



ASSEMBLY INSTRUCTIONS

Office pod

LIA150



Please read this manual before using the product and follow the instructions it contains!

GENERAL

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Assembly	8

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FOREWORD

Congratulations on purchasing your new office telephone booth. The telephone booth is made of high-quality materials, specially designed for long-lasting and reliable use. For your own safety and to ensure the telephone booth functions correctly, please read and follow these installation instructions carefully before setting it up. Keep these instructions in a safe place. Check the telephone booth for any damage that may have occurred during transport. Damaged telephone booths must not be used. The telephone booth is designed for concentrated work in a quiet environment. Any liability for damage resulting from incorrect assembly is excluded. The operator is responsible for ensuring correct assembly by trained and authorised personnel.

TECHNICAL DATA

GENERAL

Type	Unit	Value
External dimensions	mm	1500 x 1250 x 2348
Internal dimensions	mm	1370 x 1206 x 2128
Room area	m ²	1.86
Total weight	kg	360
Door weight	kg	60
Wall thickness side wall	mm	53
Wall thickness rear wall	mm	10
Floor thickness	mm	16
Roof thickness	mm	92
Floor load	kg	2000
Roof load	kg	200
Height levelling feet	mm	25 – 75
Max. Load levelling foot	kg	600
Sound insulation	db	29
Fire protection class		B2
Frosted glass		–

FAN

Type	Unit	Value
Fan diameter	mm	250
Volume	db	32
Fan material		Polybutylene Terephthalate
Fan rotation speed	rpm	750
Power	W	24

CEILING LIGHT

Type	Unit	Value
Lamp type		LED
Inner diameter light	mm	300
Outer diameter light	mm	500
Light colour	K	4000
Luminous flux	lm	12600
Input current light	A	0.214

POWER SUPPLY

Type	Unit	Value
Cable length	mm	3000
Mains voltage	V	230
Mains frequency	Hz	50
Input current	A	10/16
Connections/interfaces		EU two-pole earthed plug, USB-A, USB-C

TABLE

Type	Unit	Value
Table width	mm	1365
Table depth	mm	400
Table height	mm	24
Table material		Wood
Table surface		Melamine
Table colour		White
Max. Load table	kg	35

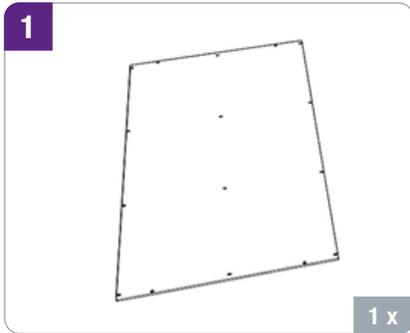
CHAIR

Type	Unit	Value
Seats		2
Seat height	mm	610 – 810
Seat width	mm	380
Seat depth	mm	300
Backrest height	mm	250
Backrest width	mm	250
Footrest height	mm	210
Footrest width	mm	300
Chair weight	kg	1.38

ROLLERS

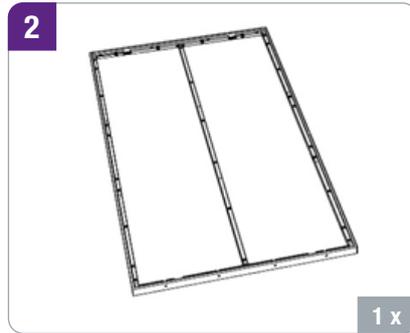
Type	Unit	Value
Quantity		4
Roll width		75
Roll diameter		50
Max. Roll load	kg	75
Roll material		Steel

PARTS LIST



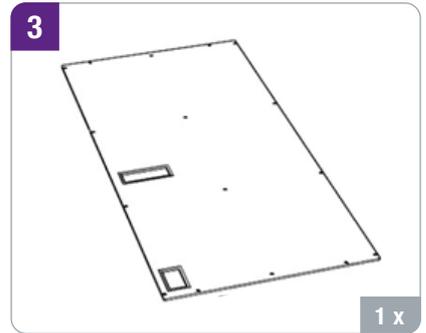
Left inner side wall

1 x



Left outer side wall

1 x



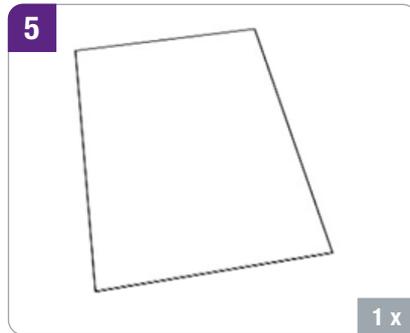
Right inner side wall

1 x



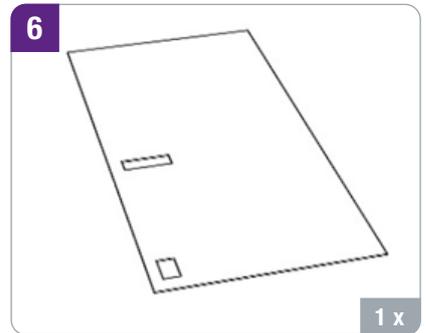
Right outer side wall

1 x



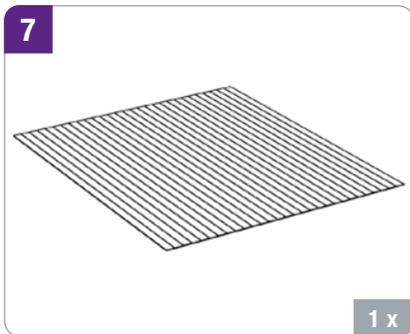
Left sound-absorbing surface

1 x



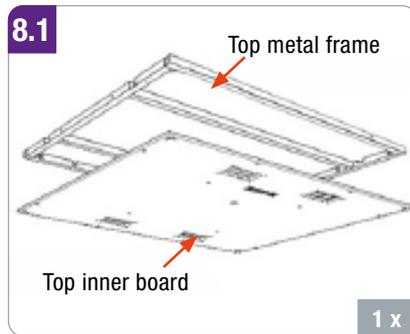
Right sound-absorbing surface

1 x



Floor covering

1 x



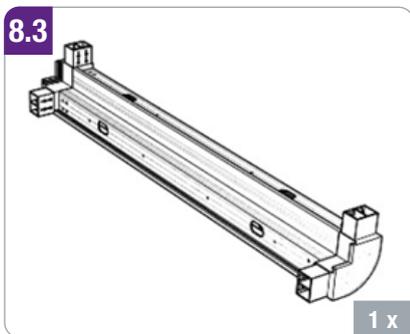
Roof panel with support frame

1 x



Aluminium frame for roof

1 x



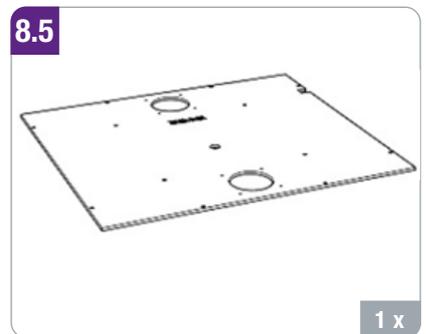
Aluminium frame for roof with cable recess

