



## ASSEMBLY INSTRUCTIONS

Office pod

LIA100



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

## GENERAL

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Assembly	7

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## FOREWORD

Congratulations on the purchase of your new office telephone box. The telephone box has been manufactured from high-quality materials, especially for durable and reliable use.

For your own safety and to ensure correct operation of the telephone box, please read and follow these assembly instructions before installation. Keep these instructions in a safe place. Check the telephone box for transport damage. Damaged telephone boxes must not be used.

The telephone box is intended for concentrated work in a quiet environment. Any liability for damage resulting from incorrect assembly is excluded. The operator is responsible for ensuring correct installation by trained and authorized personnel.

## TECHNICAL DATA

### GENERAL

Type	Unit	Value
External dimensions	mm	1000 x 900 x 2348
Internal dimensions	mm	870 x 866 x 2128
Room area	m <sup>2</sup>	0.9
Total weight	kg	255
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		Optional

### 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	750
Table depth	mm	280
Table height	mm	24
Table material		Wood
Table surface		Melamine
Table colour		White
Max. Load table	kg	25

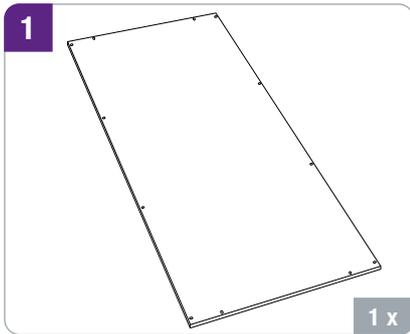
### CHAIR

Type	Unit	Value
Seats		1
