



 pillar

Assembly Manual

The Pillar Booth ADA

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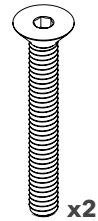
Step into a Pillar Booth and pause distractions. This booth includes all you need for a private office.

- 01** Active ventilation
- 02** LED lighting
- 03** Power + Conectivity
- 04** Height Adjustable Desk
- 05** Fire Supression
- 06** Acoustic Panels
- 07** Magnetic door seal
- 08** Seismic anchors



What's included

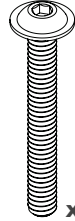
Hardware



x2

A

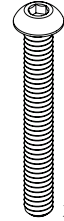
Flat Head
1/4 x 2"



x12

B

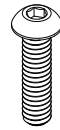
Flanged
1/4 x 2"



x8

C

Button Head
1/4 x 2"



x42

D

Button Head
1/4 x 1"



x10

E

Flanged
1/4 x 1/2"



x8

F

Pan Head
1/4 x 1/2"

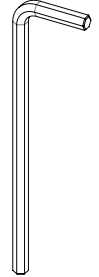


x12

G

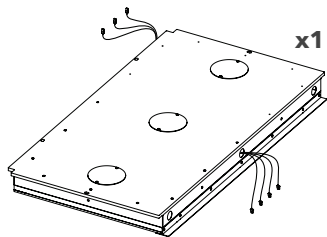
Seismic
anchor screw*

Tools



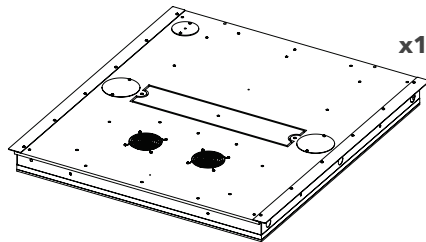
Allen wrench

Ceiling



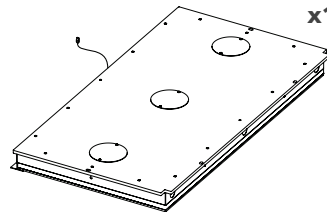
x1

Left



x1

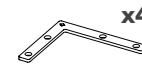
Center



x1

Right

Base



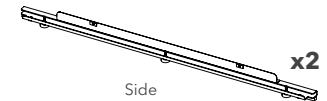
x4

Corner Bracket



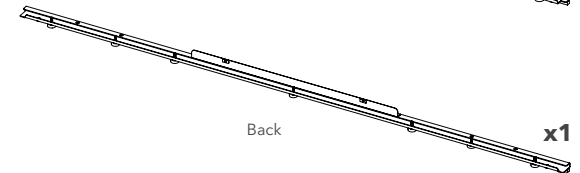
x2

Front



x2

Side

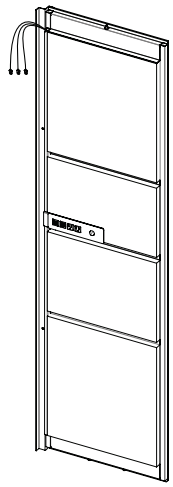


x1

Back

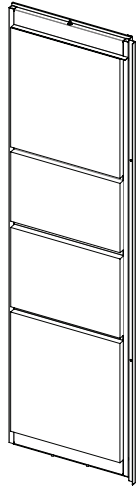
*Seismic anchor screws are optional for use with seismic install only (steps 27 & 28).

Walls



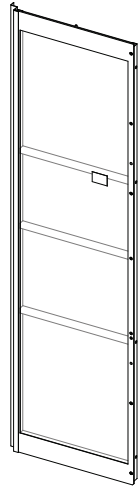
x1

Left Back



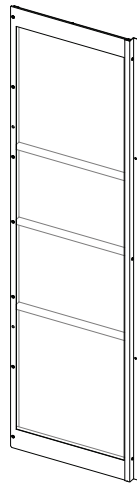
x1

Right Back



x1

Left Front



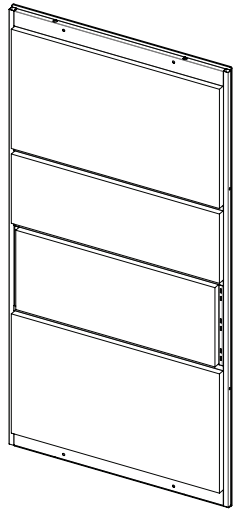
x1

Right Front



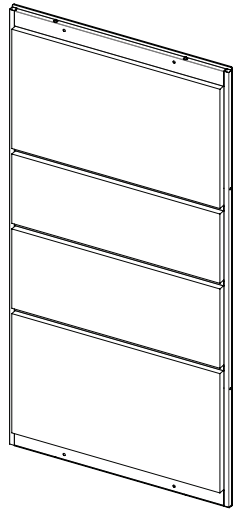
x2

Steel Straps



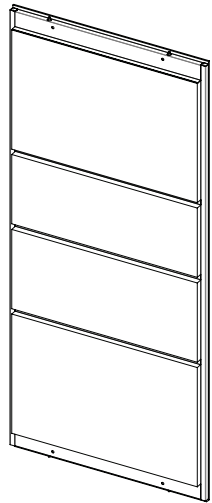
x1

Left Side



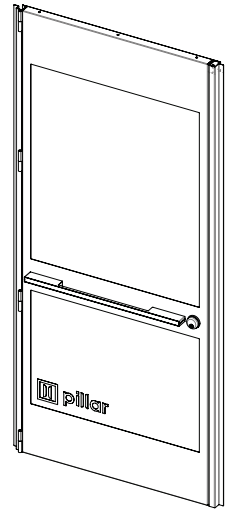
x1

Right Side



x1

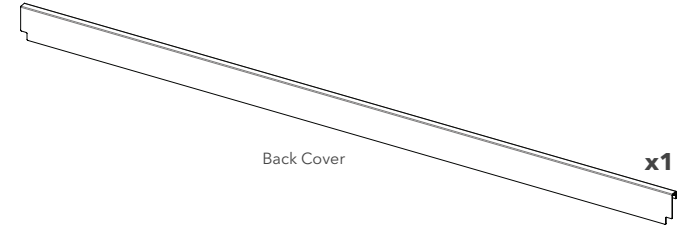
Center Back



x1

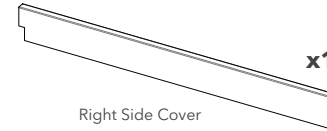
Door

Magnetic Covers



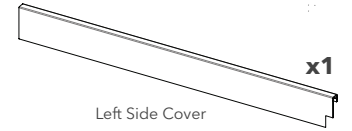
Back Cover

x1



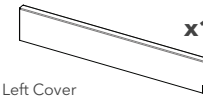
Right Side Cover

x1



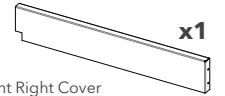
Left Side Cover

x1



Front Left Cover

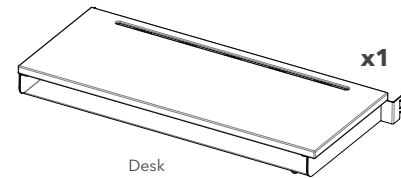
x1



Front Right Cover

x1

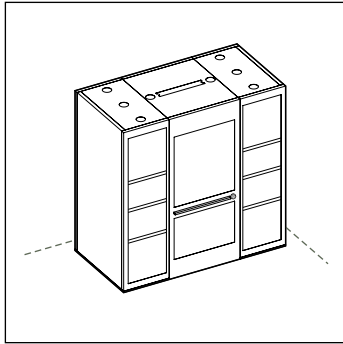
Desk



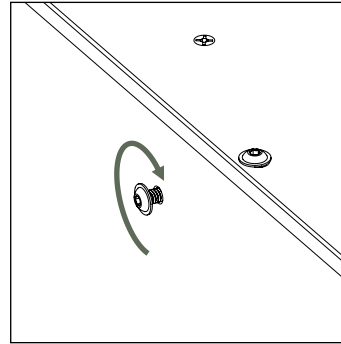
Desk

x1

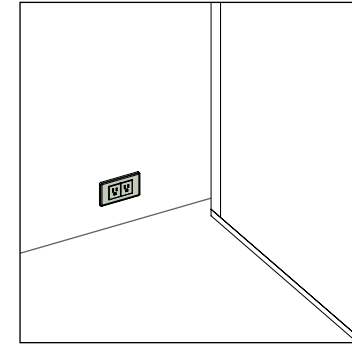
Before you start



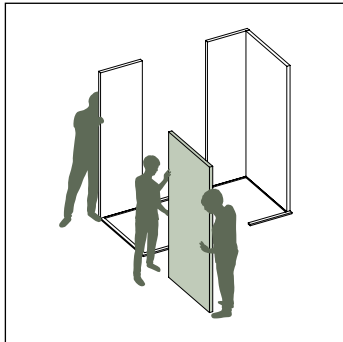
Assemble the booth in its final location, so you don't have to move it.



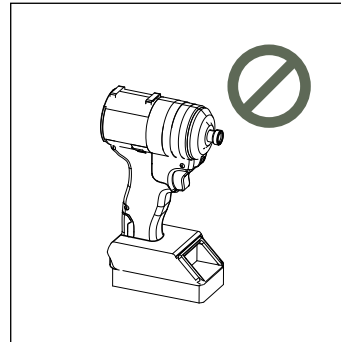
Wait until the very end to fully tighten all the bolts.



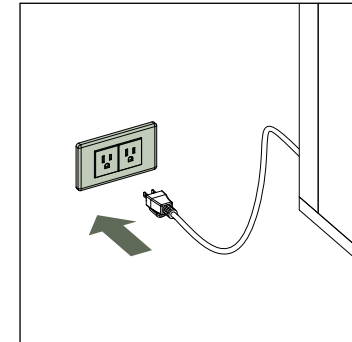
Make sure your booth is near an outlet.



You will need 3 people to assemble the booth (able to lift ~50 lbs).



Do not use an impact driver. Over-tightening during assembly can strip the bolts or crack the polycarbonate material.

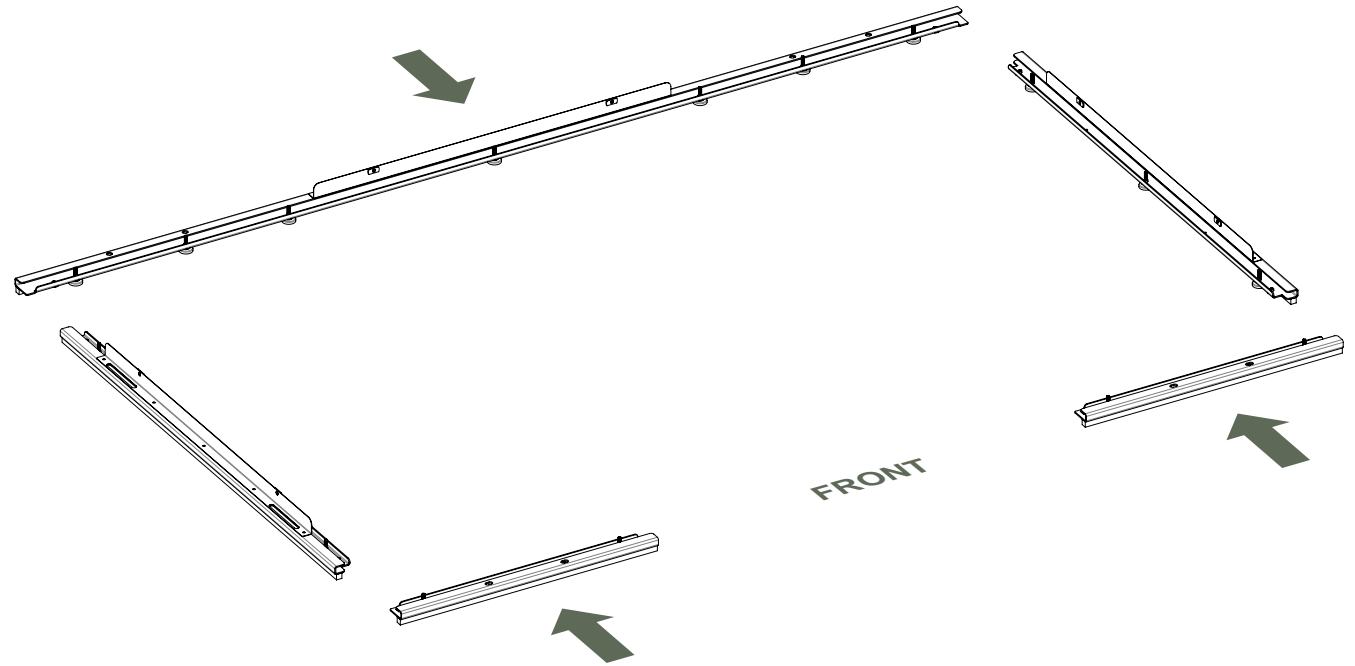


Wait until the booth is completely assembled to plug it in.

