

Original Assembly Instructions

People required: 2

Average time required: 4 hours

For replacement parts,
questions or concerns, contact:

802.347.2111

service@mamava.com

Version: V5

08/04/2023



WARNING! Power tools will strip hardware,
ASSEMBLE WITH HAND TOOLS ONLY!

****Use provided #3 Phillips, and Rotolock Allen Key****
****Protective gloves should be worn during assembly****



WARNING! The unit is intended to be installed in an indoor location only.

The unit should not be installed in any area where it will be exposed to moisture, excessive humidity, wind or other outdoor elements or extreme temperatures (below 40°F (4°C) or greater than 90°F (32°C)).



AVERTISSEMENT! L'utilisation d'outils électriques abîmera la quincaillerie.

ASSEMBLER UNIQUEMENT AVEC DES OUTILS À MAIN!

****Utiliser le tournevis Phillips no 3 et la clé hexagonale Roto Lock qui sont fournis****
****On recommande de porter des gants de protection pendant l'assemblage****



AVERTISSEMENT! L'unité est prévue pour être installée uniquement à l'intérieur.

L'unité ne doit pas être installée dans un lieu où elle sera exposée à de l'humidité excessive, au vent, aux éléments ou à des températures extrêmes (inférieures à 4 °C [40 °F] ou supérieures à 32 °C [90 °F]).

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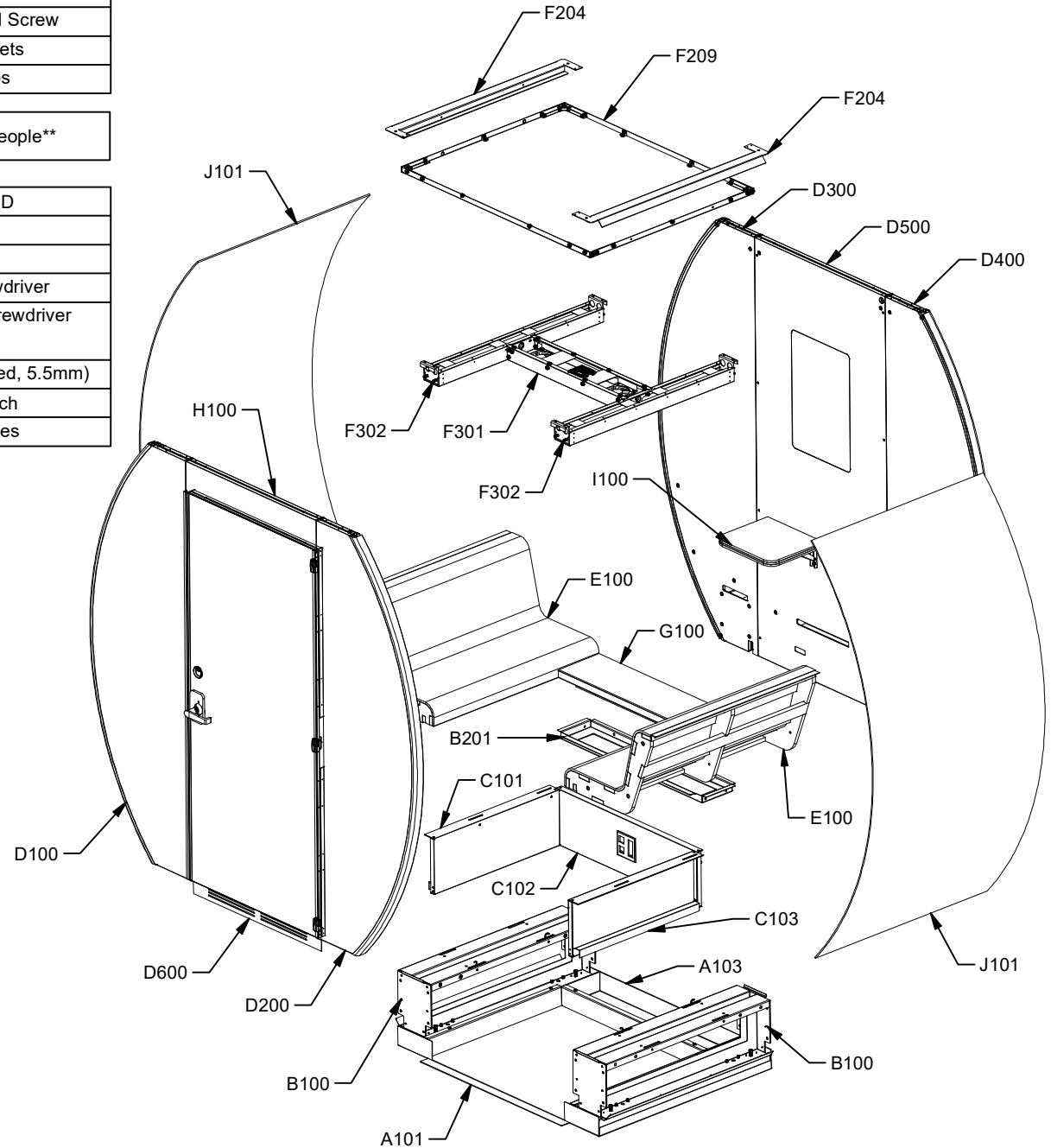
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PARTS LIST	
PART NUMBER	DESCRIPTION
A101	MIDDLE FLOOR PAN
A103	BACK FLOOR PAN
B100	CHASSIS
B201	BENCH SUPPORT
C101	LEFT BEAUTY PANEL
C102	MIDDLE BEAUTY PANEL
C103	RIGHT BEAUTY PANEL
D100	FRONT LEFT WALL PANEL
D200	FRONT RIGHT WALL PANEL
D300	BACK LEFT WALL PANEL
D400	BACK RIGHT WALL PANEL
D500	BACK MIDDLE WALL PANEL
D600	DOOR
E100	BENCH
F204	GRAPHIC CAP
F301	MIDDLE ROOF PAN
F302	SIDE ROOF PAN
F209	PERF PAN
F210	ENHANCED PRIVACY PANEL (OPTIONAL)
G100	MIDDLE BENCH
H100	HEADER
I100	FOLDING SHELF
J101	GRAPHICS PANEL
K300	FRIDGE CABINET (OPTIONAL)

LOOSE HARDWARE
(6) M8 X 1.25 X 16mm Flat-head Screw
(42) M8 X 1.25 X 25mm Flat-head Screw
(16) M8 X 1.25 X 40mm Flat-head Screw
(16) #8 X 3/4" Pan-head Screw
(4) Plastic Push Rivets
(12) Rotolock Caps

****Assembly requires two people****

TOOLS REQUIRED
Level
6' Ladder
Phillips Head #2 Screwdriver
Phillips Head #3 Drive Screwdriver (provided)
Rotolock Allen Key (provided, 5.5mm)
9/16" Socket Wrench
Light Working Gloves

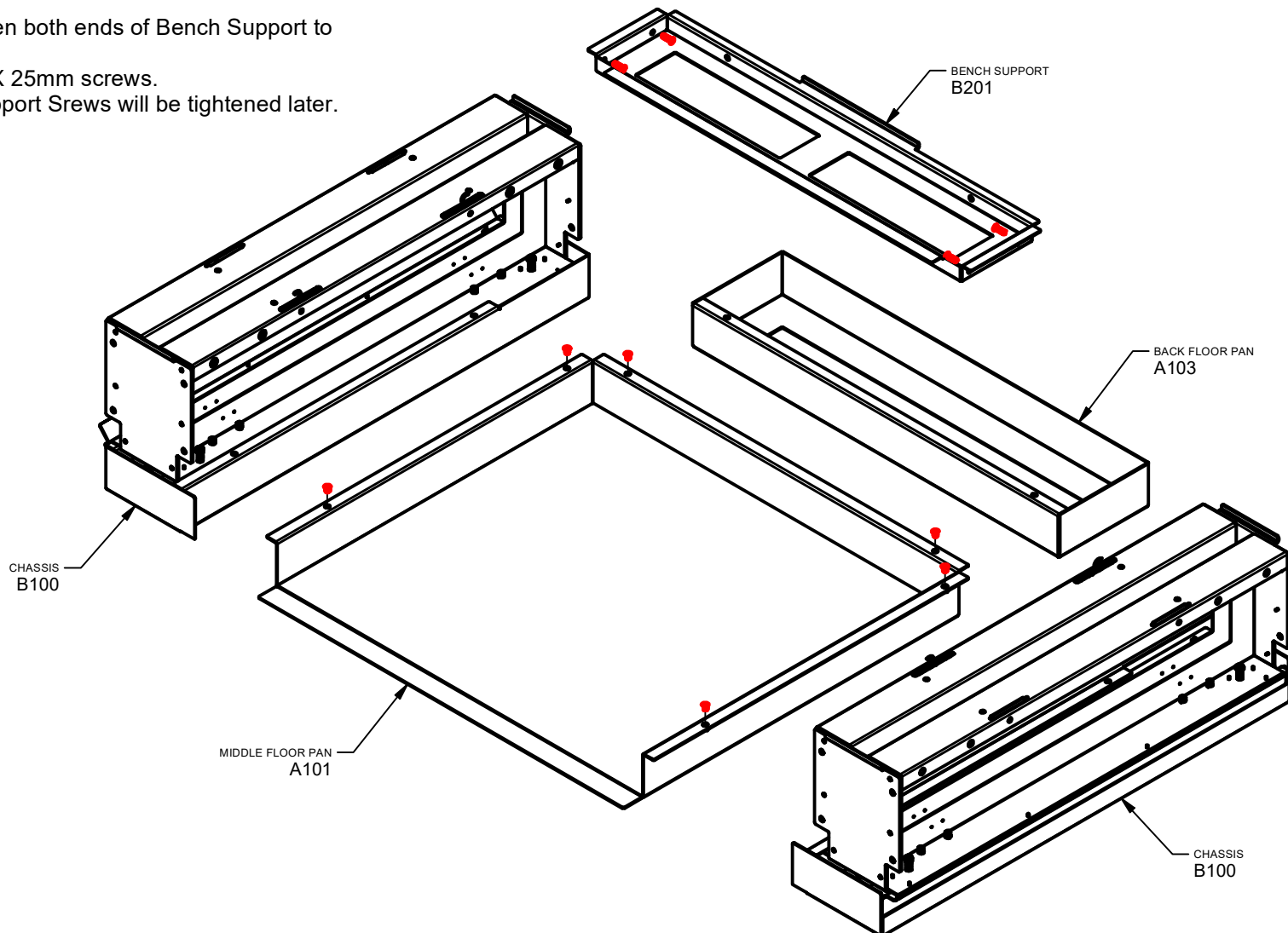


FLOOR PAN AND BENCH SUPPORT

1. Set parts on floor in desired location as shown.
2. Fasten Middle Floor Pan flanges to Left and Right Chassis, and Back Floor Pan.
(6) M8 X 1.25 X 16mm screws.
3. Position Bench Support in between tops of both Chassis.
4. Loosely fasten both ends of Bench Support to both Chassis.
(4) M8 X 1.25 X 25mm screws.
The Bench Support Screws will be tightened later.

Notice: If this is a seismic unit, follow the instructions included in the seismic kit before continuing to step 1 of this document.

Notice: The Pod should be assembled at its final location to ensure proper assembly/operation alignment. However, even if assembly is only possible "near" the final location, the Chassis should be leveled at the beginning of assembly. See next page for leveling.



