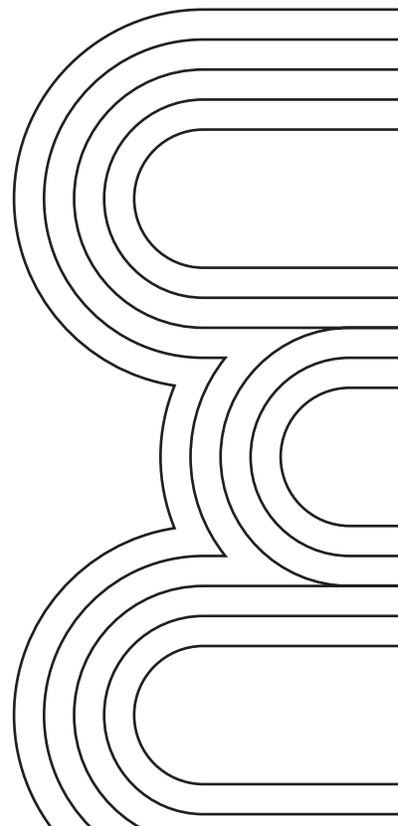
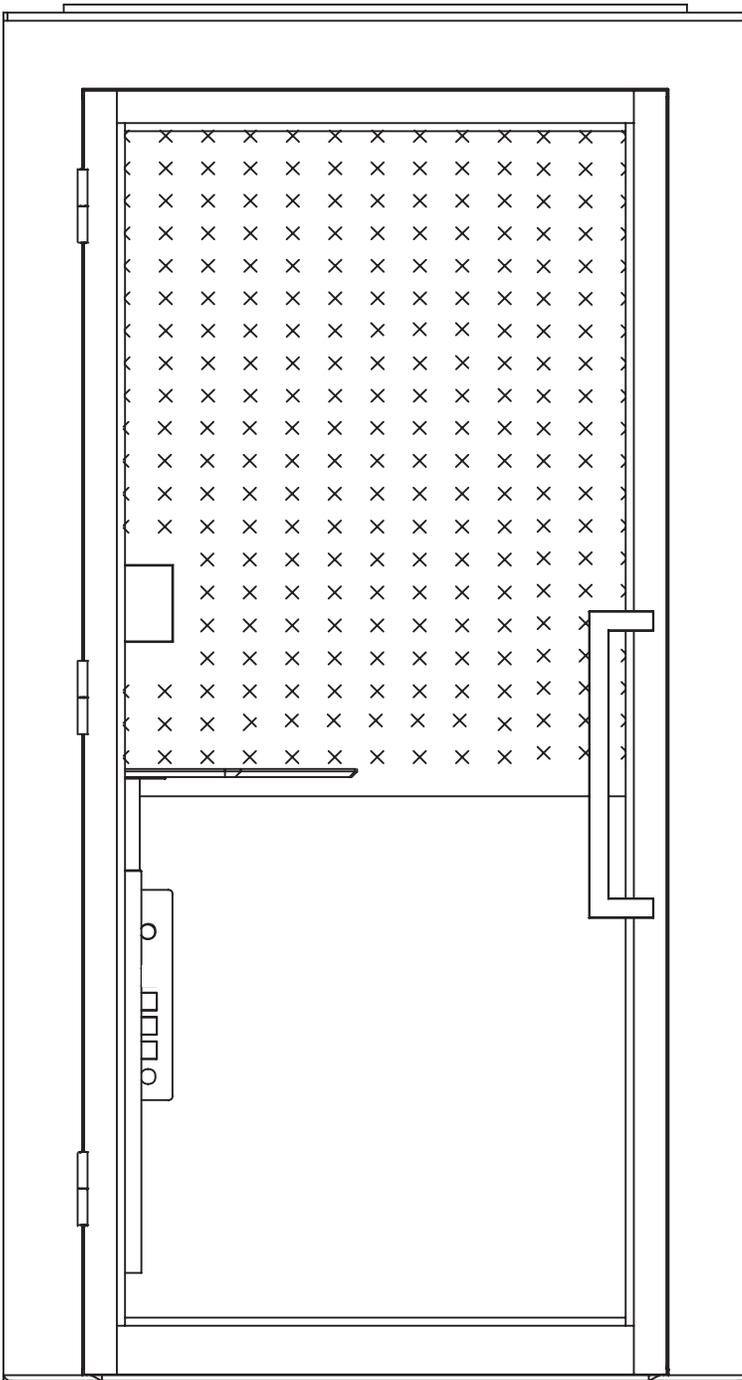

Zenbooth Solo Build Instructions



ZENBOOTH

// TABLE OF CONTENTS

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// INTRODUCTION

Dear valued customer,

Thank you! The entire Zenbooth team would like to congratulate you on your new Zenbooth Solo. We promise you will not be disappointed with your purchase!

Founded in 2016, Zenbooth designs and manufactures all of its products in Berkeley, California. We are committed to offering the highest quality possible, while constantly reducing our environmental impact to a minimum. We make sure to use as many recycled materials and FSC engineered wood products as possible in the making of our products.

-

Email: support@zenbooth.net
Call us: (510) 646-8368

-

Thank you again and enjoy your new quiet space!

// PRODUCT SPECS

Specifications - Free-standing, modular privacy booth.

Measurements

Exterior Size:

84.5" x 45.5" x 41" (HxWxD)

Interior Size:

83" x 36.75" x 33.25" (HxWxD)

Door

36" wide self-closing door.

18.8" door handle.

Weight

500 lbs

Desk

Surface height fixed desk: 41"

Surface height range of adjustable desk: 29"-55"

Surface dims: 30" x 16.75" (WxD)

Skylight

1/2" shatterproof Plexiglas

Floor

Anti-fatigue mat

Sound control

3.5" thick walls containing recycled cotton/denim insulation.

Power & Data Unit

Fast Charging USB C &

Traditional USB Ports

2 x 15A 110v electrical outlets

cables.

Walls & Color

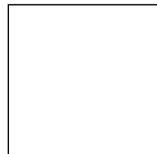
US made engineered wood panels with laminated maple interior and 2 exterior color options:

Routing for data and telephone

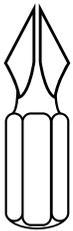
Maple



White



// PARTS OVERVIEW
TOOLS INCLUDED



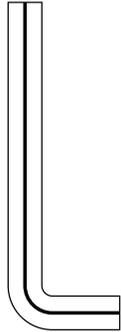
Point Size
#2 Phillips
Drive Bit



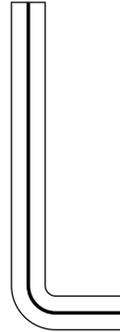
Point Size
#3 Phillips
Drive Bit



Point Size
#2 Square
Drive Bit



Hex Key 3mm
(Door Handle
assembly)

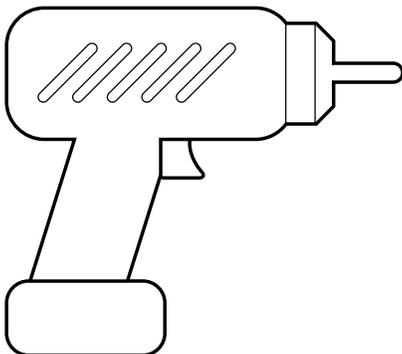


Hex Key 4mm
(Spring Hinge)

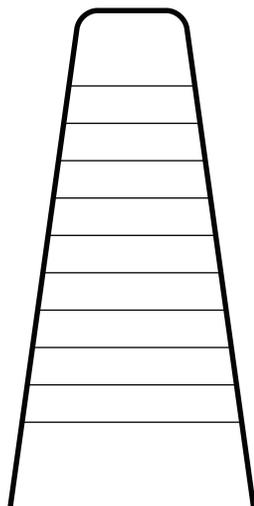


Shims 4x

// PARTS OVERVIEW
TOOLS NEEDED

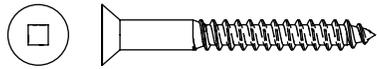


Drill

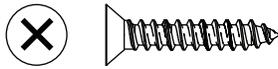


Ladder

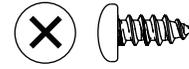
// PARTS OVERVIEW HARDWARE



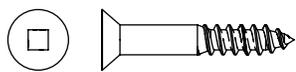
26 x 2" Square Drive Screws
(Walls/Floor/Door Jam)



13 x 1 1/2" Phillips Drive Screws
(Door Hinge - Booth Side)



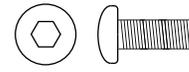
7 x 1/2" Phillips Drive Screws
(Desktop Column to Wall)



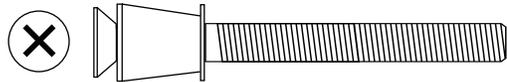
13 x 1 1/2" Square Drive Screws
(Ceiling/Skylight)



13 x 1/2" Phillips Drive Screws
(Door Hinges - Door Side)



5 x 3/4" Hex Drive Screws
(Desktop to Lift)



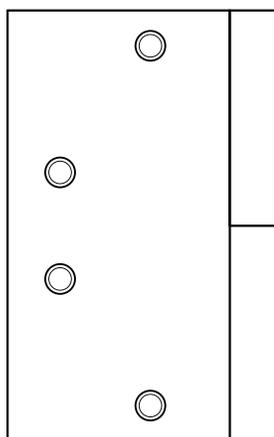
2 x Door handle Screw - Inside/ Outside



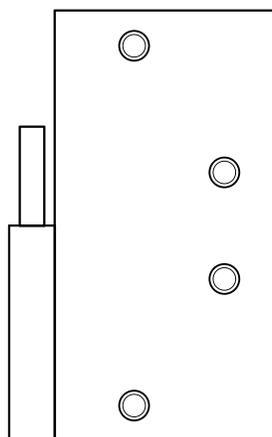
1 x Spring Hinge Pin

*All fastener counts includes one spare.

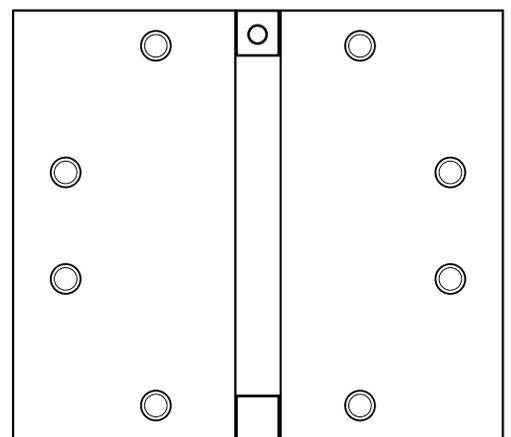
Spring Hinge Pin  (helps to load tension onto the Hinge)



Hinge Plate (Top)
2 x



Hinge Plate (Bottom)
2 x



Spring Hinge (Middle)
1 x

// PARTS OVERVIEW
SMALL PART BOX



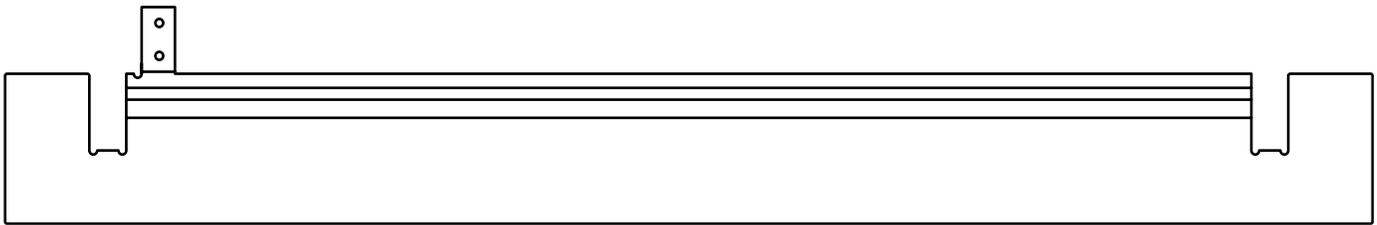
Door Frame Header Cap 1 x



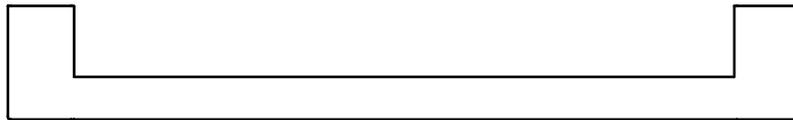
Top Duct 1 x



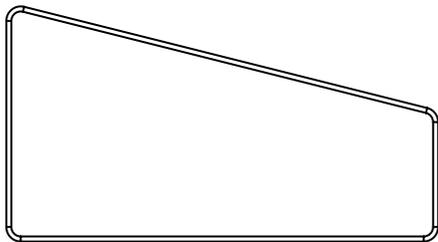
Bottom Duct 1 x



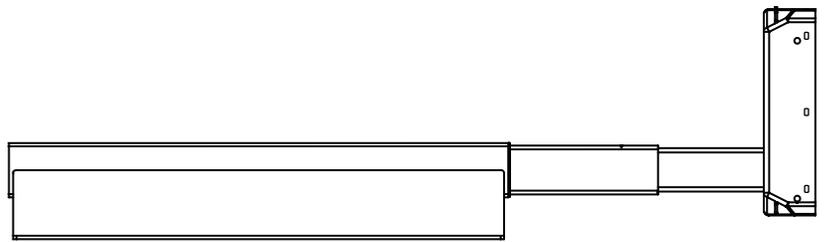
Door Frame Header
1 x



Outside/ Inside Door Handle
2 x

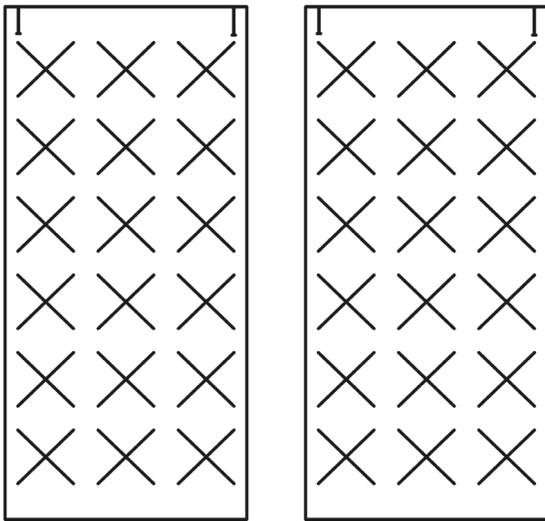


Desktop
1 x

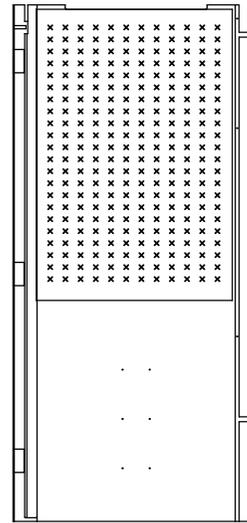


Electric Lift
1 x

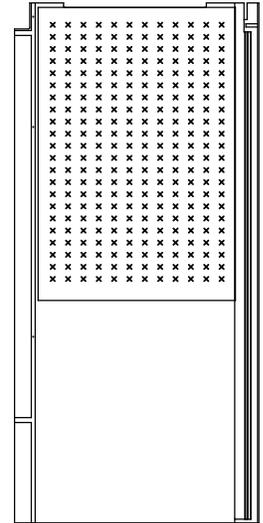
// PARTS OVERVIEW
WALL PANELS



Exterior Side Wall
2 x

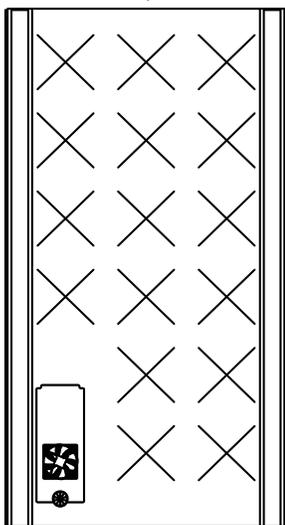


Interior Left Wall
1 x

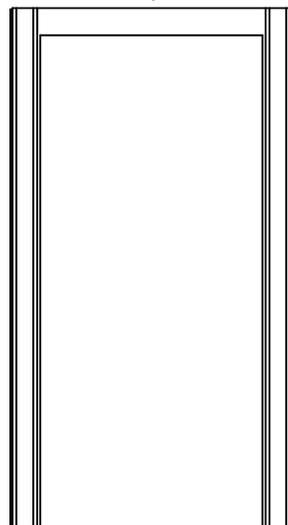


Interior Right Wall
1 x

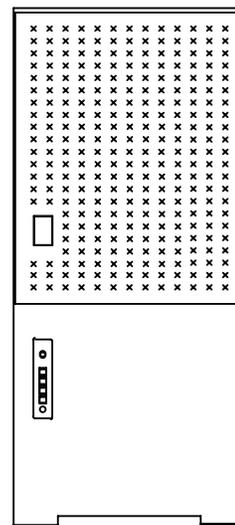
*Exterior Rear Wall + Facade ship together