1 x



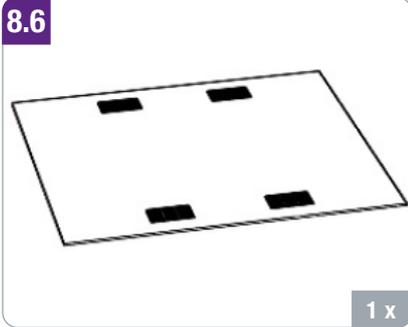
Aluminium rails for roofs

2 x

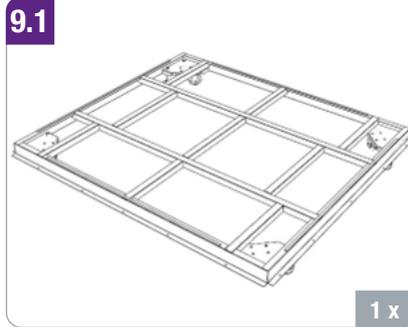


Outer panel for roof

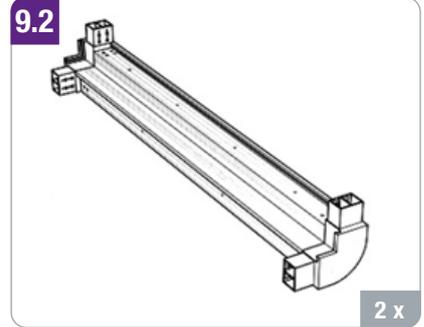
1 x



Sound-absorbing surface for roof



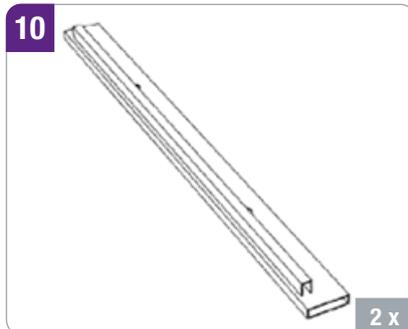
Base plate with bracing



Aluminium frame for floor



Aluminium rails for flooring



Short door stop



Long door hinge



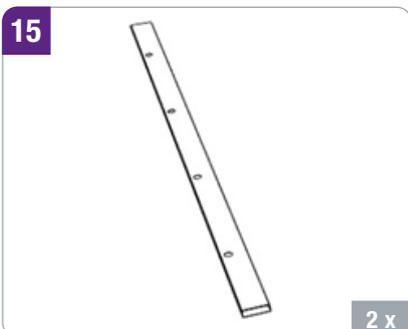
Centre rail for doors



Long stop for front glass



Short stop for front glass



Short stop for glass back panel



Long stop for glass back panel



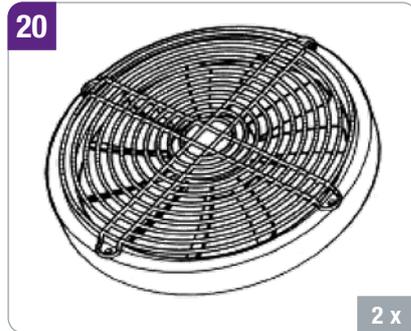
Aluminium profile with key recess



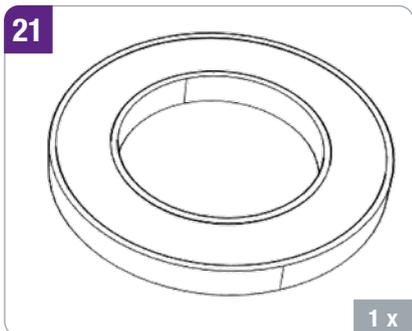
Aluminium profile for corner



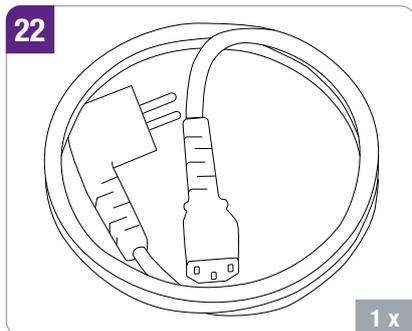
Transformer



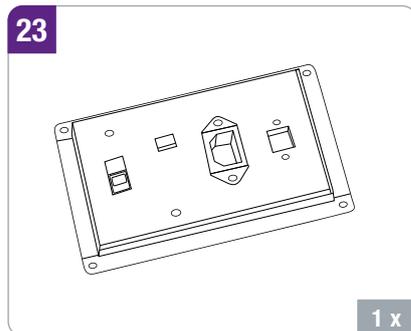
Fan



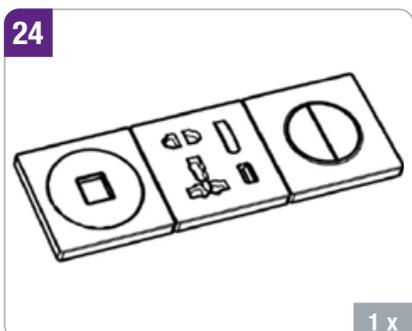
Ceiling light



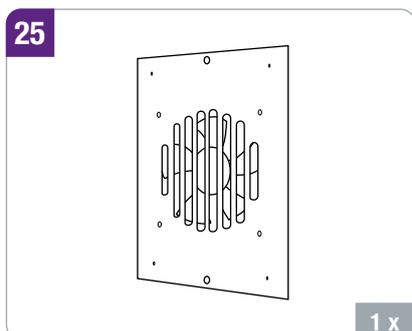
Power cable for external connection



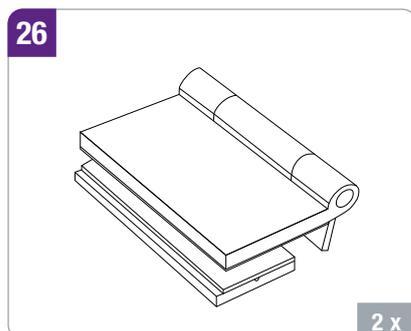
Connection box



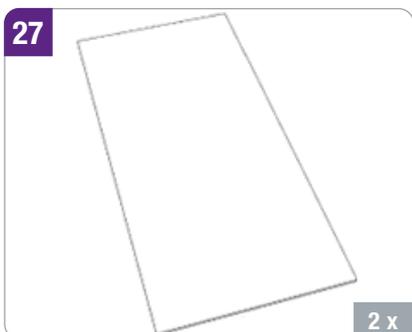
Network socket, charging station & switch