01

Arrange the base

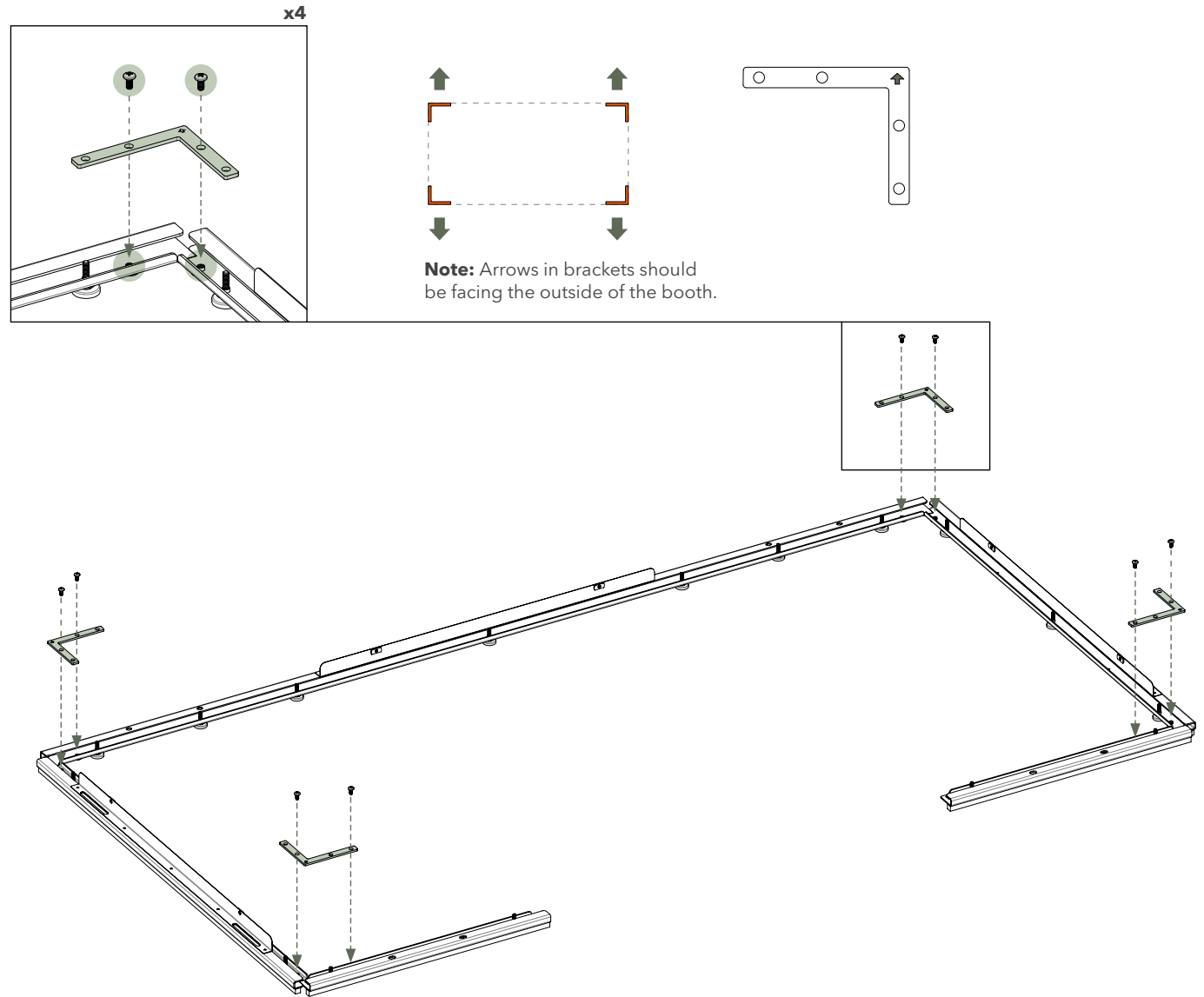
Place all 5 base parts on the ground.



02

Assemble the base

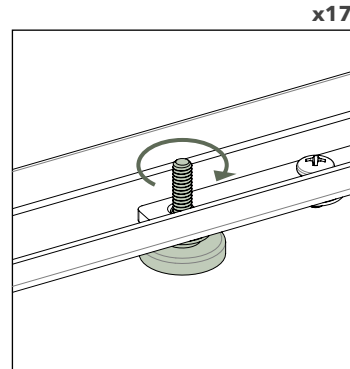
Set the corner brackets in place, and bolt them to the base parts.



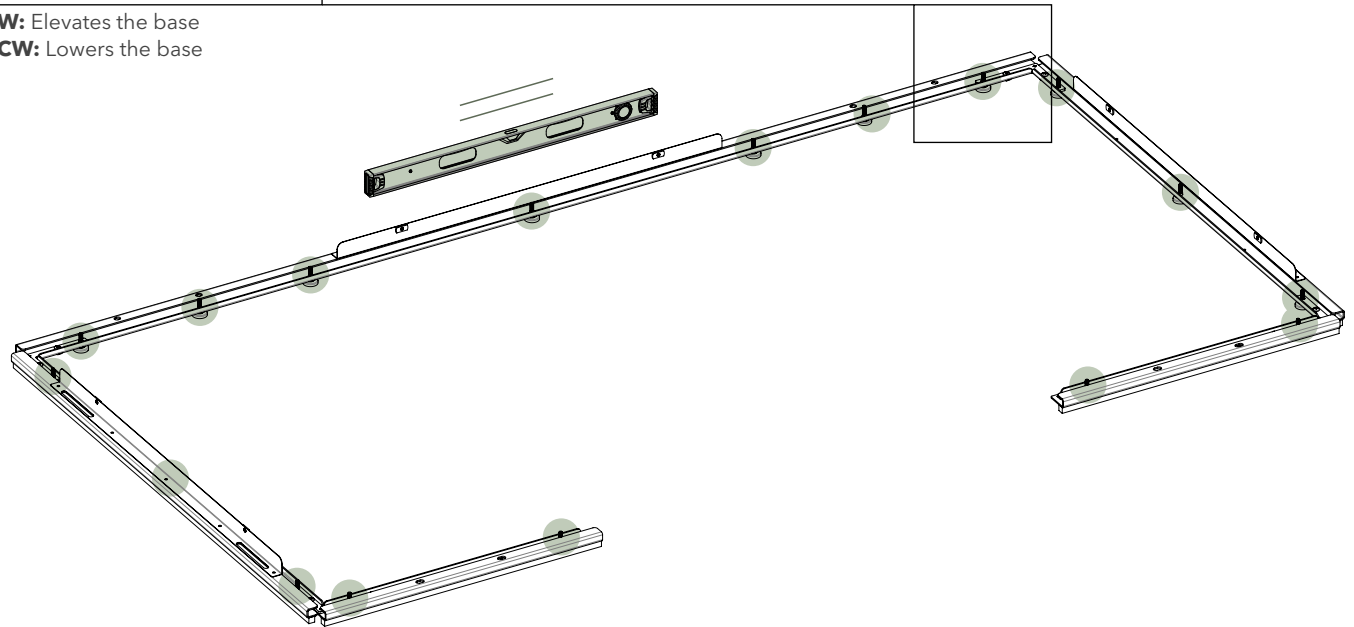
03

Level the base

Spin the feet until the frames are level to the floor. Press on the base to test that it is stable on all sides.



CW: Elevates the base
CCW: Lowers the base

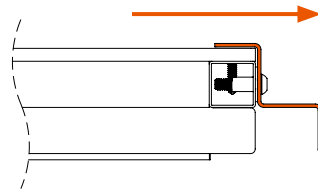
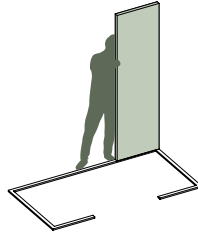


04

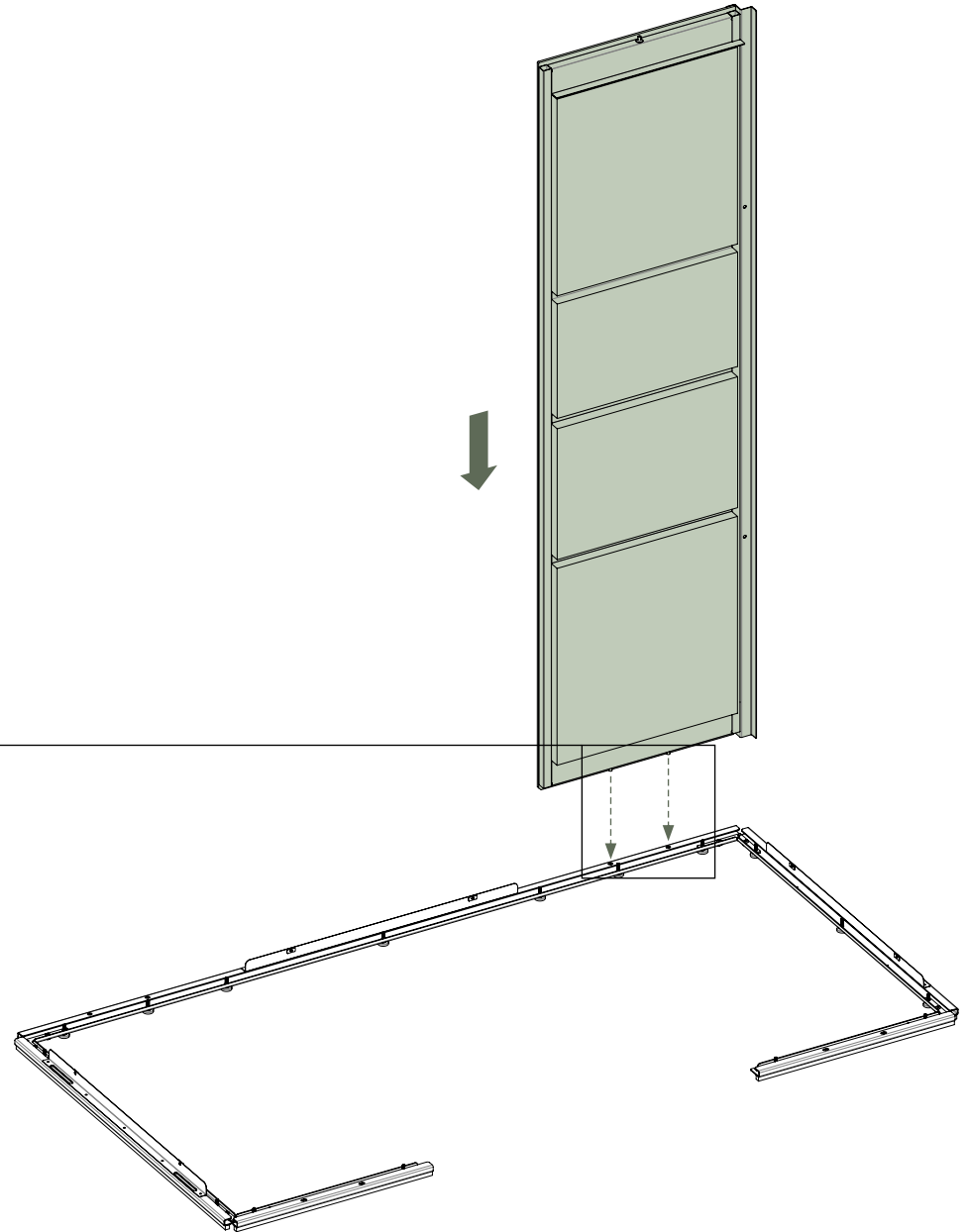
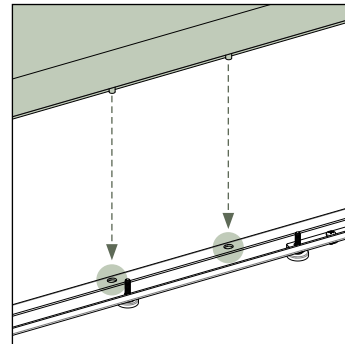
Install the right back wall

Insert the pins on the bottom of the right back wall into the holes in the base.