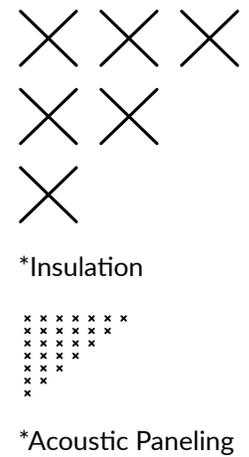
Exterior Rear Wall
1 x



Facade
1 x



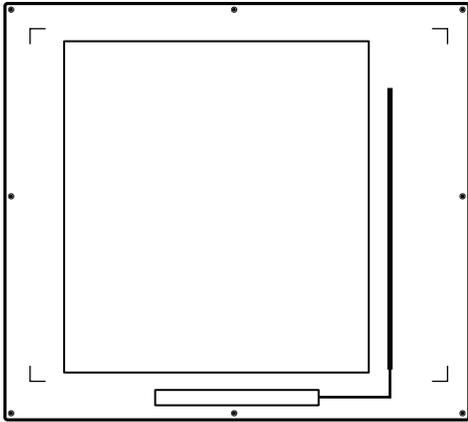
Interior Rear Wall
1 x



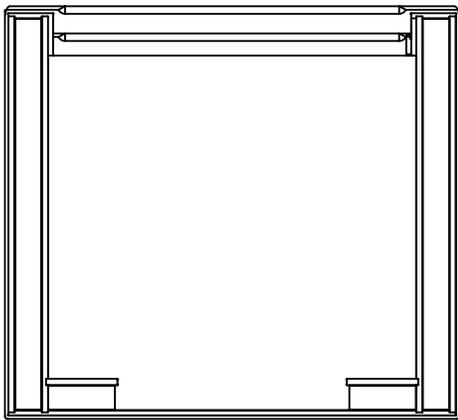
*Insulation

*Acoustic Paneling

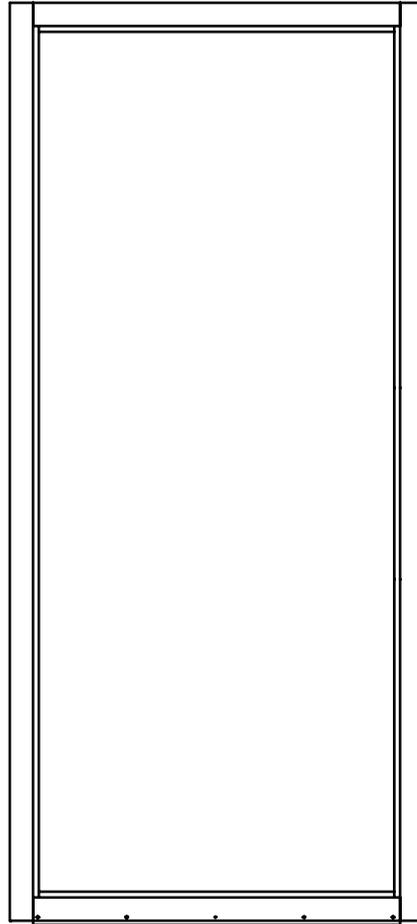
// PARTS OVERVIEW
LARGE PART BOX



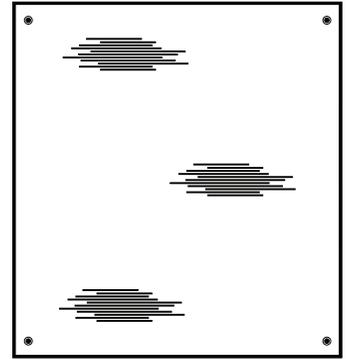
Ceiling
1 x



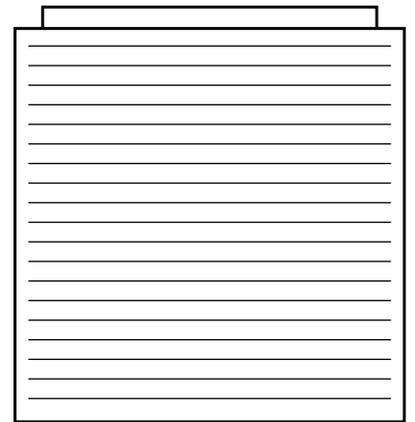
Floor
1 x



Door
1 x



Skylight
1 x



Anti Fatigue Mat
1 x

// ASSEMBLY NOTES

Before assembly!

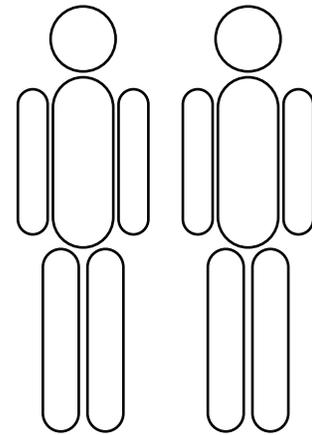
Before beginning assembly, we recommend consulting a professional insured Zenbooth installer or general contractor. Warranty may be void if components are improperly installed.

Contact us at : support@zenbooth.net for any additional information or customer support.

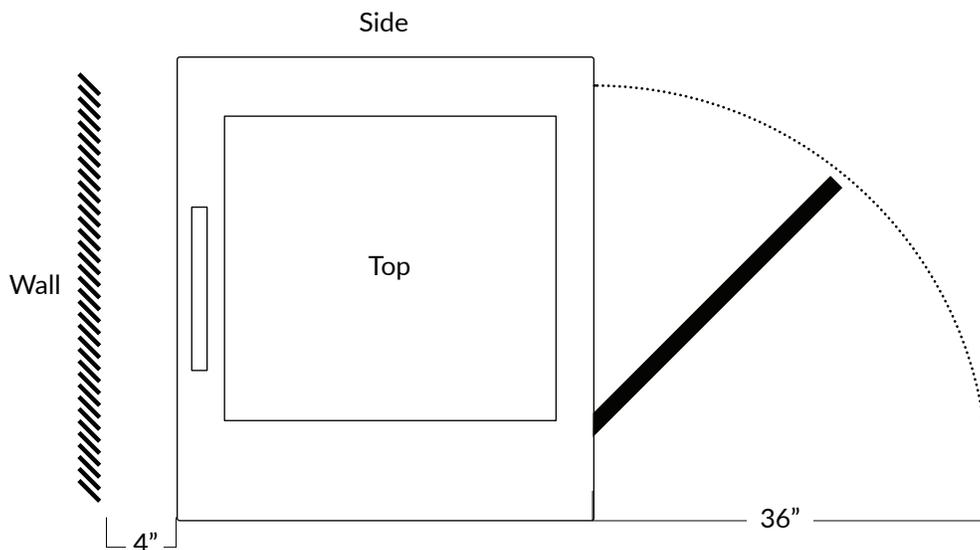
After unpacking, inspect all parts for damage. If any parts are damaged as a result of shipping, report them to us with a photo before assembling so we can send you a replacement part.

- After assembly, use a wet rag to wipe down any dust created in the installation process. Do not use ammonia based cleaners on the skylight. Windex fogs acrylic!

Place the booth a minimum of 4 inches away from wall to ensure adequate airflow. If the fan stops working, stop using the booth and contact Zenbooth for a replacement.



Safely execute the install with two people!



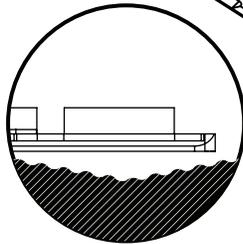
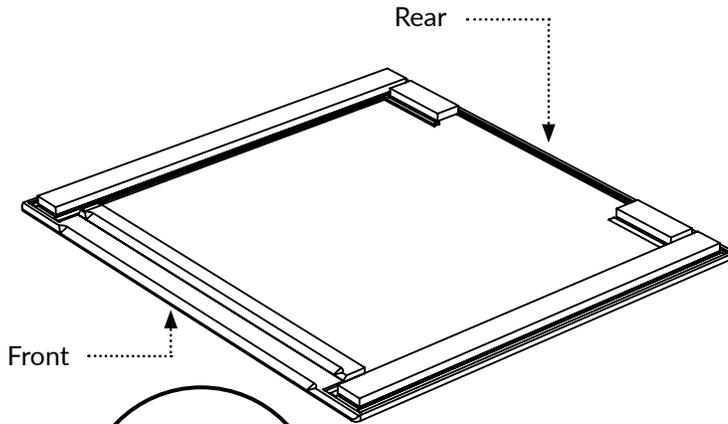
Minimum distance from a wall for optimal ventilation.

// ASSEMBLY NOTES

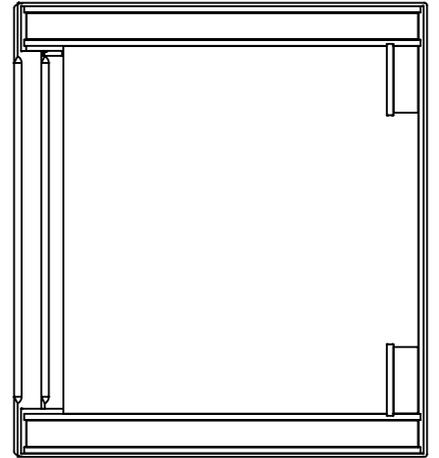
Step 01

Base

- Place Base on level ground.



! Note: Make sure the ground is level and flat.

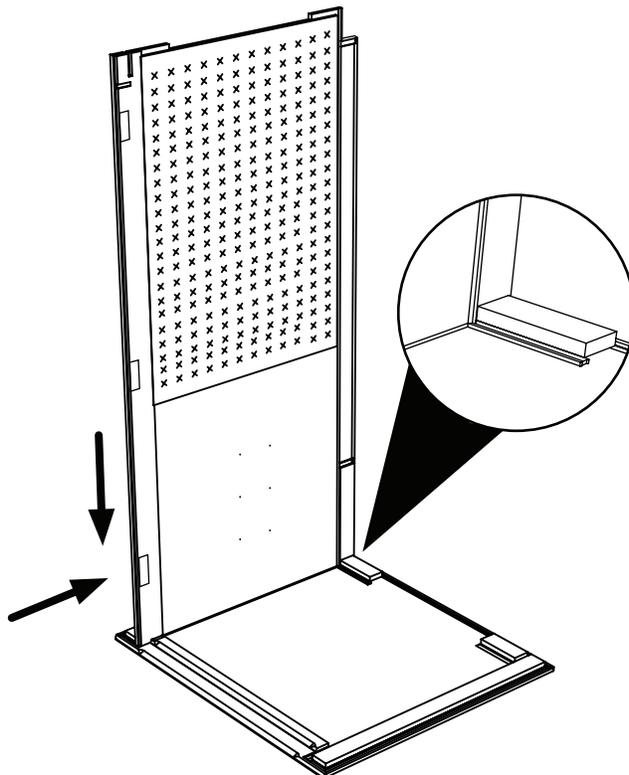


Base
1 x

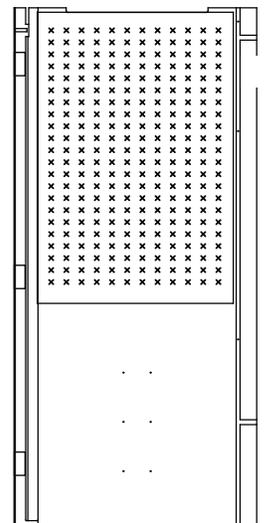
Step 02

Left Wall

- Insert The Interior Left Wall into the Left side of the Floor.



Check alignment! Make sure the joining grooves are aligned.



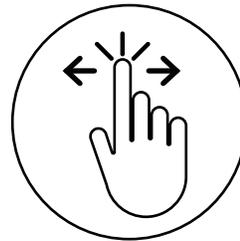
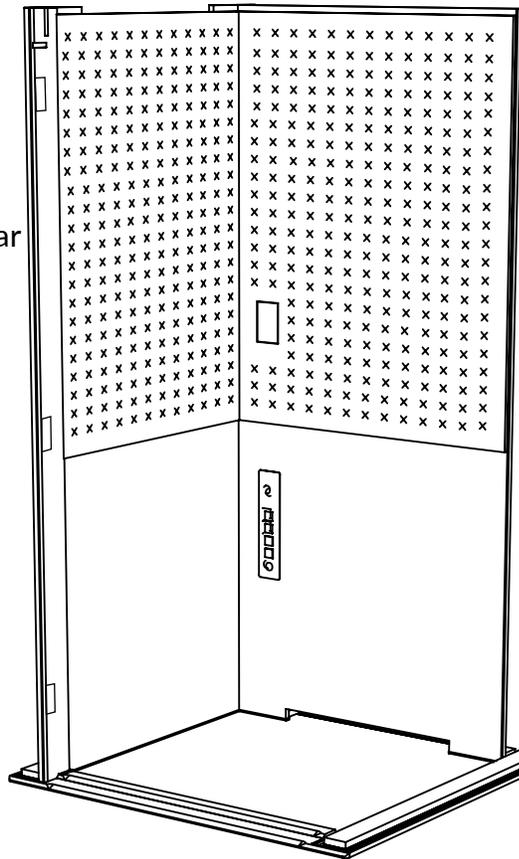
Interior Left Wall
1 x

// ASSEMBLY NOTES

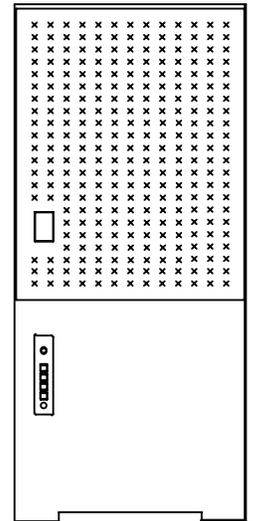
Step 03

Interior Rear

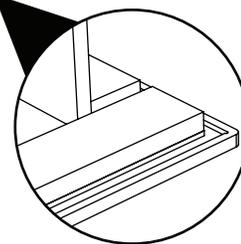
-
Slide the Interior Rear Wall into the joining grooves of the Base and Left Wall.