Small fan



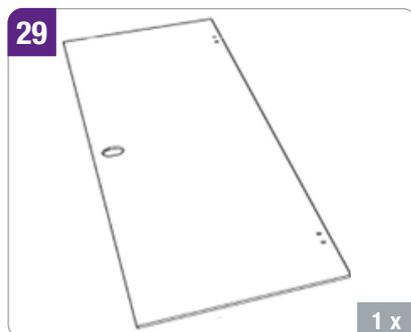
Hinge



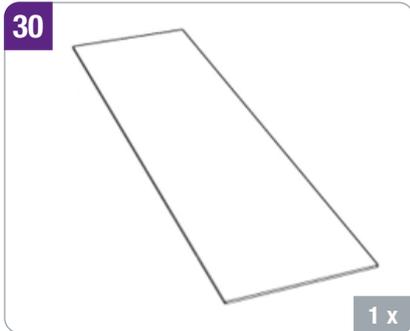
Glass back panel



Sealing strip for glass rear panel

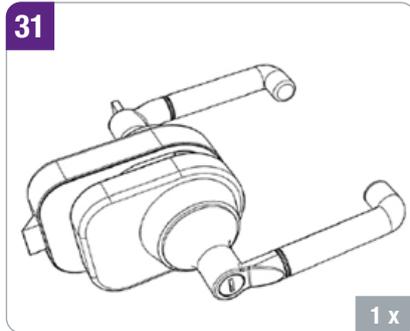


Glass door



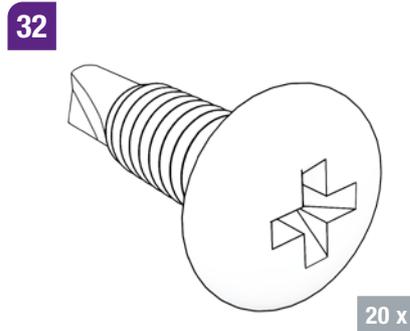
30 Front glass

1 x



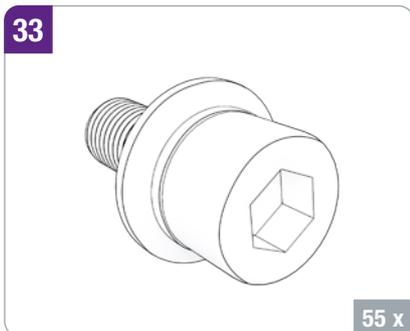
31 Door handle with lock

1 x



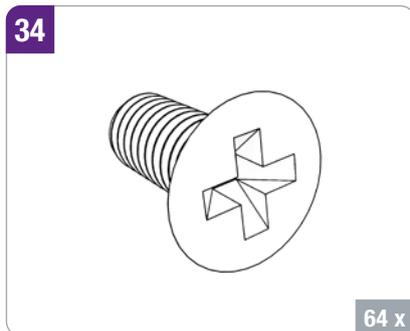
32 M4x16 Self-tapping metal screw

20 x



33 M6x16 hexagon socket screw

55 x



34 M4x8 cross-head slotted screw

64 x



35 M4x8 round head screw

56 x



36 M5x12 cross-head flat head screw

10 x



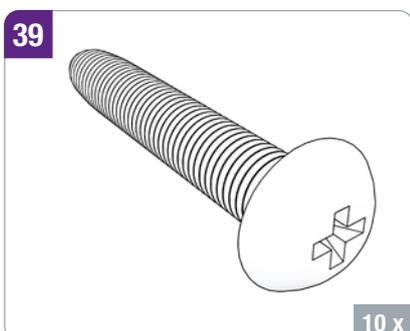
37 M4x10 round head screw

15 x



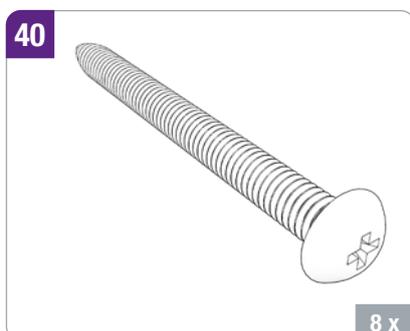
38 M4x20 Phillips round head screw

60 x



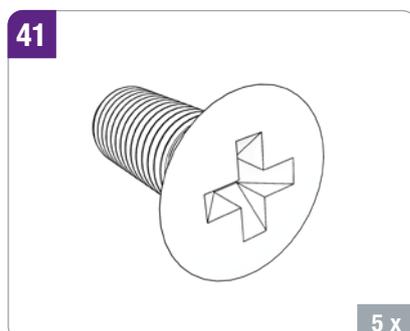
39 M4x25 cross-head round head screw

10 x



40 M4x45 round head screw

8 x



41 M4x45 round head screw

5 x

ADDITIONAL ASSEMBLY TOOLS REQUIRED:

- Phillips screwdriver
- Cordless screwdriver with Phillips bit
- Cutter knife

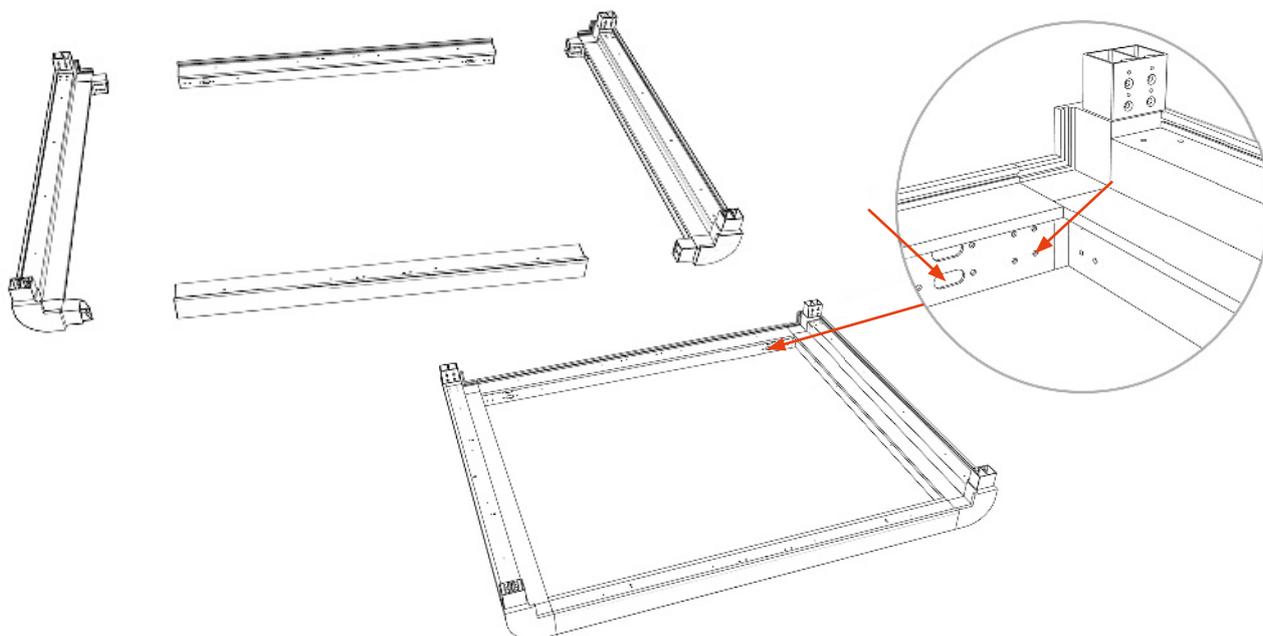
ASSEMBLY

STEP 1

MATERIAL:

- Aluminium frame for floor (9.2)
- Aluminium rails for floor (9.3)
- M6x16 hexagon socket screw (33)
- M4x8 cross-head flat head screw (34)

Insert the aluminium frames (9.2) into the aluminium rails (9.3) and screw them together using the M6x16 hexagon socket screws (33). When doing so, pay attention to the alignment of the rails and the seals. These must be positioned in the appropriate recesses. Finally, screw in the M4x8 Phillips flat head screws (34).

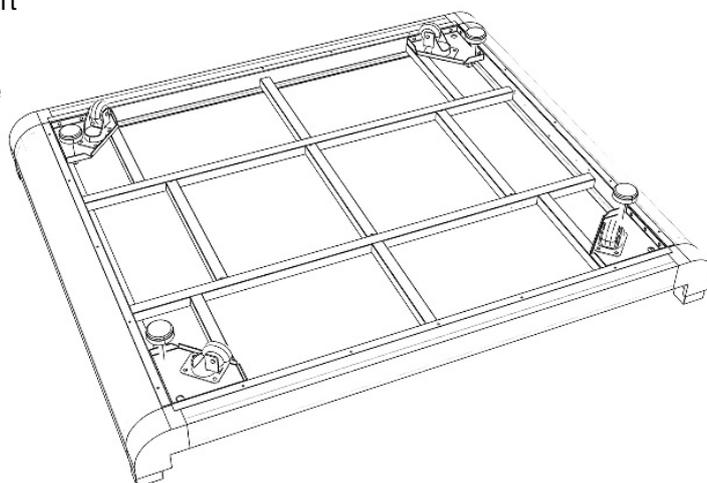


STEP 2

MATERIAL:

- Base plate with strut (9.1)
- M4x16 self-tapping metal screw (32)

Turn the assembled aluminium frame upside down. Insert the base plate (9.1) and screw it in place using the self-tapping metal screws (32). If necessary, unscrew the levelling feet to ensure that the frame is stable. Turn the plate back over again.