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

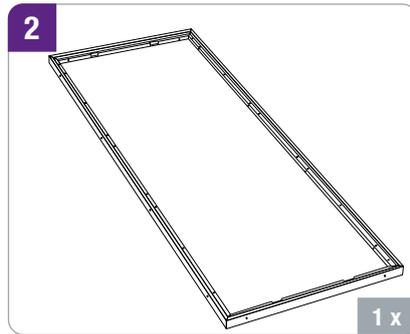
### ROLLERS

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

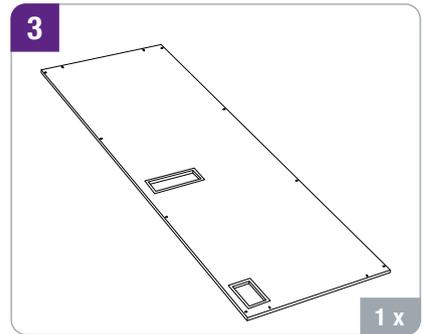
PARTS LIST



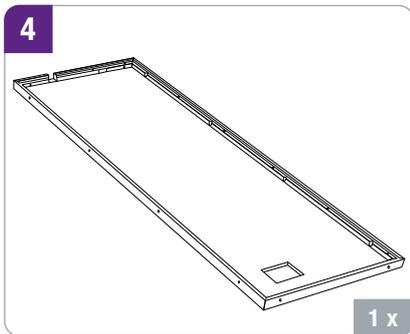
Left inner side wall



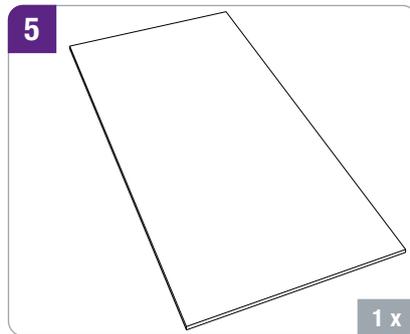
Left outer side wall



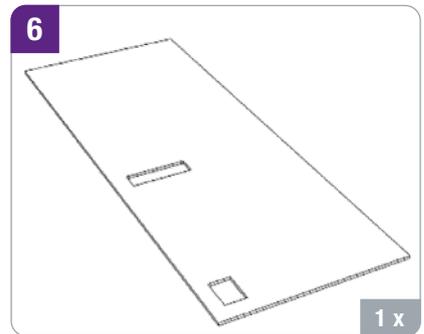
Right inner side wall



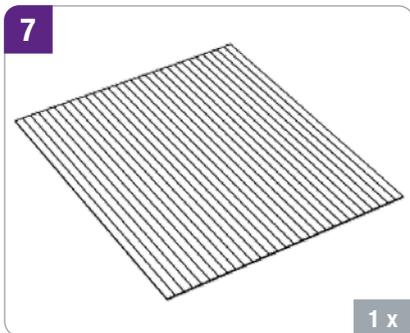
Right outer side wall



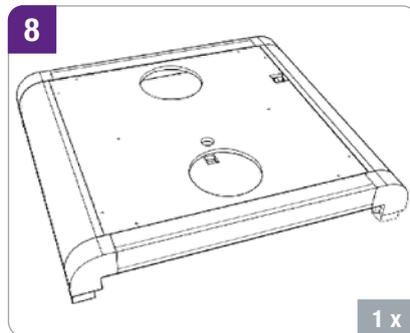
Left sound-absorbing surface



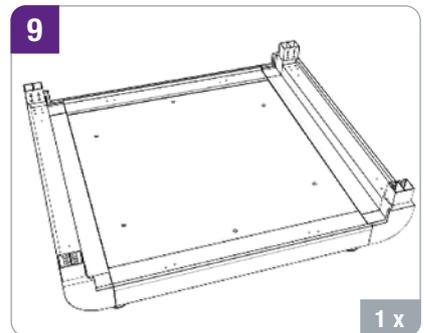
Right sound-absorbing surface



Floor covering



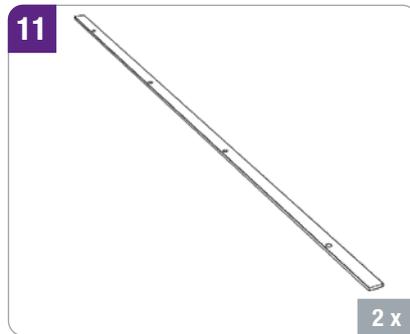
Roof module



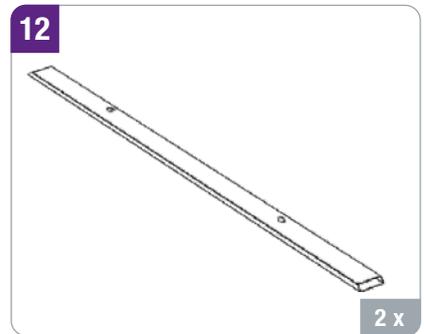
Floor module



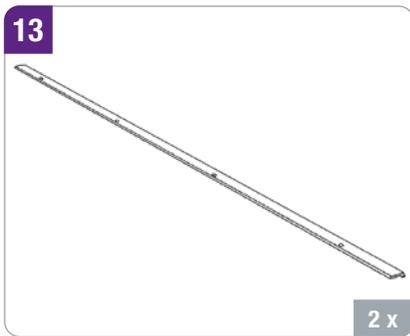
Short door stop



Long door stop



Short stop for glass rear panel



Long stop for glass rear panel



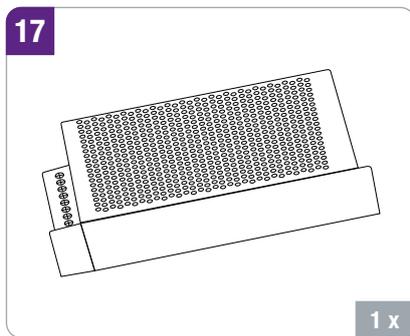
Aluminum profile with hinge holes



Aluminum profile with key recess



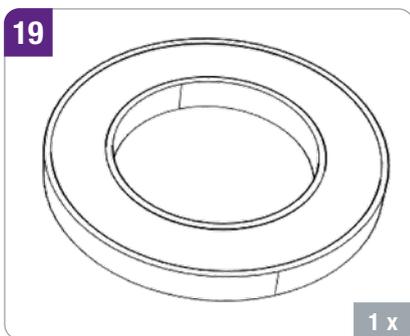
Aluminum profile for corner



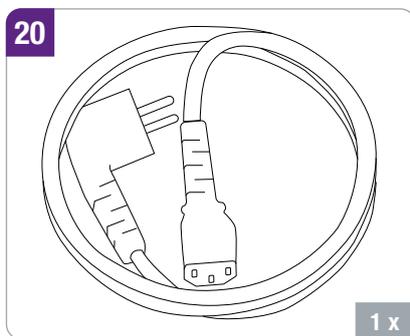
Transformator



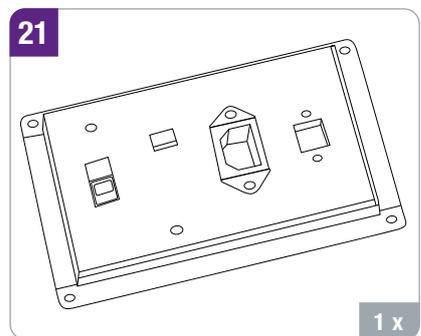
Fan



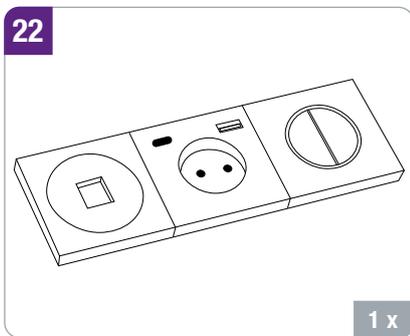
Ceiling light



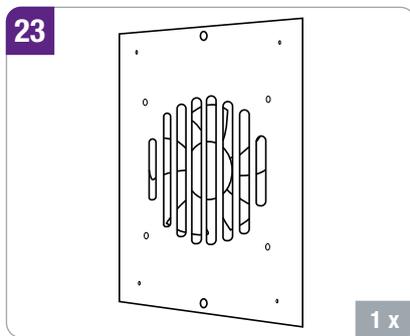
Power cable for external connection



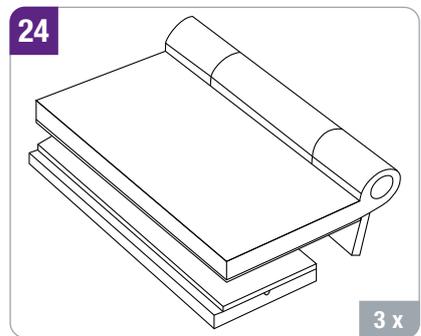
Connection box



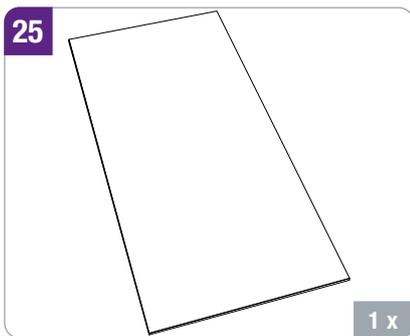
Network socket, charging station & switch