Be sure the top of all Walls are flush throughout your build once the Walls are set.



Interior Rear Wall
1 x



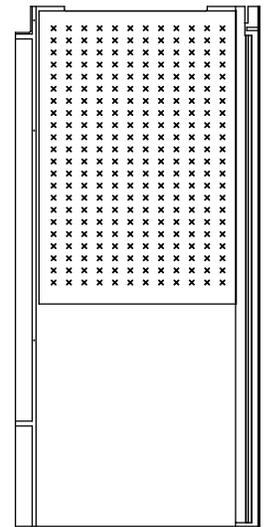
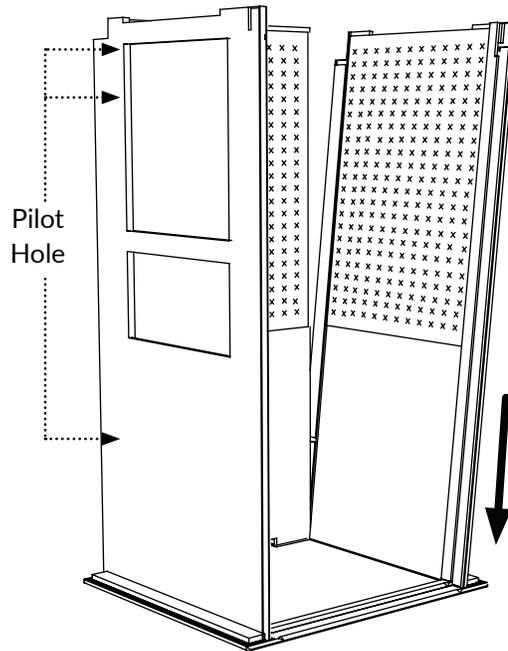
The bottom of the Walls should sit inside the grooves and protrude into the adjoining groove in the Floor.

// ASSEMBLY NOTES

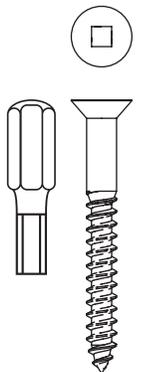
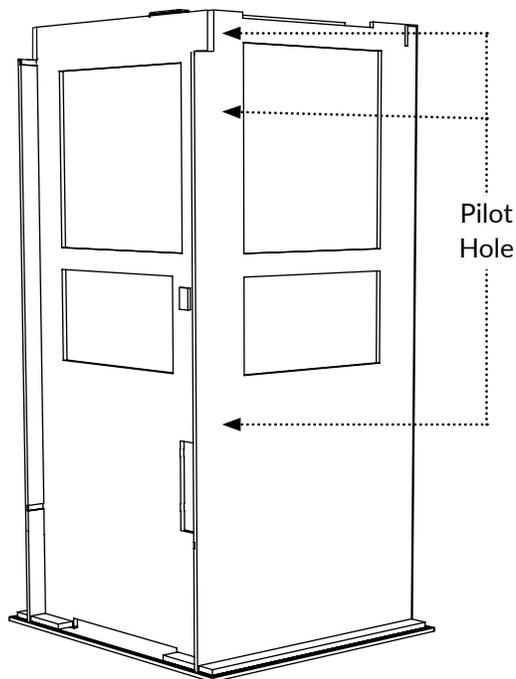
Step 04

Right Wall

-
Insert the Interior Right Wall into the Base and Interior Rear Wall. Using 2" square drive screws, fasten the Right Interior Walls to the Rear Wall.



Interior Right Wall
1 x



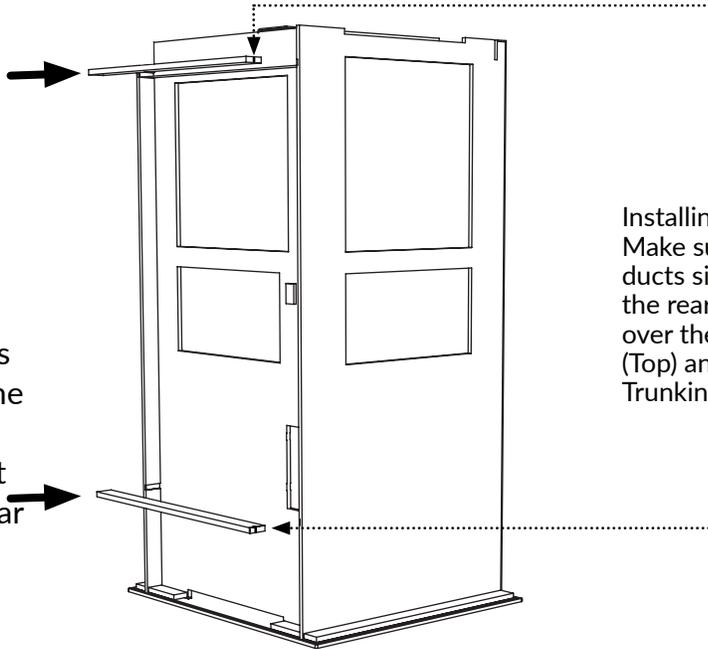
6 x 2" Square Drive Screws

// ASSEMBLY NOTES

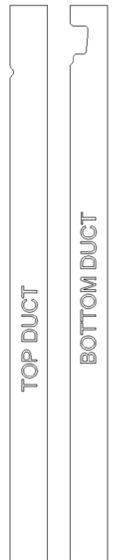
Step 05

Vent Ducts

- Slide the Top & Bottom Vent Ducts into the slots on the Inside of the Side Walls, bottoming it out against the Rear Wall.



Installing Ducts: Make sure the ducts sit flat against the rear wall and fit over the Light Wire (Top) and Cable Trunking (Bottom.)

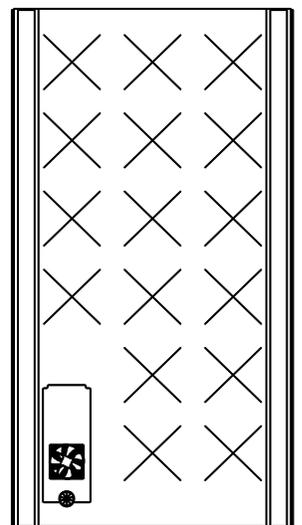
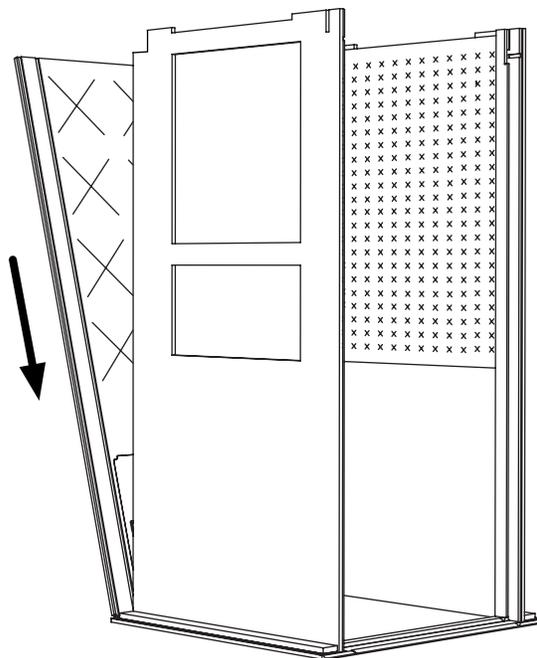


Vent Ducts
2 x

Step 06

Insert Exterior Rear

- Insert the Exterior Rear Wall to the Base and join it to the Left and Right Interior Walls.

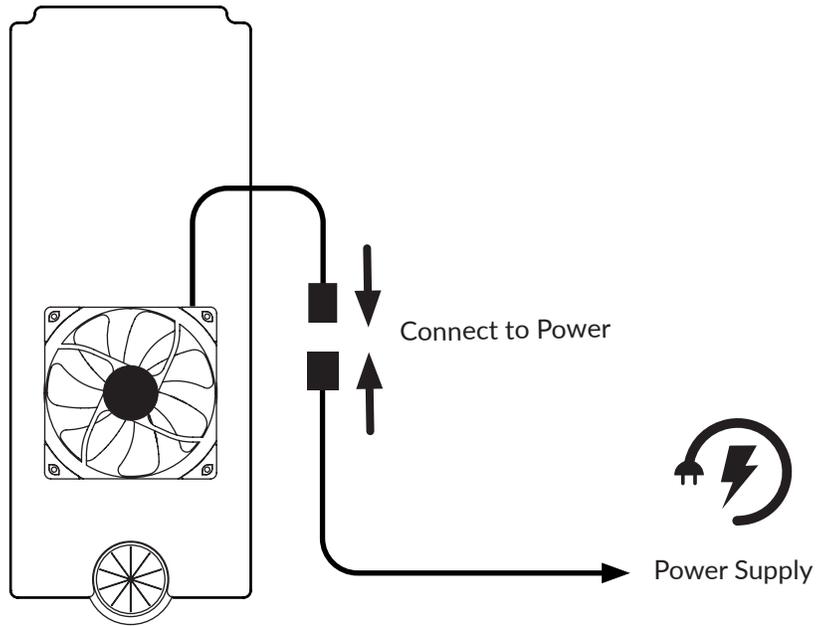


Exterior Rear Wall
1 x

// ASSEMBLY NOTES

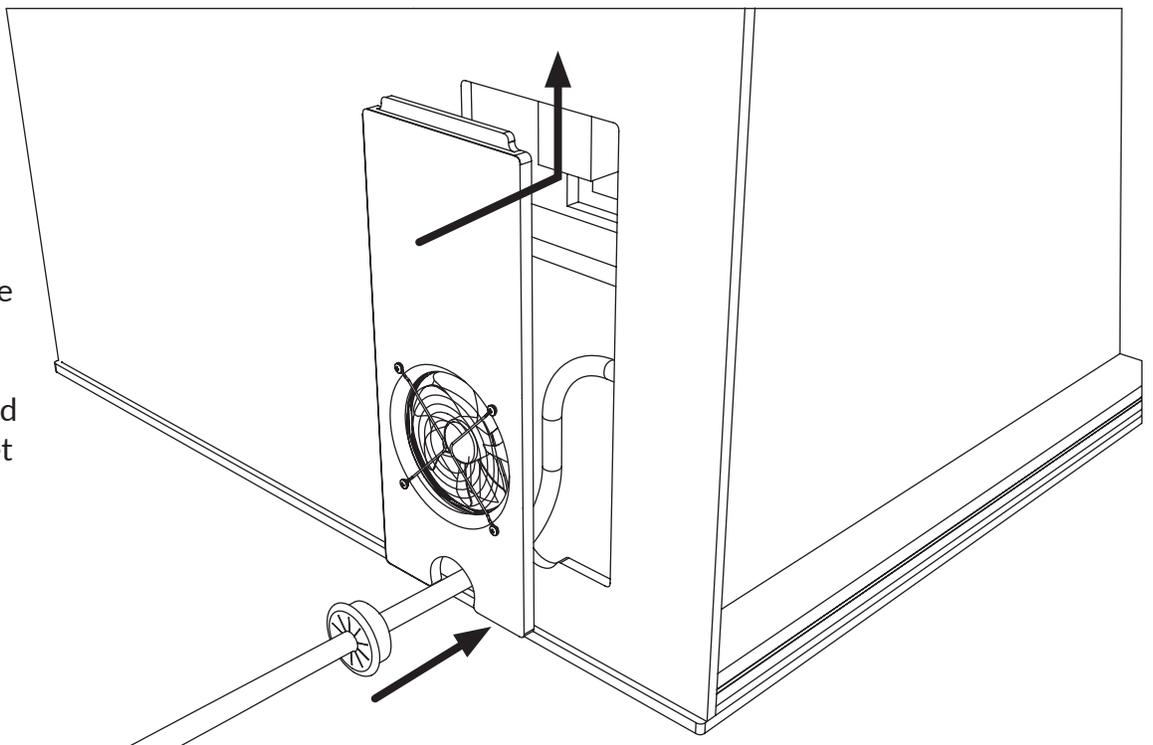
Step 07

Connect Fan Cord
-
Make sure the 2-Pin Fan connectors are connected.



Step 08

Hatch Plate
-
Once all cords have been connected and cleared, insert the Hatch Plate and move the Grommet in place.

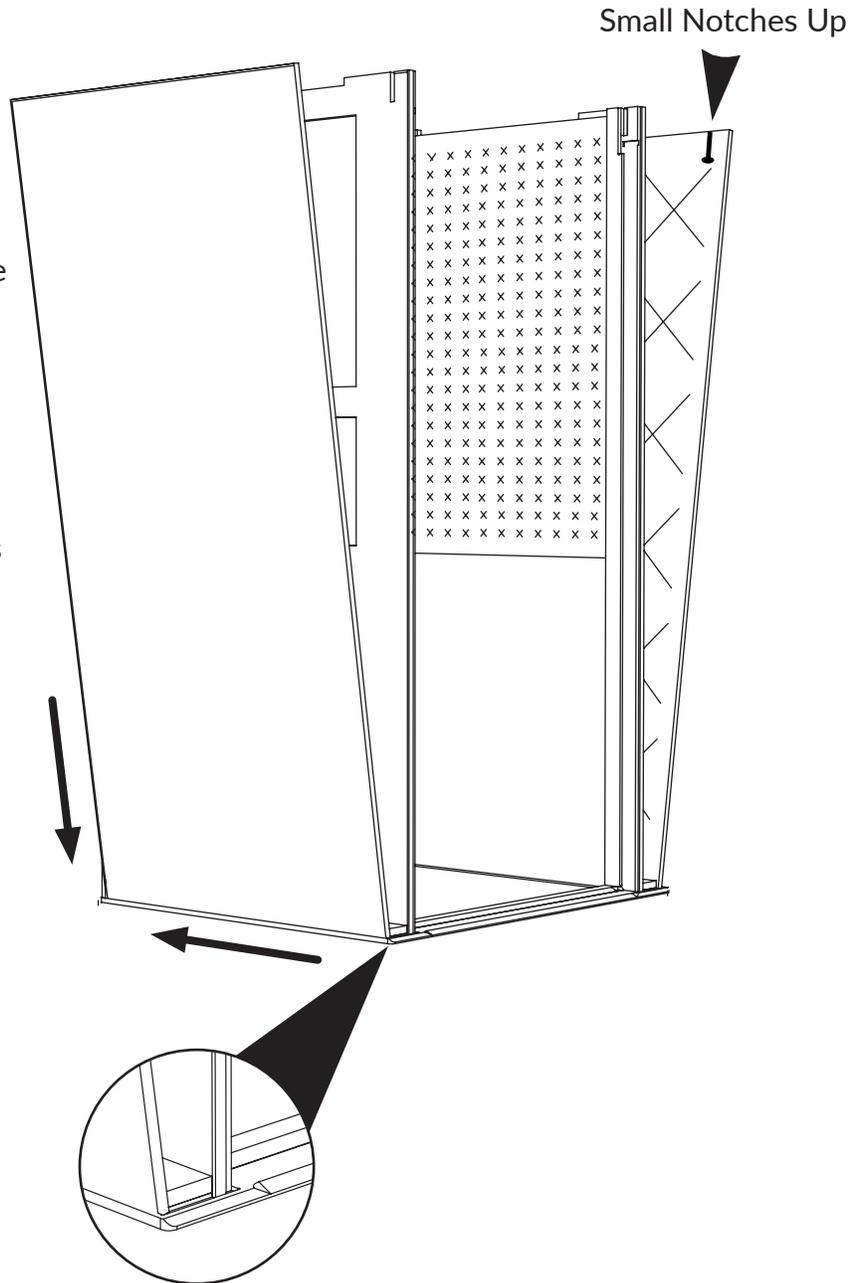


// ASSEMBLY NOTES

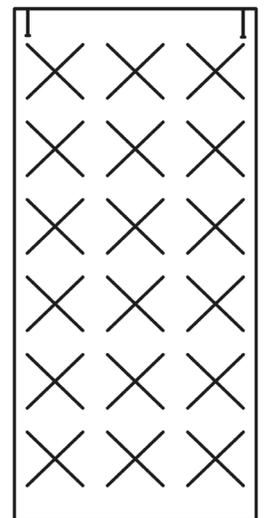
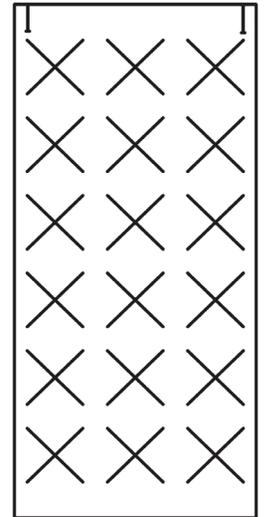
Step 09

Insert Exterior Side Walls

- Insert the Exterior Side Walls to the Base and Exterior Rear Wall. The Exterior Side Walls will fit on either side with the small notches facing up.