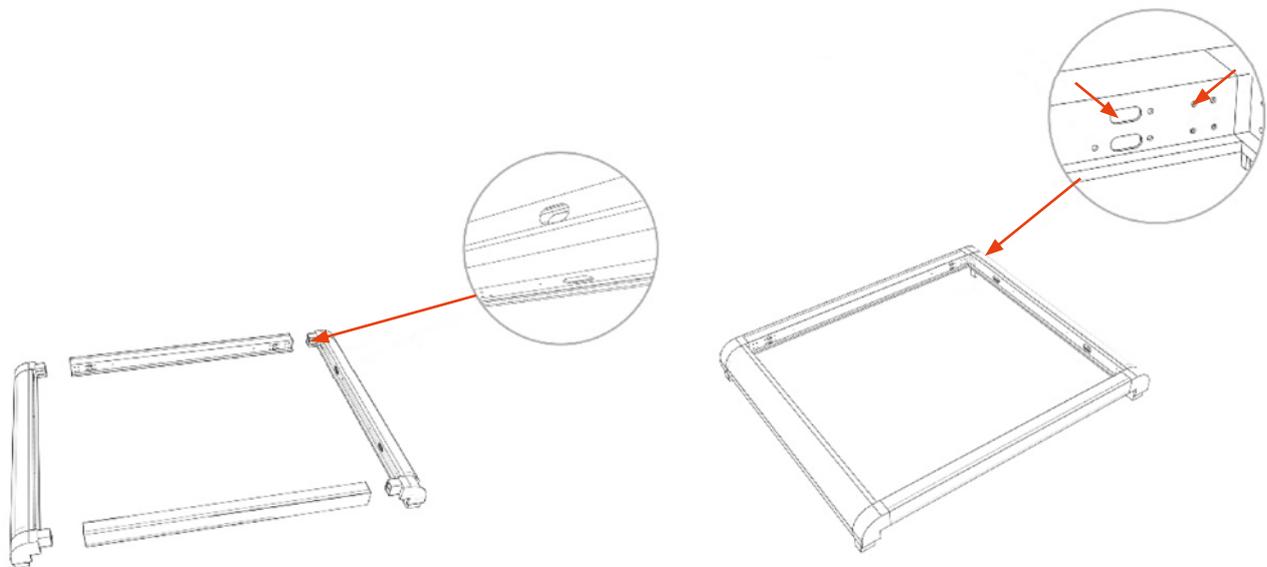


STEP 3: ROOF MODULE INSTALLATION

MATERIAL:

- Aluminium frame for roof (8.2)
- Aluminium frame for roof with cable recess (8.3)
- Aluminium rails for roof (8.4)
- M6x16 hexagon socket screw (33)
- M4x8 cross-head flat head screw (34)

Insert the aluminium frames (8.2 & 8.3) into the aluminium rails (8.4) and screw them together using the M6x16 hexagon socket screws (33). When doing so, pay attention to the alignment of the rails, the seals and the position of the cable recess. Finally, screw in the M4x8 Phillips flat head screws (34).

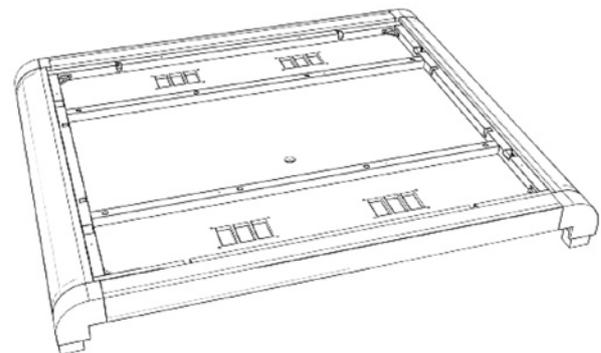


STEP 4:

MATERIAL:

- Roof plate with support frame (8.1)
- M4x20 Phillips round head screw (38)

Insert the roof panel (8.1) into the aluminium frame and screw it in place using the M4x20 Phillips round head screws (38). When doing so, also pay attention to the recesses for the cable moulds.

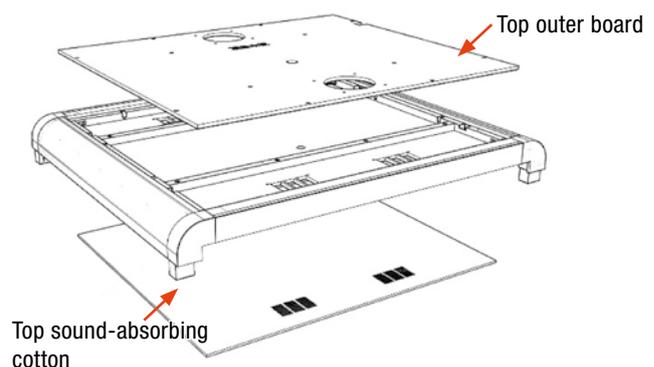


STEP 5:

MATERIAL:

- Outer panel for roof (8.5)
- Sound-absorbing surface for roof (8.6)
- Nail gun
- M4x20 Phillips round head screw (38)
- Place the outer panel (8.5) on the assembled

Roof module. Screw this in place using the M4x20 Phillips round head screws (38). Turn the roof module over and attach the sound-absorbing surface (8.6) to the inside of the roof module using the nail gun and nails.



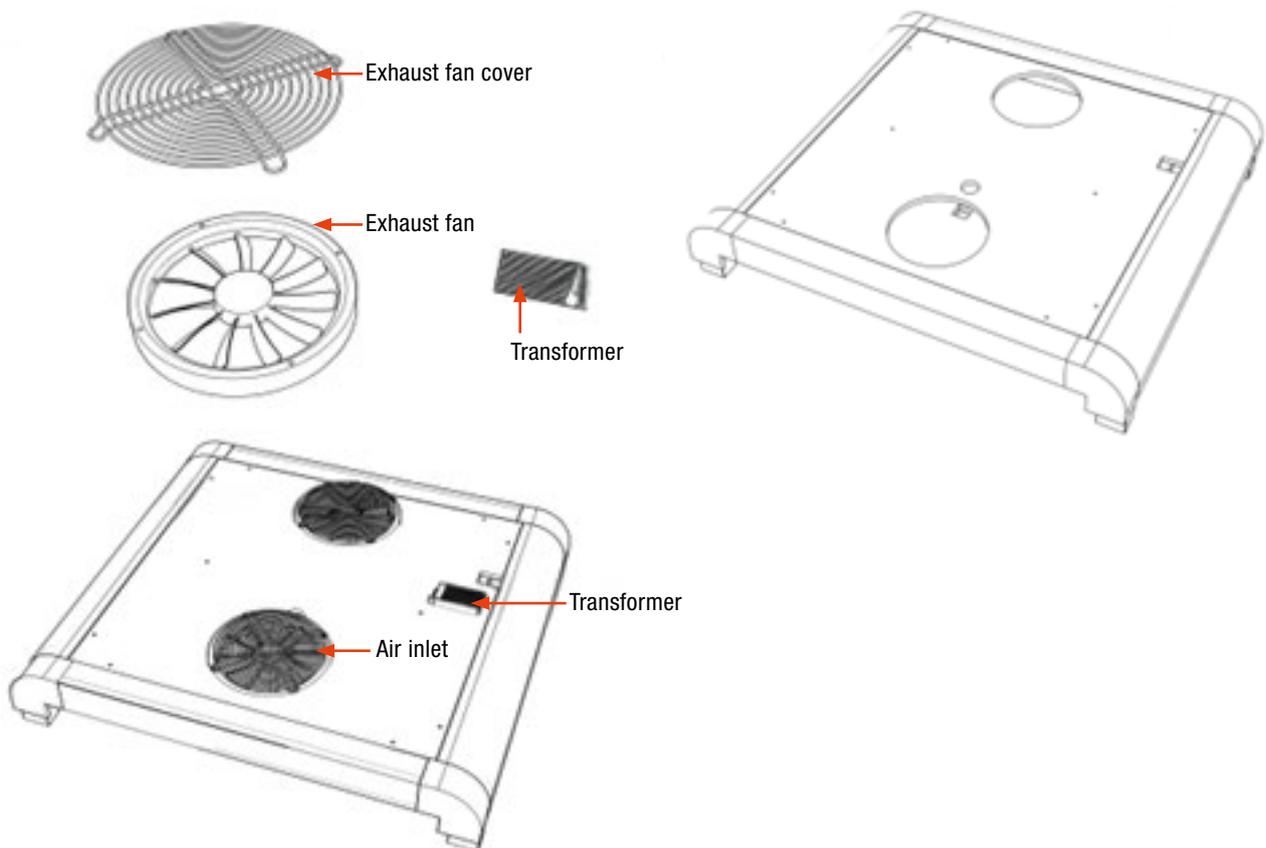
Insert the roof panel (8.1) into the aluminium frame and screw it in place using the M4x20 Phillips round head screws (38). Again, make sure you leave space for the cable mouldings.