Note: Make sure one person is holding the right back wall through steps 4 and 5.



Note: "L" channel should be facing out & arrow stickers facing up.

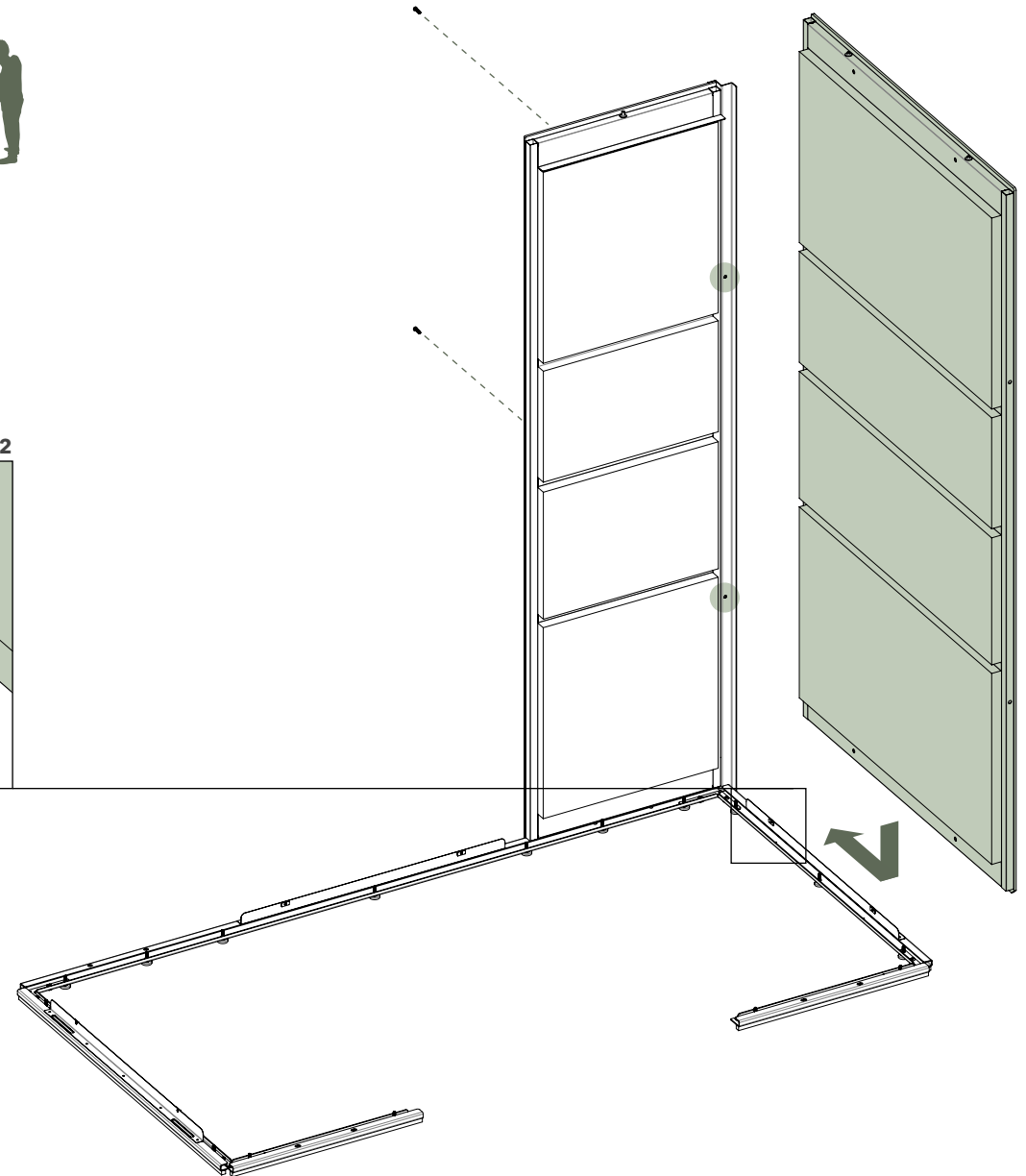
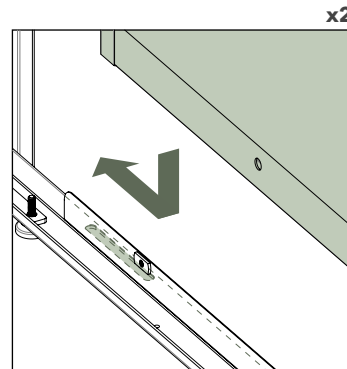
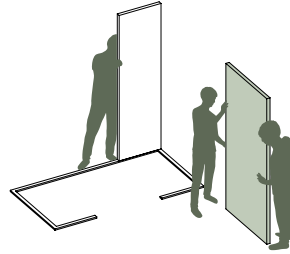


05

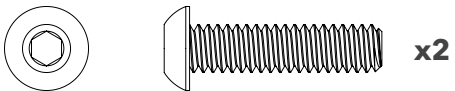
Install the right side wall

Insert the pins on the bottom of the right side wall into the slits in the base. Slide the wall until it is secured against the right back wall and bolt the walls together.

Note: Make sure one person is holding the right back wall through steps 4 and 5.



D Button Head 1/4 x 1"



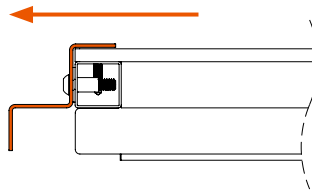
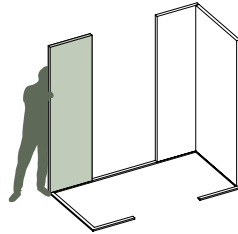
06

Install the left back wall

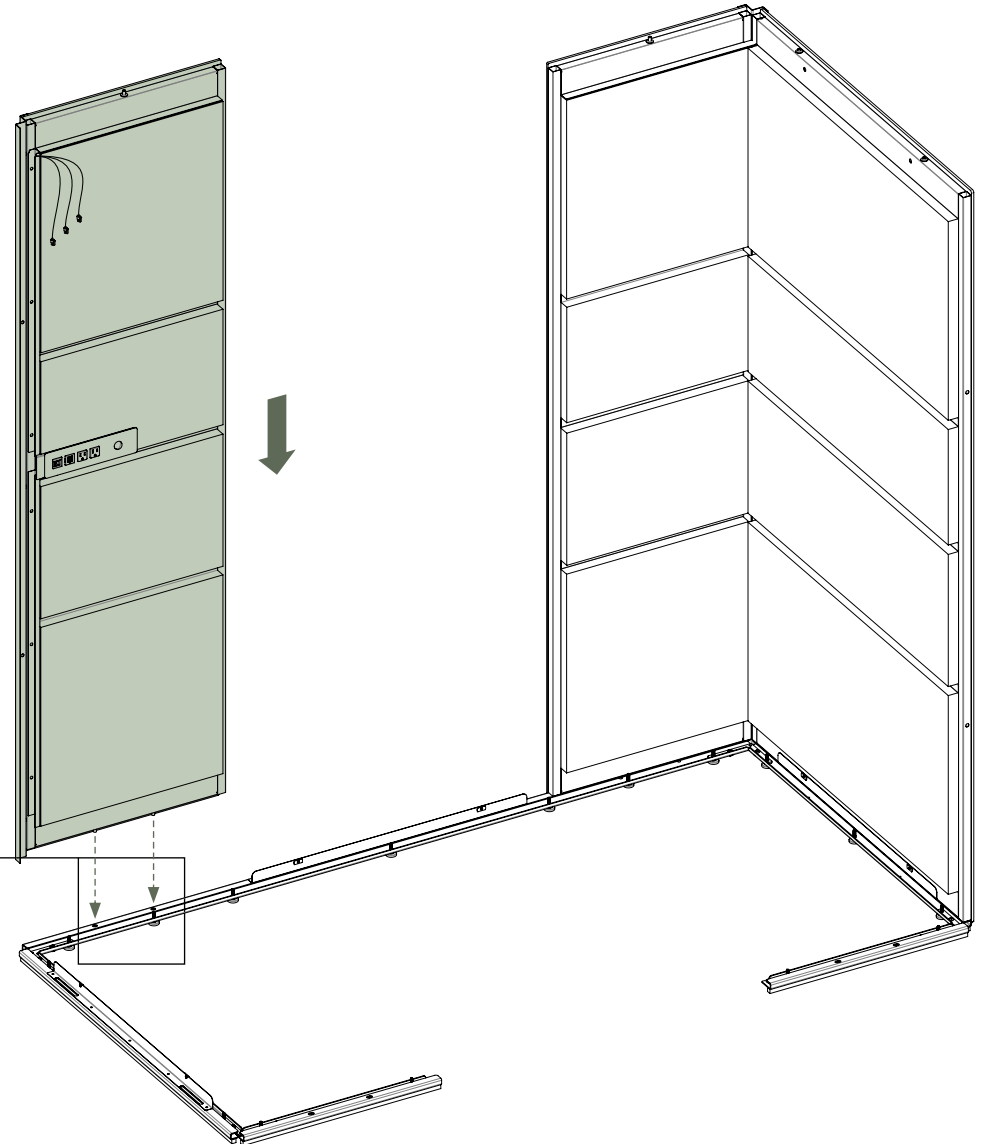
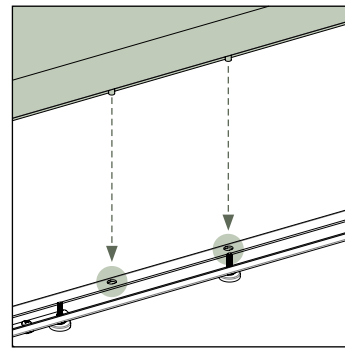
Insert the pins on the bottom of the left back wall into the holes in the base.

Note: The left back wall will have the electrical outlet and motion sensor. Be careful not to damage the sensor during installation. Make sure the wires at the top of the wall are taped securely.

Make sure one person is holding the left back wall through steps **6** and **7**.



Note: "L" channel should be facing out & arrow stickers facing up.

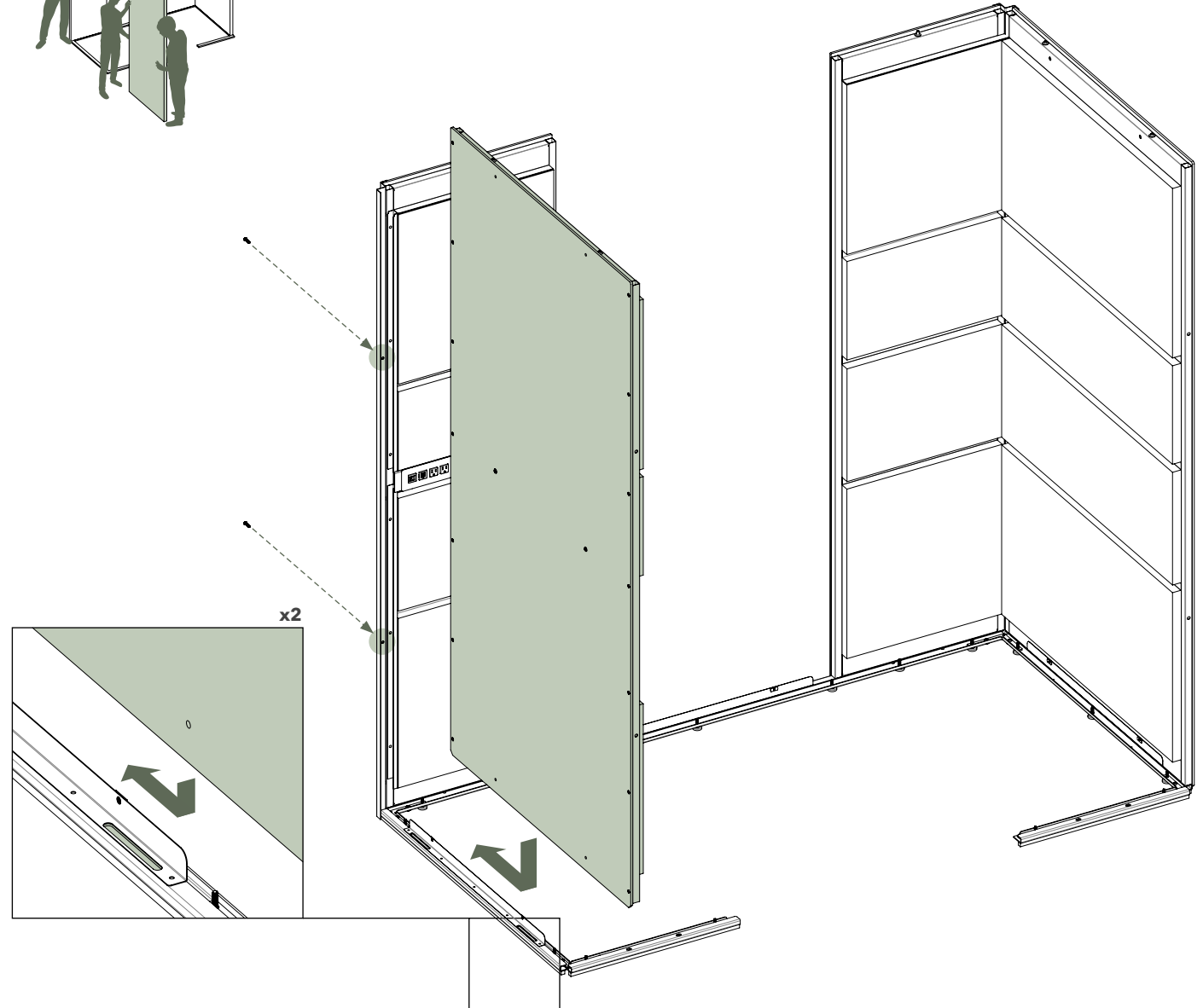
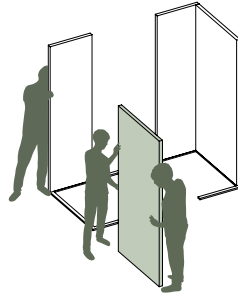