CHASSIS LEVELING

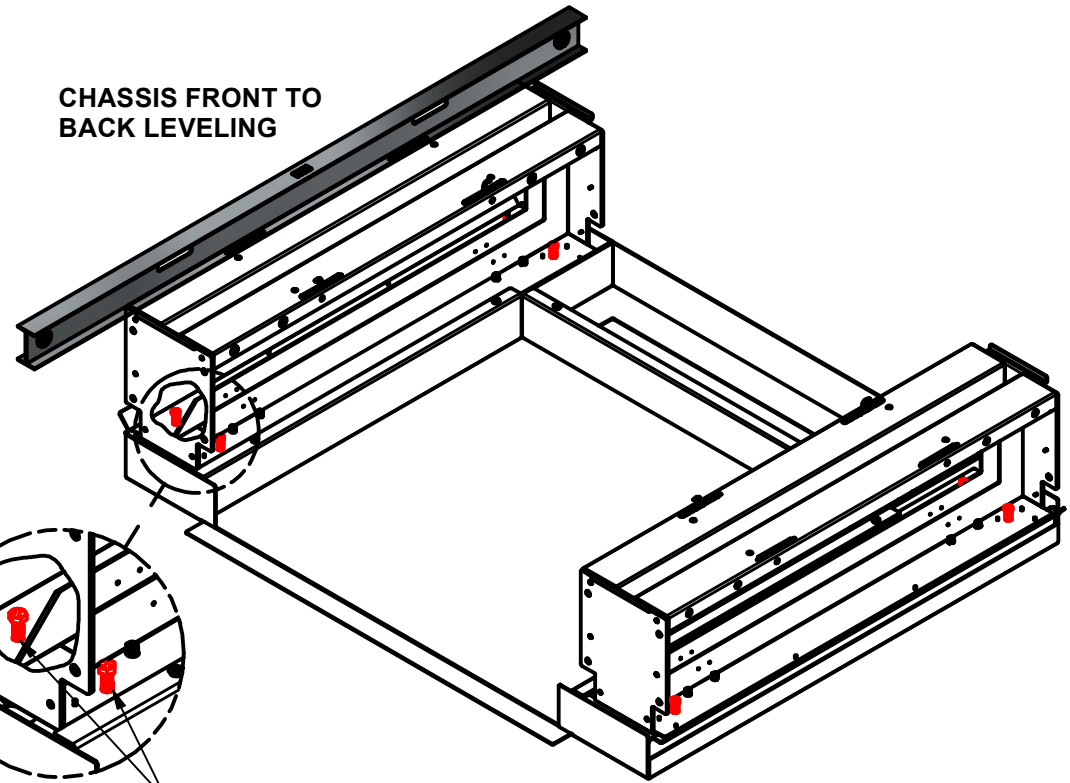
5. Check each chassis for level from front to back. If level, go to step 5.

6. If not level, use a 9/16 socket wrench to adjust (clockwise) the two red bolts evenly at the lowest end until level.

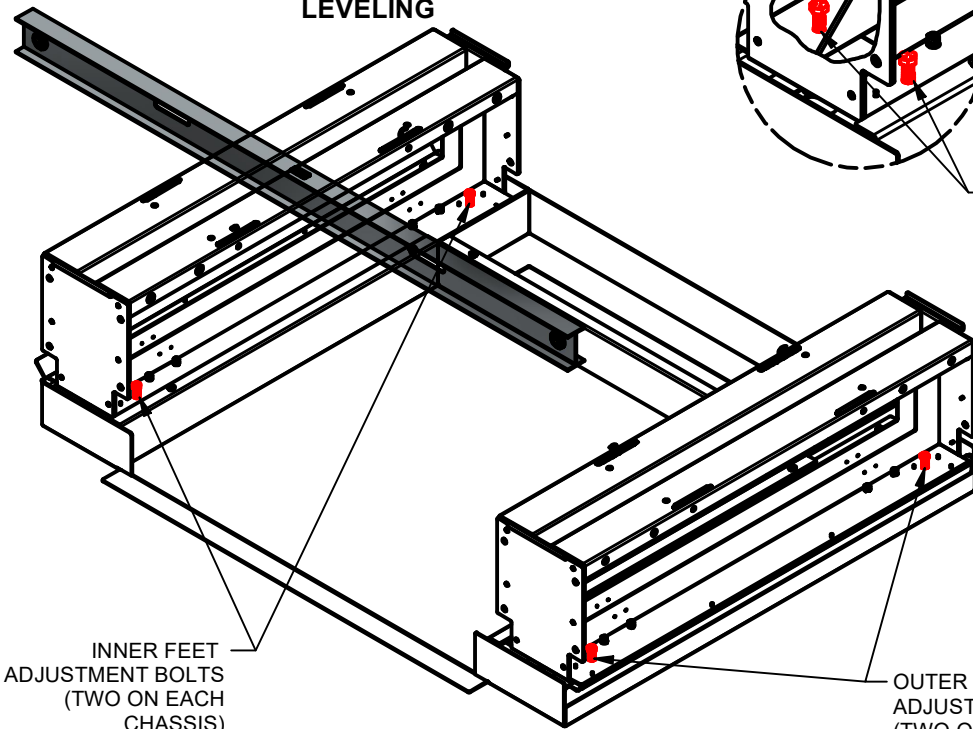
7. Check each chassis for level from side to side. If level, go to step 7.

8. If not level, use a 9/16 socket wrench to adjust (clockwise) the two outer or two inner red bolts evenly at the lowest side until level.

CHASSIS FRONT TO BACK LEVELING



CHASSIS SIDE TO SIDE LEVELING



TURN FEET ADJUSTMENT BOLTS CLOCKWISE (TWO AT LOWEST END)

INNER FEET ADJUSTMENT BOLTS (TWO ON EACH CHASSIS)

OUTER FEET ADJUSTMENT BOLTS (TWO ON EACH CHASSIS)

CHASSIS LEVELING (continued)

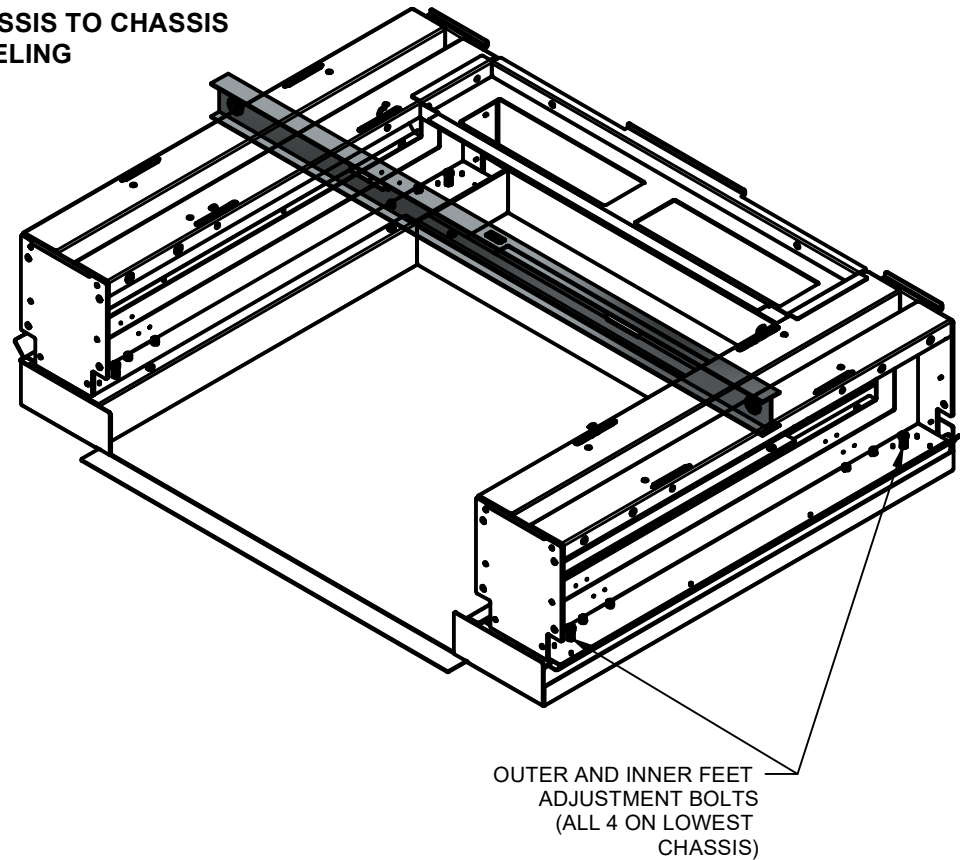
Note: If level is not long enough, use a 2x4 (with straight edges) to span from one chassis to the other. Lay the level on top of the 2x4.

9. Check from chassis to chassis for level. If level, go to step 9.

10. If not level, use a 9/16 socket wrench to adjust (clockwise) all 4 red bolts evenly on the lowest chassis until level.