STEP 6:

MATERIAL:

- Roof module
- Fan (20)
- Transformer (19)
- Connection box (23)
- M4x45 Phillips round head screw (40)
- M4x10 Phillips round head screw (37)

Mount the fans and the transformer on the recesses of the roof module. One fan must be attached with the sticker facing downwards and the other with the sticker facing upwards. Connect the fan cables to the transformer. Thread the cables (#1, #2) from the connection box through the cable recess at the bottom to the transformer and connect them according to the labelling. The cable for the small fan is routed downwards from the transformer through the cable recess. Use the enclosed cable ducts to improve the power supply on the roof module.

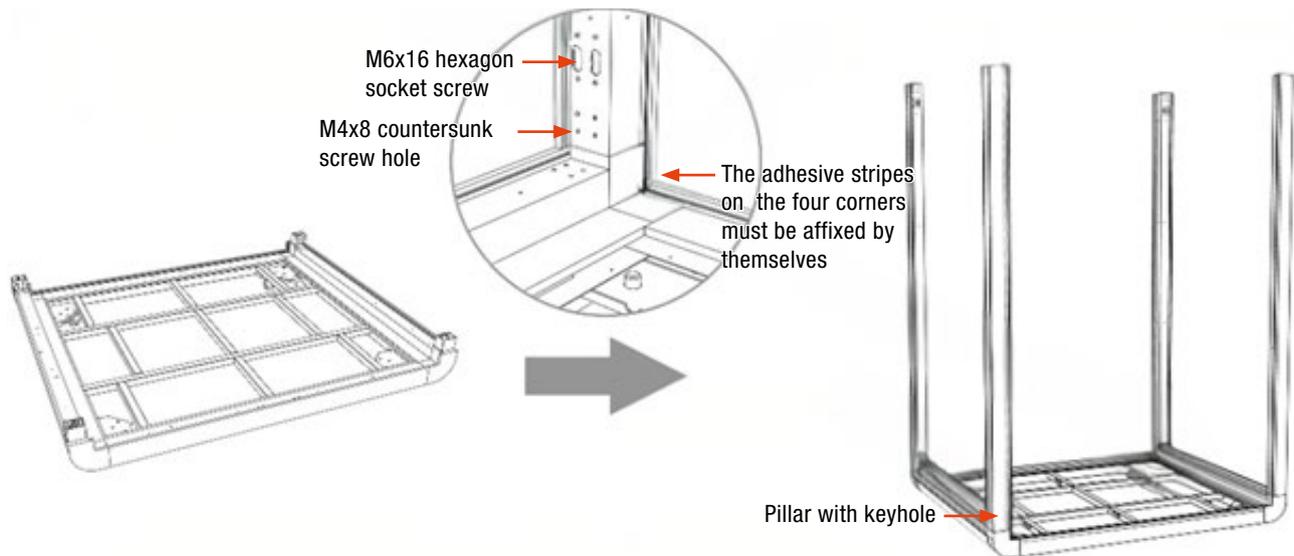


Have the electrical installation carried out or supervised by an electrician.

STEP 7:**MATERIAL:**

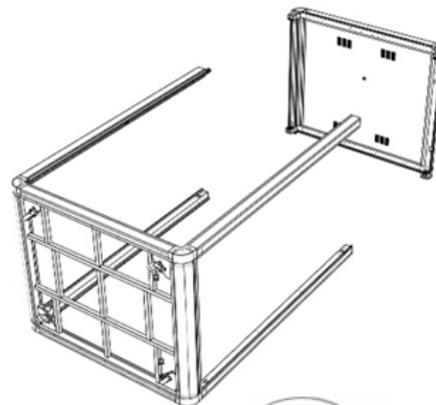
- Floor module
- Aluminium profile with key recess (17)
- Aluminium profile for corner (18)
- M6x16 hexagon socket screw (33)
- M4x8 flat head Phillips screw (34)

Insert the long aluminium profiles into the corners of the base plate. Pay attention to the position of aluminium profile 17. Secure them with the M6x16 hexagon socket screws and then with the M4x8 Phillips flat head screws.

**STEP 8:****MATERIAL:**

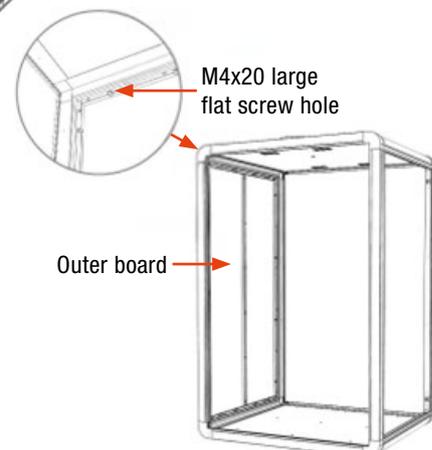
- Roof module
- M6x16 hexagon socket screw (33)
- M4x8 cross-head flat head screw (34)

Place the structure on its side. Place the roof module on the aluminium profiles. Secure it with the M6x16 hexagon socket screws. Screw in the M4x8 Phillips flat head screws.

**STEP 9:****MATERIAL:**

- Left outer side panel (2)
- M4x20 Phillips round head screw (38)

Set up the telephone box. Position the left outer side panel on the left side of the telephone box and secure it with the M4x20 Phillips head screws.