Small fan

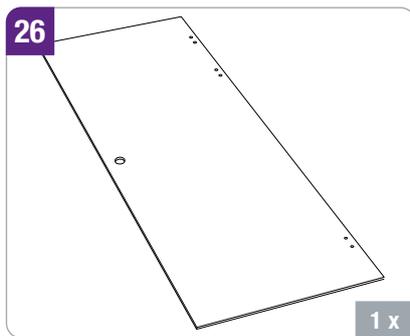


Hinge



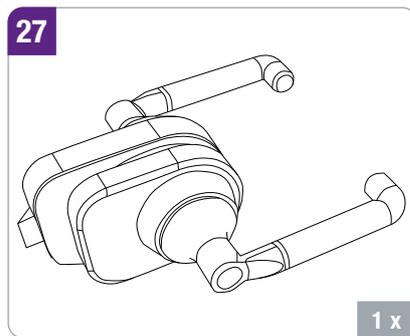
25 Glass rear panel

1 x



26 Glass door

1 x



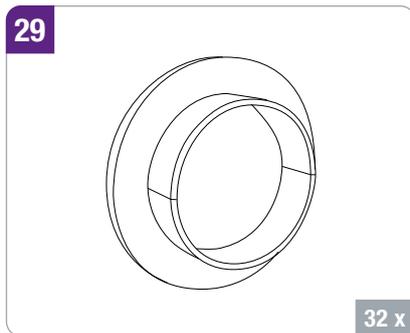
27 Door handle

1 x



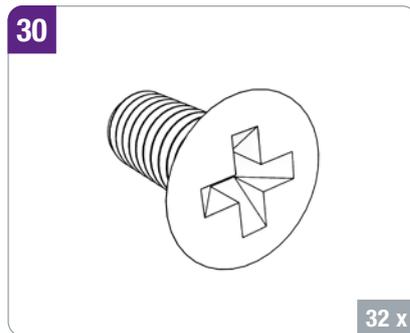
28 Table

1 x



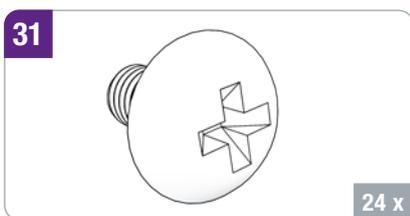
29 Covers

32 x



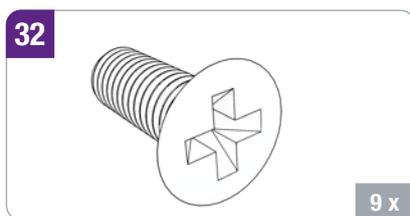
30 M4 x 8 Phillips flat head screw

32 x



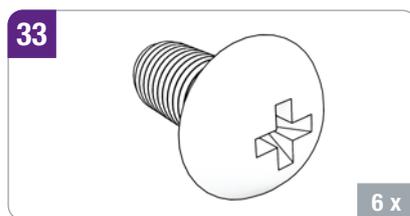
31 M4 x 8 Phillips head screw

24 x



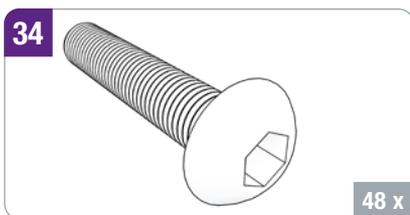
32 M5 x 12 Phillips flat head screw

9 x



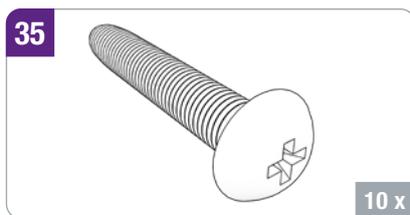
33 M4 x 10 Phillips head screw

6 x



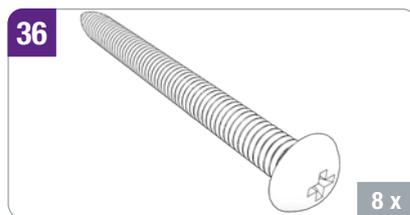
34 M4 x 20 hexagon socket screw

48 x



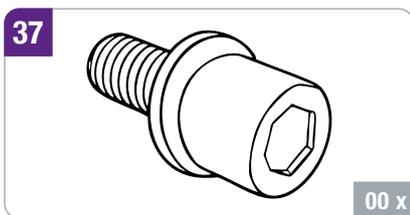
35 M4 x 25 Phillips head screw

10 x



36 M4 x 45 Phillips head screw

8 x



37 M6 x 16 hexagon screw

00 x

**Additional assembly tools required**

- Phillips screwdriver
- Cordless screwdriver with Phillips head attachment

## ASSEMBLY

## STEP 1

1. Attach the long aluminum profiles (**14**, **15**, **16**) to the corners of the floor module. Make sure that profiles **14** and **15** are on the same edge.

2. Secure the profiles with the M4 x 8 Phillips flat-head screws (**30**).

3. Additionally screw each profile in place using the M6x16 hexagon socket screws (**37**) to create a load-bearing connection between the profile and the floor module.