Applying pressure at bottom edge of a Wall works well for pushing it into position.

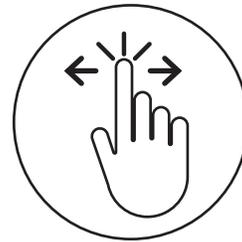
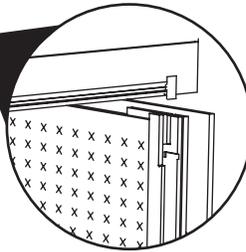
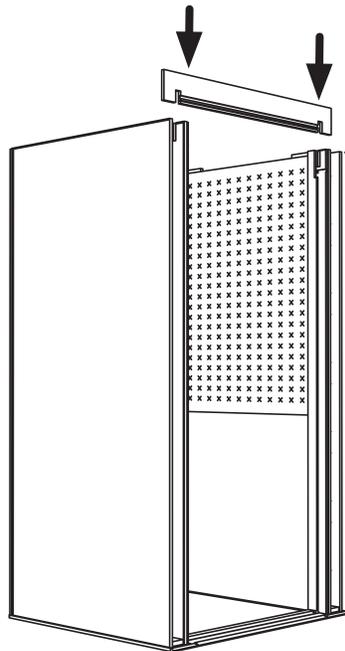


Exterior Side Wall
2 x

// ASSEMBLY NOTES

Step 10

Insert Door Header
-
Evenly insert the Door Header into the corresponding notches in the left and right Walls with the weather stripping facing out.



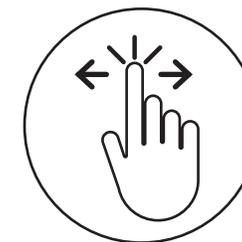
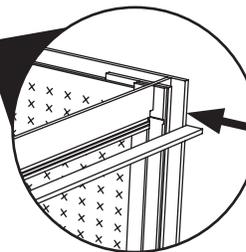
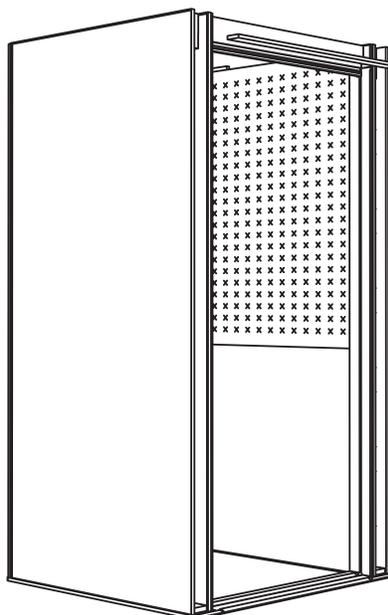
Make sure all Walls and Header are fully inserted and flush together!



Door Frame Header
1 x

Step 11

Cap the Header
-
Complete the Door Frame by inserting the Door Header Cap into the slot at the top of the Door Frame.



Make sure all Walls and Header are fully inserted and flush together! The Header Cap should stick out a little bit to fit into the groove in the Facade.



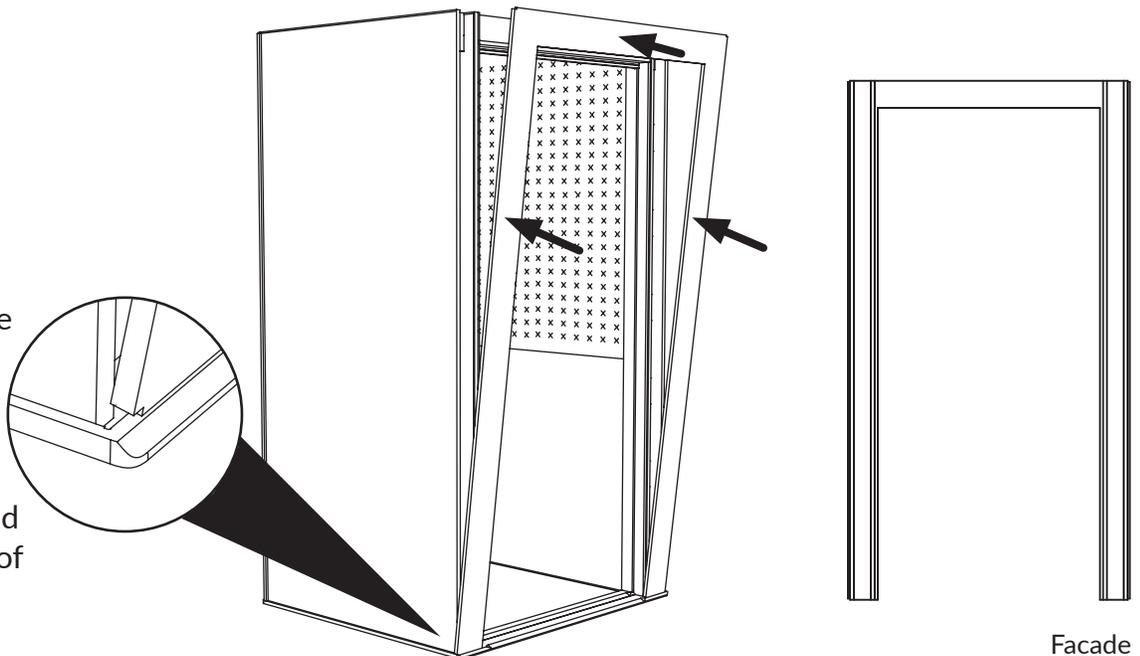
Door Frame Header Cap
1 x

// ASSEMBLY NOTES

Step 12

Install the Facade

- Inserting the Facade into the Base at an angle will help ensure the correct fit. The outer edge of the Facade should bottom out on top of the Floor.

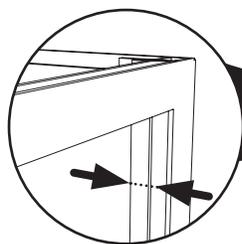


Facade
1 x

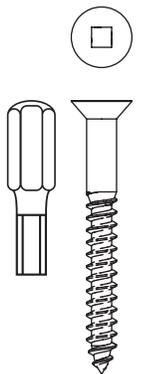
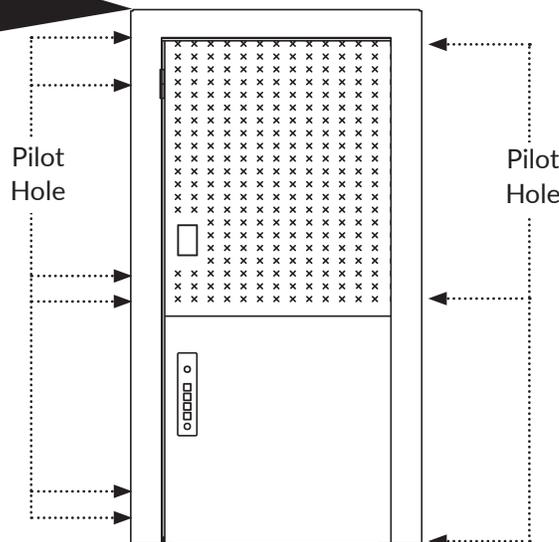
Step 13

Fasten The Facade

- Locate the pre-drilled holes in the Door Frame and screw the Facade in place with 2" square drive screws. Avoid the hinge pocket pilot holes.



Press Into Place: Starting at the top, guide the Facade into the Walls ensuring a snug fit.



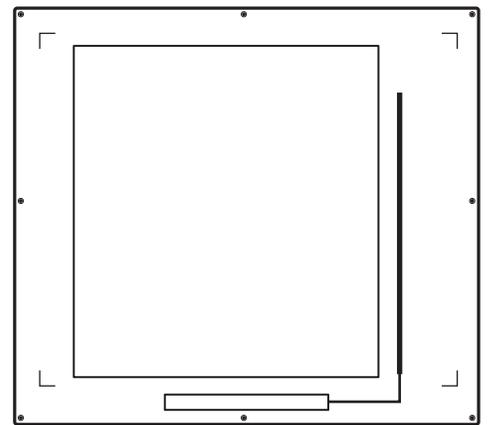
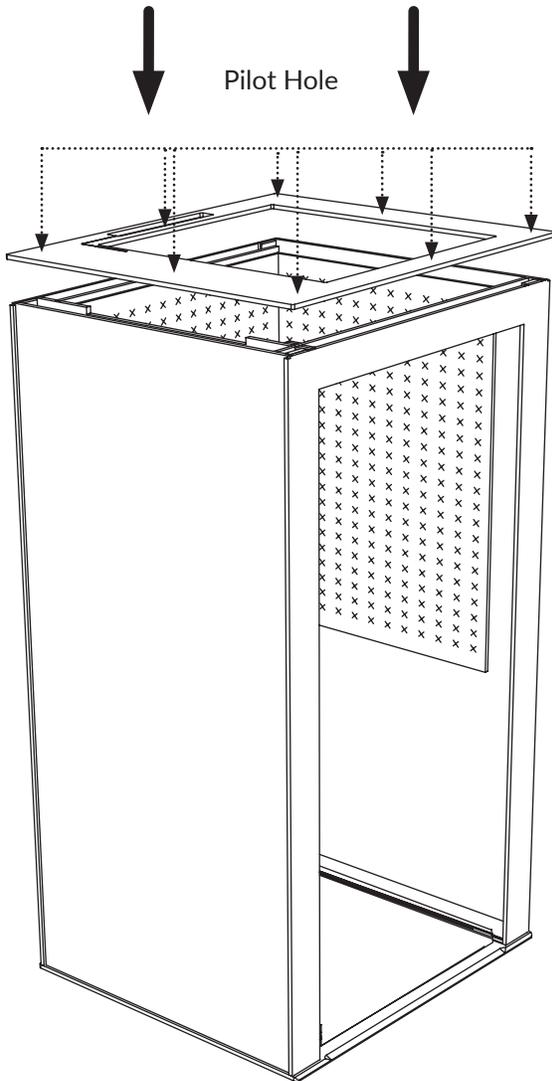
9 x 2" Square
Drive Screws

// ASSEMBLY NOTES

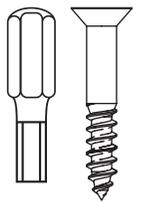
Step 14

Fasten the Ceiling

-
Guide the Ceiling into place by starting from one corner and working it down onto the top of the booth until it is seated. Next, while standing on a step ladder, locate the eight pre-drilled holes on the top and drive the 1 1/2" square drive screws into each one to attach the Ceiling.



Ceiling
1 x



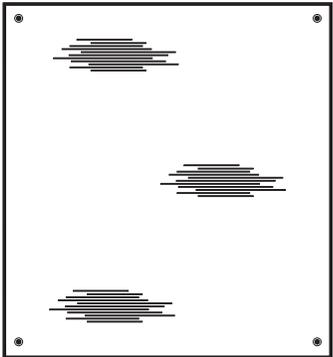
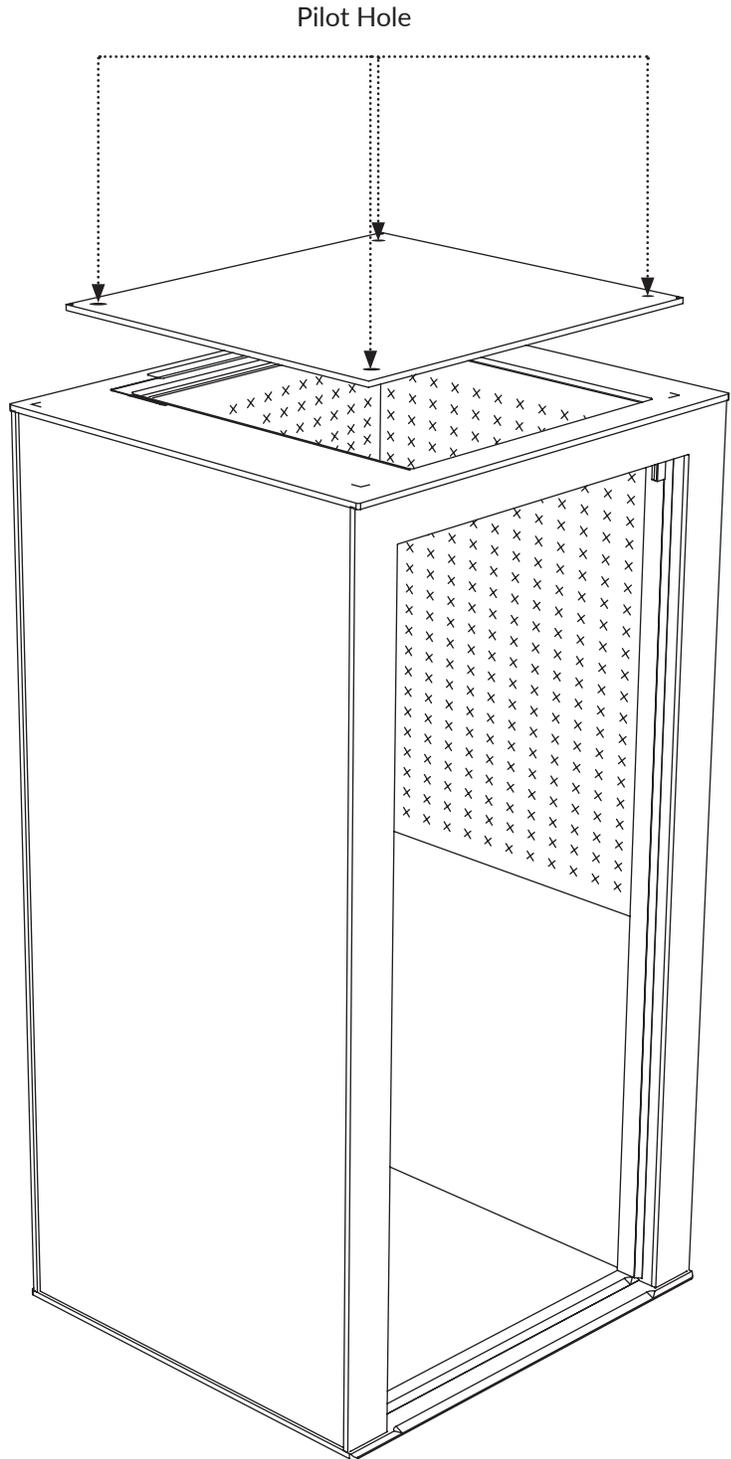
8 x 1 1/2"
Square Drive

// ASSEMBLY NOTES

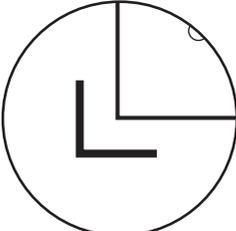
Step 15

Fasten the Skylight

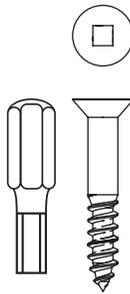
Remove protective film from the Skylight. Using a step ladder, position the Skylight on the top of the booth. Align the Skylight with the corner marks as to not obstruct the ventilation. Once in position, drive the 2" square drive screws into it to secure it in position.



