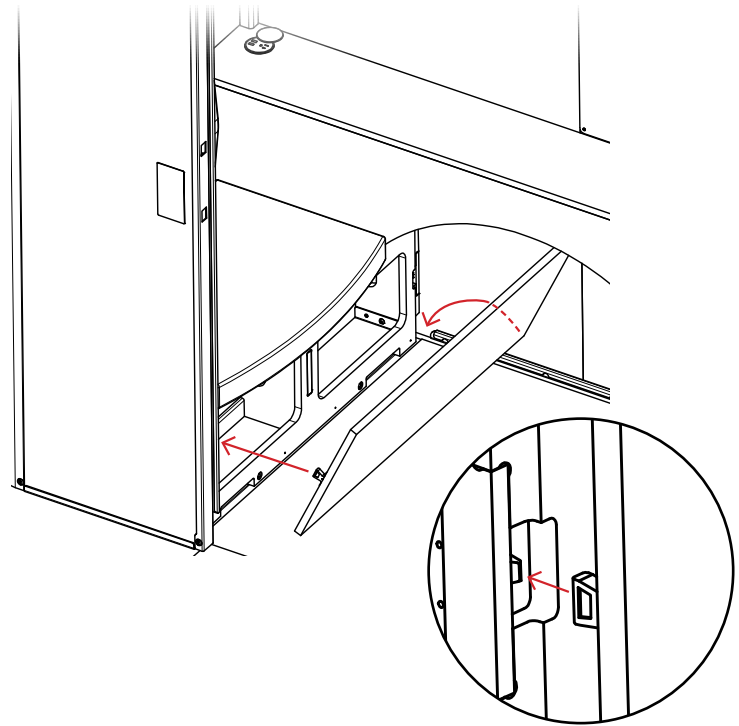
1. Unpack the (2) beauty panels (19730) from Box 6 and 7.

Press 8008# on the keypad to open the door.

Tilt the top of the beauty panel (with exposed wood) out as you insert the bottom inside corner over the wall panel bottom rail.

Gently push the beauty panel until the clips connect to hold it in place. You may need to lift up to secure it.

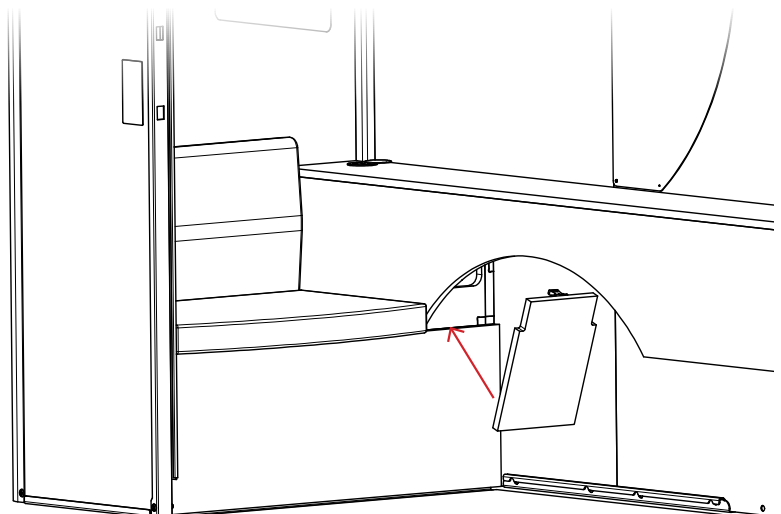
Repeat for the other side.



2. Unpack the (2) shelf support covers (19805) from Box 5.

Install a cover onto the left side of the shelf by tilting the top of the cover back so the bottom rests on the beauty panel. Push the top into position until the clips connect to hold it in place.

Repeat for the right side.



3. Insert the exterior power plug into a GFCI wall outlet or a dedicated standard 20A 120v receptacle and **press the reset button** on the plug.