07

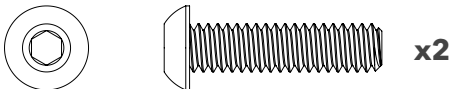
Install the left side wall

Insert the pins on the bottom of the left side wall into the slits in the base. Slide the wall until it is secured against the left back wall and bolt the walls together.

Note: Make sure one person is holding the left back wall through steps **6** and **7**.



D Button Head 1/4 x 1"

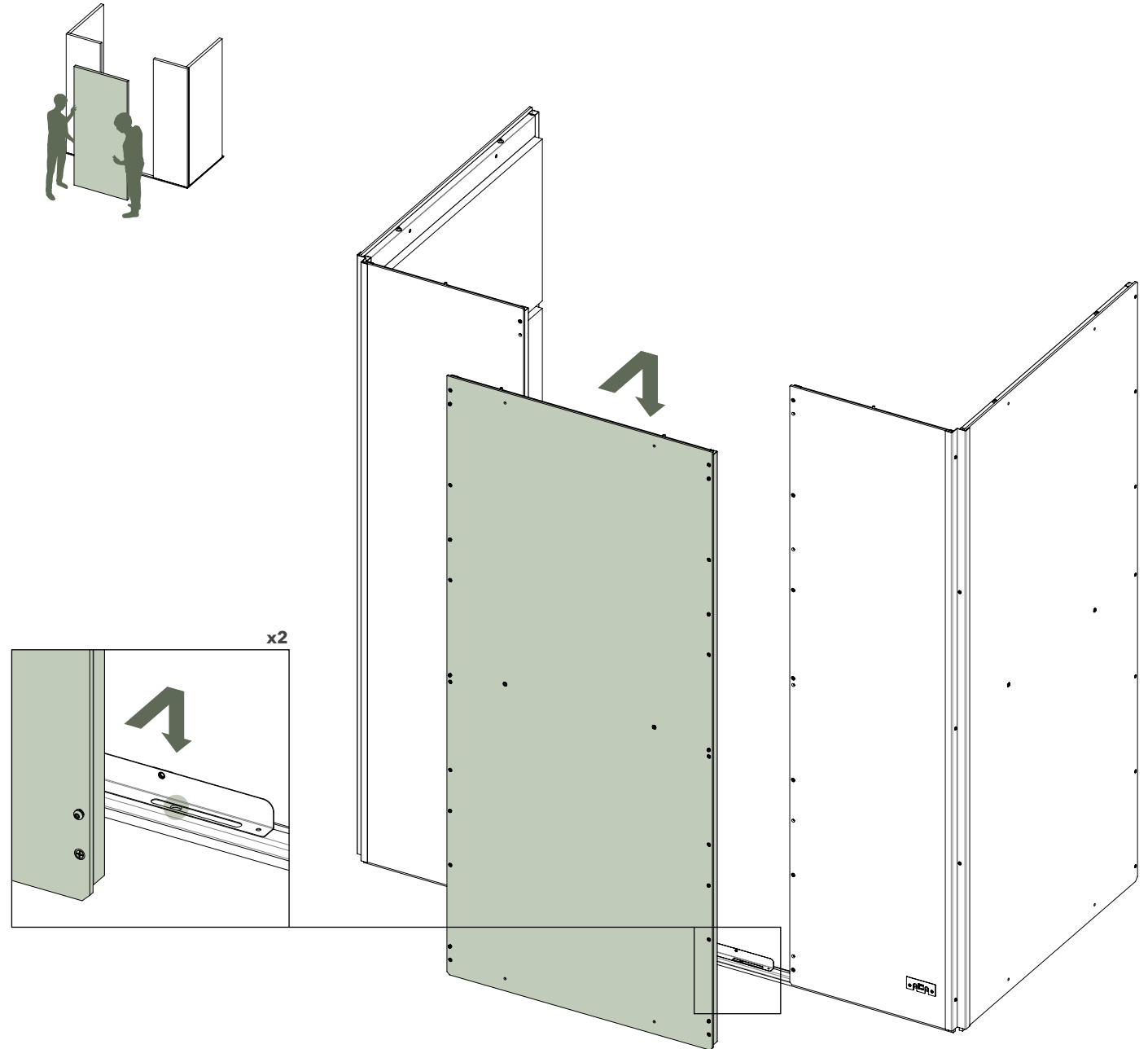


08

Install the center back wall

Insert the pins on the bottom of the center back wall into the holes in the base.

Note: Make sure one person is holding the center back wall through steps **8** and **9**.

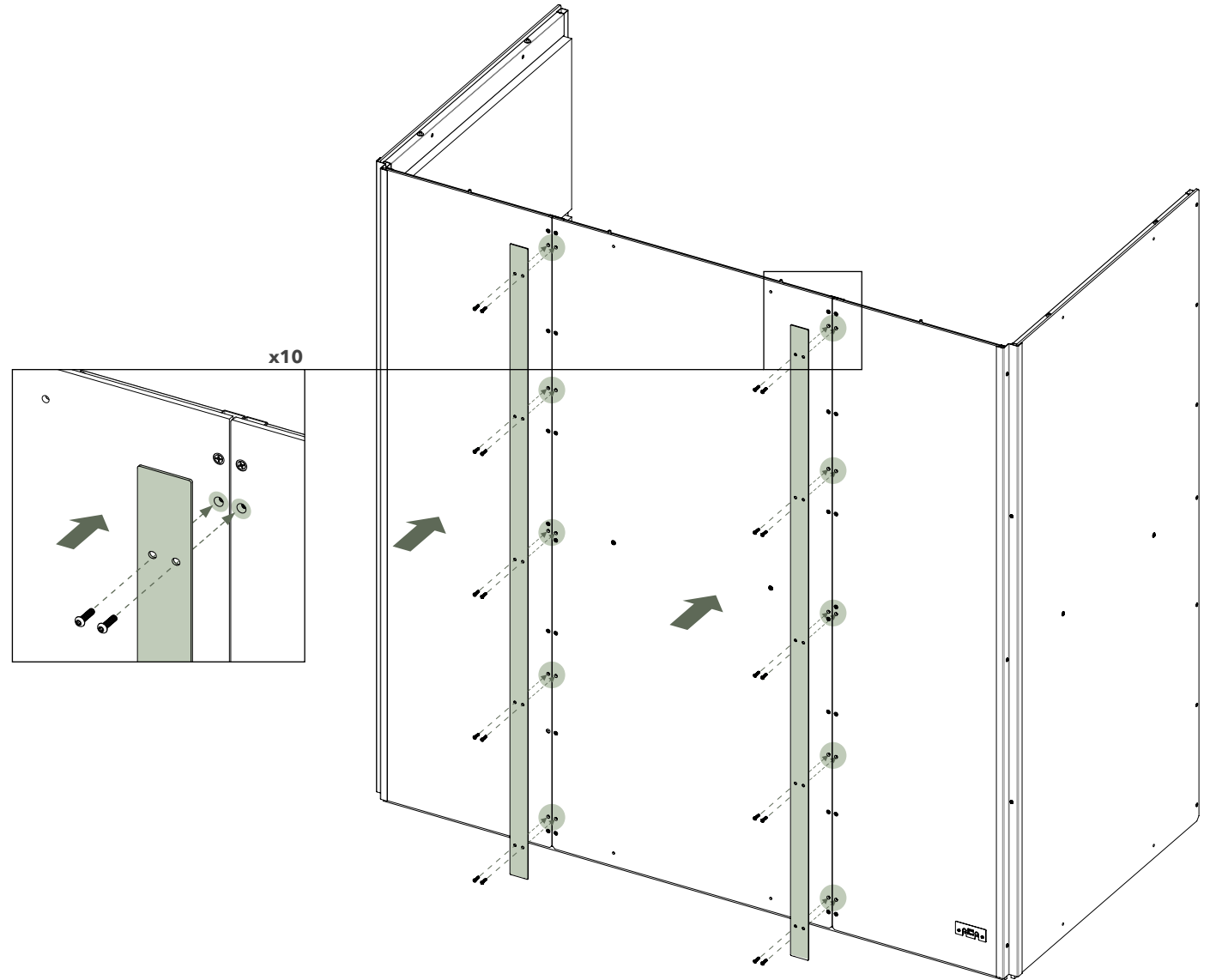


09

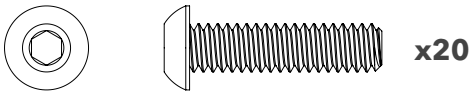
Bolt the center back wall

Place the steel straps on the back wall, covering the seams between the walls, and bolt them in place.

Note: Make sure one person is holding the center back wall through steps 8 and 9.



D Button Head 1/4 x 1"

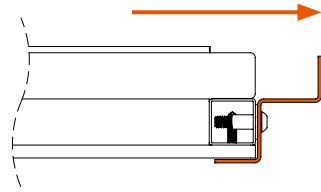


10

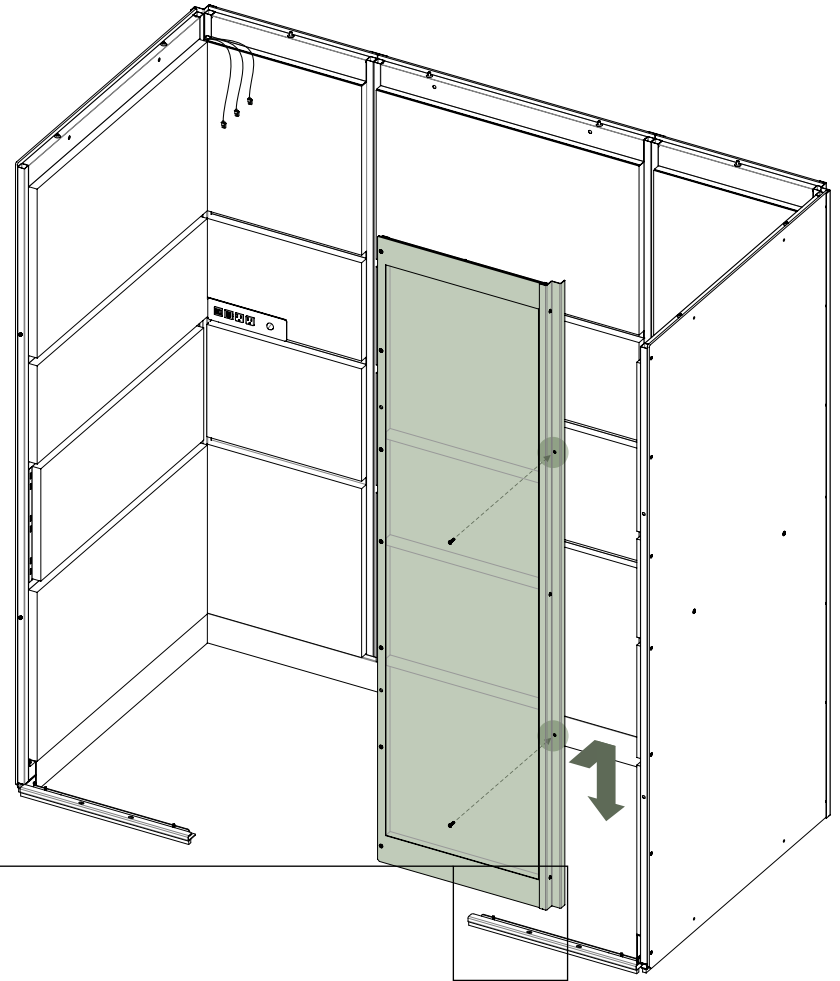
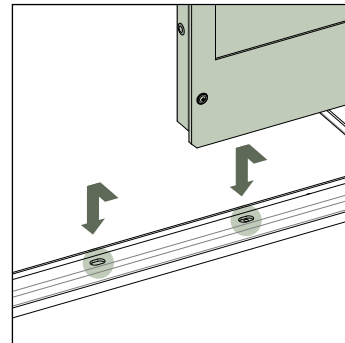
Install the right front wall

Insert the pins on the bottom of the right front wall into the holes in the base. Bolt the right front wall to the right side wall.