11. Tighten Bench Support screws installed in step 4 (page 5).

CHASSIS TO CHASSIS LEVELING



BACK WALL PANELS

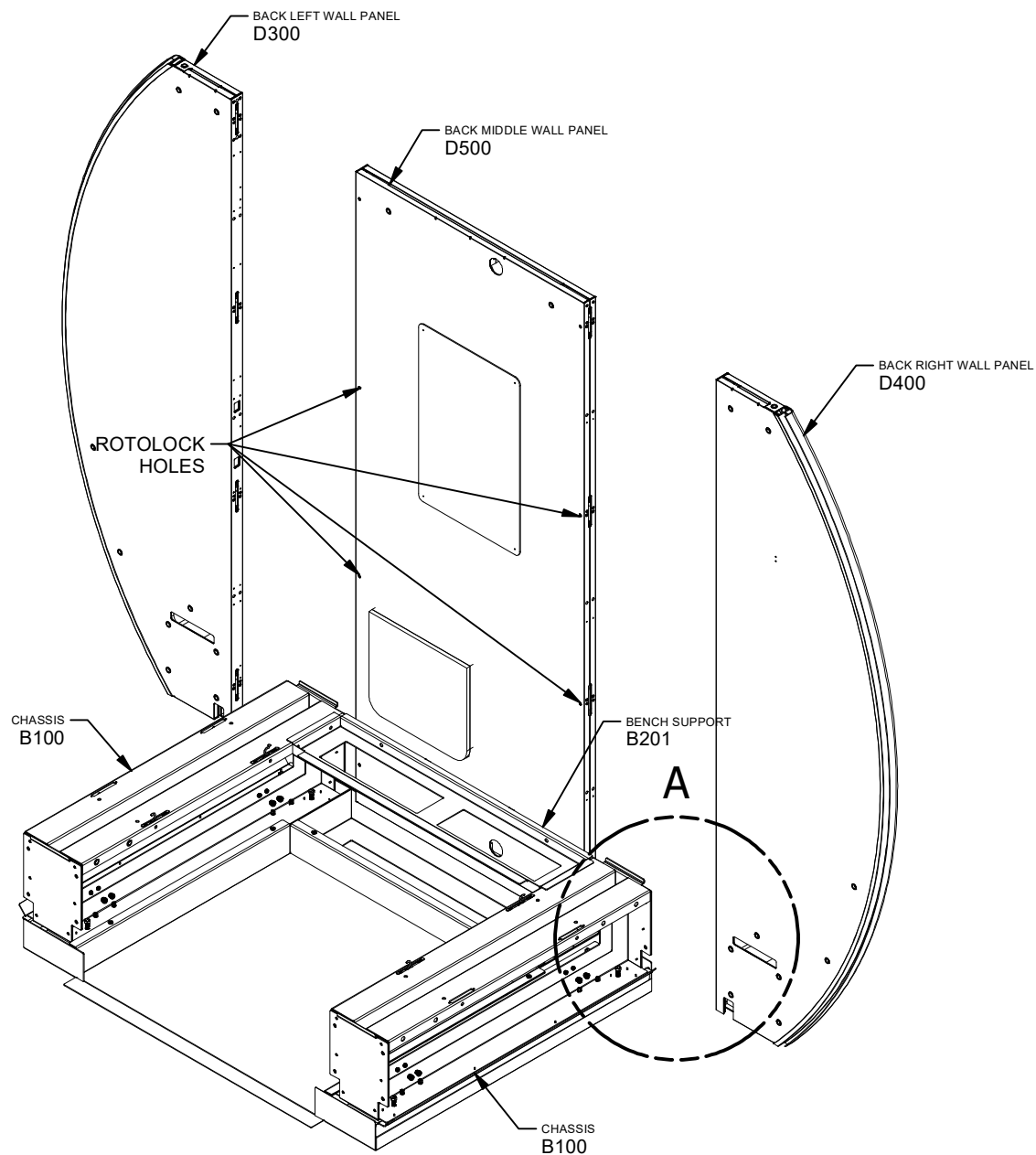
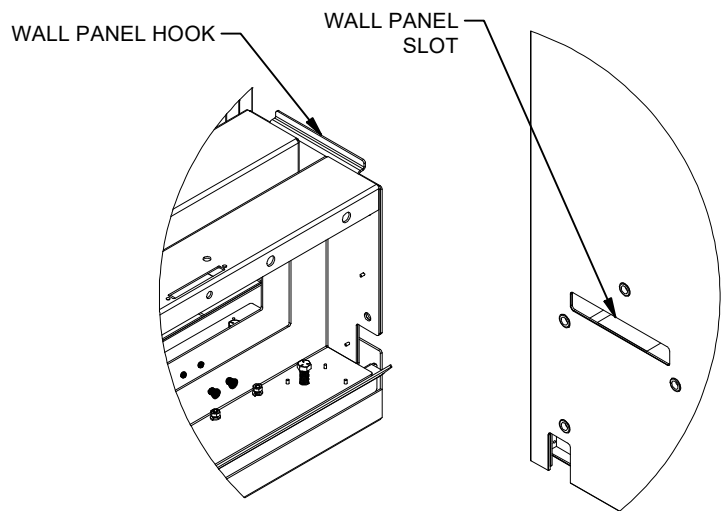
12. Hook Back Middle Wall Panel onto top of Bench Support.

13. Hook Back Left Wall Panel onto top of Left Chassis.

14. Hook Back Right Wall Panel onto top of Right Chassis.

15. Rotolock back panels together with provided allen key.

16. Place Rotolock Caps over holes.



SEATS AND BENCH

Note: See [Page 21](#) if this unit came with the optional Fridge Cabinet.

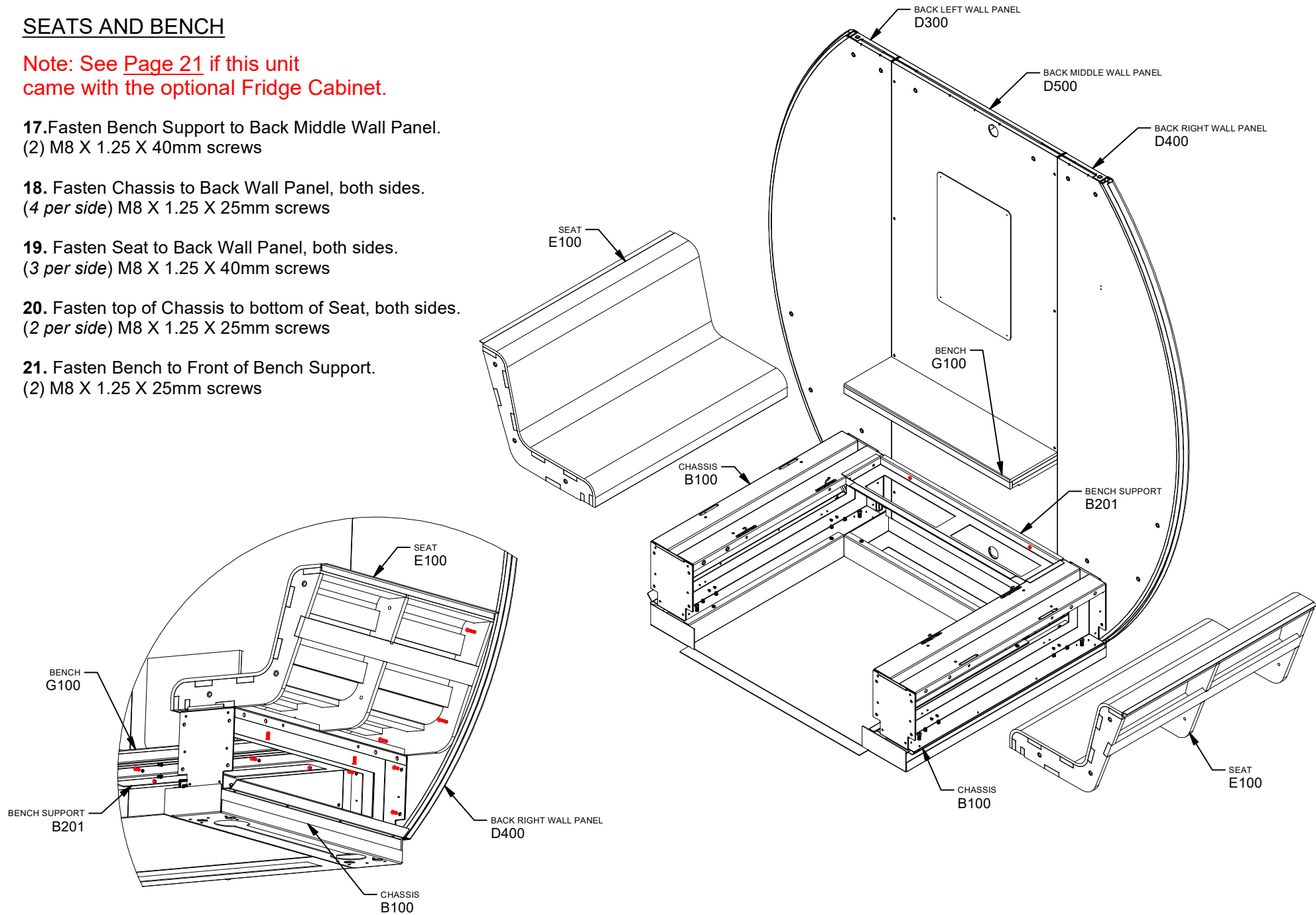
17. Fasten Bench Support to Back Middle Wall Panel.
(2) M8 X 1.25 X 40mm screws