Skylight
1 x



Corner Mark
Ceiling & Skylight



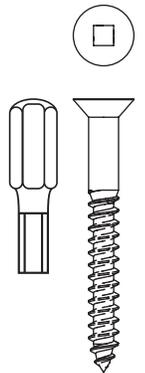
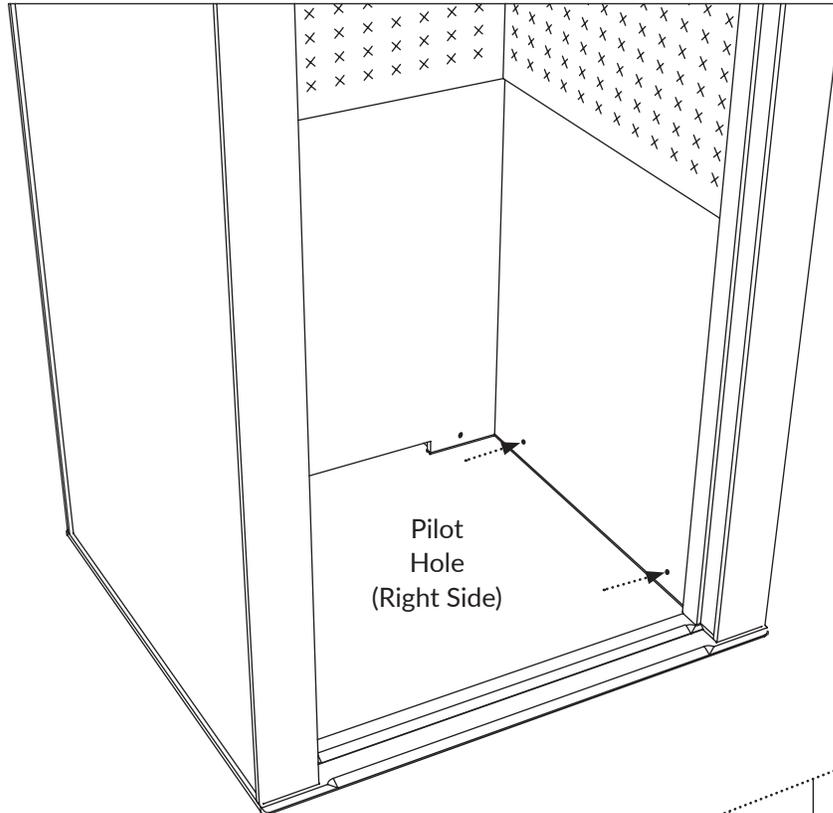
4 x 1 1/2"
Square Drive

// ASSEMBLY NOTES

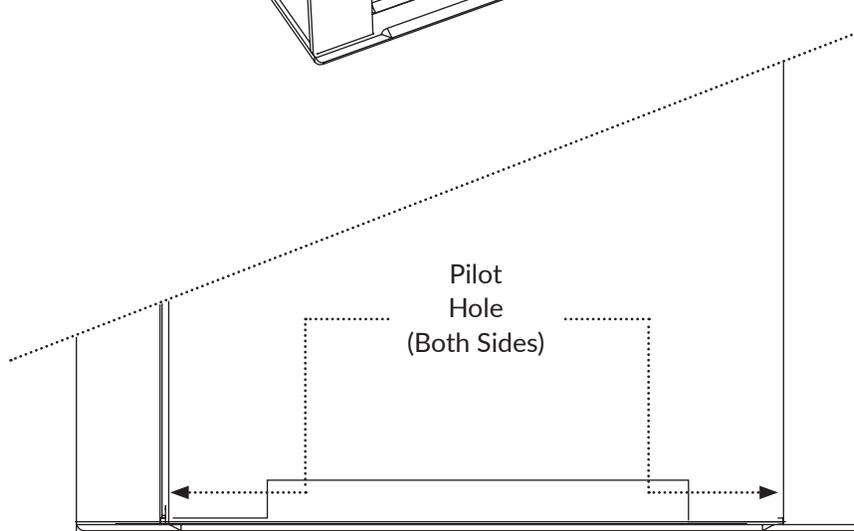
Step 16

Fasten The Walls

-
Screw 2" square drive screws through the pre-drilled pilot holes at the bottom of the Interior Walls to attach the booth to the Base.



6 x 2" Square Drive Screws

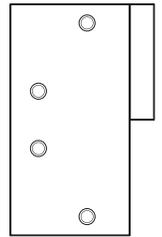
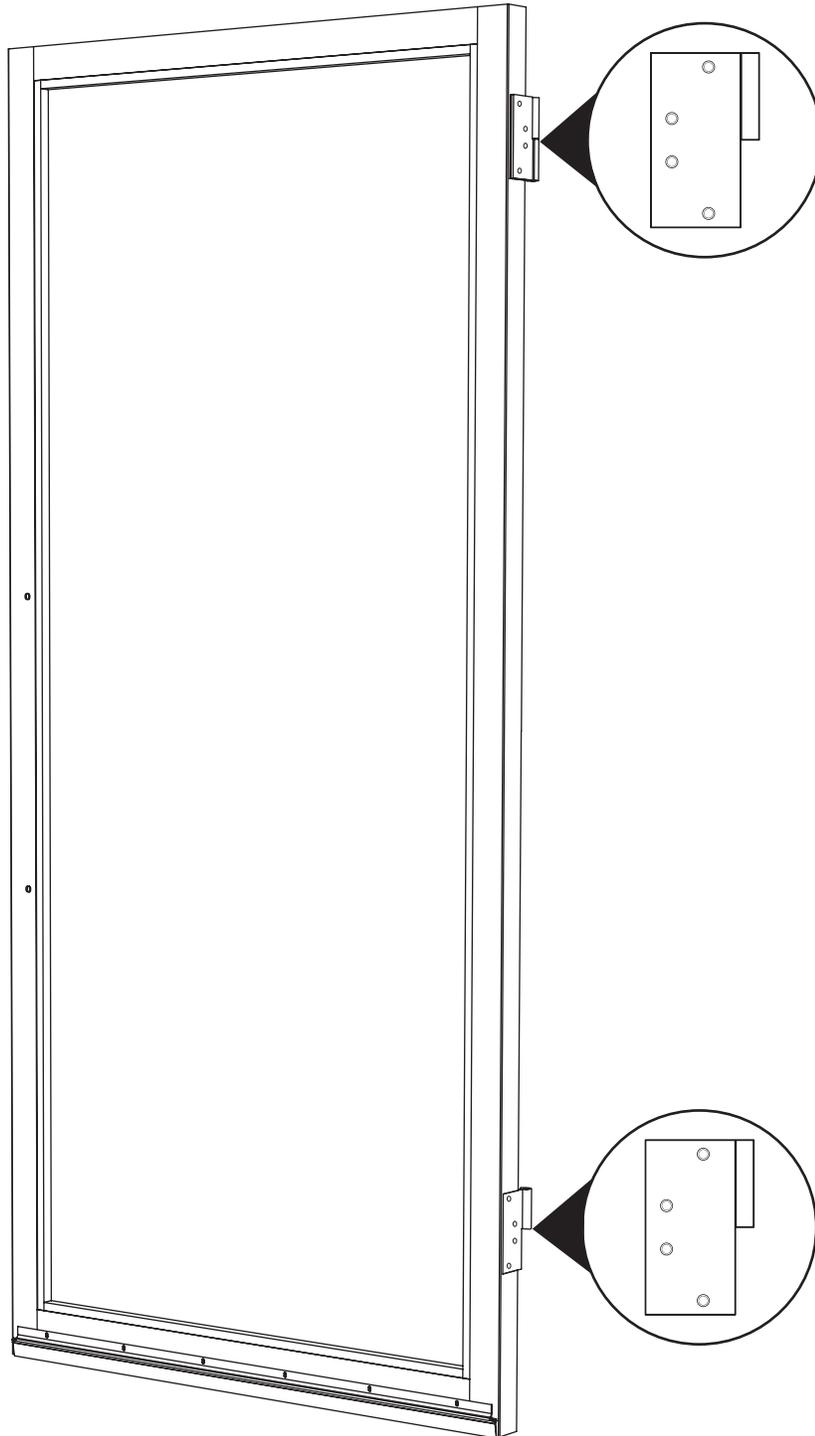


// ASSEMBLY NOTES

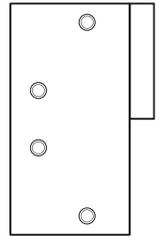
Step 17

Attach Hinges to Door

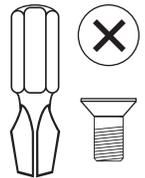
-
Use 1/2" Phillips screws to attach Top and Bottom Hinges to Door.



Hinge Plate (Top)
1 x



Hinge Plate (Bottom)
1 x



8 x 1/2" Phillips Drive
Screws

// ASSEMBLY NOTES

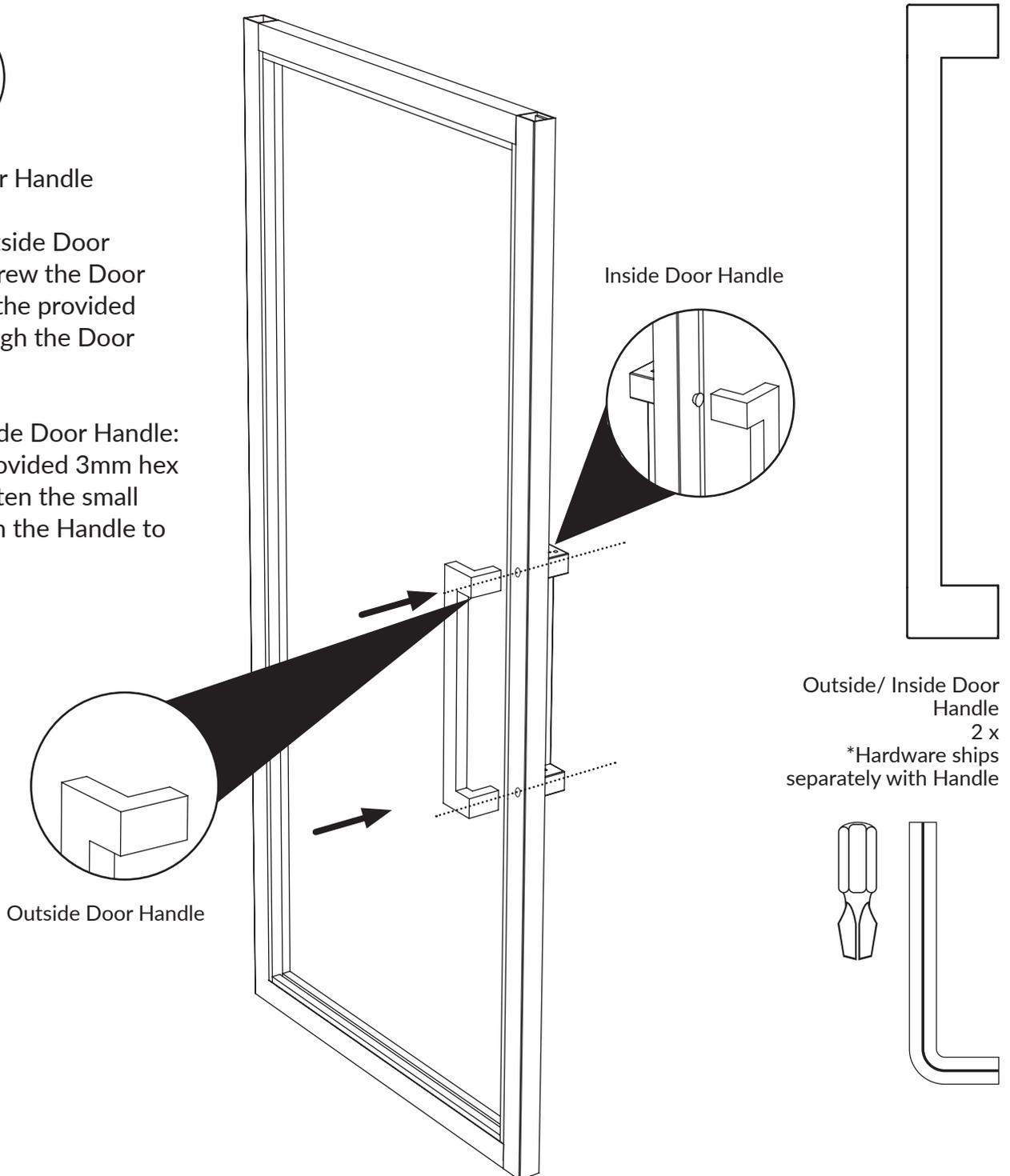
Step 19

Step 18

Install Door Handle

- Attach Outside Door Handle: Screw the Door Handle to the provided bolts through the Door Frame.

- Attach Inside Door Handle: Use the provided 3mm hex key to tighten the small hex bolts in the Handle to secure it.