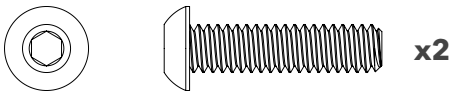
Note: Make sure the crossbars behind the polycarbonate panel are on the inside of the booth and make sure the arrow stickers on the side of the wall are facing up.



Note: "L" channel should be facing out & arrow stickers facing up.



D Button Head 1/4 x 1"

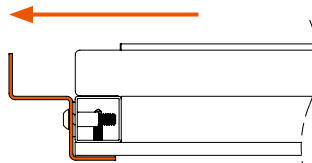


11

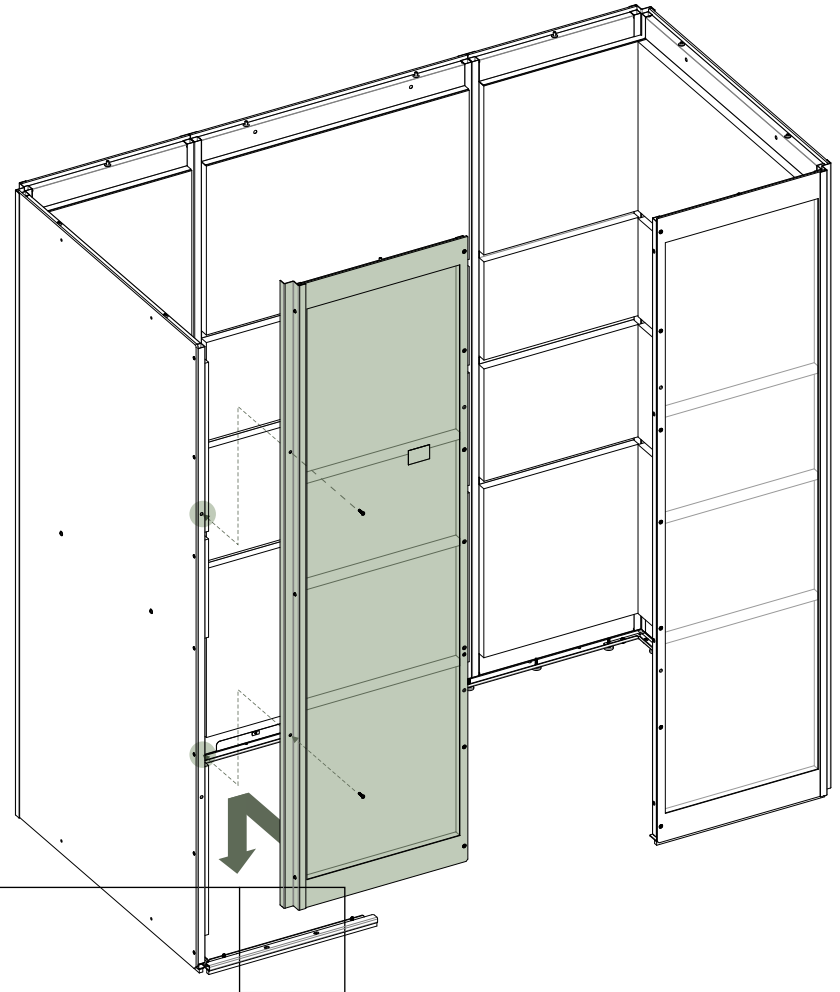
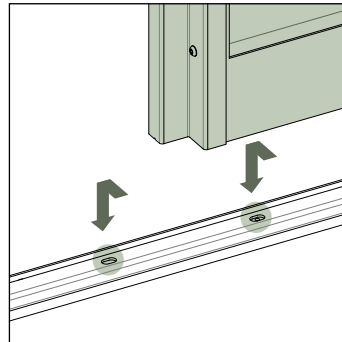
Install the left front wall

Insert the pins on the bottom of the left front wall into the holes in the base. Bolt the left front wall to the left side wall.

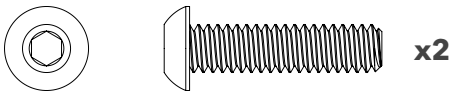
Note: Make sure the crossbars behind the polycarbonate panel are on the inside of the booth and make sure the arrow stickers on the side of the wall are facing up.



Note: "L" channel should be facing out & arrow stickers facing up.



D Button Head 1/4 x 1"

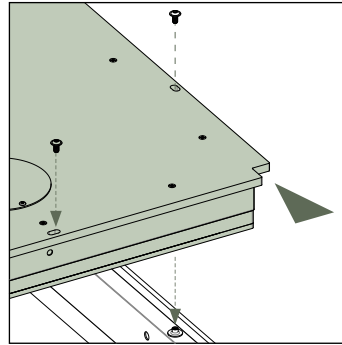
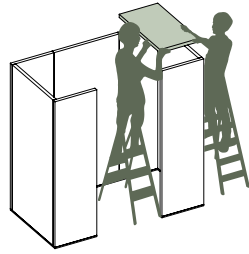


12

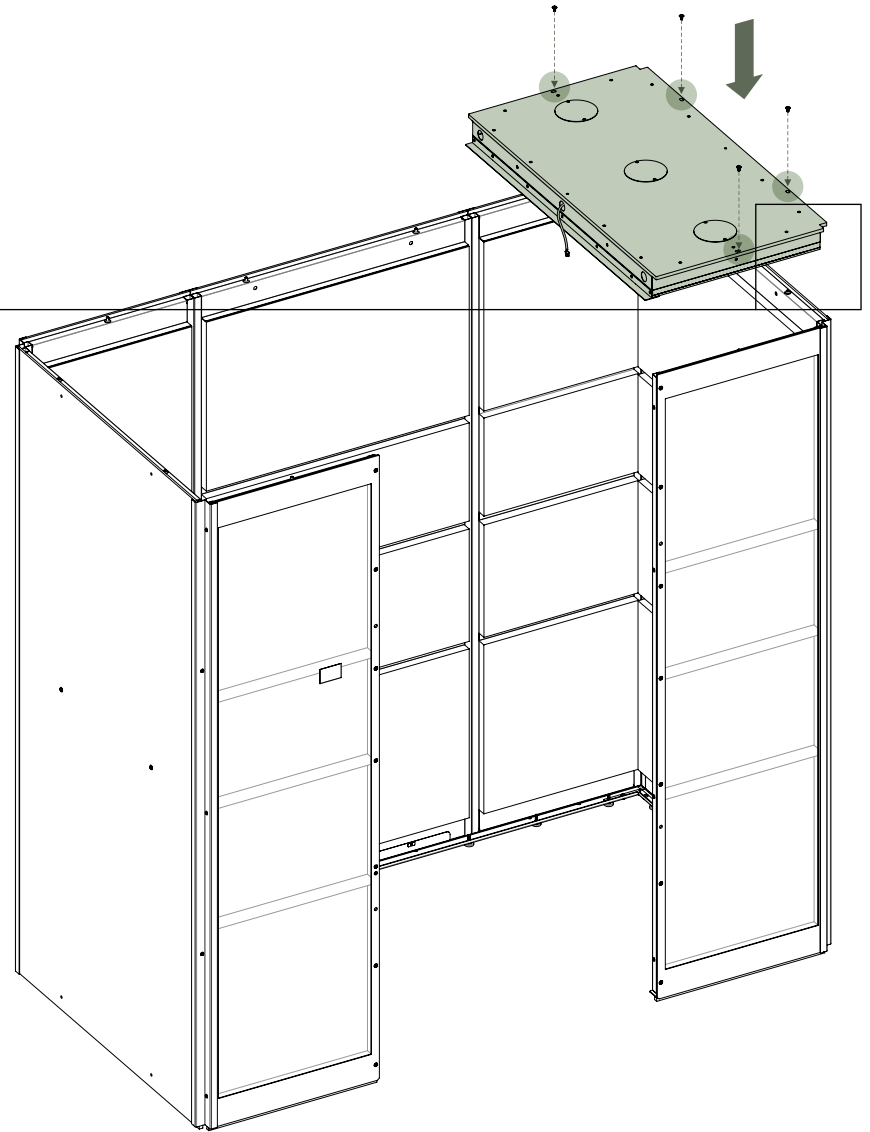
Install the right ceiling panel

Lift the right ceiling panel above the booth and lower it into place by aligning the holes in the edge of the ceiling panel with the pins sticking out of the top of the walls. Shift the walls if necessary to ensure the pins are secure inside the holes. Bolt the ceiling to the front, side and back walls.

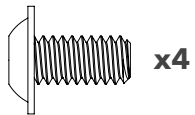
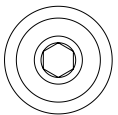
Note: Make sure the light on the ceiling panel is facing the ground.



Note: Inset corners should be facing out.



E Flanged 1/4 x 1/2"

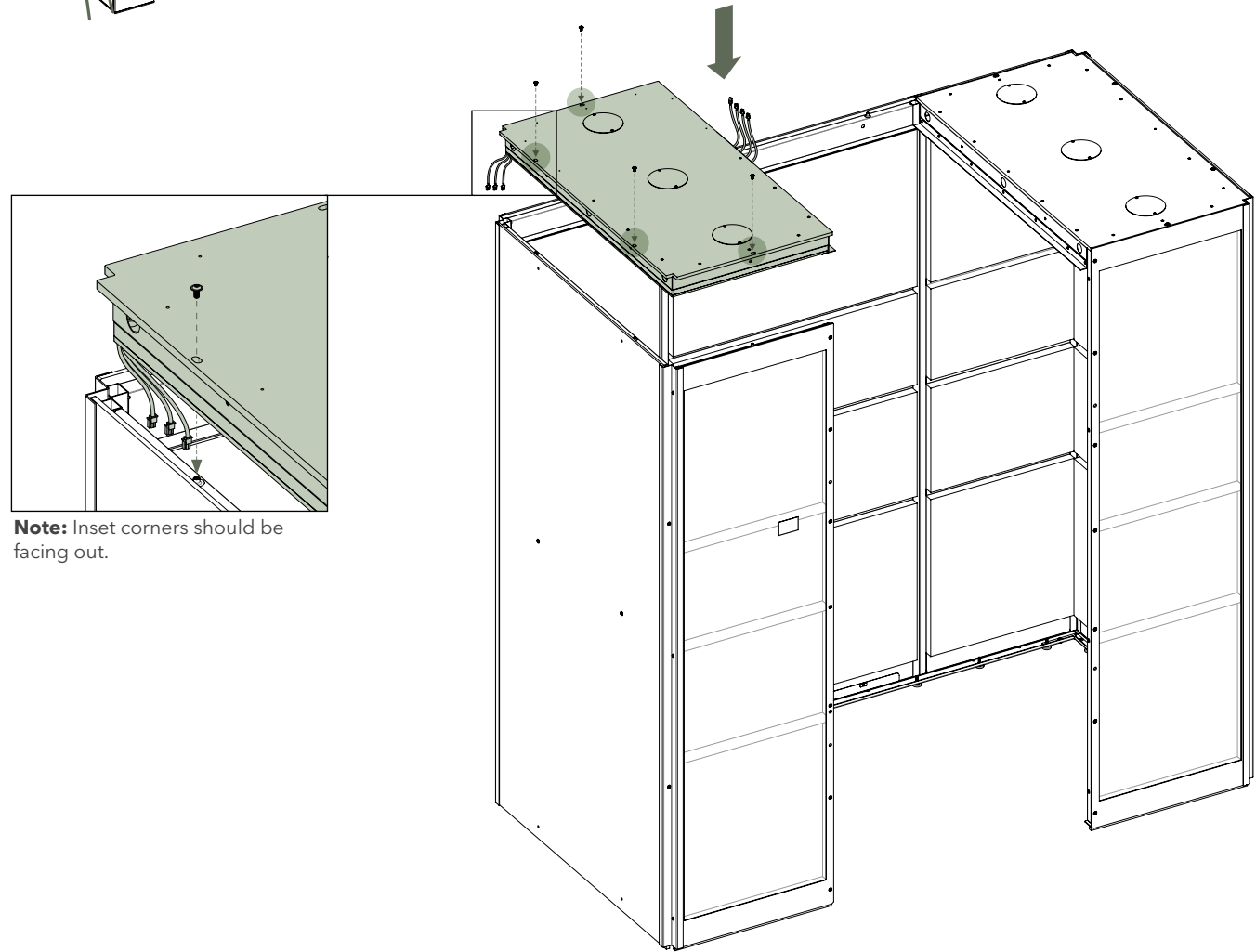
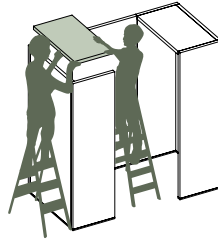


13

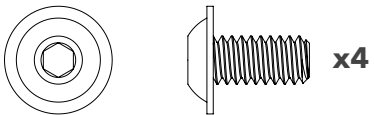
Install the left ceiling panel

Lift the left ceiling panel above the booth and lower it into place by aligning the holes in the edge of the ceiling panel with the pins sticking out of the top of the walls. Shift the walls if necessary to ensure the pins are secure inside the holes. Bolt the ceiling to the front, side and back walls.