18. Fasten Chassis to Back Wall Panel, both sides.
(4 *per side*) M8 X 1.25 X 25mm screws

19. Fasten Seat to Back Wall Panel, both sides.
(3 *per side*) M8 X 1.25 X 40mm screws

20. Fasten top of Chassis to bottom of Seat, both sides.
(2 *per side*) M8 X 1.25 X 25mm screws

21. Fasten Bench to Front of Bench Support.
(2) M8 X 1.25 X 25mm screws



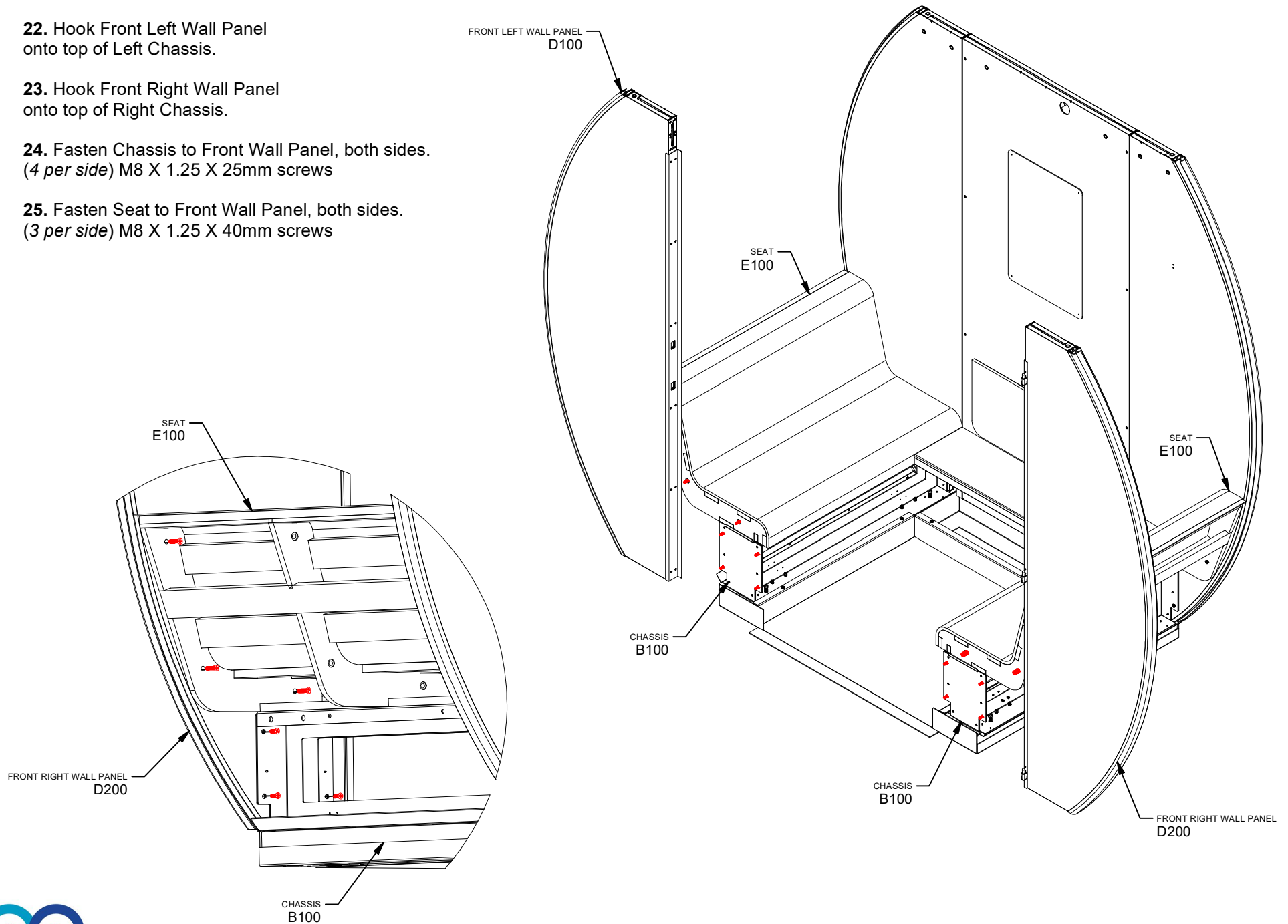
FRONT WALL PANELS

22. Hook Front Left Wall Panel onto top of Left Chassis.

23. Hook Front Right Wall Panel onto top of Right Chassis.

24. Fasten Chassis to Front Wall Panel, both sides.
(4 per side) M8 X 1.25 X 25mm screws

25. Fasten Seat to Front Wall Panel, both sides.
(3 per side) M8 X 1.25 X 40mm screws



HEADER AND ROOF PANS

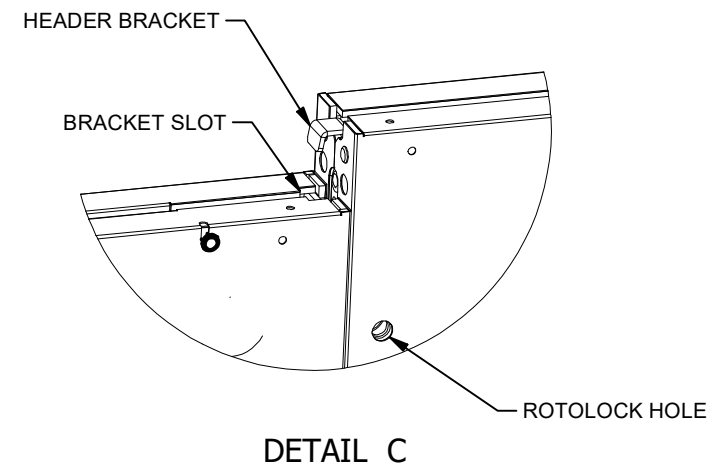
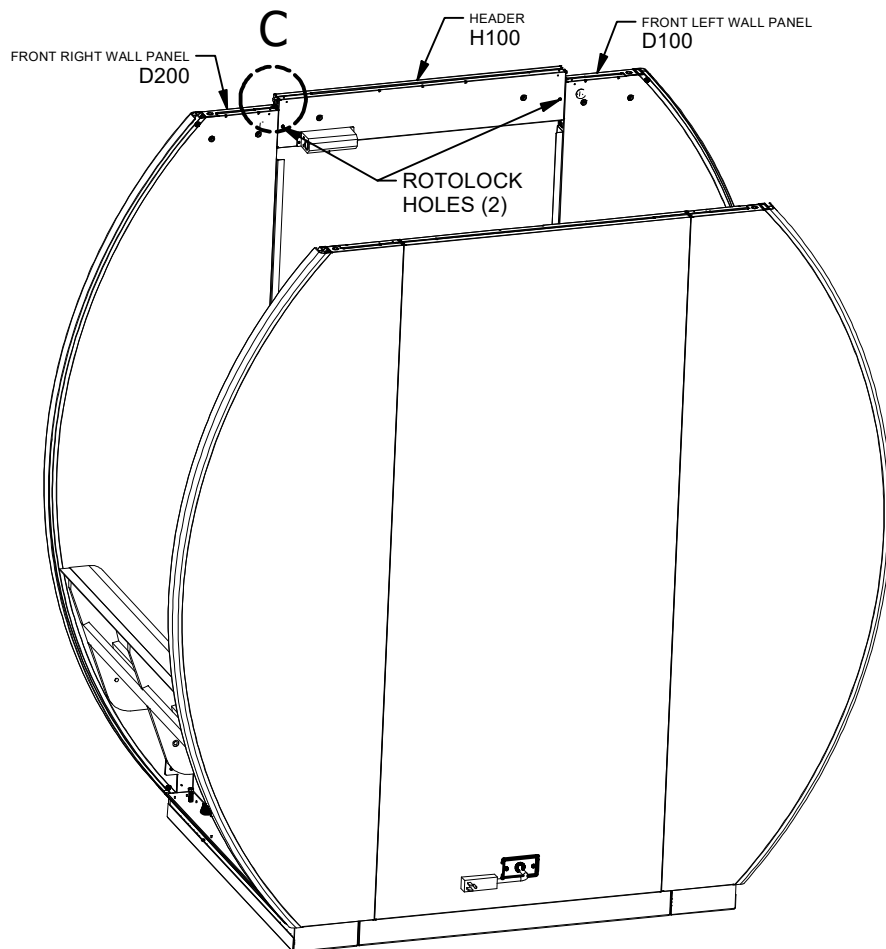
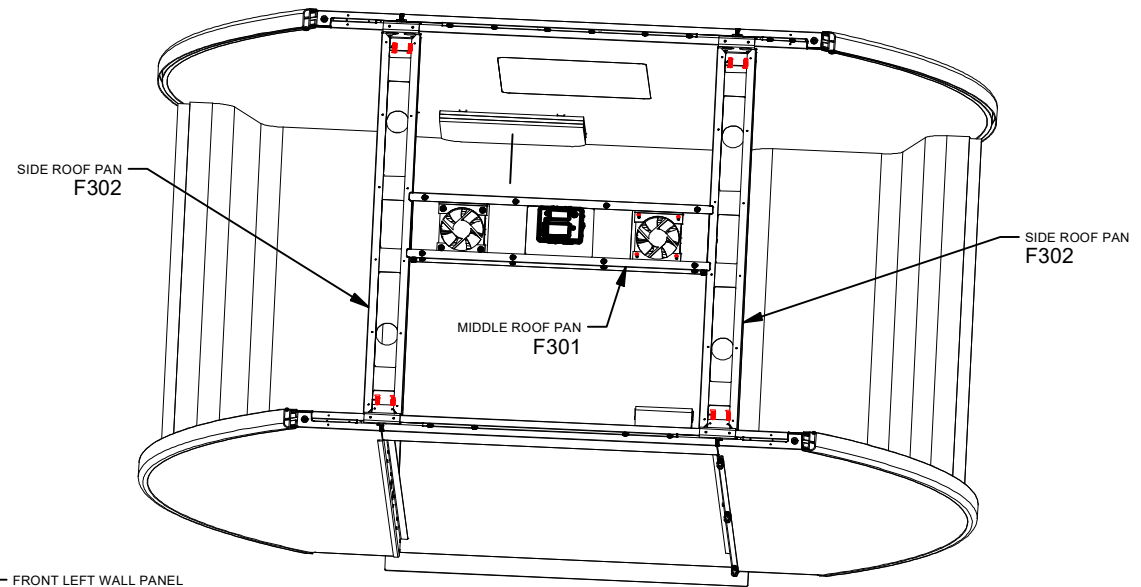
26. Pop Header Brackets into Wall Panel Bracket Slots by pushing downward on Header. Rotolock Header to Front Left Wall Panel and Front Right Wall Panel with provided allen key.

27. Drop Side Roof Pan into slot on top of Wall Panels as shown, both sides. Side Roof Pan with red dots goes on the right. Match up red dots on Middle and Side Roof Pan.

28. Fasten Side Roof Pan to Wall Panels, both sides.
(4 per side) M8 X 1.25 X 25mm screws

29. Drop Middle Roof Pan in between Side Roof Pans, align tabs on Middle Roof Pan with slots in Side Roof Pans.

30. Fasten Middle Roof Pan to Side Roof Pans.
(6) M8 X 1.25 X 25mm screws



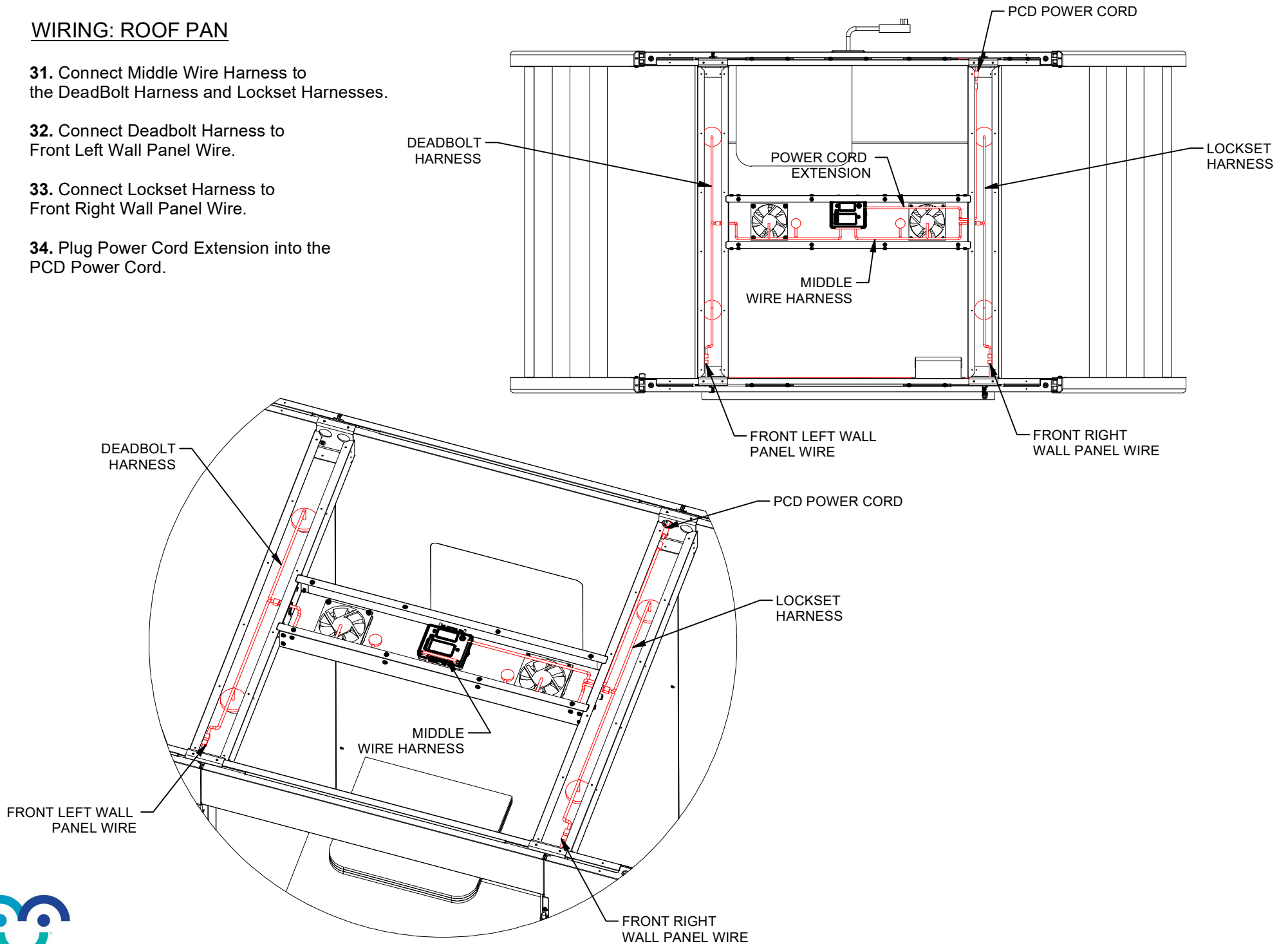
WIRING: ROOF PAN

31. Connect Middle Wire Harness to the DeadBolt Harness and Lockset Harnesses.

32. Connect Deadbolt Harness to Front Left Wall Panel Wire.

33. Connect Lockset Harness to Front Right Wall Panel Wire.

34. Plug Power Cord Extension into the PCD Power Cord.



WIRING: MIDDLE BEAUTY PANEL

Note: See [Page 22](#) if this unit came with the optional Fridge Cabinet.