Outside/ Inside Door Handle
2 x
*Hardware ships separately with Handle

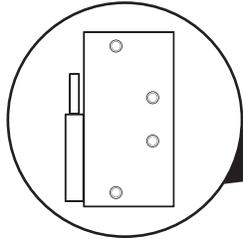
// ASSEMBLY NOTES

Step 19

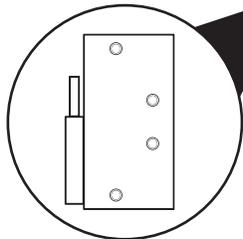
Fasten Hinges

-

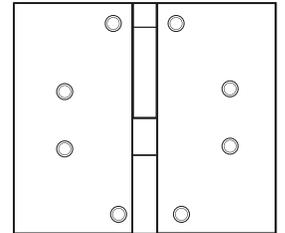
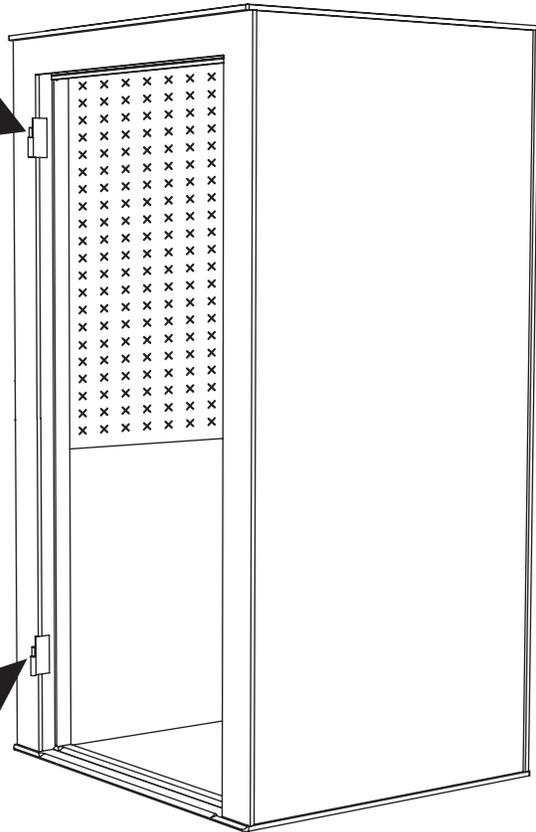
Using the point size 3 Philips Driver bit and screws, attach the two Hinge Plates (Top & Bottom) to the Door Frame of the booth. Make sure the Hinges are fully inserted into the pockets in the Door Frame.



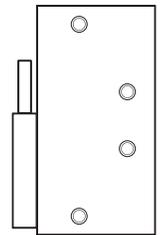
Hinge Plate (Top)



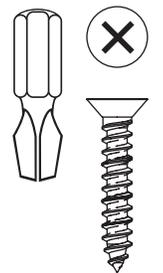
Hinge Plate (Bottom)



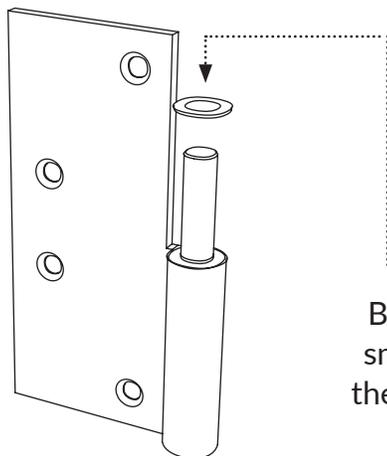
Spring Hinge (Middle)
1 x



Hinge Plate (Top + Bottom)
1 x



12 x 1 1/2" Phillips Drive Screws



Lift-Off Hinge Parts

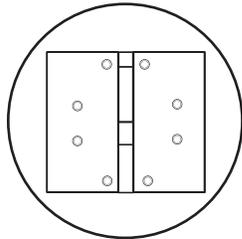
-
Be sure not to lose the small plastic washer on the male side of the lift-off hinge.

// ASSEMBLY NOTES

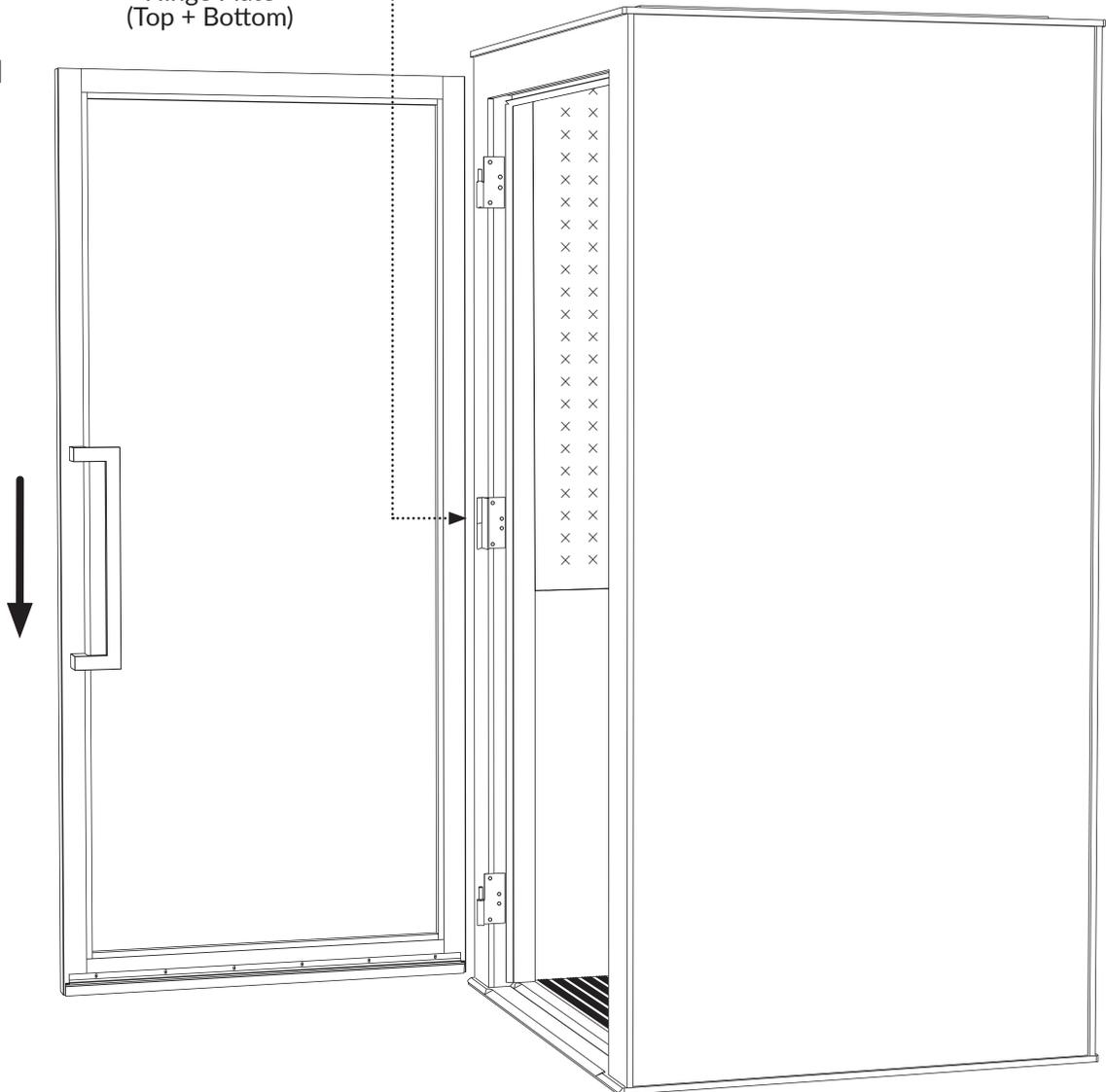
Step 20

Land Door on Hinges

- Hang the Door on the mounted Hinges. With the Door hung in place, connect the position Spring Hinge (Middle) to the door. It may be necessary to open the Door 180 degrees to mount this Hinge.



Hinge Plate
(Top + Bottom)

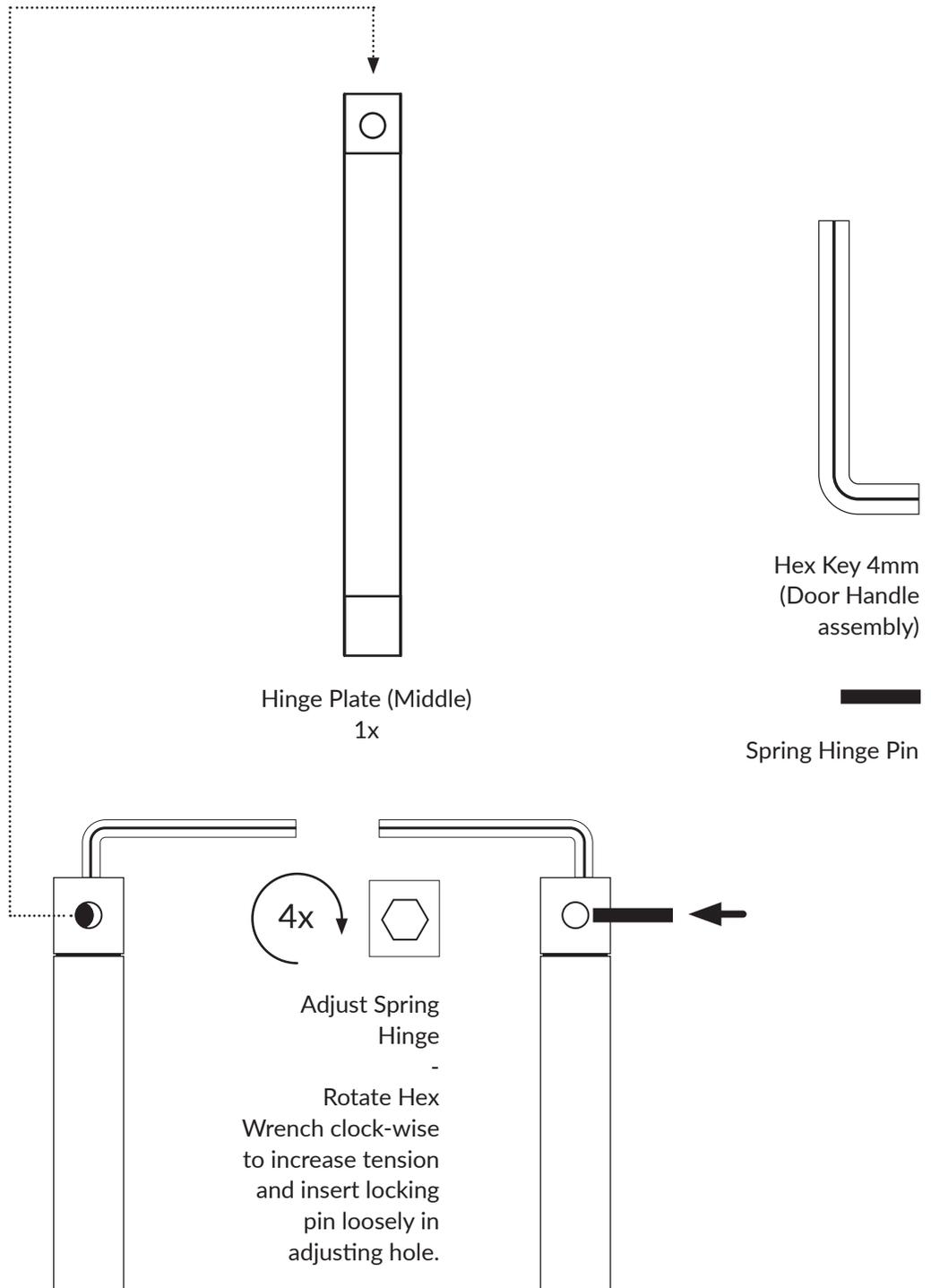


// ASSEMBLY NOTES

Step 21

Set Spring Hinge

-
Place Door in closed position. Insert Hex Wrench in Hex Hole. Rotate Hex Wrench clockwise (while viewing from the adjustment end of hinge) to increase tension and insert locking pin loosely in adjusting hole. Release Hex Wrench until locking pin contacts side of adjusting hole. Check the door closing force.



// ASSEMBLY NOTES

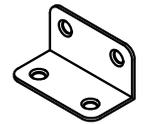
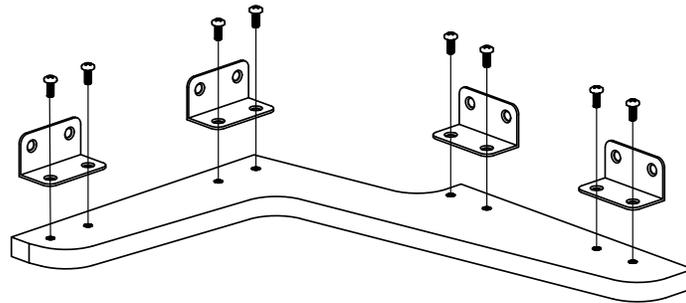
If your booth came with a height adjustable desk, then skip to page 31.

Step 22

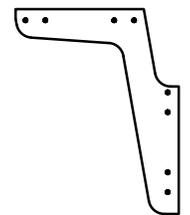
Install Desk Brackets

Attach the Metal Brackets to the Wooden Brackets using the 1/2" Black Panhead machine screws. Then attach the completed brackets to the Desktop, using the Point Size 2 Phillips Driver bit Driver bit and 1" Black Panhead wood screws.

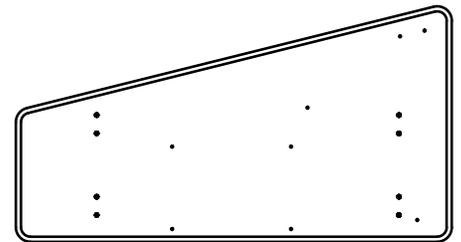
The machine screws can be very stiff. Install with care.