STEP 10:

MATERIAL:

- Right outer side panel (4)
- Connection box (23)
- M4x20 Phillips round head screw (38)
- M4x10 Phillips round head screw (37)

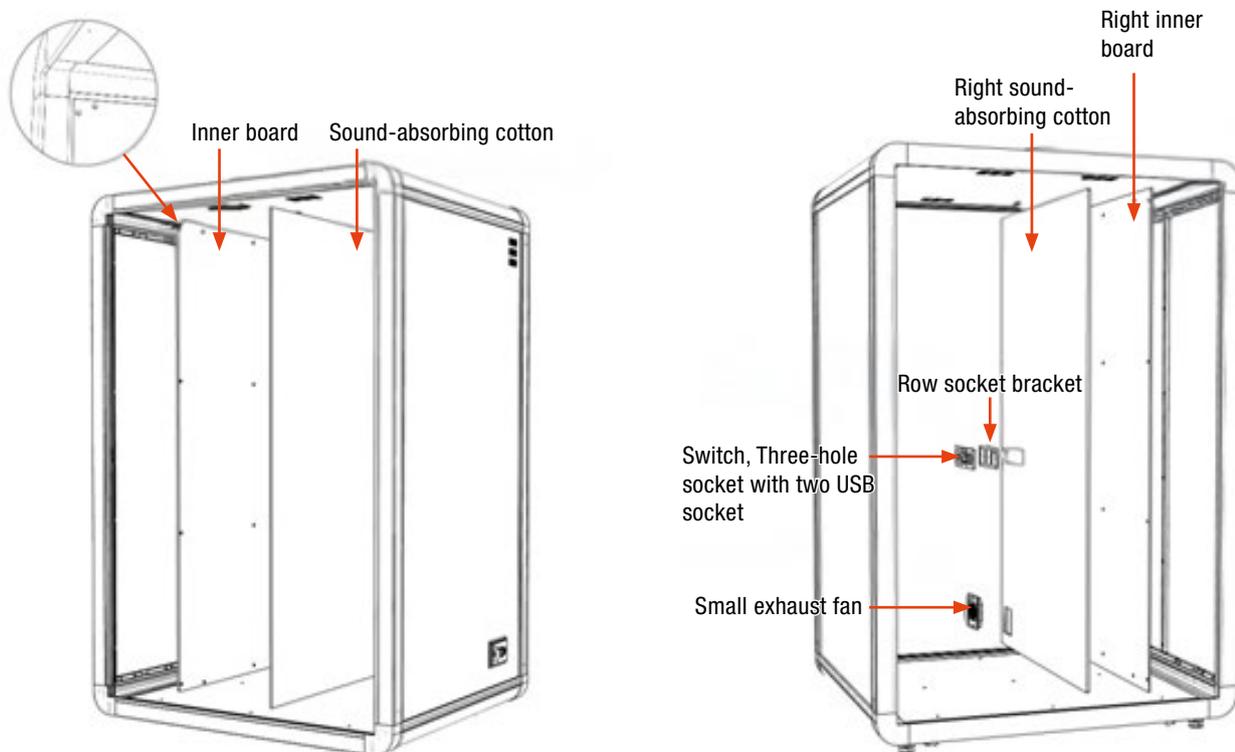
Position the right outer side panel from the inside on the right side of the telephone box and secure it with the M4x20 Phillips round head screws.
Screw the connection box in place from the outside using the M4x10 Phillips round head screws.

STEP 11:

MATERIAL:

- Left inner side wall (1)
- Right inner side wall (3)
- Left sound-absorbing surface (5)
- Right sound-absorbing surface (6)
- Network socket, charging station & switch (24)
- Small fan (25)
- M4x20 Phillips round head screw (38)
- M4x25 Phillips round head screw (39)

Thread the cable for the small fan along the inner right side panel. Thread the network socket, charging station and switch (24) through the corresponding opening on the inner right side panel. Place the left and right inner side panels on the sides of the telephone box and secure them with the M4x20 Phillips head screws (38). Attach the sound-absorbing surface to the inner side walls using the stapler provided. Secure number 24. Wire and secure the small fan using the M4x25 Phillips round head screws (39).

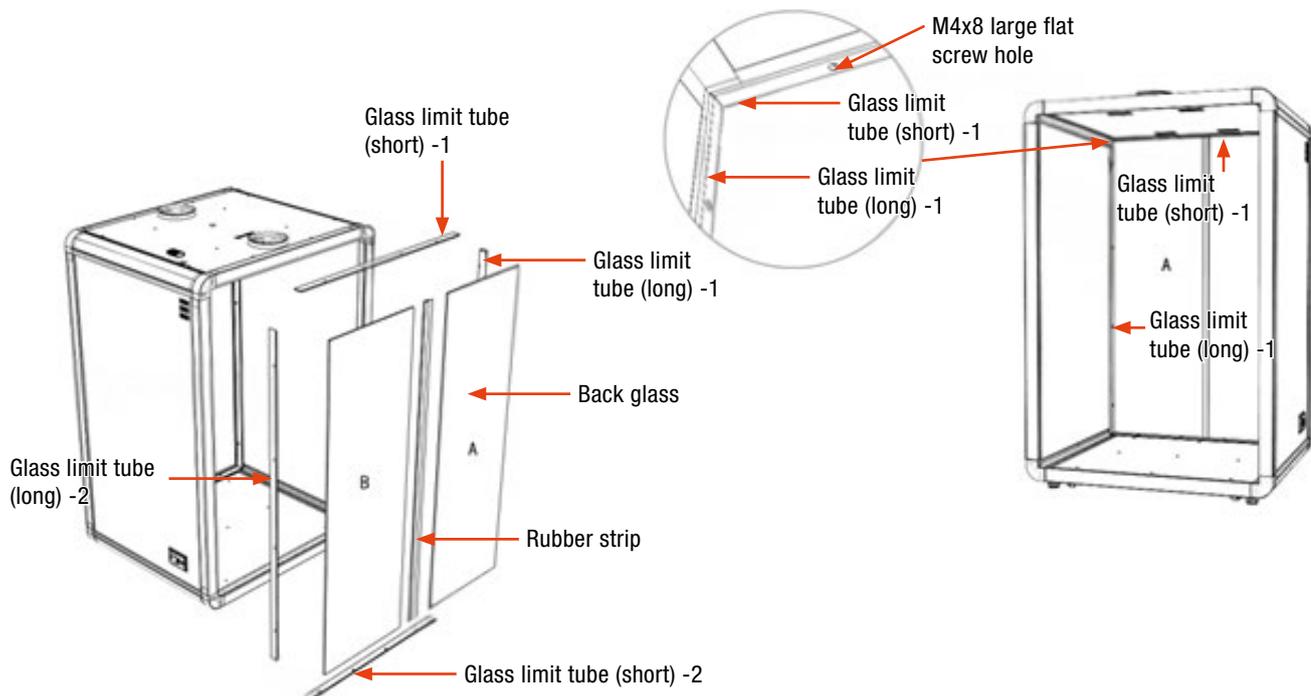


STEP 12:

MATERIAL:

- Glass back panel (27)
- Sealing strip for glass back panel (28)
- Short stop for glass back panel (15)
- Long stop for glass back panel (16)
- M4x8 Phillips round head screw (35)

Adjust the seals (28) so that they fit the edge of a glass pane. Place the left-hand glass rear panel against the inner edge of the telephone box and stick the sealing strip onto the free edge. Pay attention to the direction of the black print. This should be on the inside of the glass pane. You can feel this with your fingertips. Place the right-hand glass rear panel against the inner edge, threading it into the free edge of the sealing strip. Screw the stop profiles (15 & 16) against it using the M4x8 cross-head round-head screws (35).