4. The adhesive strips on the four corners should be glued on.

9	1 x
14	1 x
15	1 x
16	2 x
30	16 x

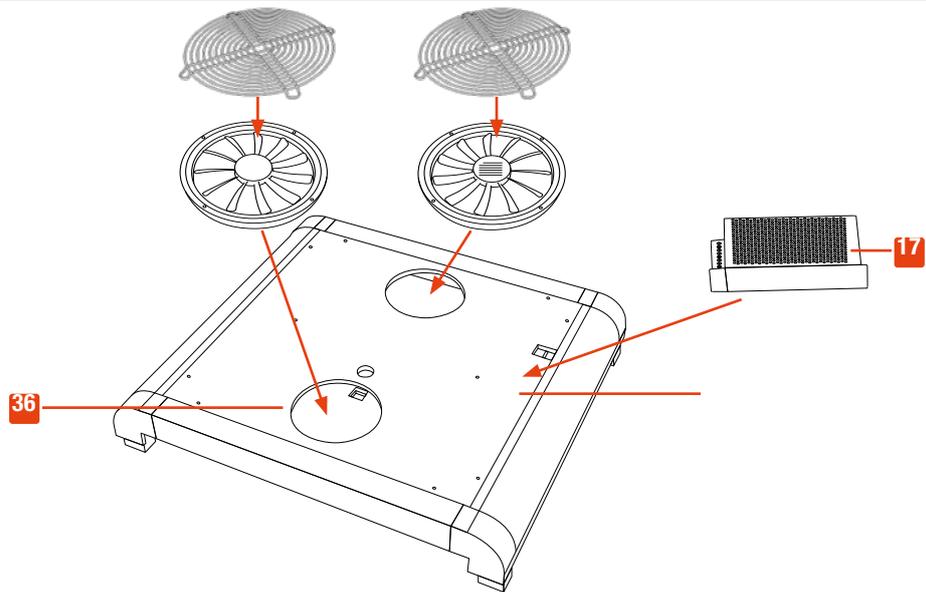
## STEP 2

1. Lay the construction on its side. Attach the roof module (**8**) to the aluminum profiles.

2. Screw in the M4 x 8 (**30**) Phillips pan head screws.

8	1 x
30	16 x

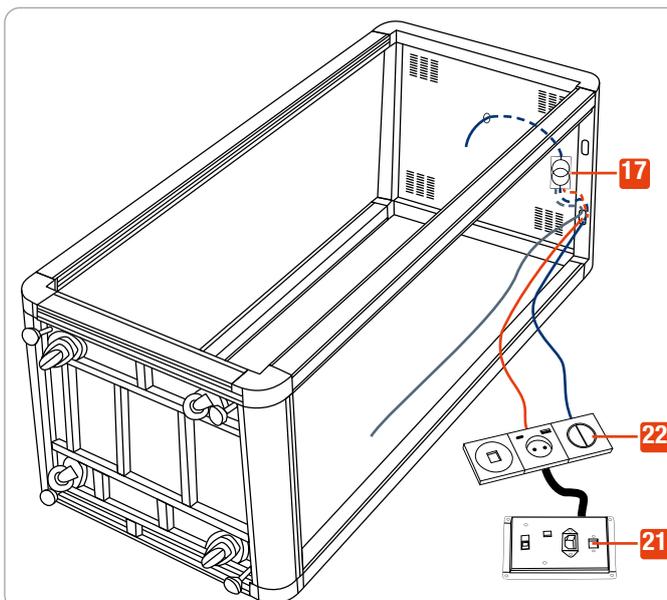
STEP 3



1. Fit the fans (18) to the recesses in the roof module (8) using the M4 x 45 Phillips head screws (36). One fan must be attached with the sticker facing downwards and the other with the sticker facing upwards.
2. Mount the transformer (17) on the edge of the roof module using the M4 x 10 screws (33).
3. Connect the fan cables to the transformer.

17	1 x
18	2 x
33	2 x
36	8 x

STEP 4



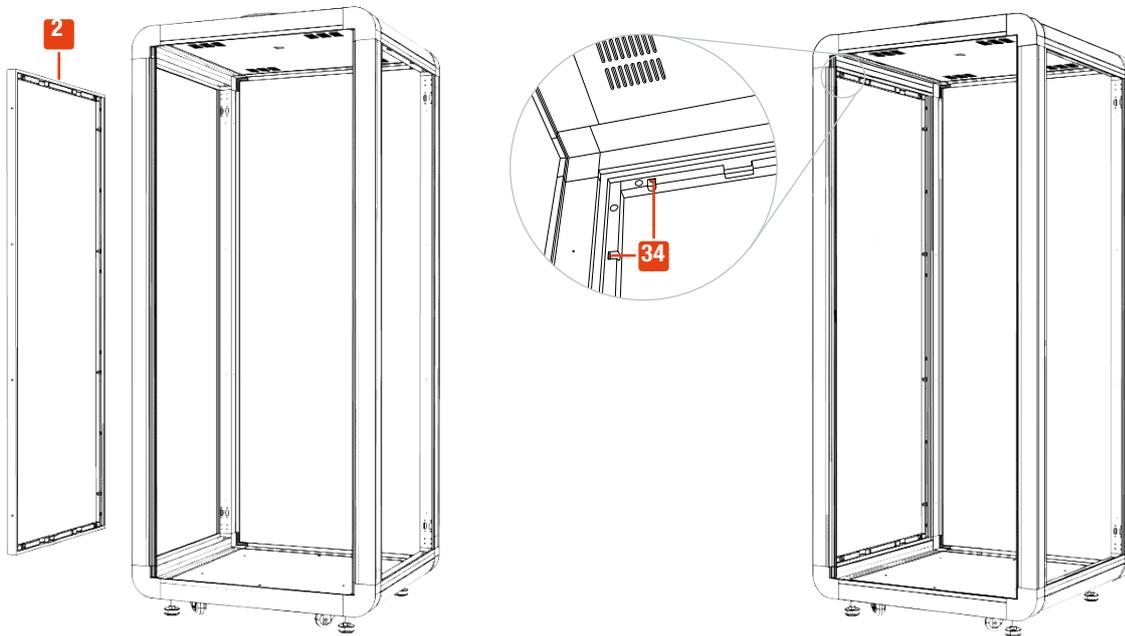
1. Guide the two connection cables (here red and blue) from the connector strip (22) upwards through the recess in the aluminum profile to the transformer (17). One cable (shown here in blue) is routed through the ceiling opening to the LED ceiling light.
2. Run the extension cable (gray here) for the small fan to the transformer as well.

