user manual

1. **Pod**
   a. To reserve, scan QR code at the pod screen and follow the instructions to pay for your session.
   b. Enter the **OTP** sent to your email or phone to open the door.
   c. You may exit/enter during your session. To exit, press the button next to the door.
   d. Roll up/down blinds to achieve desired privacy
   e. Ensure the door is pulled shut to achieve maximum soundproofing and privacy

2. **Wi-Fi**
   a. Connect to the pod Wi-Fi using the credentials provided and use it responsibly

3. **Speaker Phone**
   a. Use the speaker phone provided for superior audio experience.
   b. Connect using Bluetooth or via USB cable

4. **Air conditioner**
   a. Use the remote controller to operate the A/C
   b. Switch off the A/C when not desired and before exiting the pod

5. **Desk (sit/stand)**
   a. The desk may be used in sit or stand positions
   b. Use the Up/Down buttons on the desk to adjust height
   c. Don't sit on the table.

6. **Idea Board**
   a. Only use the white board markers provided
   b. Clear the board before you exit

7. **Safe**
   a. Use the safe provided to keep valuables.

8. **Parcel/Package PUDO** (pick-up & drop-off)
   a. The PUDO is only available for clients only to receive packages/parcels while using the pod.
   b. Your package will be dropped in the hopper
   c. Dogo Staff will help you to access your package.

9. **Water and snacks**
   a. Enjoy the water and snacks provided as you use the pod.
   b. Please keep some for the next user. They will be grateful for your generosity.

10. **Enjoy** the **private, soundproof, airconditioned** space for deep work and private meetings. In case of any help, please seek assistance from the Dogo staff.

Terms and Conditions apply