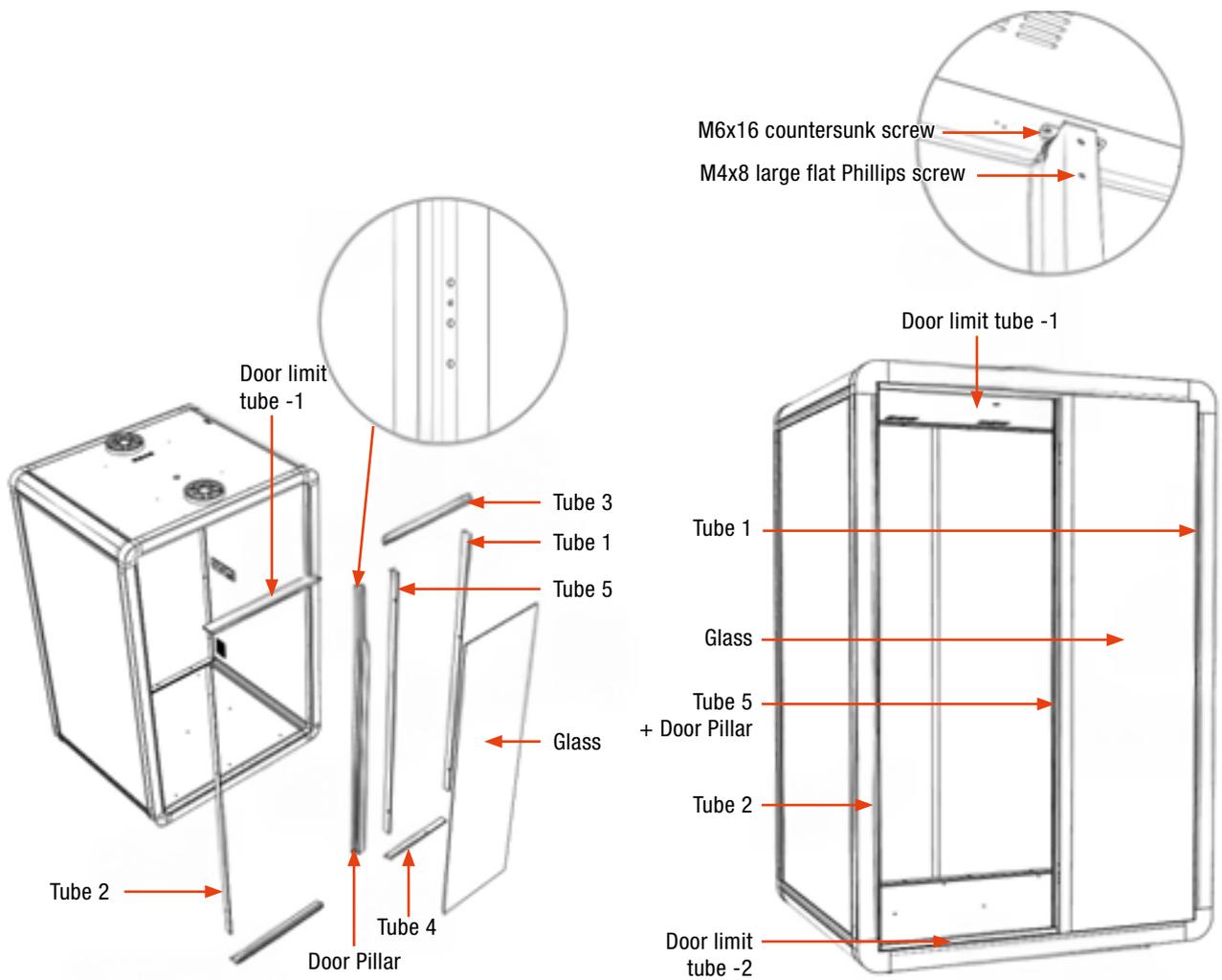
Use the enclosed suction cup for fine adjustment.

STEP 13:

MATERIAL:

- Centre rail for door (12)
- Front glass (30)
- Long stop for front glass (13)
- Short stop for front glass (14)
- M4x8 Phillips round head screw (35)
- M6x16 Phillips flat head screw (41)

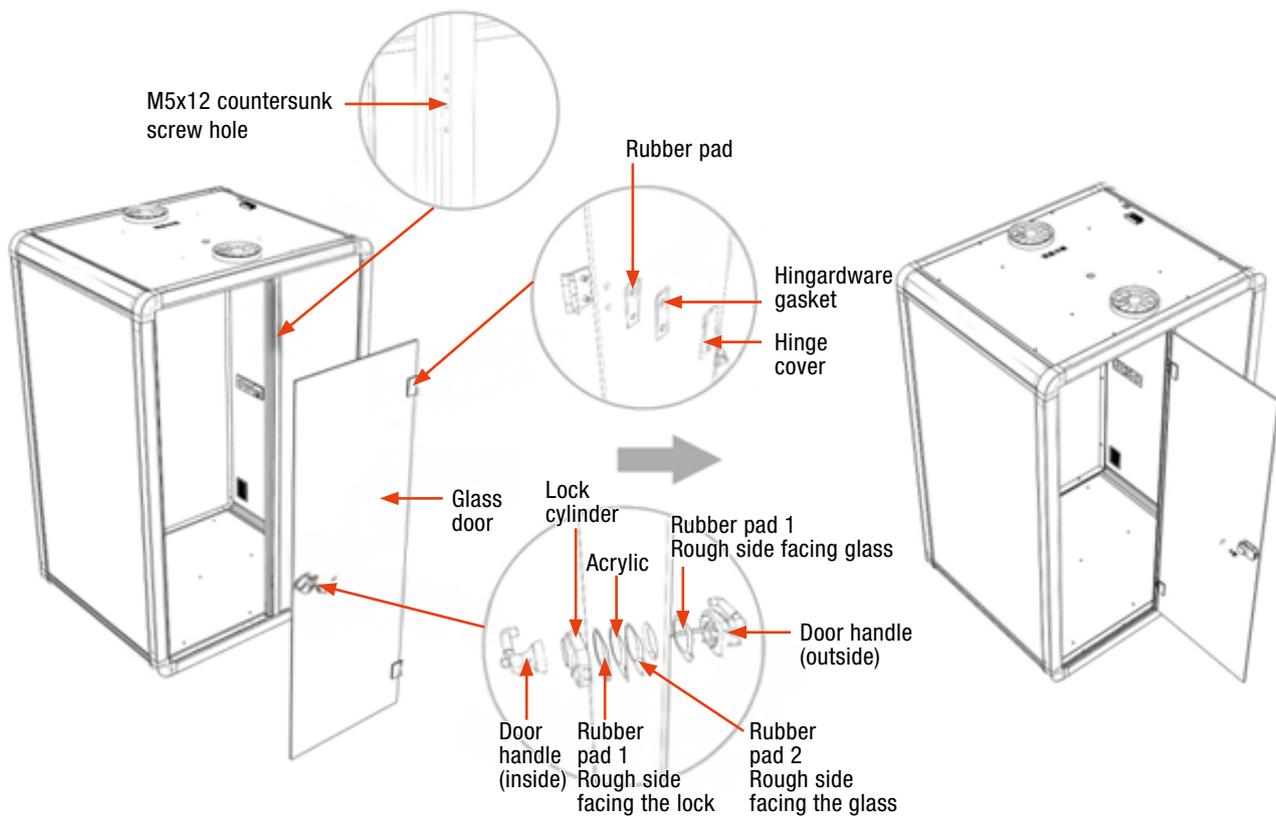
Screw the centre rail (12) into the holes that are further away from the aluminium profile with key recess (17). Use the M6x16 Phillips flat head screws (41) for this. Position the front glass on the inner edge and screw the stop profiles in place using the M4x8 Phillips round head screws (35).



STEP 14:**MATERIAL:**

- Short door stop (10)
- Long door stop (11)
- Hinge (26)
- Door handle with lock (31)
- M4x8 Phillips round head screw (35)
- M5x12 Phillips flat head screw (36)

Screw the door stops to the profiles using the M4x8 Phillips round head screws. Remove the hinges and attach them to the door. Remove the door handle and attach it to the door. Secure the hinges to the aluminium profile using the M5x12 Phillips flat head screws.