35. Position Middle Beauty Panel near wires under Bench.

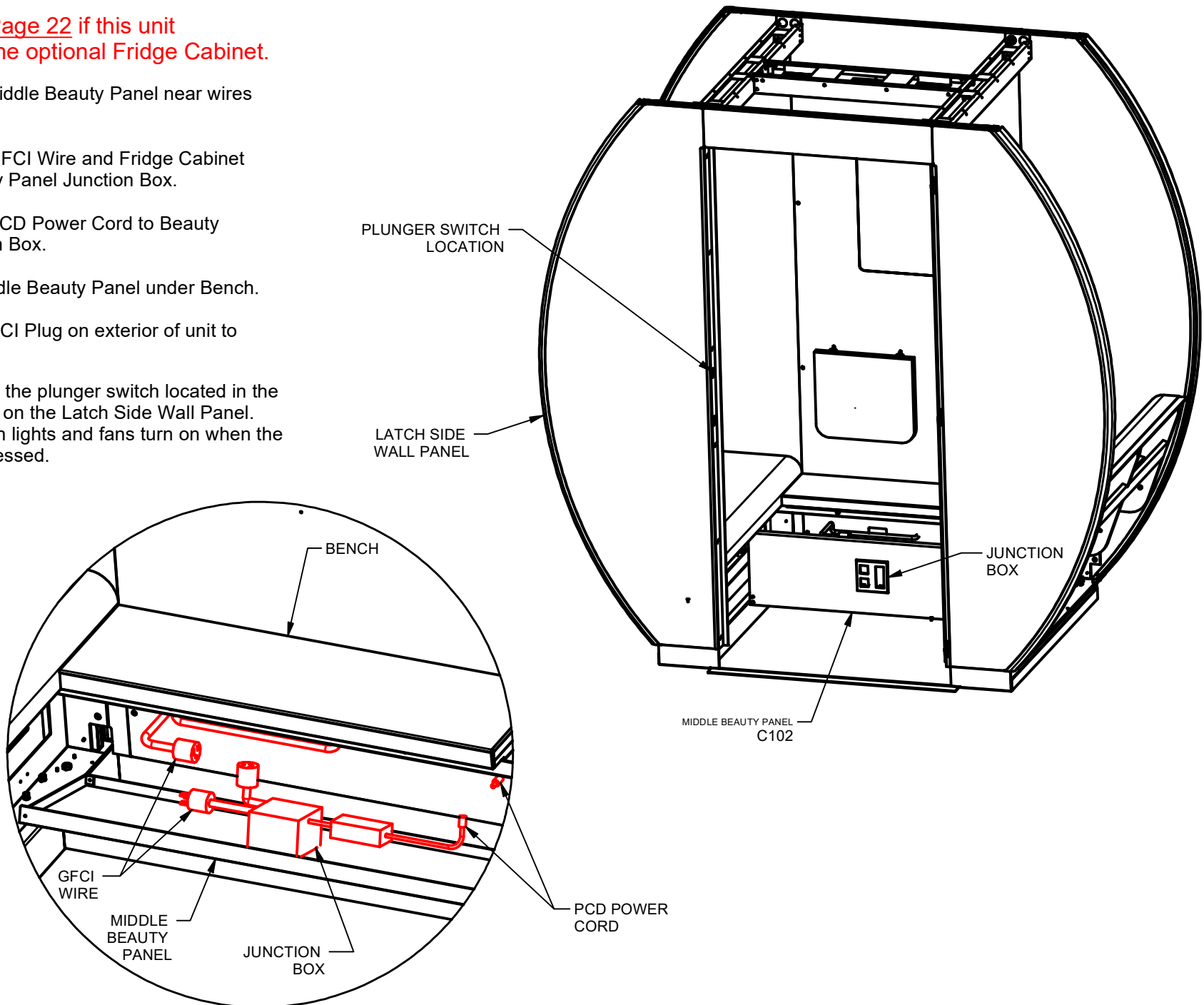
36. Connect GFCI Wire and Fridge Cabinet Wire to Beauty Panel Junction Box.

37. Connect PCD Power Cord to Beauty Panel Junction Box.

38. Install Middle Beauty Panel under Bench.

39. Plug in GFCI Plug on exterior of unit to wall outlet.

40. Hold down the plunger switch located in the dead bolt hole on the Latch Side Wall Panel. Verify that both lights and fans turn on when the switch is depressed.

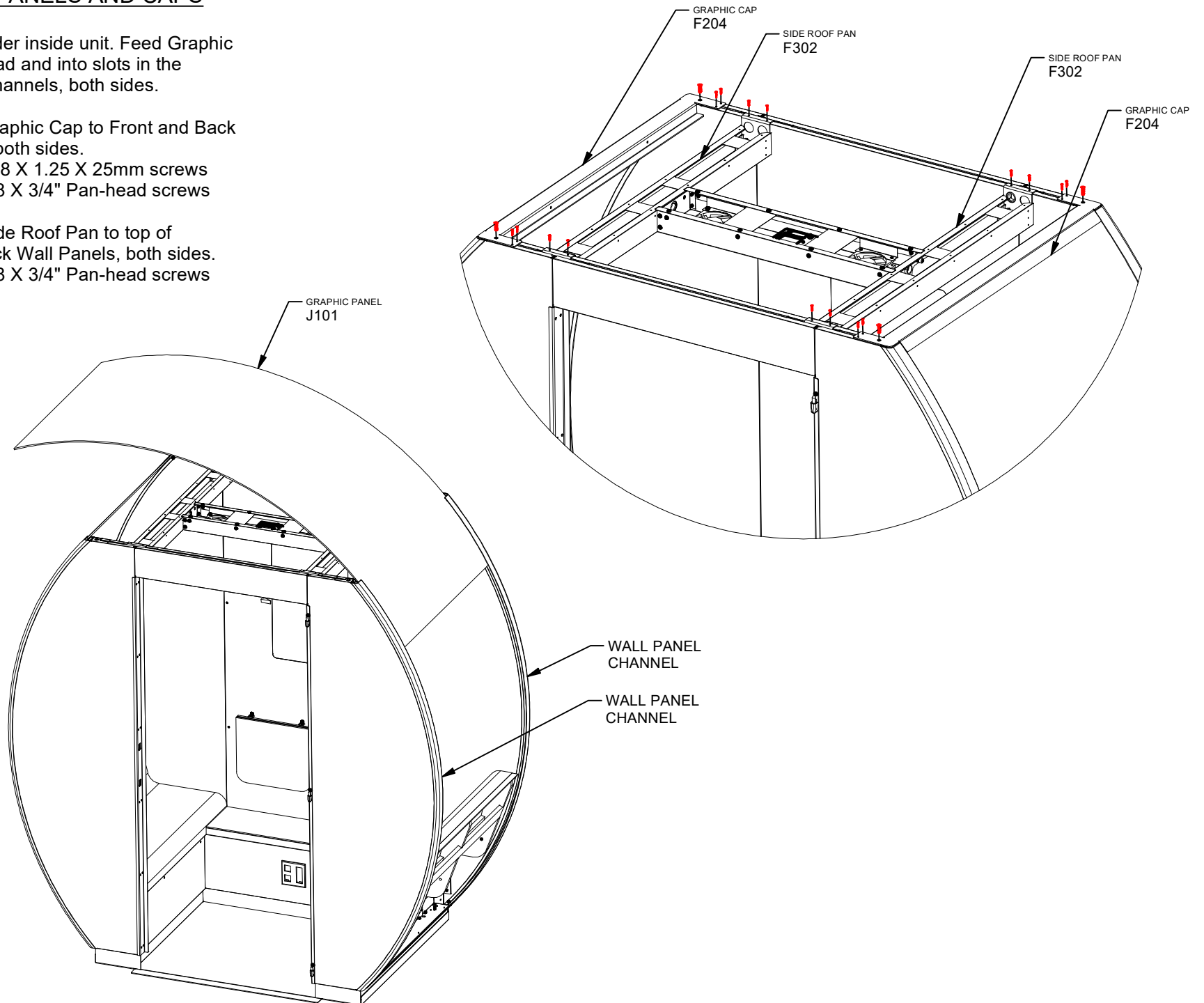


GRAPHIC PANELS AND CAPS

41. Place ladder inside unit. Feed Graphic Panel overhead and into slots in the Wall Panel Channels, both sides.

42. Fasten Graphic Cap to Front and Back Wall Panels, both sides.
(2 *per side*) M8 X 1.25 X 25mm screws
(4 *per side*) #8 X 3/4" Pan-head screws

43. Fasten Side Roof Pan to top of Front and Back Wall Panels, both sides.
(4 *per side*) #8 X 3/4" Pan-head screws



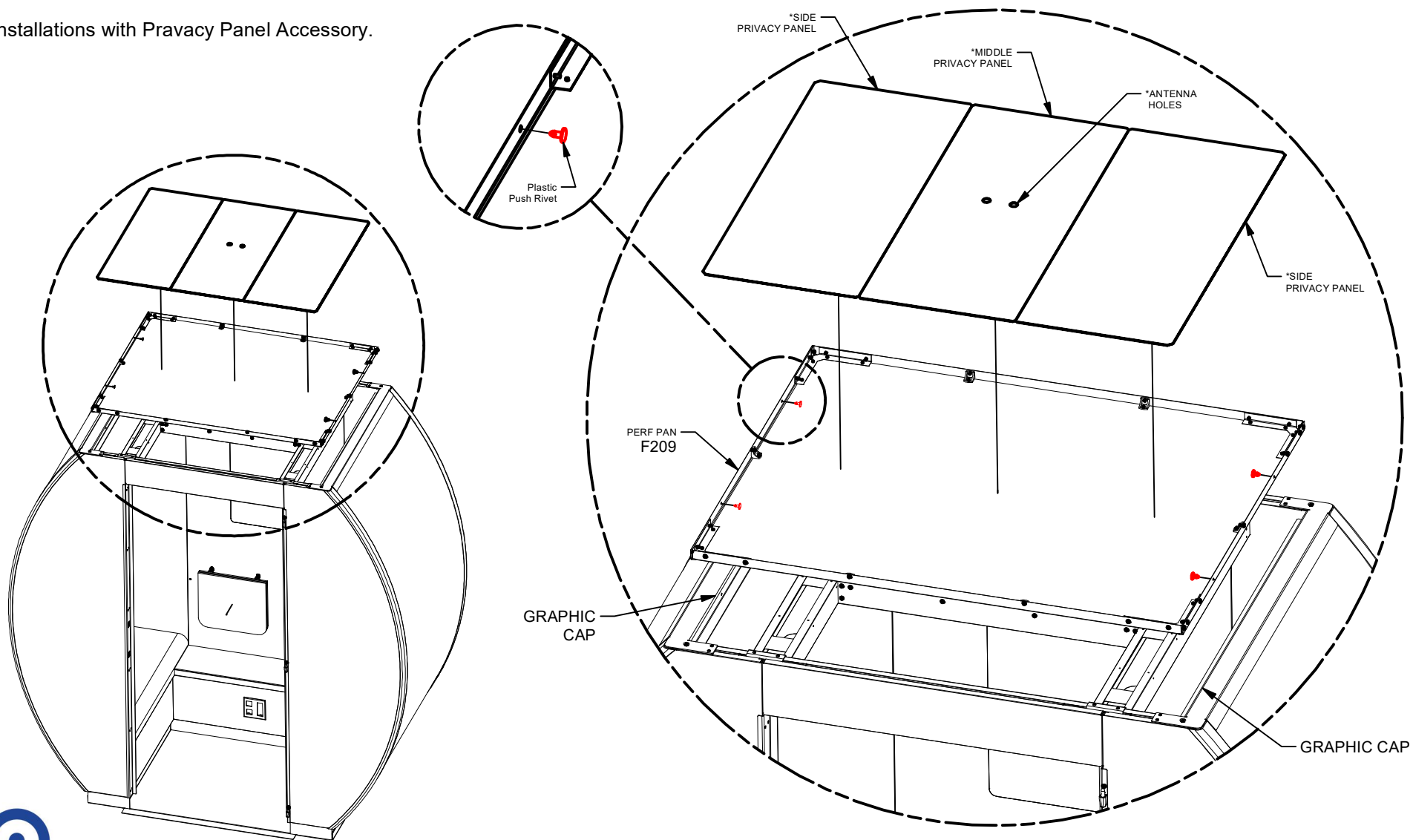
ROOF PERF PAN AND ANTENNA

44. Drop in Perf Pan.

45. Fasten Perf Pan to Graphic Cap, both sides.
(2 *per side*) Plastic Push Rivets.

46. If you have the Privacy Panel Accessory, drop in Side Privacy Panels. Drop in Middle Privacy Panel with antenna holes closer to the back of the Pod (over PCD).