21	1 x
22	1 x



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

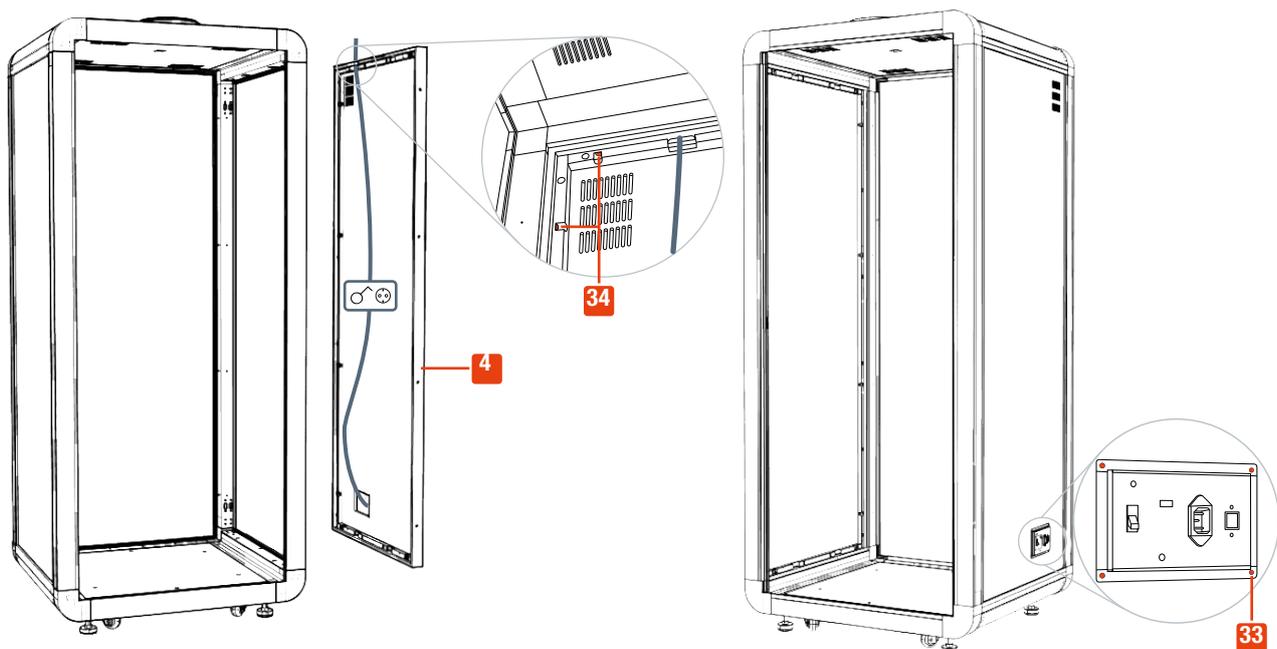
STEP 5



1. Set up the telephone box.
2. Position the left outer side panel (2) on the left side of the telephone box and fasten it with the M4 x 20 Phillips round-head screws (34).