Note: The left ceiling panel will have 3 wires coming out of the corner. Make sure the wires are taped securely and do not pinch the wires when lowering the ceiling into place.



E Flanged 1/4 x 1"



14

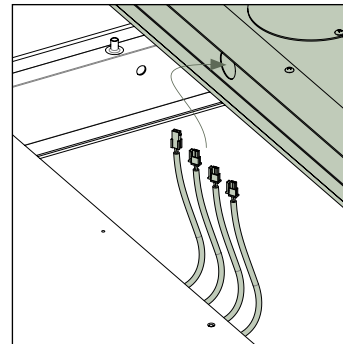
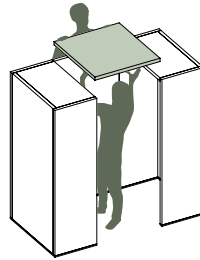
Install the center ceiling panel

Lift the center ceiling panel above the booth and lower it into place by aligning the holes in the back edge of the ceiling panel with the pins sticking out of the top of the back wall.

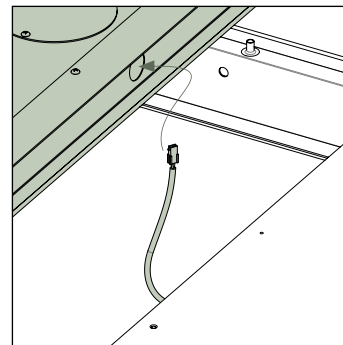
While lowering the panel into place, feed the 4 wires coming from the left ceiling panel and the 1 wire coming from the right ceiling panel into the center hole on either side of the center ceiling panel.

Make sure the wires are not pinched between the panels and that the three ceiling panels sit tight together.

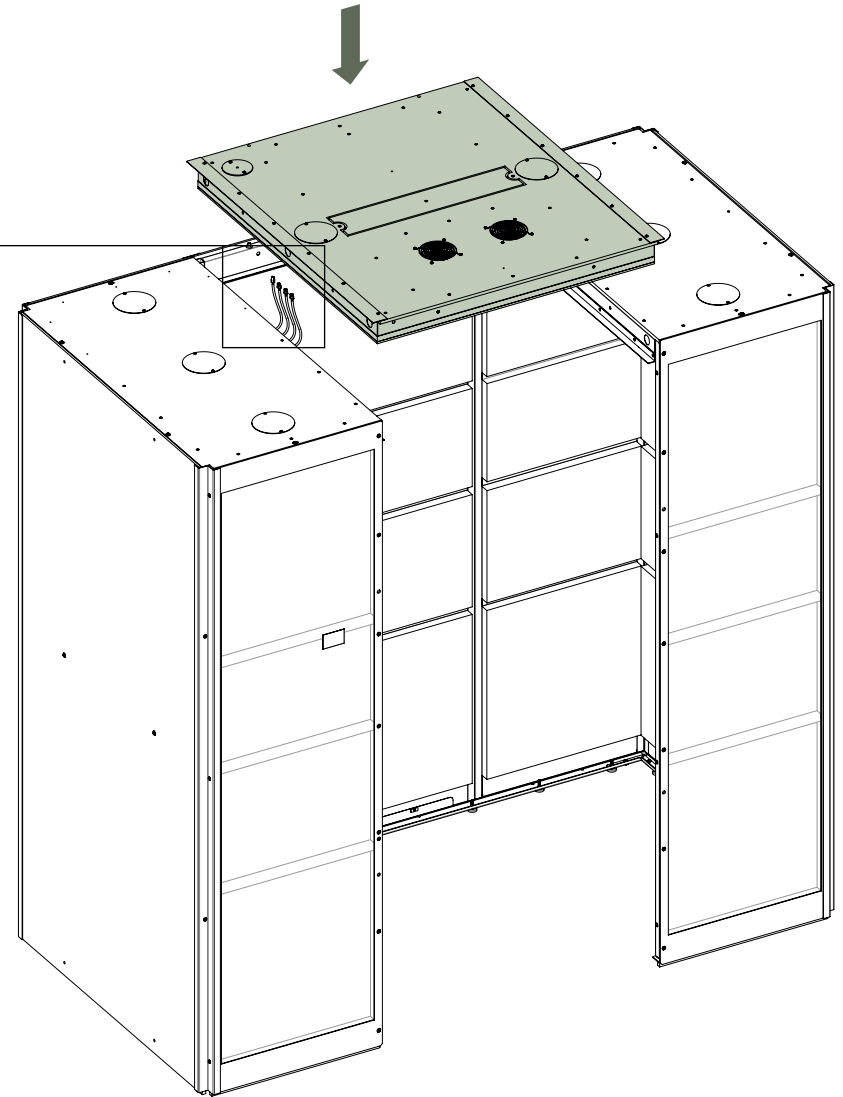
Note: The ceiling vent should be at the front of the booth, and facing the floor.



Note: 4 wires are coming out of the left ceiling panel.



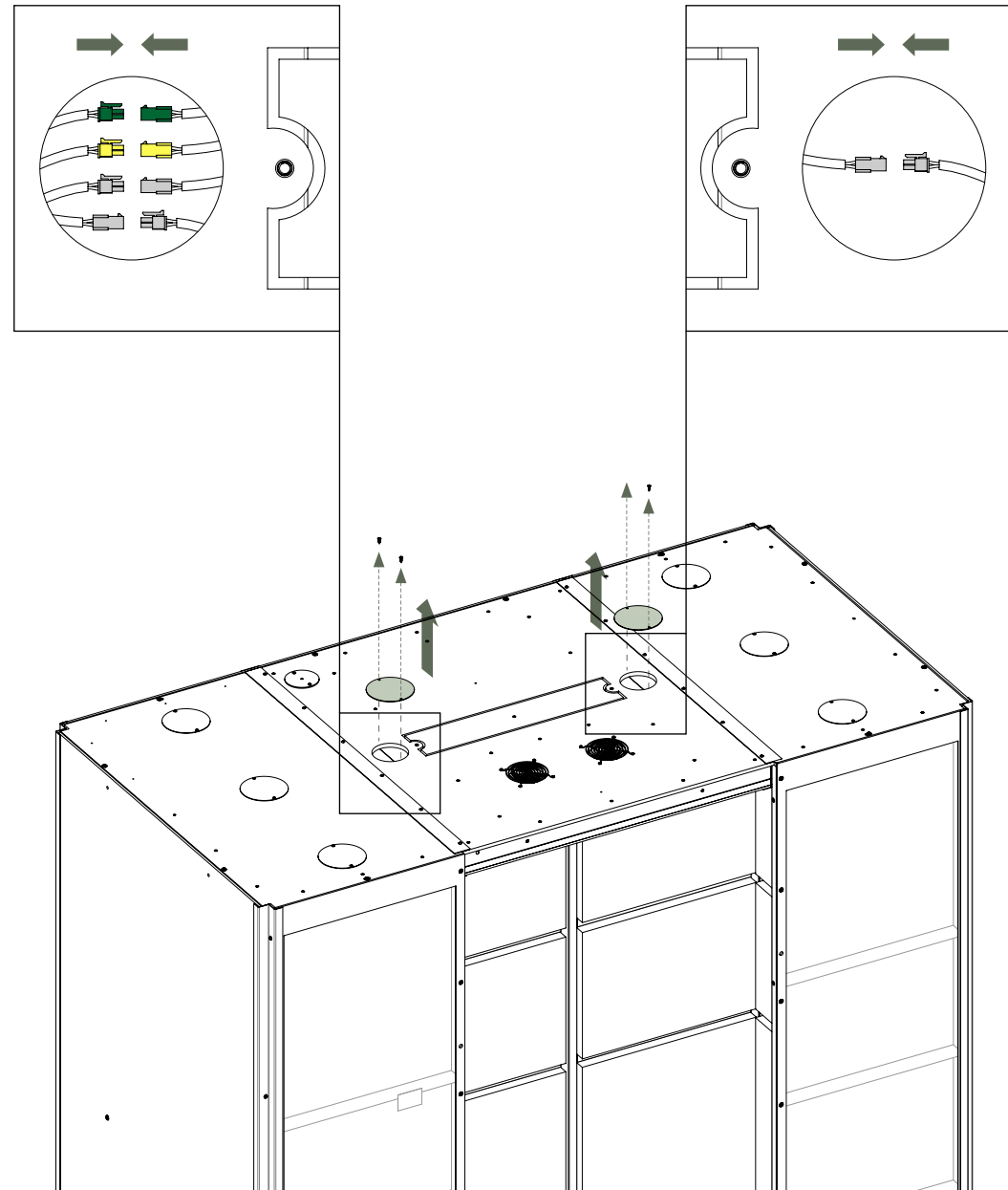
Note: 1 wire is coming out of the right ceiling panel.



15

Connect the electrical

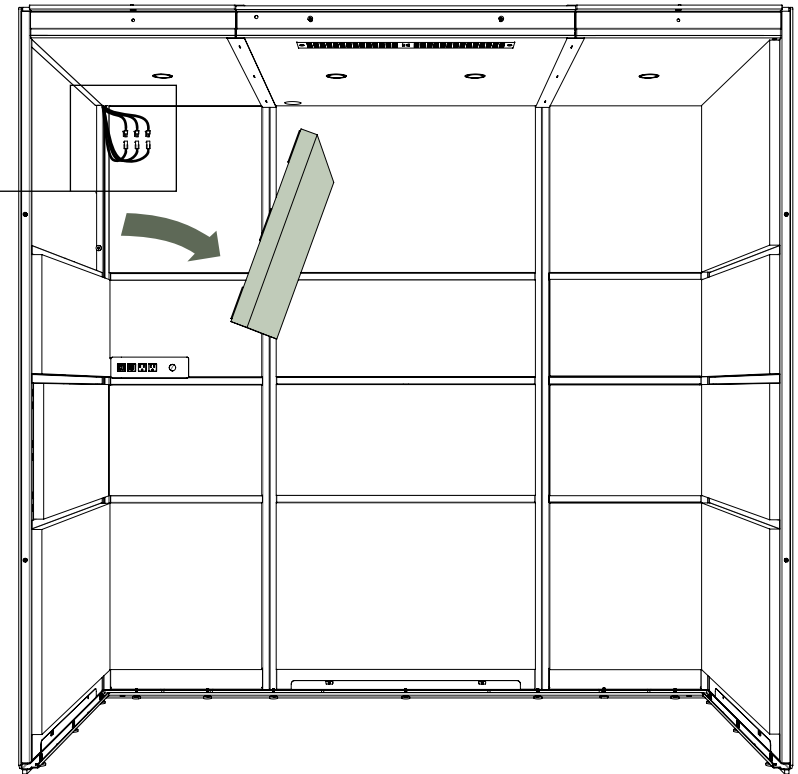
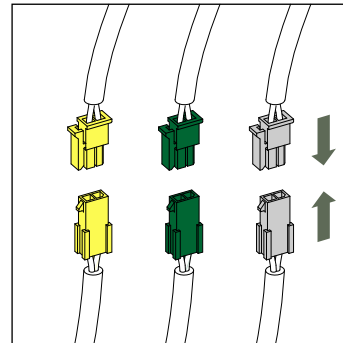
Remove the 2 metal caps from the center ceiling panel. Locate and connect the wires from the left and right sides to the wires in the center section. Push hard until they are secured together. Once the cables are connected, screw the covers back in place.