*Installations with Pravity Panel Accessory.

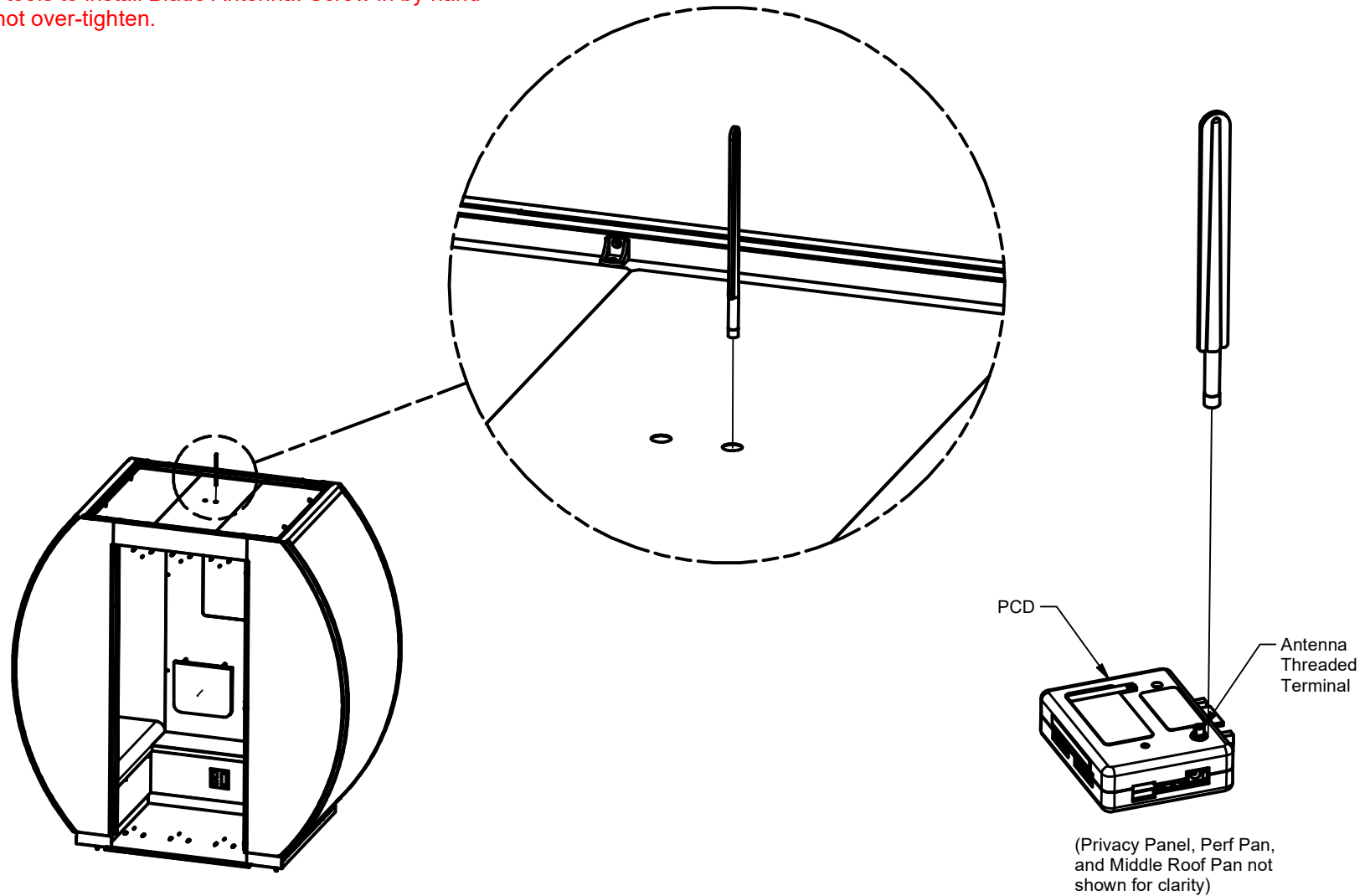


ROOF PERF PAN and ANTENNA

47. Remove the Blade Antenna from the Product Package.

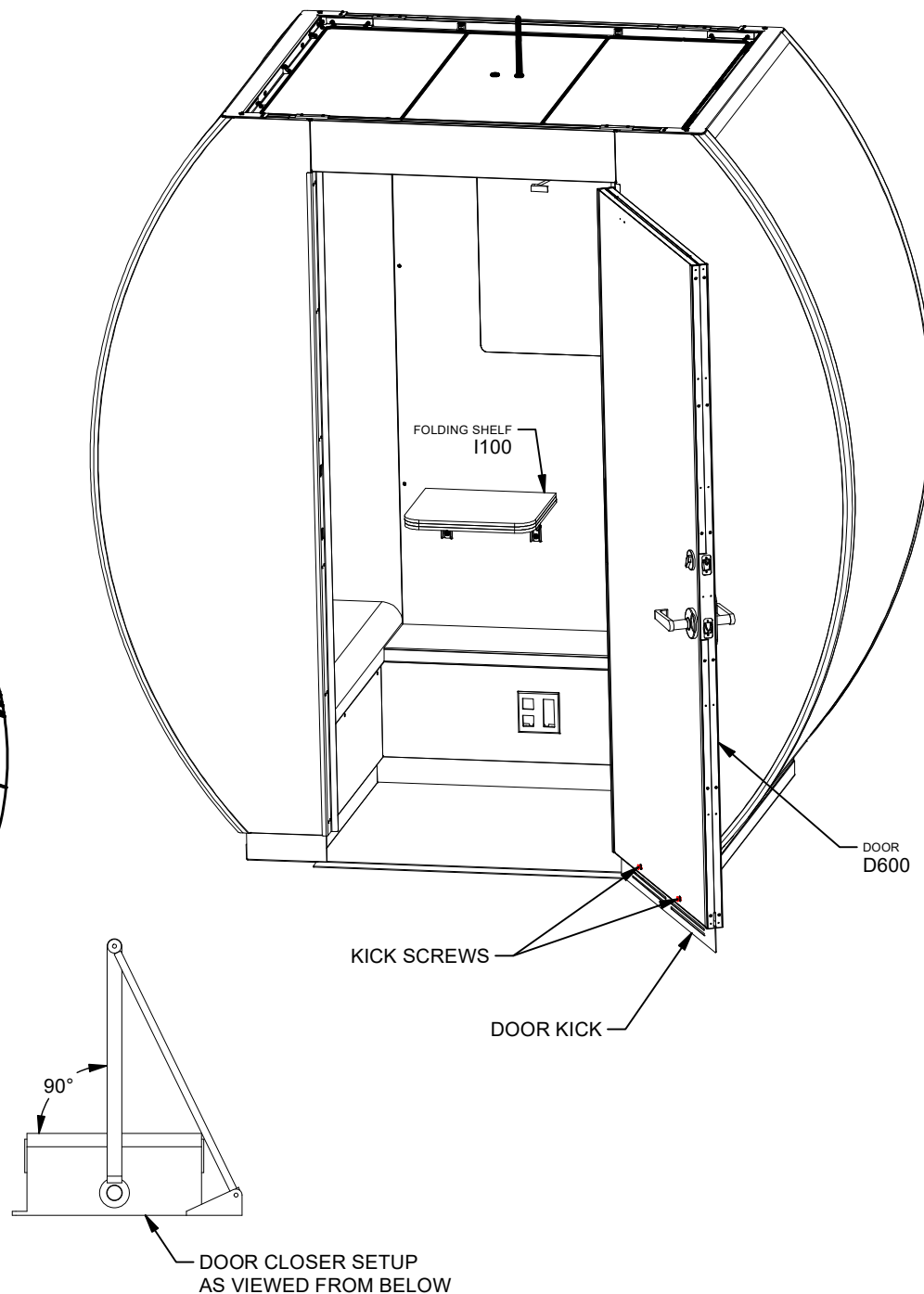
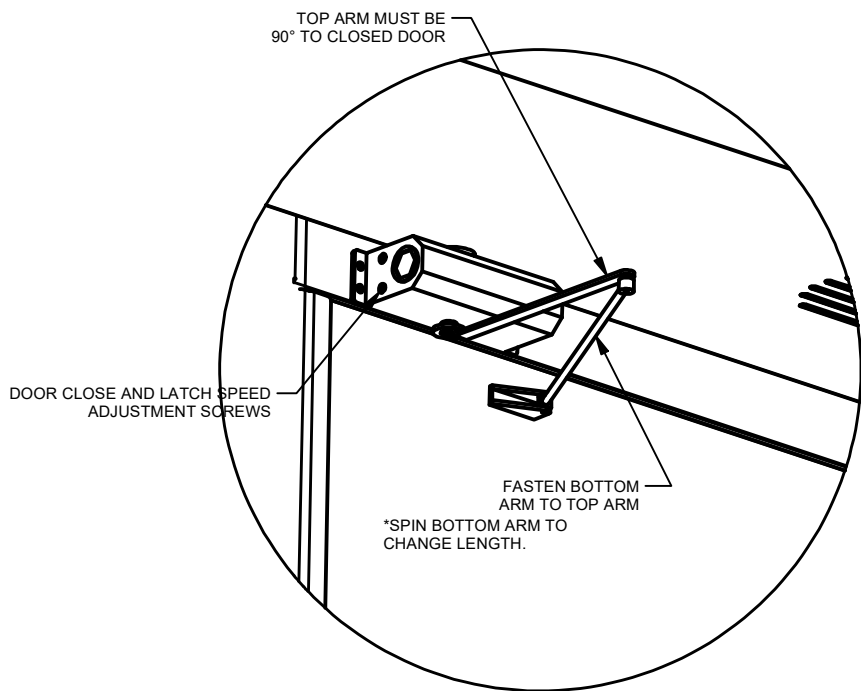
48. Insert the Antenna through the Privacy Panel Accessory (if installed) and Perf Pan screen and screw into the threaded terminal on the PCD.

NOTE: Do not use tools to install Blade Antenna. Screw in by hand until snug, but do not over-tighten.



FOLDING SHELF AND DOOR

49. Flip Folding Shelf up into locked horizontal position.
50. Hang Door and connect door closer arms.
51. Adjust Door Kick so that it sits 1" off the floor. Tighten in place via screws on back of door.
52. Close and open the door. If there is any rubbing or the latch/deadbolt does not operate smoothly, continue to next page for adjustments.
53. If the door and latch are operating smoothly, go to page 18.



DOOR ALIGNMENT

Note: Refer to illustration showing a properly aligned door with equal gaps along the top.