2	1 x
34	12 x

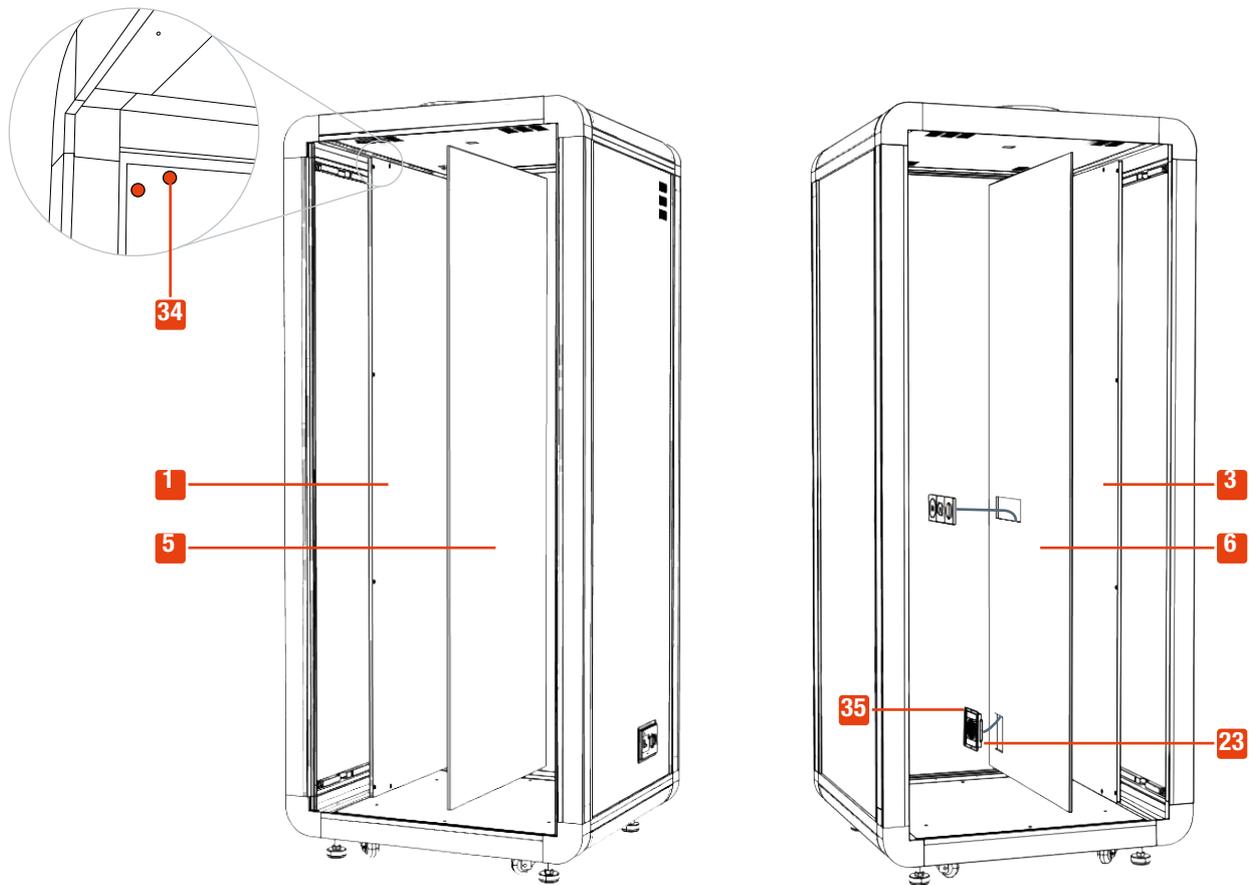
STEP 6



1. Position the right outer side panel (4) from the inside on the right side of the telephone box and fasten it with the M4 x 20 Phillips head screws (34).
2. Screw the connection box tight from the outside using the M4 x 10 cross-head round-head screws (33).