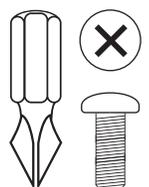
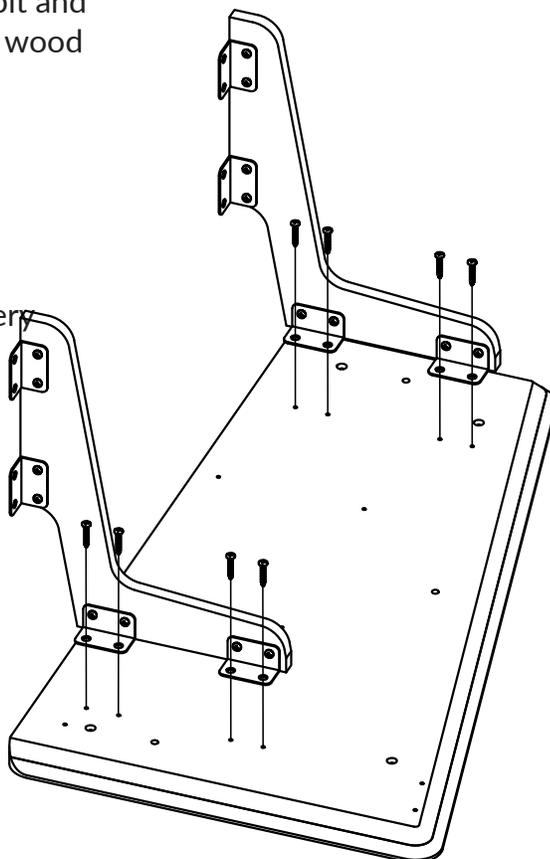
Metal Brackets
8 x



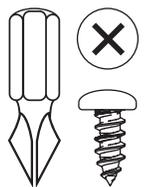
Wooden Bracket
2 x



Desktop
1 x



16 x 1/2" Phillips Screws
(Brackets to Desk)



8 x 1" Panhead Screws
(Brackets to Desk)

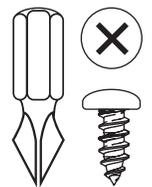
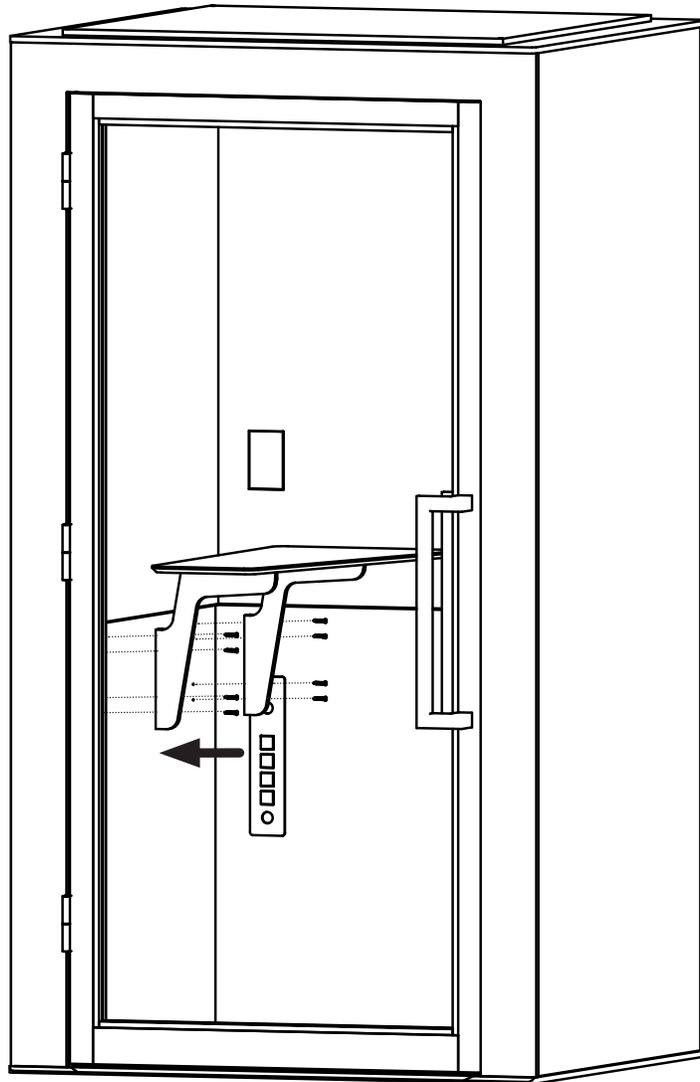
// ASSEMBLY NOTES

Step 23

Install Desk Brackets

-

Using the Point Size 2 Phillips Driver bit and six 1" Black Panhead screws, align the brackets with the pilots and mount them to the Wall.



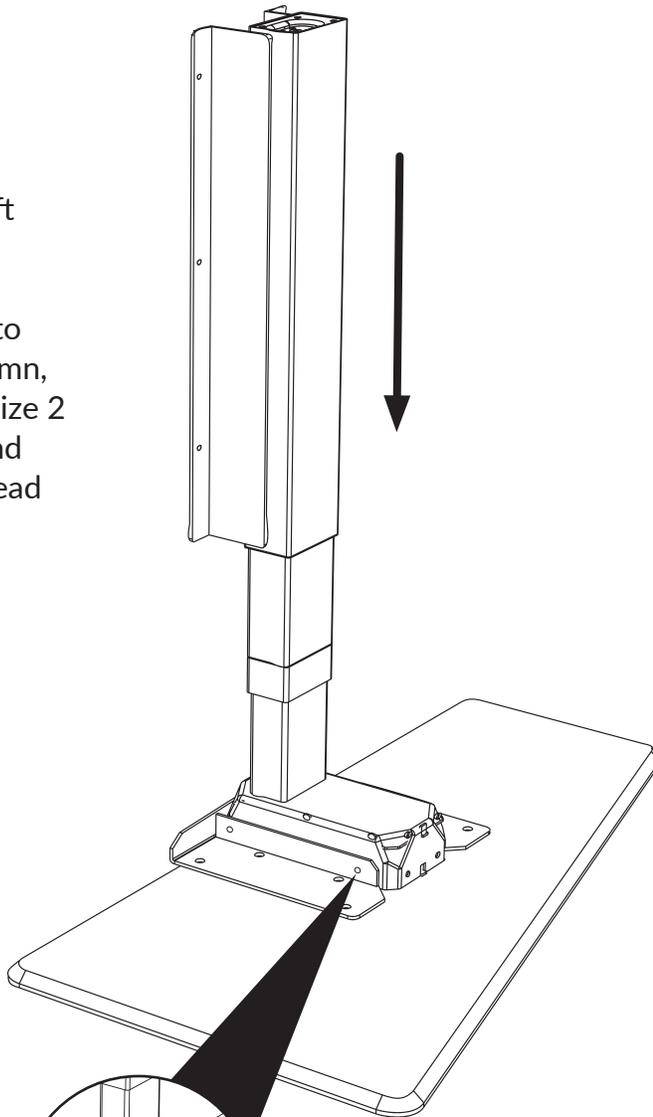
8 x 1" Panhead Screws
(Brackets to Desk)

// ASSEMBLY NOTES

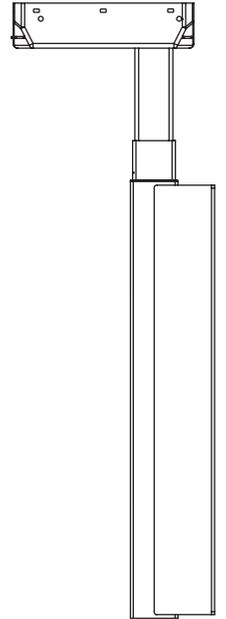
Step 24

Install Electric Lift Column

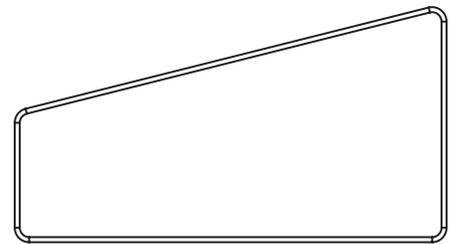
-
Fasten Desktop to Electric Lift Column, using the Point Size 2 Hex Driver bit and 1/2" Silver Panhead screws.



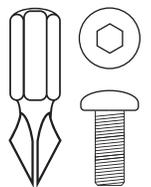
Threaded Hole
2 x Each Side



Electric Lift
1 x



Desktop
1 x



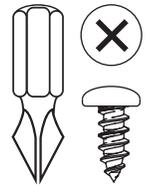
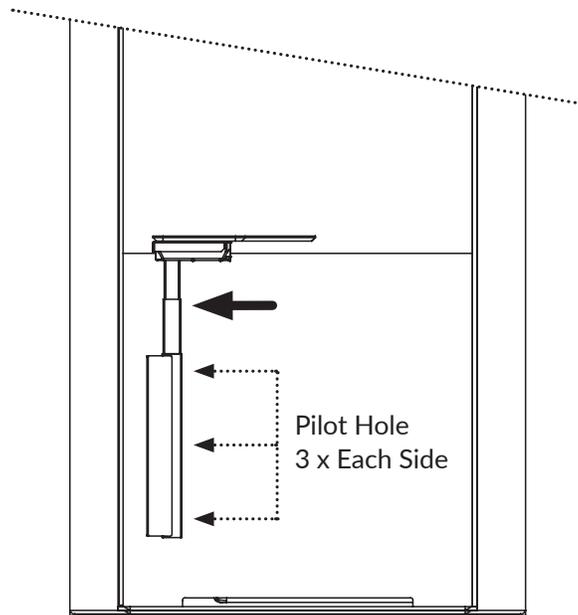
4 x 1/2" Hex Screws
(Brackets to Desk)

// ASSEMBLY NOTES

Step 25

Install Desk Brackets

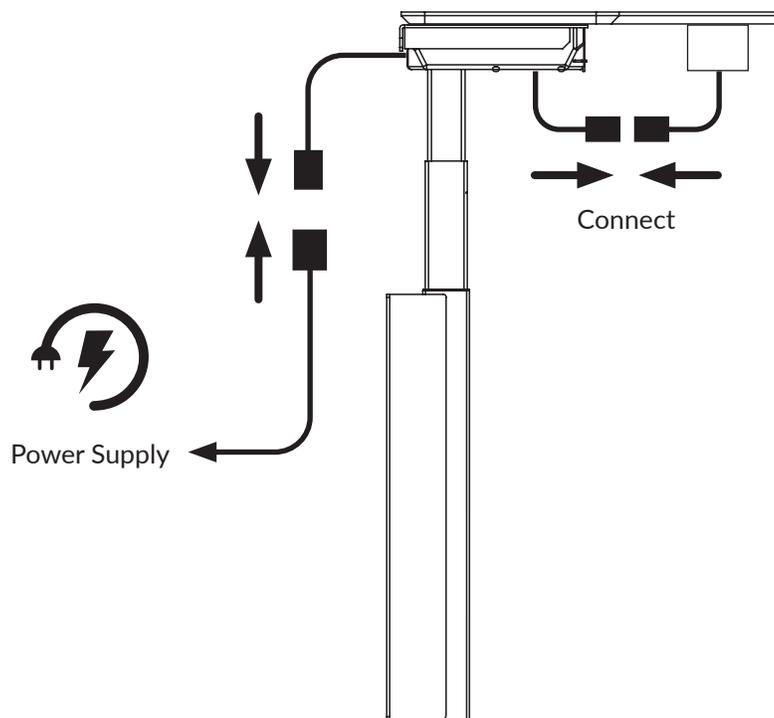
-
Using the Point Size 2 Phillips Driver bit and six 3/4" Black Panhead screws, align the brackets with the pilots and mount them to the Wall.



6 x 3/4" Panhead Screws
(Brackets to Desk)

Plug in the Column

-
Plug the yellow cord from the front of the column into the cable protruding from the silver box. Next, plug the Power Cord into one of the available outlets located on the back of the booth. Check to ensure that the Desk moves the full range both up and down.

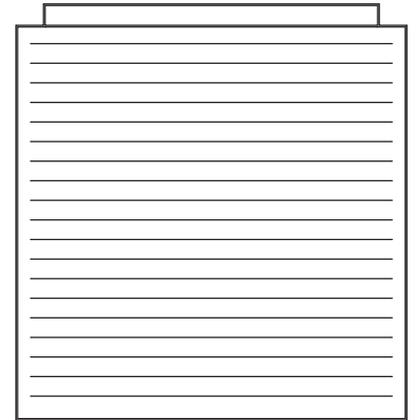
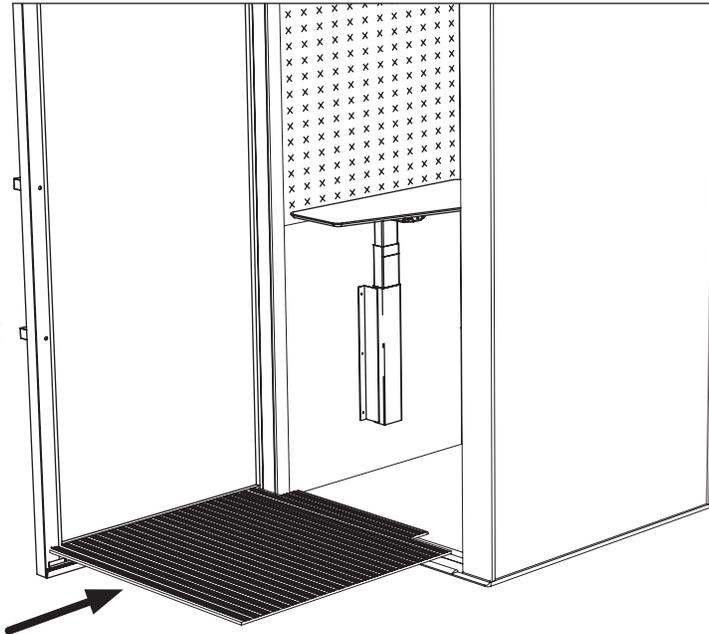


// ASSEMBLY NOTES

Step 26

Place Anti-Fatigue Mat

-
The Mat should fit squarely between all three Interior Walls and tuck under the Rear Wall Vent.

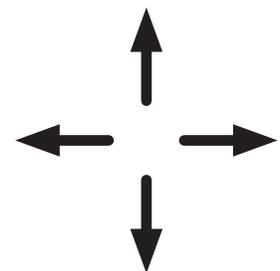
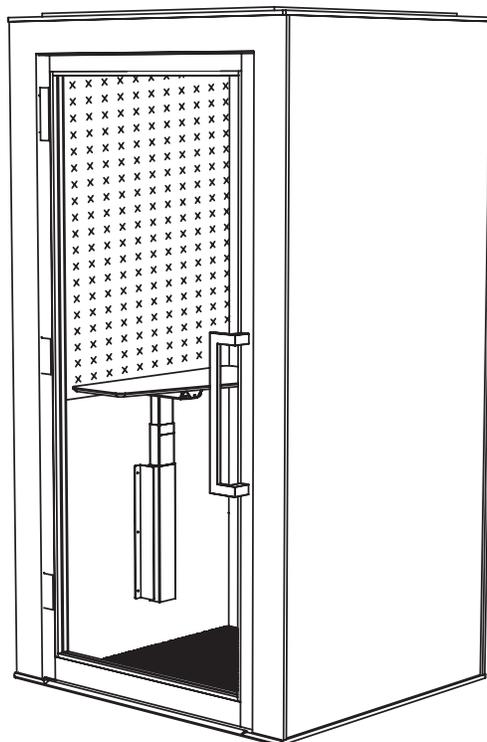


Anti Fatigue Mat
1 x

Step 27

Relocate Booth

-
After completing the build, move booth into its final position.