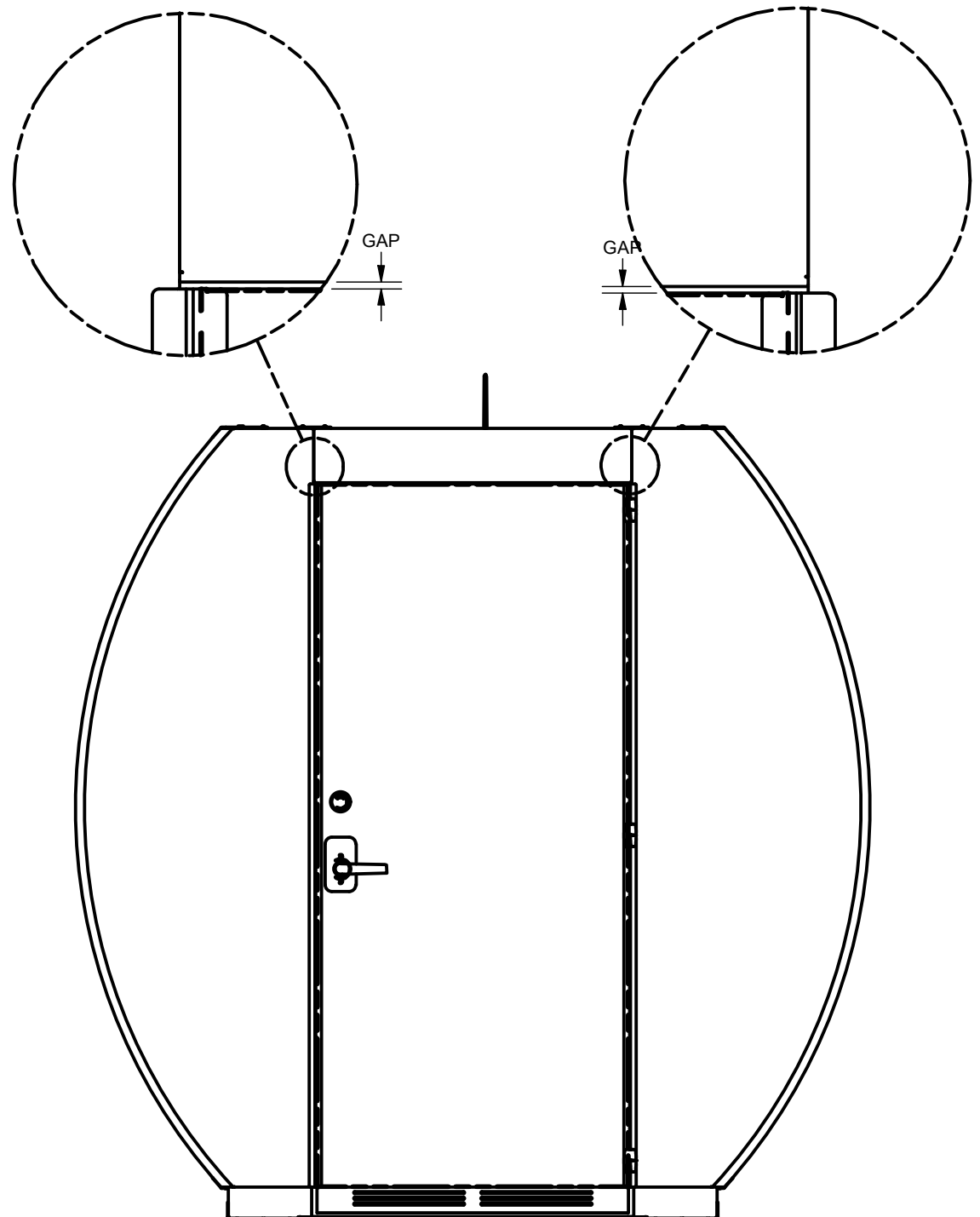
54. Check the gaps at both top corners of the door. Take note of the side with the smallest gap.

55. In the front corner of the pod (on the side nearest the smallest gap above the door) turn the 2 red adjustment bolts equally 2 to 3 full turns clockwise. The front corner will lift slightly. Continue adjustment as needed until both gaps are equal.

56. Check the door, latch, and deadbolt operation. They should be operating smoothly if gaps are equal.

57. Check the 2 red adjustment bolts in the back corner (of the side you adjusted) to ensure they are still contacting the floor. If they are not, turn the feet adjustment bolts clockwise until they touch the floor.

58. Continue to the next page to finish assembly.

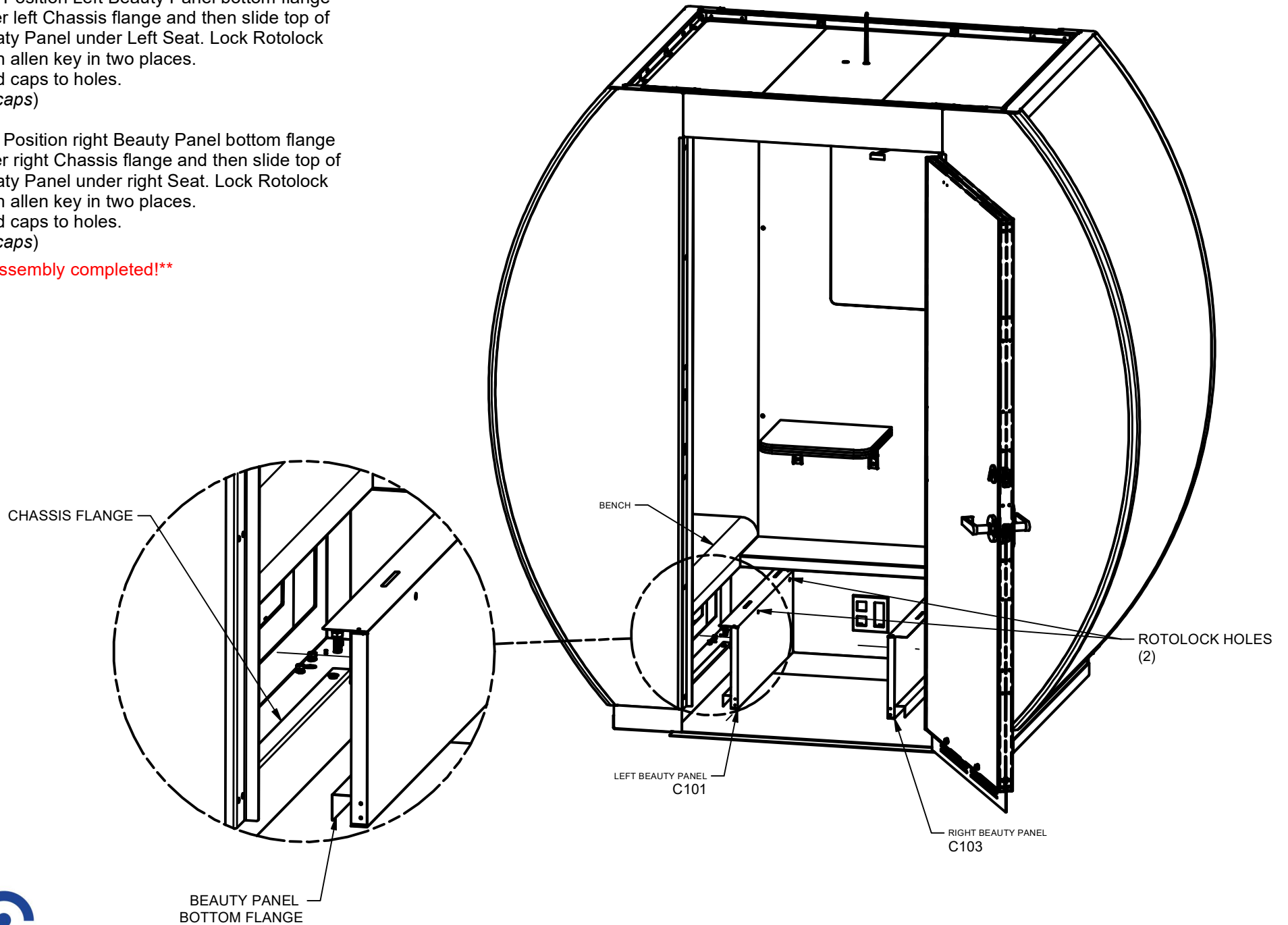


BEAUTY PANELS

59. Position Left Beauty Panel bottom flange over left Chassis flange and then slide top of Beauty Panel under Left Seat. Lock Rotolock with allen key in two places. Add caps to holes.
(2 caps)

60. Position right Beauty Panel bottom flange over right Chassis flange and then slide top of Beauty Panel under right Seat. Lock Rotolock with allen key in two places. Add caps to holes.
(2 caps)

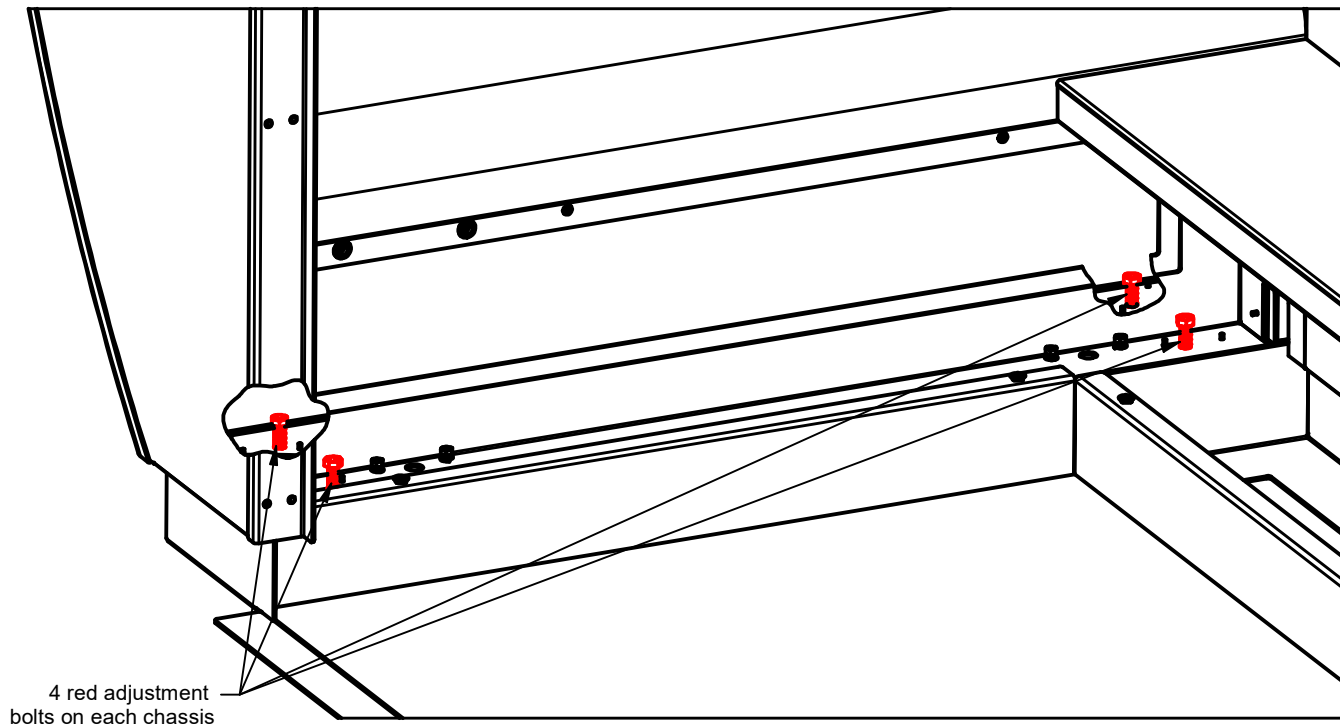
****Assembly completed!****



MOVING THE POD

NOTICE **If unit needs to be moved, the leveling feet must be raised so the weight is on the casters. If you attempt to move the pod with leveling feet lowered, the pod and floor could be damaged.**

61. Remove the beauty panels. See page 25 (explains install - reverse steps for removal).
62. Turn the 8 red adjustment bolts (4 in each chassis) counter-clockwise using a socket wrench until the bolts are fully up. The pod weight is now on the casters.
63. Move the pod to the permanent location.
64. Turn the 8 red bolts (4 in each chassis) clockwise using a socket wrench to lower the feet until they touch the floor. With all 8 feet touching the floor, turn them all 1 to 2 more turns clockwise. The pod weight is now on the Feet.
65. Check door, latch, and deadbolt for smooth operation. If not working properly, see door alignment on page 24.