4	1 x
33	4 x
34	12 x

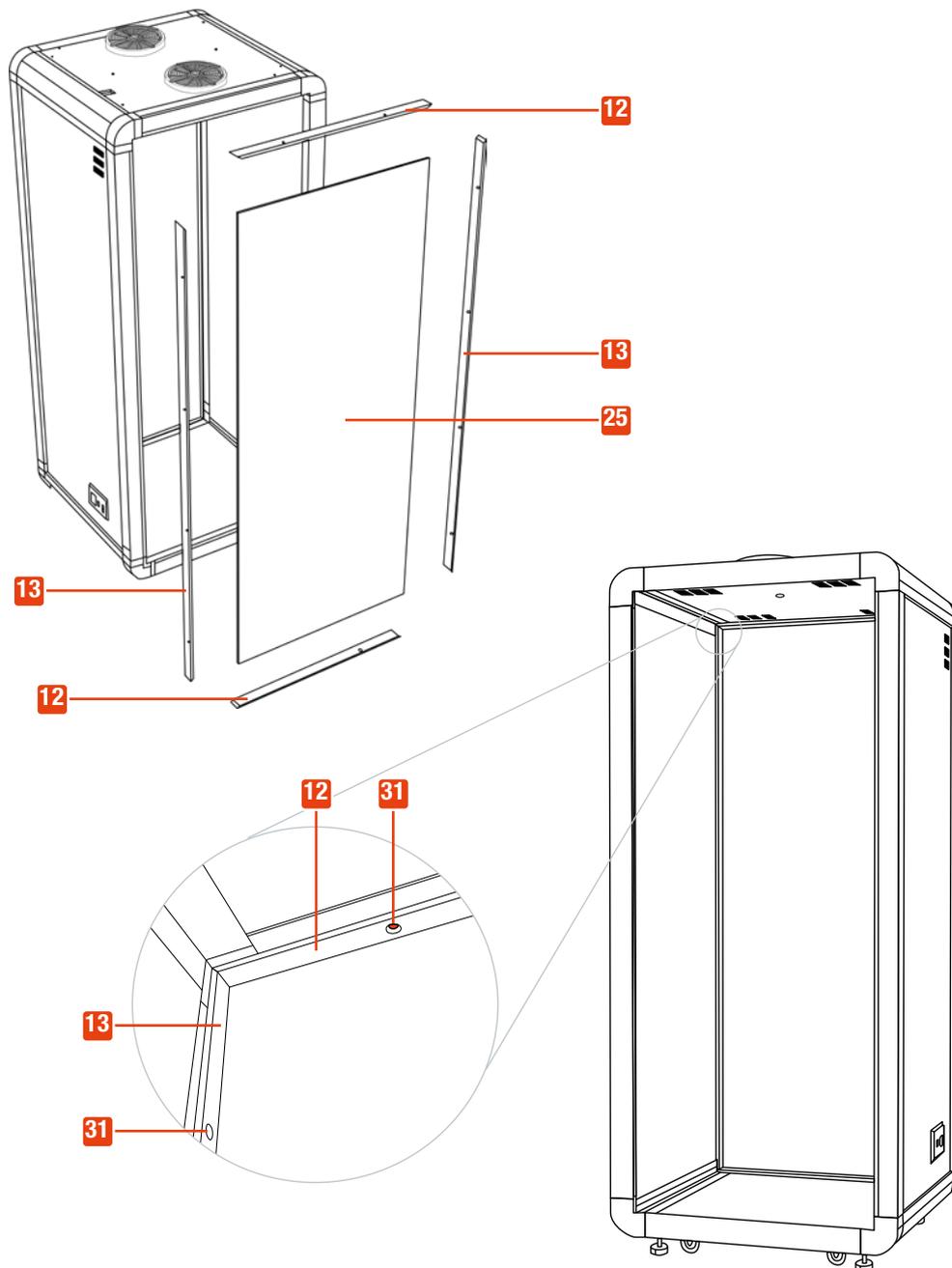
STEP 7



1. Thread the cable for the small fan (23) along the inner right-hand side panel (3).
2. Place the left and right inner side panels (1 + 3) on the sides of the telephone box and secure them with the M4 x 20 hexagon socket screw (34).
3. Wire the small fan with the extension cable.
4. Attach the sound-absorbing surface to the inner side panels using the staple gun provided.
5. Fix the small fan in place using the M4 x 25 Phillips head screws (35).

1	1 x
3	1 x
5	1 x
6	1 x
23	1 x
34	24 x
35	2 x

## STEP 8



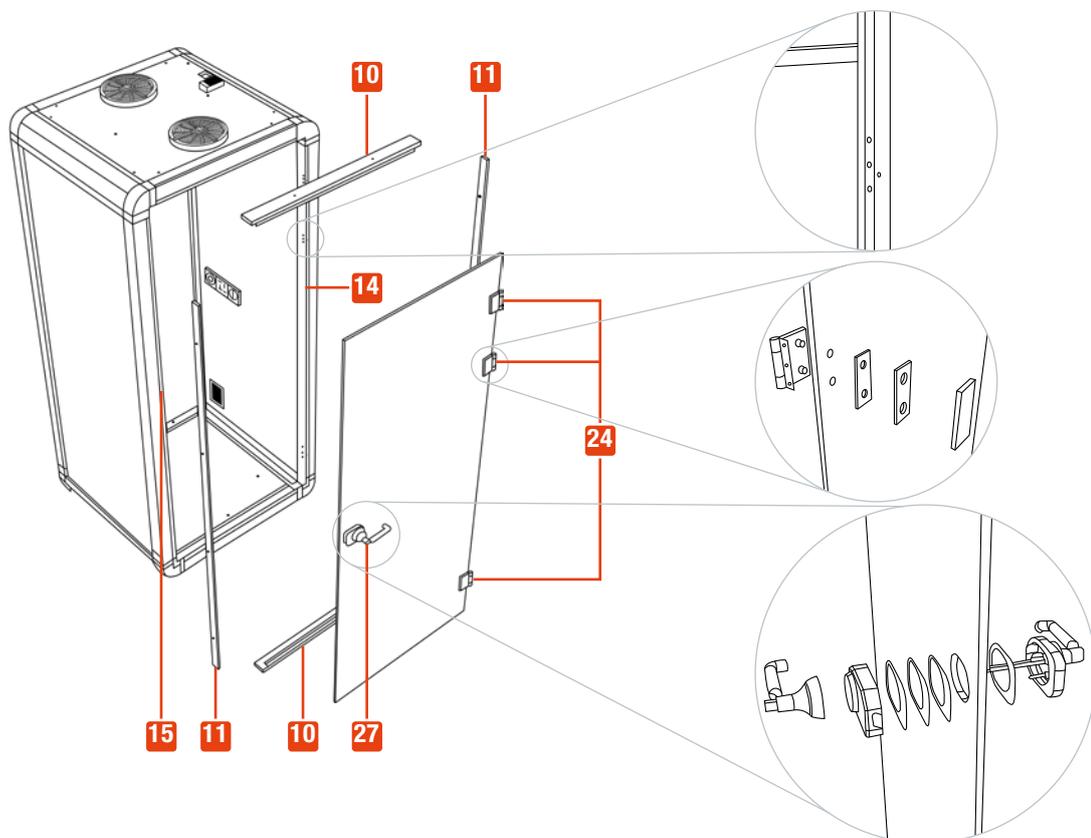
1. Position the glass rear panel (25) on the side without the recesses for the hinges. Place it on the inside edge of the telephone box and screw the stop profiles (12 + 13) against it using the M4 x 8 Phillips round-head screws (31).

12	2 x
13	2 x
25	1 x
31	12 x



Use the enclosed suction cup for fine adjustment.

STEP 9



1. Attach the door stops (**10 + 11**) to the two front door profiles (**14** and **15**) using the M4 × 8 screws (**31**).
2. Disassemble the hinges (**24**) and attach them to the door (**26**).
3. Disassemble the door handle (**27**) and attach it to the door (**26**).
4. Fasten the hinges (**24**) to the aluminum profile (**14**) using the M5 x 12 Phillips flat-head screws (**32**).