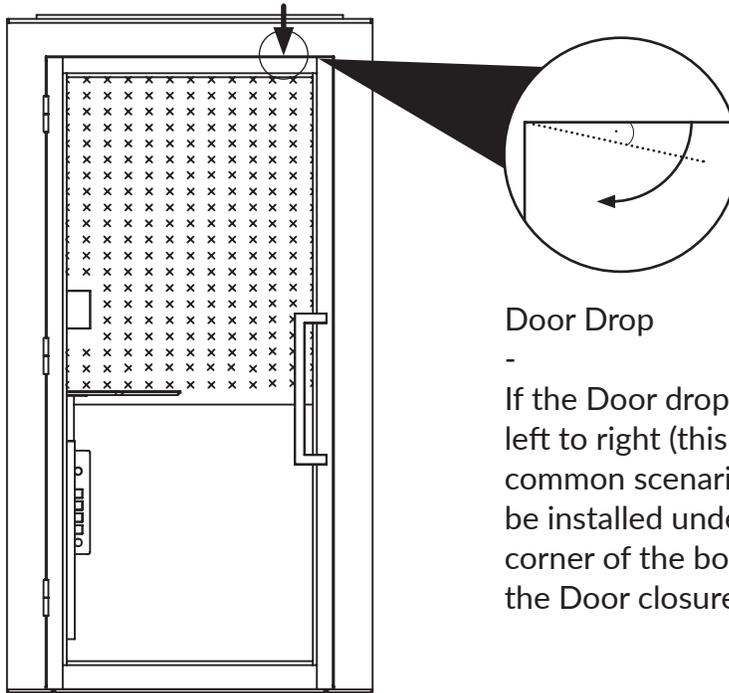


// ASSEMBLY NOTES

Step 28

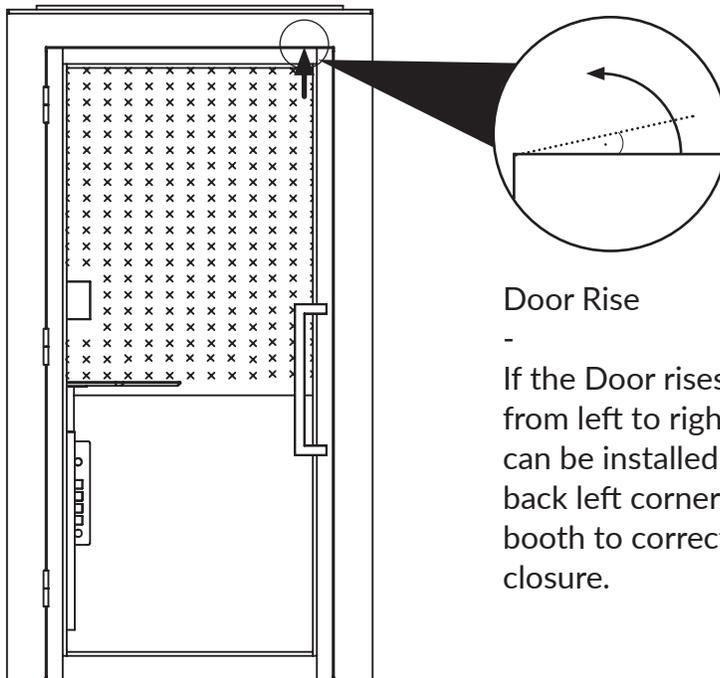
Door Tuning

-
After the booth is fully assembled and is in its final location, check the Door for proper alignment along the top right edge.



Door Drop

-
If the Door drops in height from left to right (this is the most common scenario) a Shim can be installed under the back right corner of the booth to correct the Door closure.



Door Rise

-
If the Door rises in height from left to right a Shim can be installed under the back left corner of the booth to correct the Door closure.

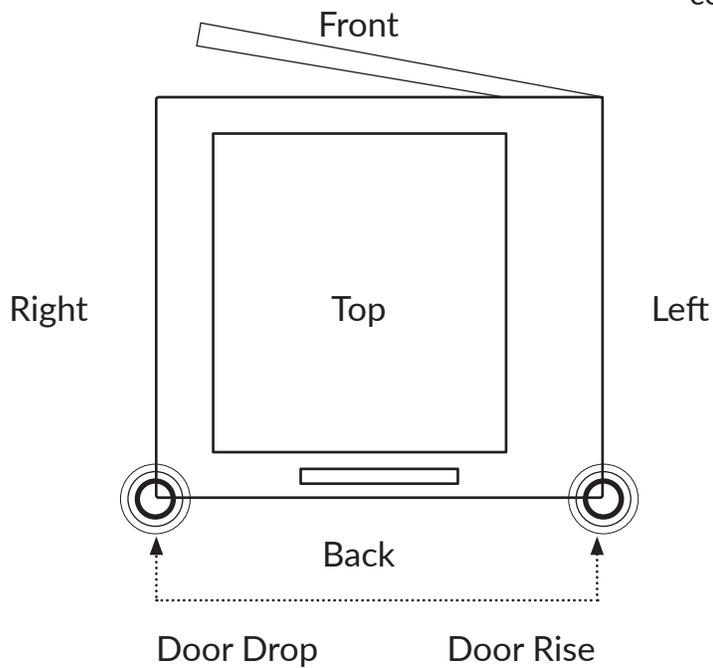
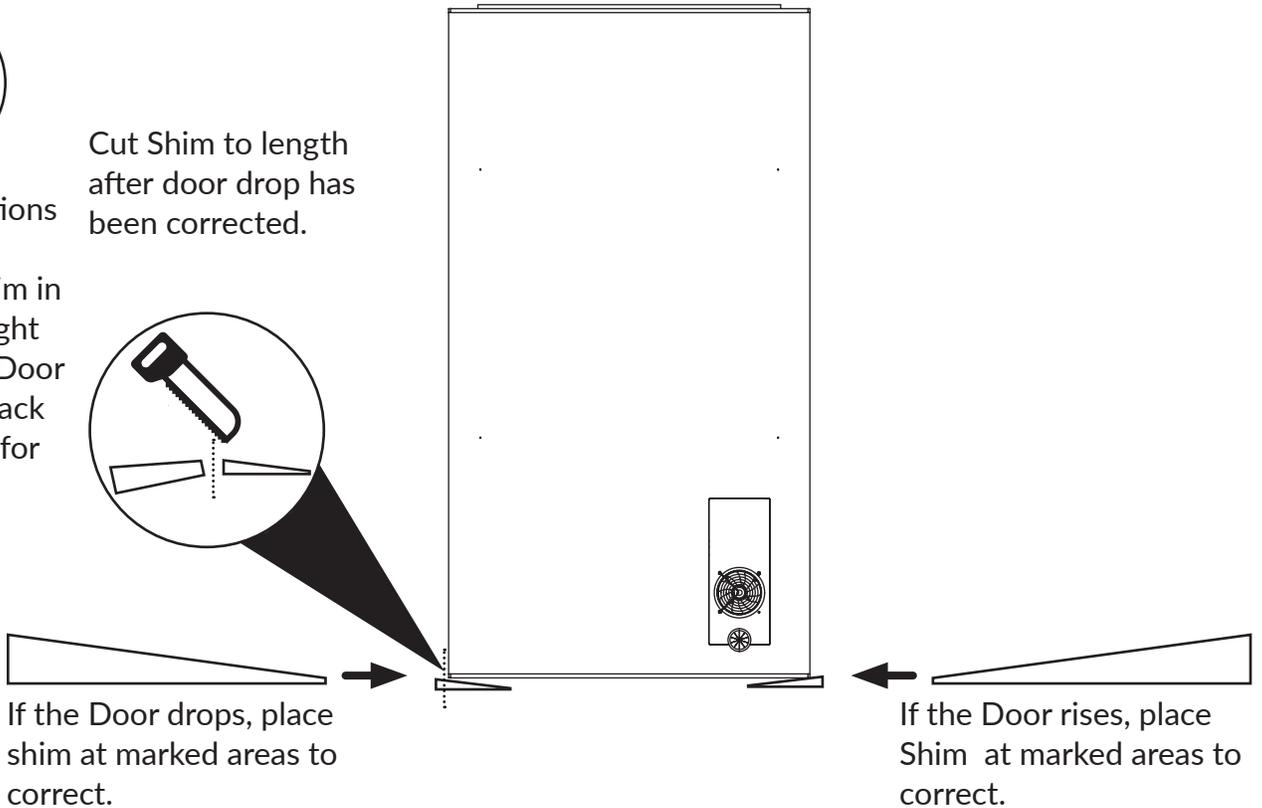
// ASSEMBLY NOTES

Step 29

Shim Locations

Insert a Shim in the back right corner for Door drop and back left corner for Door rise.

Cut Shim to length after door drop has been corrected.

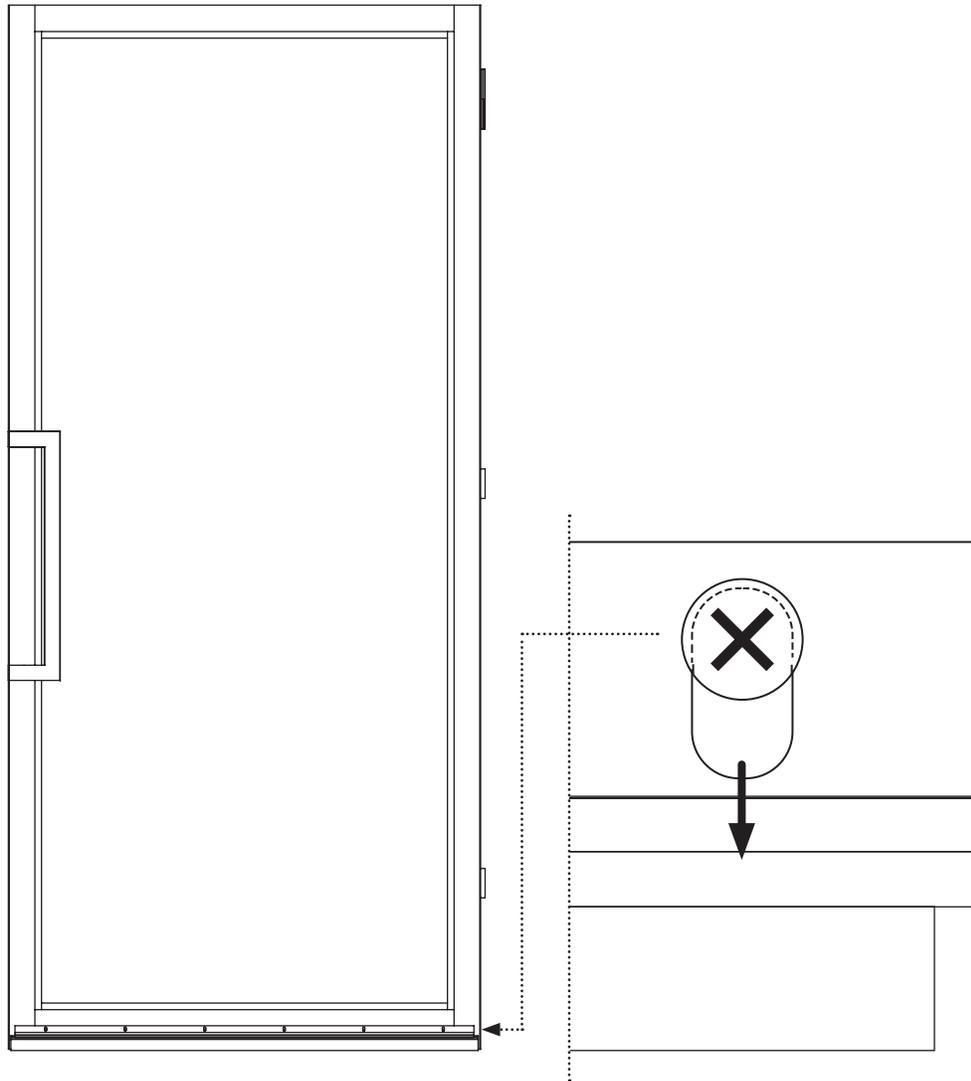


// ASSEMBLY NOTES

Step 30

Door Sweep

-
Lower the Door Sweep into position to close the air-gap at the bottom of the Door. Then open and close the Door to ensure the lowered Door does not impede the closure of the Door.



// PRODUCT QUALITY, DAMAGE & WARRANTY

Product Quality or Damages

Zenbooth strives to provide a high quality product. If your product arrives damaged, has missing parts, or has other workmanship defects, Zenbooth will ensure necessary services to provide you support and solutions to maintain our product quality standards.

In product quality or damages cases, the customer is responsible to open packaging, inspect product, and report damages within 3 days of the product delivery date. Such claims must be accompanied by photographs, include a detailed description and be emailed to support@zenbooth.net. Failure to make a claim within the 3 day period of time constitutes acceptance of the merchandise.

In cases of missing parts and workmanship defects, Zenbooth will absorb costs incurred in replacing and shipping as necessary.

Warranty

Zenbooth products are sold with a limited warranty against defects in materials and workmanship for a period of three years from the delivery date. Zenbooth reserves the right to repair or replace defective merchandise at its sole discretion. This limited warranty does not extend to other materials supplied by the purchaser or damage caused by shipping, accident, abuse, misuse, cleaning, or normal wear and tear. All other warranties express or implied are excluded.

For full details on return policies, terms and conditions go to:
zenbooth.net/pages/terms-and-conditions

You can also reach us via Email or phone at:

// Email: support@zenbooth.net

// Call us: (510) 646-8368

-

// TIPS FOR GETTING THE MOST OUT OF YOUR BOOTH

Not sure how many booths you need for your team?

We typically recommend at least 1 Zenbooth Solo for every 5-10 employees in your office, and at least one of our larger models for every 15 employees in your office. At Zenbooth HQ, we have about 1 booth per person, and they're always full!

Have too much open space in your office?

Use Zenbooths to create natural divisions of space between areas for different teams, meeting areas, and lounge or break areas. This helps to reduce visible and audible noise in the open office and makes movement and interactions between employees much more intentional.

Want to flood your booth with light?

While the Zenbooth Solo does come with adjustable LED lighting, try placing your booth in a place where it'll receive plenty of artificial or natural light. Our full skylight ceiling will allow this light to supplement the existing light in the booth. Placing them too close to windows can cause green house effects and heat up the booth.

Are your booths constantly in use?

Use a vinyl marker to create a makeshift calendar on the door of your booth or add your Zenbooths as a shared space on your Google Calendar to make booking booths easy and ensure people aren't camping out in the booths!

Trying to save space in your office?

Save space by lining up a bank of phone booths in bustling or high traffic areas like hallways and lobbies.

// TROUBLE SHOOTING

Q: The Door “scrapes” across the bottom of the booth.

A: Insert shims into rear right corner of the booth (see diagram on page 33).

Q: “The Door does not close by itself, is that normal”?

A: Repeat step 23 again, tightening the spring another notch.

Q: My fan/light stays on continually.

A: If the timer does not seem to be turning the product off after 10 minutes, please contact Zenbooth support.

Q: My booth is stuffy or warm.

A: Ensure the fan is unobstructed and at least 4” from a wall or structure. If it is obstructed, clear the obstruction or move the booth. If this does not fix the problem, ensure the booth is plugged in and the fan is operating normally.

Q: The desk lift stopped operating. What can I do?

A: First check if it is plugged in and the booth has power. If your booth has power, then it is possible the controller in the desk needs to be reset. Perform the following steps, to reset:

- hold the down button until desk goes all the way to bottom (should take a second)
- once at the bottom, let go and hold down button again (desk should drop another 7mm)
- once it hits that 7mm it should be reset.

Q: I am standing in the booth and feel cold. Is there a possible fix?

A: The booth exchanges air from the outside in. To ensure a comfortable experience, make sure that the outside temperature in your office is also at a comfortable level. If this is not ideal, then a small space heater inside the booth can help keep the temperature at a comfortable level. At no time should you obstruct or tamper with the booth’s ventilation system.

// NOTES

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ZENBOOTH

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Zenbooth Inc.

650 University Ave Suite #10

Berkeley, CA 94710

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