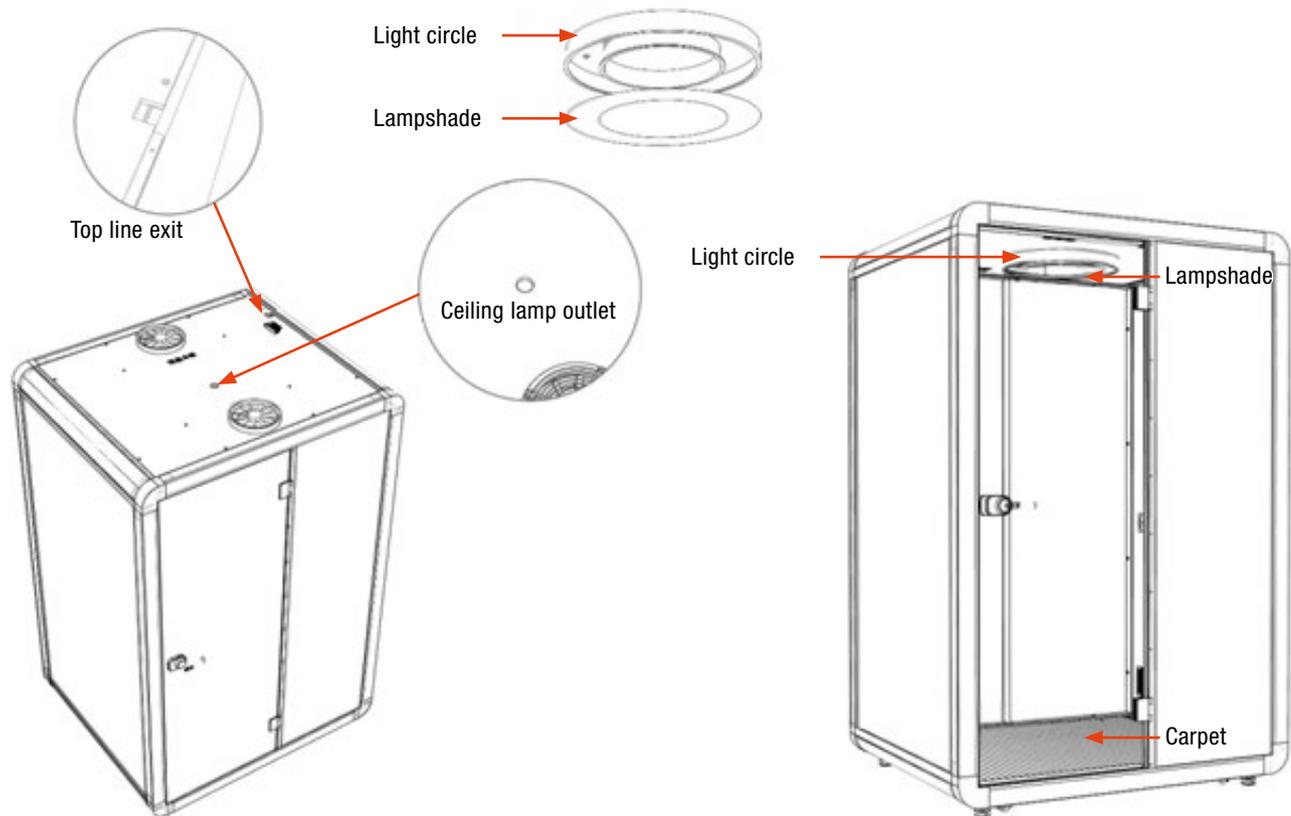
Two to three people are required to assemble the door.
Close the door slowly and carefully the first time. Ensure that the door closes flush and does not bump anywhere.

STEP 15:

MATERIAL:

- Ceiling light (21)
- Power cable for external connection (22)
- Floor covering (7)
- M4x25 Phillips head round head screw (39)

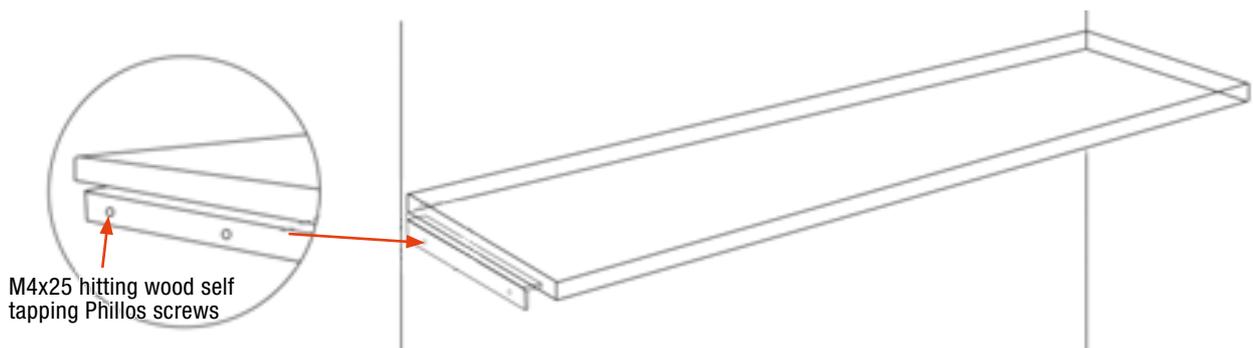
Connect the ceiling light to the power cable. Secure the ceiling light with the M4x25 Phillips head screws. Lay the floor covering. Plug the power cable for the external connection into the telephone box and connect it to a mains connection. Assemble the table at the desired height.



STEP 16:

MATERIAL:

- Table
- M4x25 Phillips round head screw (39)
- Secure the table at the desired height using the M4x25 Phillips round head screws (39).



SERVICE & CONTACT

Contact our product experts and find help and solutions for your product. Here you will find all contact information listed by country and language: www.topregal.co.uk/en/service

Responsible for the content:

TOPREGAL GmbH

Industriestrasse 3

70794 Filderstadt

GERMANY

www.topregal.com

UKCA Declaration of Conformity

The manufacturer

TOPREGAL UK Ltd.
Carlton Drive Crumlin
Gwent NP11 4EA

hereby declares that the following product

Product name:

Office pod

Type:

LIA100

Serial number:

LIA100-1000000000 – LIA100-9999999999

that the equipment is in conformity with the following relevant UK legislations and applied standards:

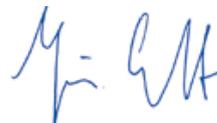
R 305/2011

EN 1090-1+A1

Name and address of the person who is authorized, compile the technical documentation:

TOPREGAL UK Ltd.
Carlton Drive Crumlin
Gwent NP11 4EA

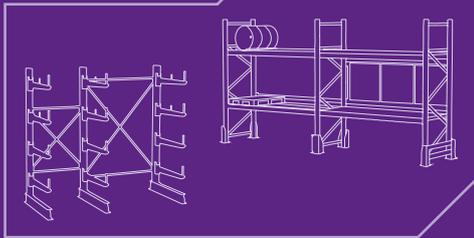
Place: Crumlin UK
Date: 12.01.2026



Juergen Effner
Chief Executive Officer

TOPREGAL

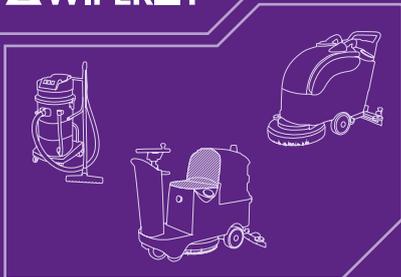
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