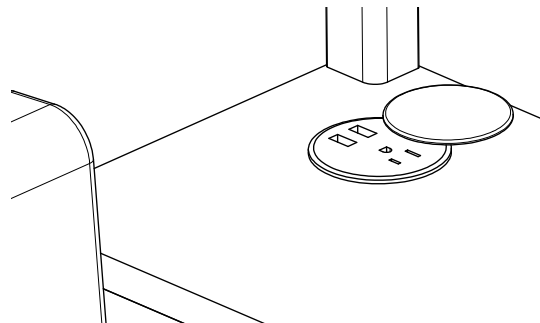
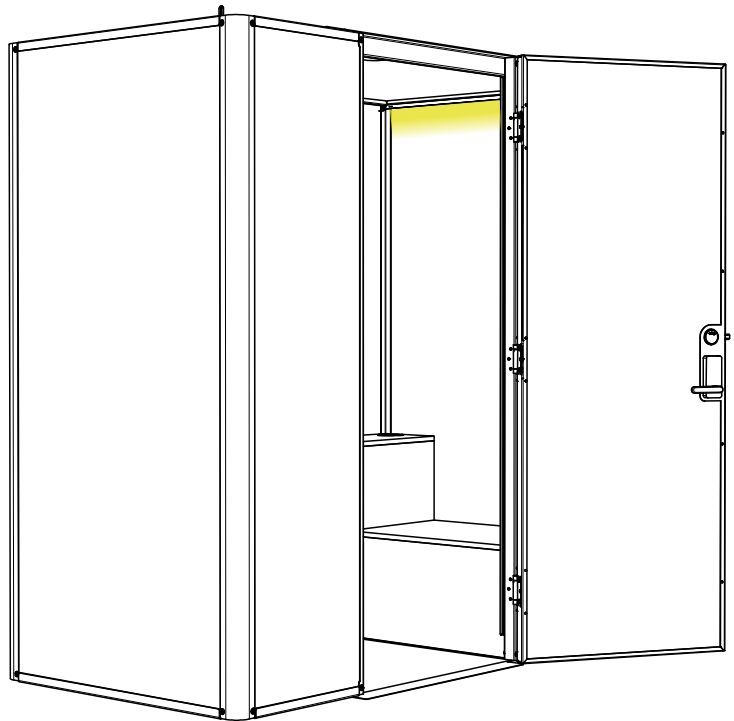
If your pod doesn't pass these final tests, be sure to visit our Help Center at help.mamava.com where you'll find answers to questions about assembly, leveling, pod maintenance, and more.

4. Open the door using 8008# on the keypad.

Step inside the pod to activate the motion sensor to ensure the lights and fan turn on.

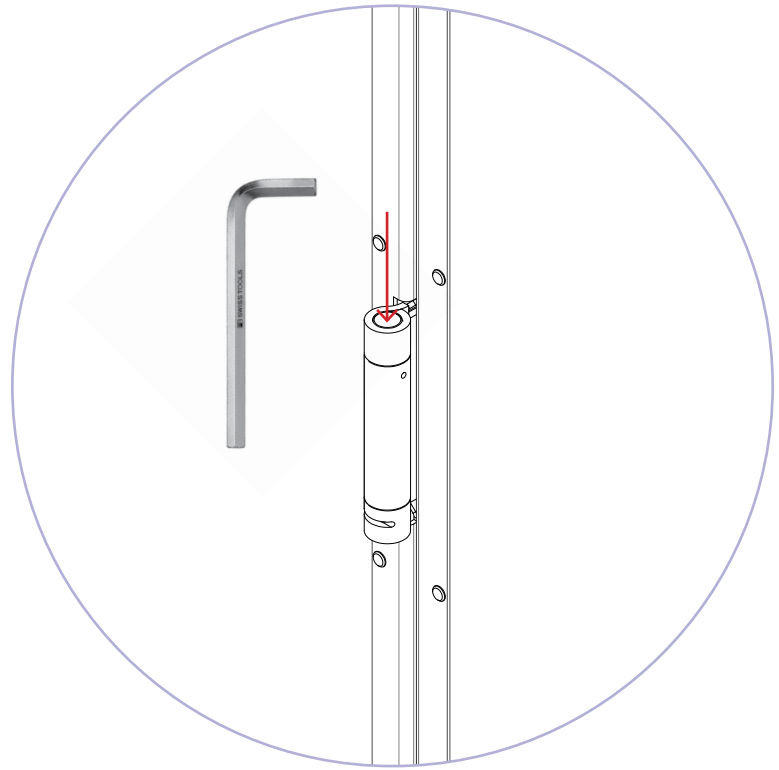
Check that the deadbolt engages fully and easily.

5. Test to be sure that all outlets (standard and USB port) work by using an outlet tester or by plugging in a phone. We recommended leaving the outlet cover in the open position.



6. Make sure the door latches, but doesn't slam.

If you need to increase the door closure speed, close the door and insert the 5/32" hex key in the top of the hinge, push down, and rotate clockwise. To decrease the door closure speed, rotate counterclockwise.



7. Gently wipe down the walls, metal extrusions, interior surfaces, and mirror to remove any dust or debris.

8. Be sure to fill out the interior maintenance decal with contact information should parents encounter any issues. We recommend using a label maker or permanent marker.

If you're experiencing an emergency, **please call 911.**
To report service/maintenance issues at this facility, contact:

DON'T FORGET

If this pod is being listed on the Mamava app—so breastfeeding parents can find the space using Mamava's Smart Access—please send photos of your installed pod to customersuccess@mamava.com.

Notes

Need assistance? Visit help.mamava.com or contact service@mamava.com • (802) 347-2111

Learn about **service plans** to help protect your pod at mamava.com/service.