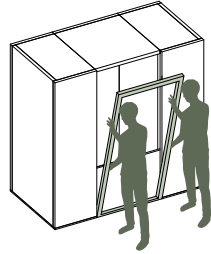
16

Connect the electrical

Remove the top acoustic panel on the left side wall. Pull the panel to remove it. It is velcroed in place. Connect the 3 wires coming from the ceiling to the 3 wires coming from the left back wall. Push hard until they are secured together. Once the wires are connected, tuck them into the chaseway in the upper left corner. Now replace the acoustic panel.



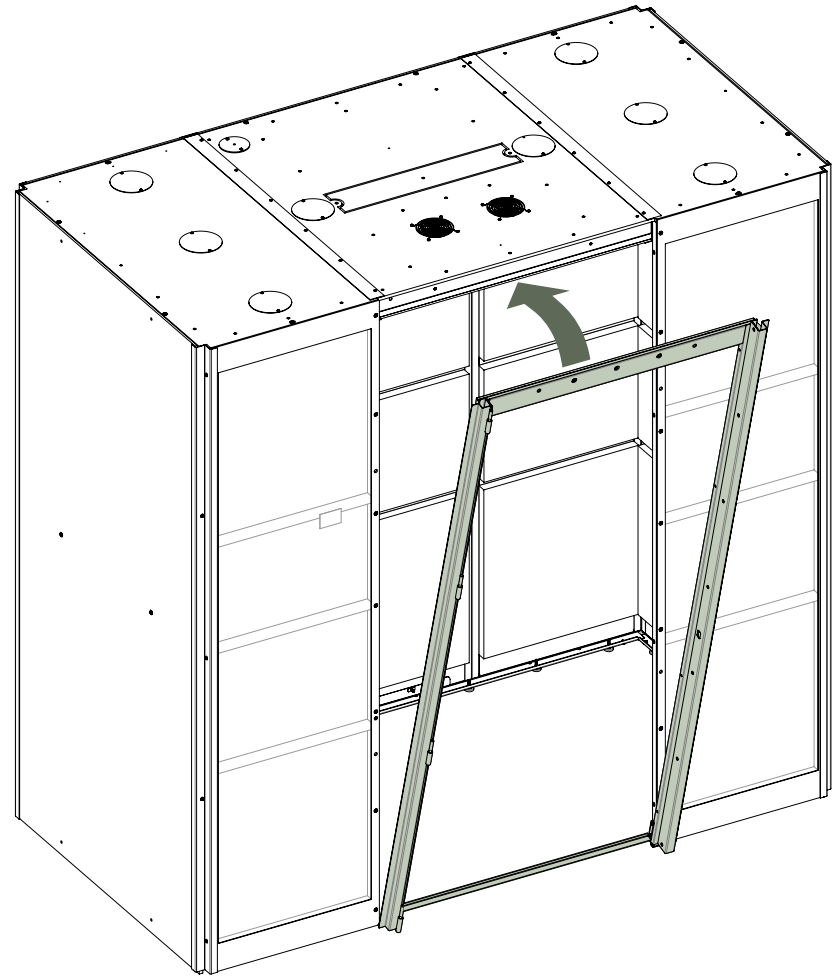
17



Install the door frame

Remove the door from the frame by sliding the door up, off the hinges and set the door aside. Lift the door frame and guide it into place. Set the feet on the ground and push the door frame against the left and right side walls.

Note: Make sure to only lift the door from the metal frame, not by the handle.

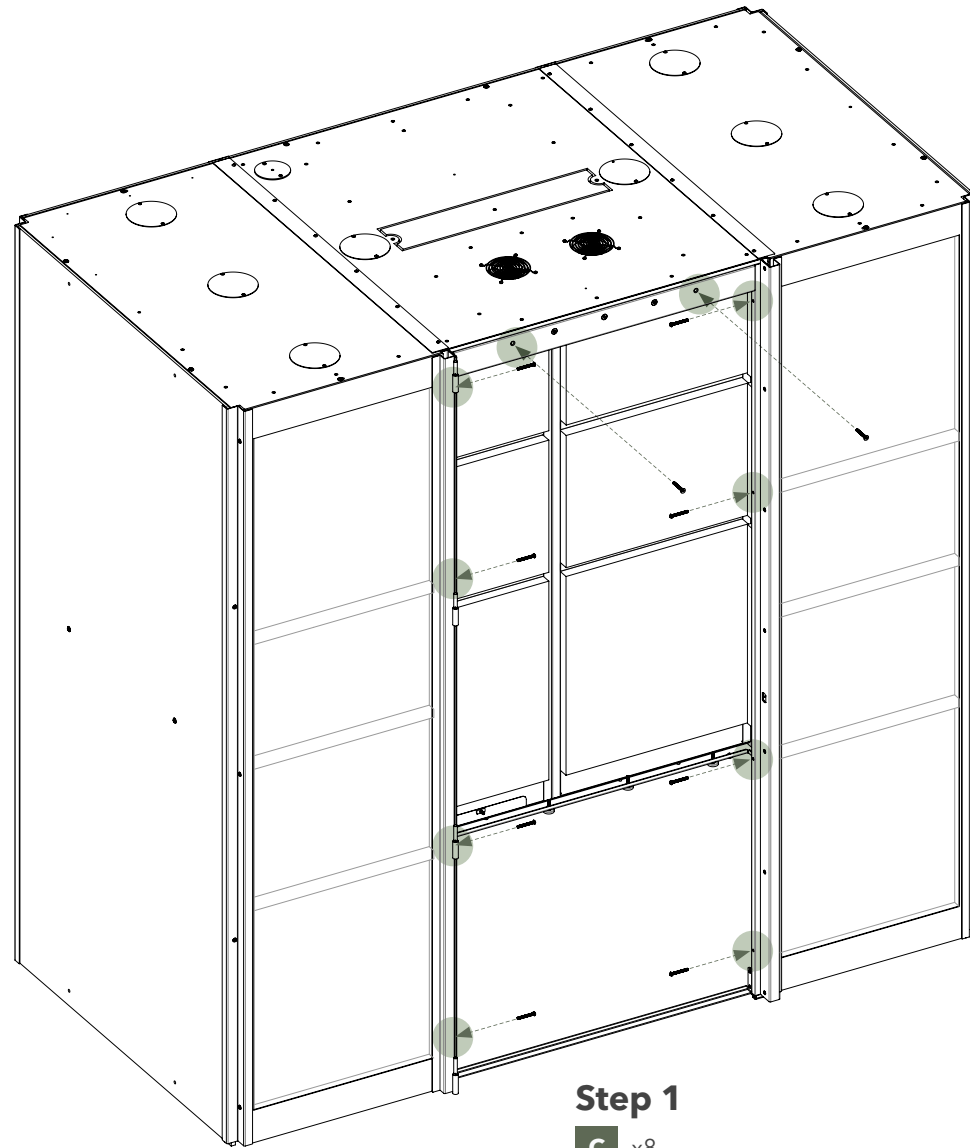


18

Bolt the door frame

Bolt the door frame to the side walls.

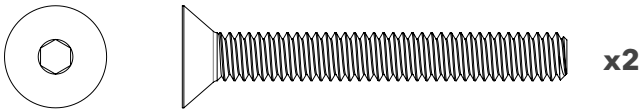
Bolt the door frame to the center ceiling panel.



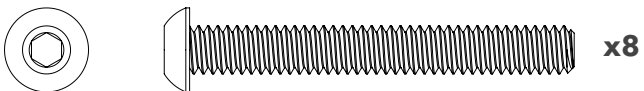
Step 2

A x2

A Flat Head 1/4 x 2"



C Button Head 1/4 x 2"



Step 1

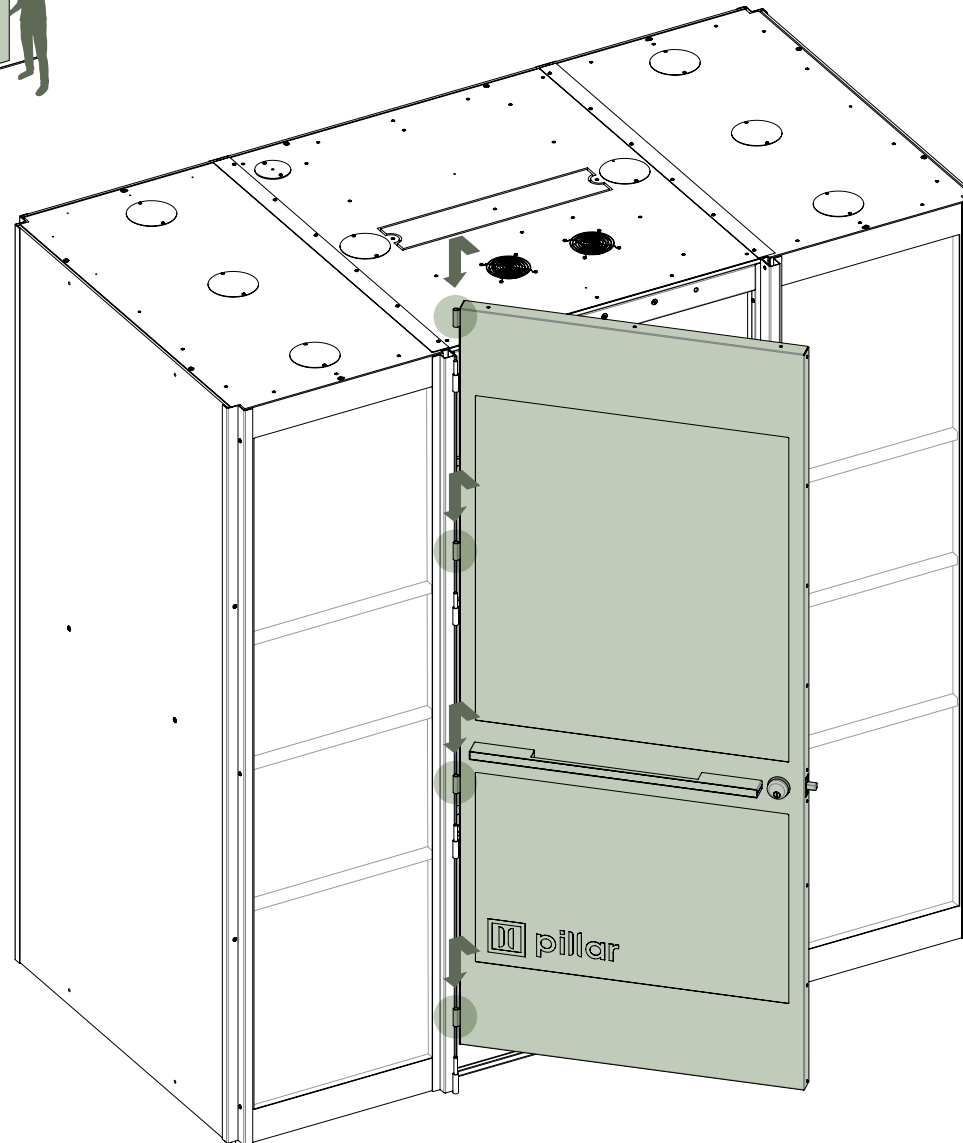
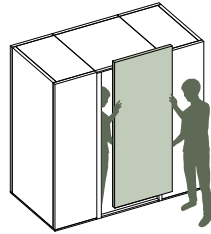
C x8

19

Install the door

With one person inside the booth and the other outside, guide the door into place. Carefully lower the door onto the door frame by aligning the bottom hinge first. Once the bottom hinge is on slightly, align the next hinge and work your way up the door frame.

Note: Make sure to only lift the door from the metal frame, not by the handle.