OPTIONAL FRIDGE CABINET INSTRUCTIONS

FRIDGE CABINET/SEAT AND BENCH

17. Fasten Bench Support to Back Middle Wall Panel.
(2) M8 X 1.25 X 40mm screws

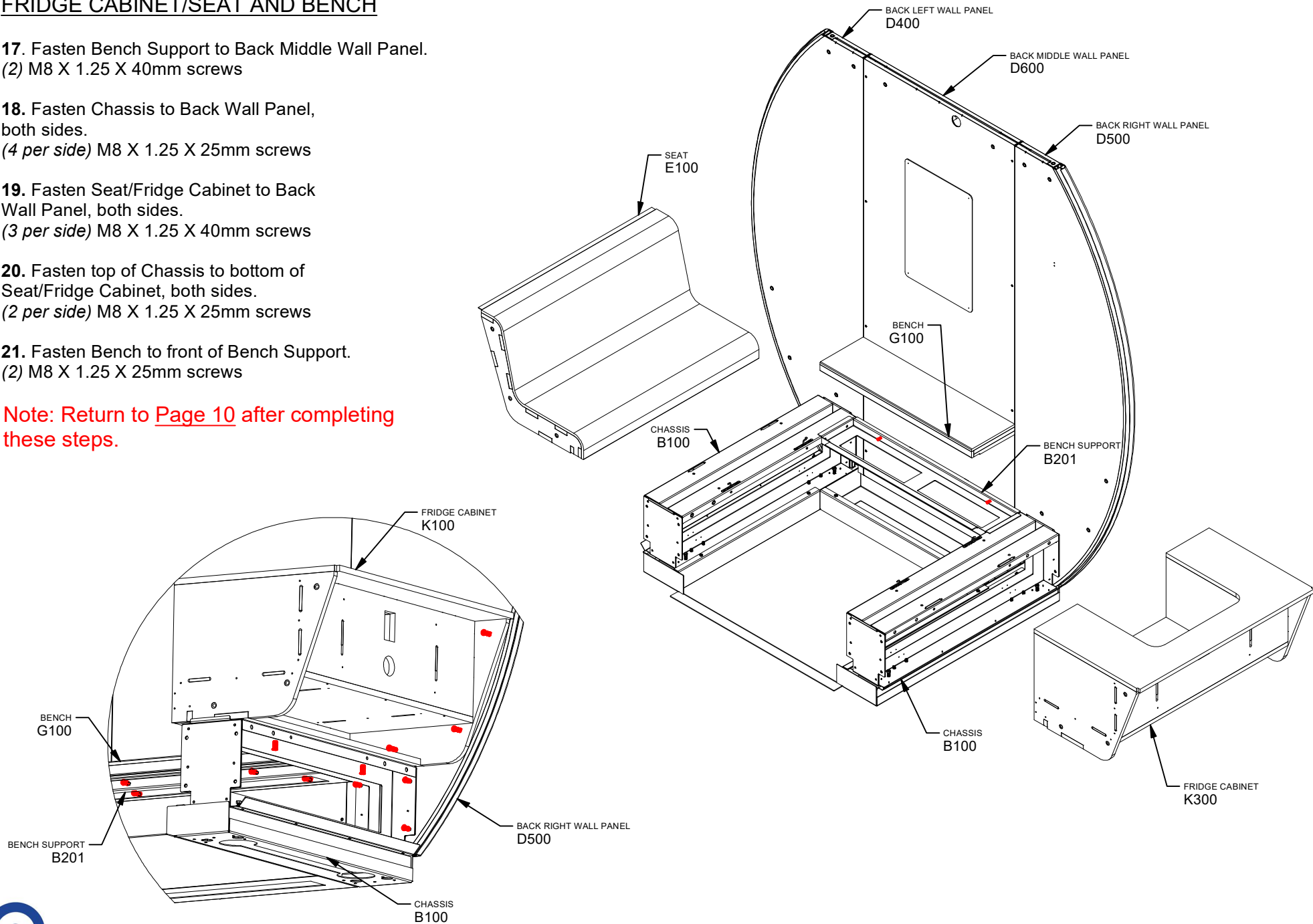
18. Fasten Chassis to Back Wall Panel,
both sides.
(4 *per side*) M8 X 1.25 X 25mm screws

19. Fasten Seat/Fridge Cabinet to Back
Wall Panel, both sides.
(3 *per side*) M8 X 1.25 X 40mm screws

20. Fasten top of Chassis to bottom of
Seat/Fridge Cabinet, both sides.
(2 *per side*) M8 X 1.25 X 25mm screws

21. Fasten Bench to front of Bench Support.
(2) M8 X 1.25 X 25mm screws

Note: Return to [Page 10](#) after completing
these steps.



OPTIONAL FRIDGE CABINET INSTRUCTIONS (continued)

WIRING: FRIDGE CABINET AND BEAUTY PANEL

35. Position Middle Beauty Panel near wires under Bench.

36. Connect GFCI Wire and Fridge Cabinet Wire to Beauty Panel Junction Box.

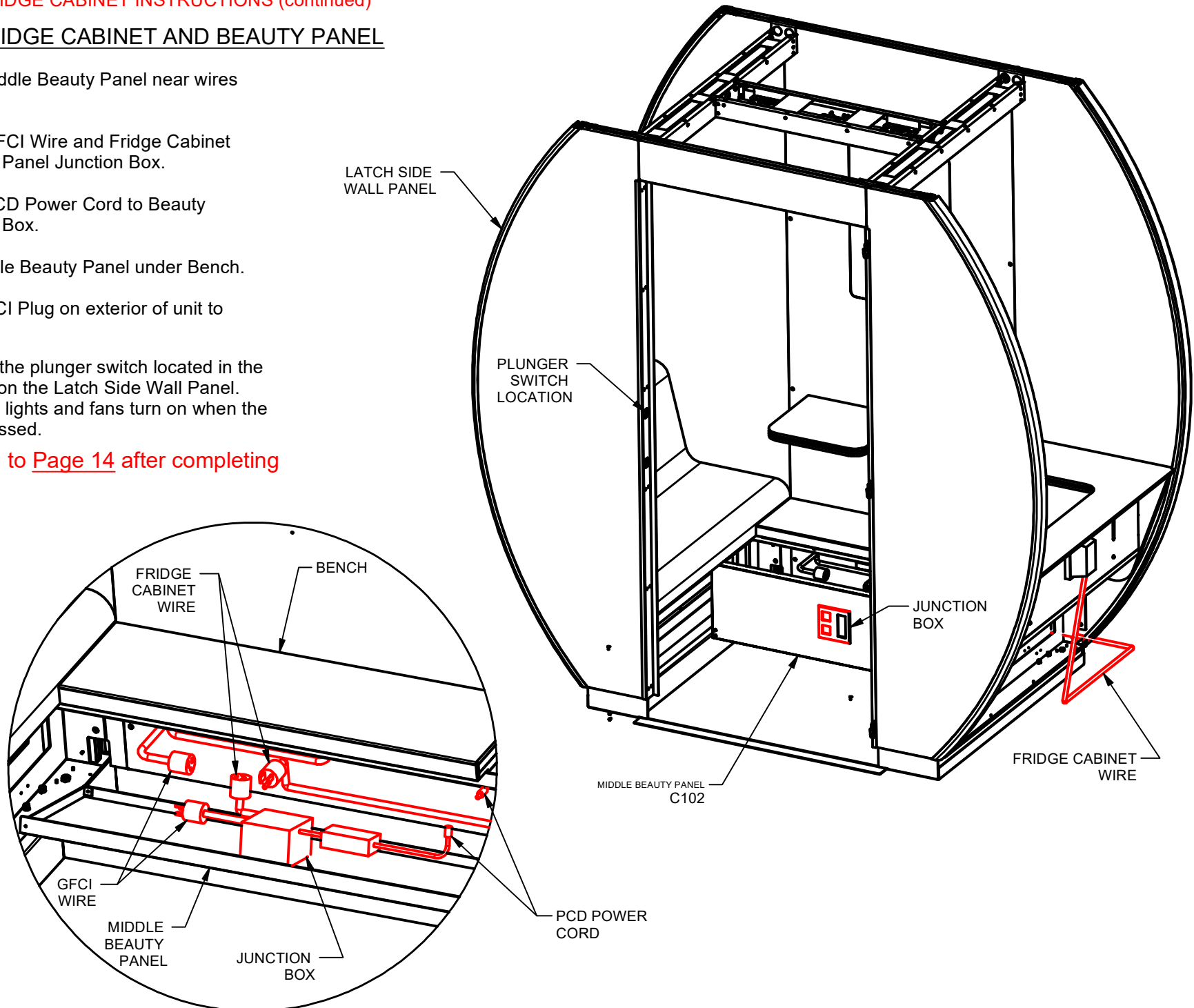
37. Connect PCD Power Cord to Beauty Panel Junction Box.

38. Install Middle Beauty Panel under Bench.

39. Plug in GFCI Plug on exterior of unit to wall outlet.

40. Hold down the plunger switch located in the dead bolt hole on the Latch Side Wall Panel. Verify that both lights and fans turn on when the switch is depressed.

Note: Return to [Page 14](#) after completing these steps.





Post-Installation Checklist

Congrats on your new addition and welcome to the Mamava family! Once your pod is installed, please check to make sure everything is fully functional. Then complete this form to get your pod listed on our free Mamava lactation space locator app so breastfeeding parents can find it.

Signature: _____ Date: _____

Printed name: _____

Pod serial number: _____

Store your Mamava owner's manual, assembly guide, brass key, and small deadbolt key in a safe location. Questions or concerns? Please contact us at service@mamava.com or (802) 347-2111, x2.

Test Your Pod

- There is an even space around the door. Yes No
- Keypad code unlocks pod (8008 for Schlage lock, 8008# for Linnea lock).* Yes No
- Door closes easily without rubbing against the doorframe. Yes No
- Deadbolt fully engages without any friction. Yes No
- Interior lights and fans turn on automatically when the door opens. Yes No
- Interior lights and fans stay on while pod is occupied. Yes No
- All outlets (standard and USB port) work. Yes No

*Lock Types:



Tell Mamava Your Pod Is Ready

- Take a horizontal photo of your pod in its installed location for our app. Be sure to remove any packing materials and get a clean shot from 8' away.
- Fill out and return this form, along with the photo of your pod, to **customersuccess@mamava.com**.
- Locate the serial number on the white label inside the door frame (it starts with MMV or FCD #####).
- 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 black marker.