10	2 x
11	2 x
24	3 x
27	1 x
31	12 x
32	9 x

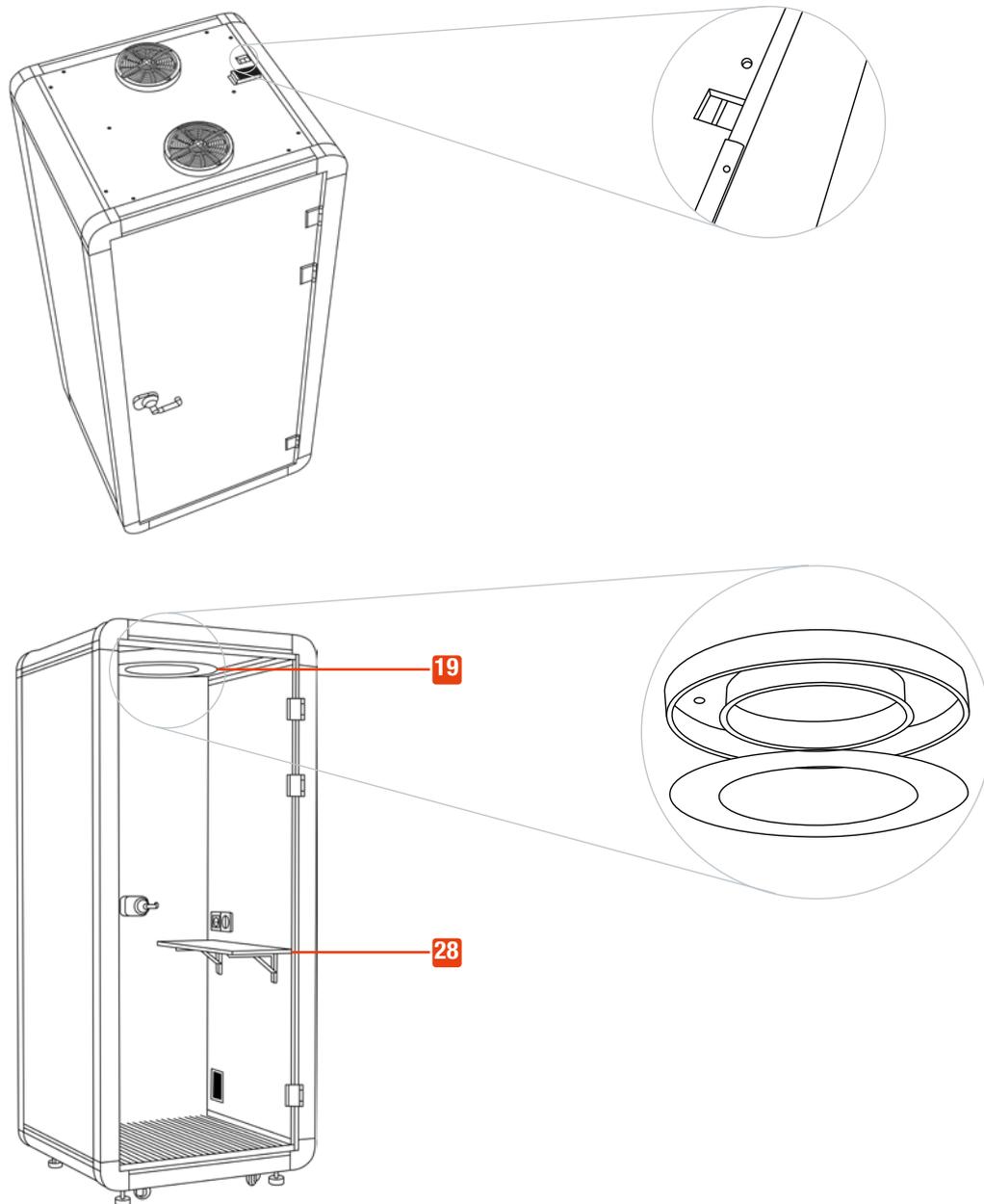


2 - 3 people are required to hang in the door.



Close the door slowly and carefully the first time. Make sure that the door closes flush and does not bump anywhere.

## STEP 10



1. Connect the ceiling light (19) to the power cable (20).
2. Fasten the ceiling light (19) with the M4 x 25 cross-head round-head screws (35).
3. Insert the floor covering (7).
4. Plug the power cable (20) for the external connection into the telephone box and connect it to a mains connection.
5. Mount the table (28) at the desired height.

19	1 x
20	1 x
7	1 x
28	1 x
35	8 x

## 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](http://www.topregal.co.uk/en/service)

Responsible for the content:

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70794 Filderstadt

GERMANY

[www.topregal.com](http://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

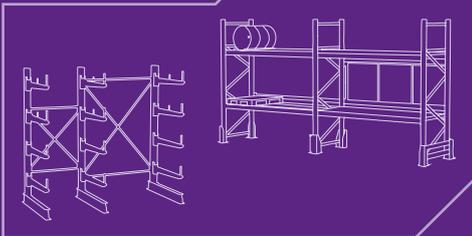


Place: Crumlin UK  
Date: 12.01.2026

Juergen Effner  
Chief Executive Officer

# TOPREGAL

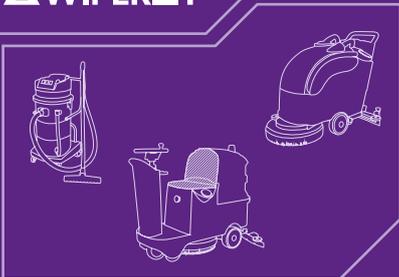
TOPREGAL



SolidHub



WIPEKET



TECMASCHIN



SOLOPORT