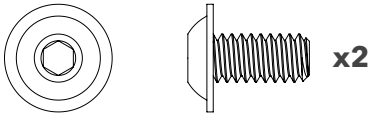


20

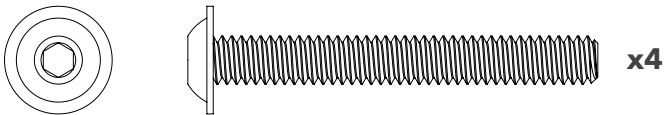
Bolt the back wall

Bolt the back wall to the center ceiling panel and the base frame.

E Flanged 1/4 x 1/2" x2

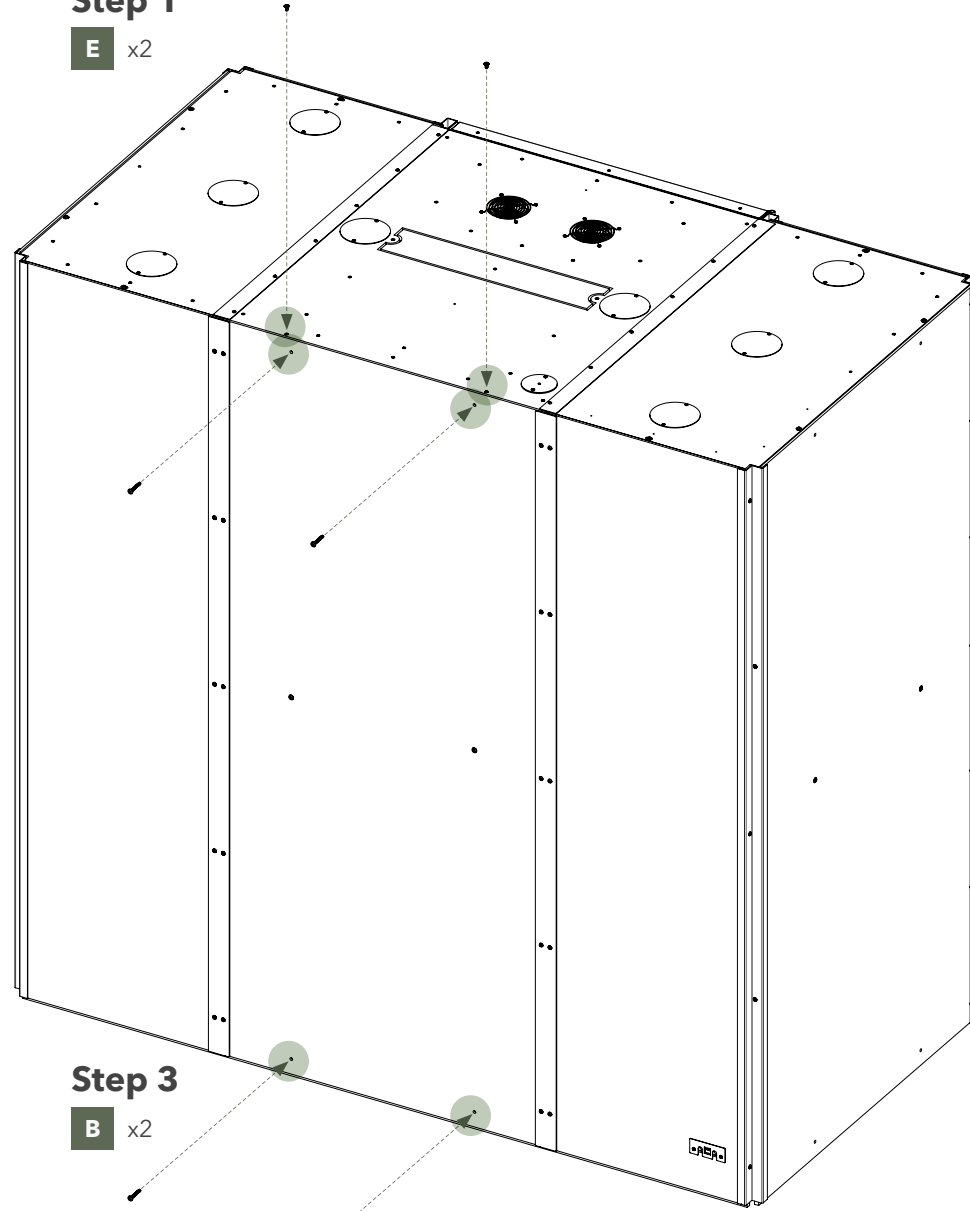


B Flanged 1/4 x 2" x4



Step 1

E x2



Step 2

B x2

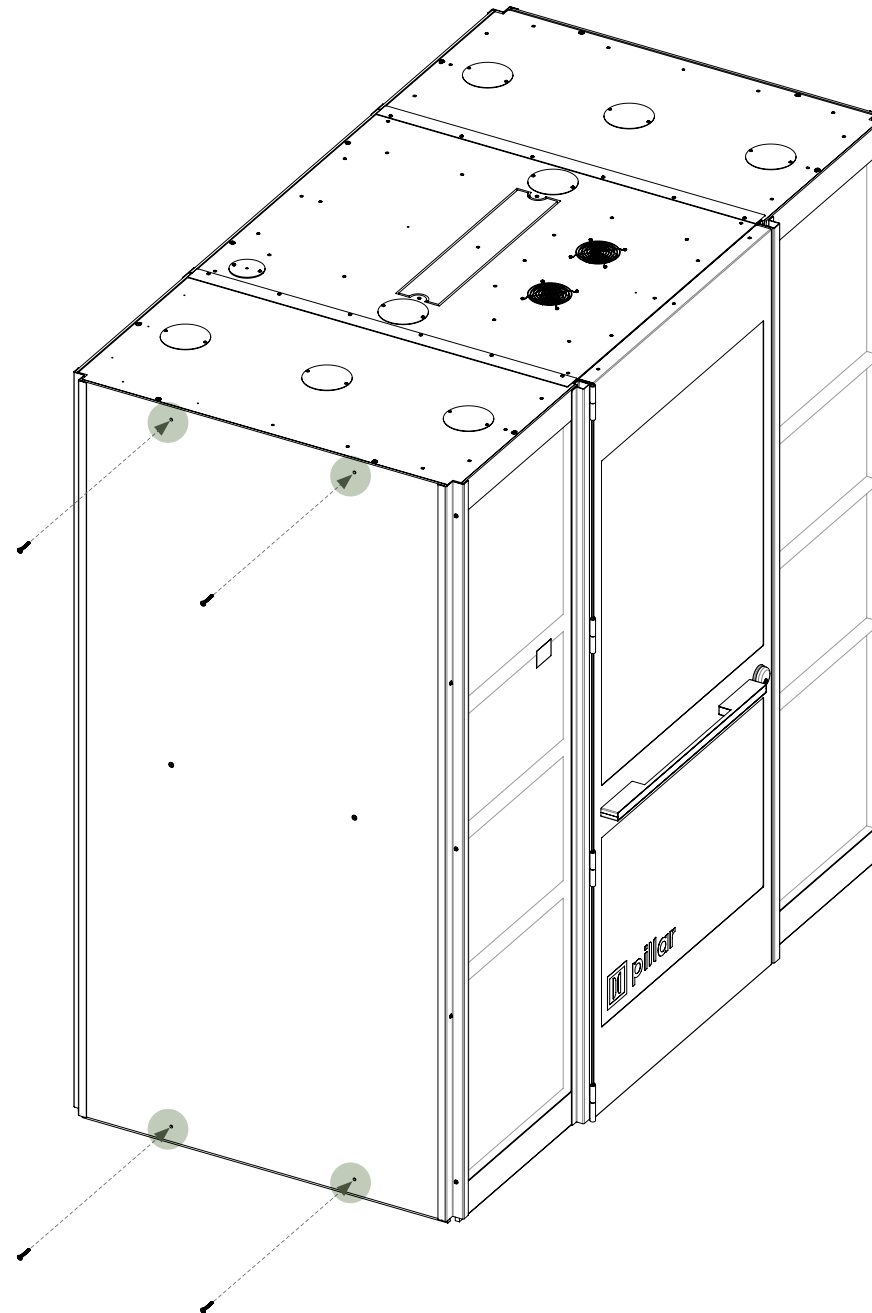
Step 3

B x2

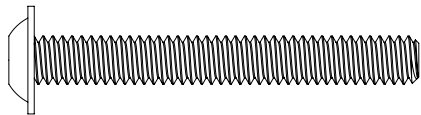
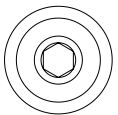
21

Bolt the left side wall

Bolt the left side wall to the left ceiling panel and the base frame.



B Flanged 1/4 x 2"

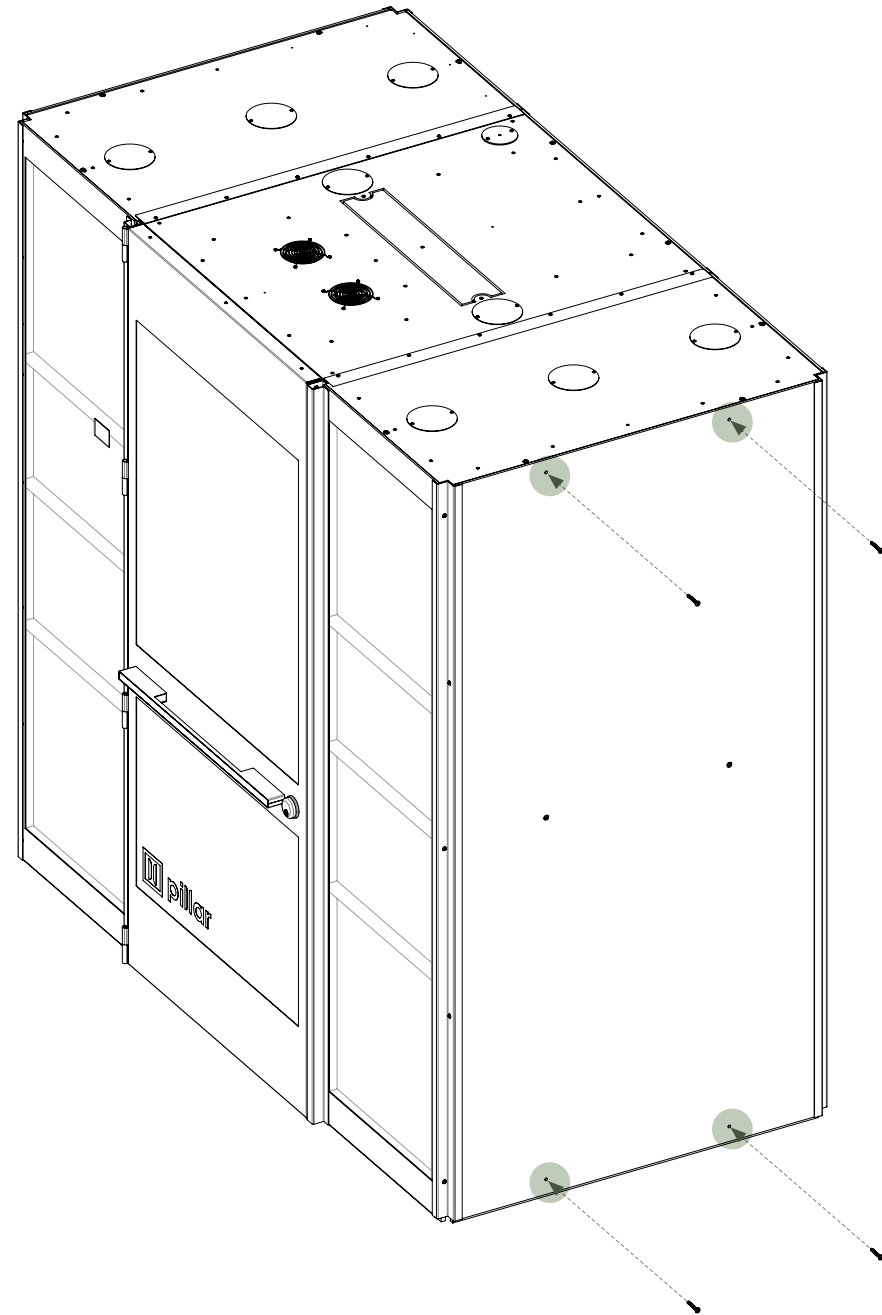


x4

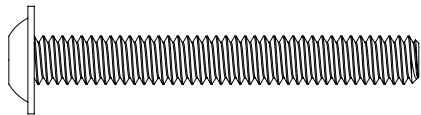
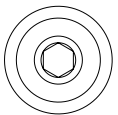
22

Bolt the right side wall

Bolt the right side wall to the right ceiling panel and the base frame.



B Flanged 1/4 x 2"

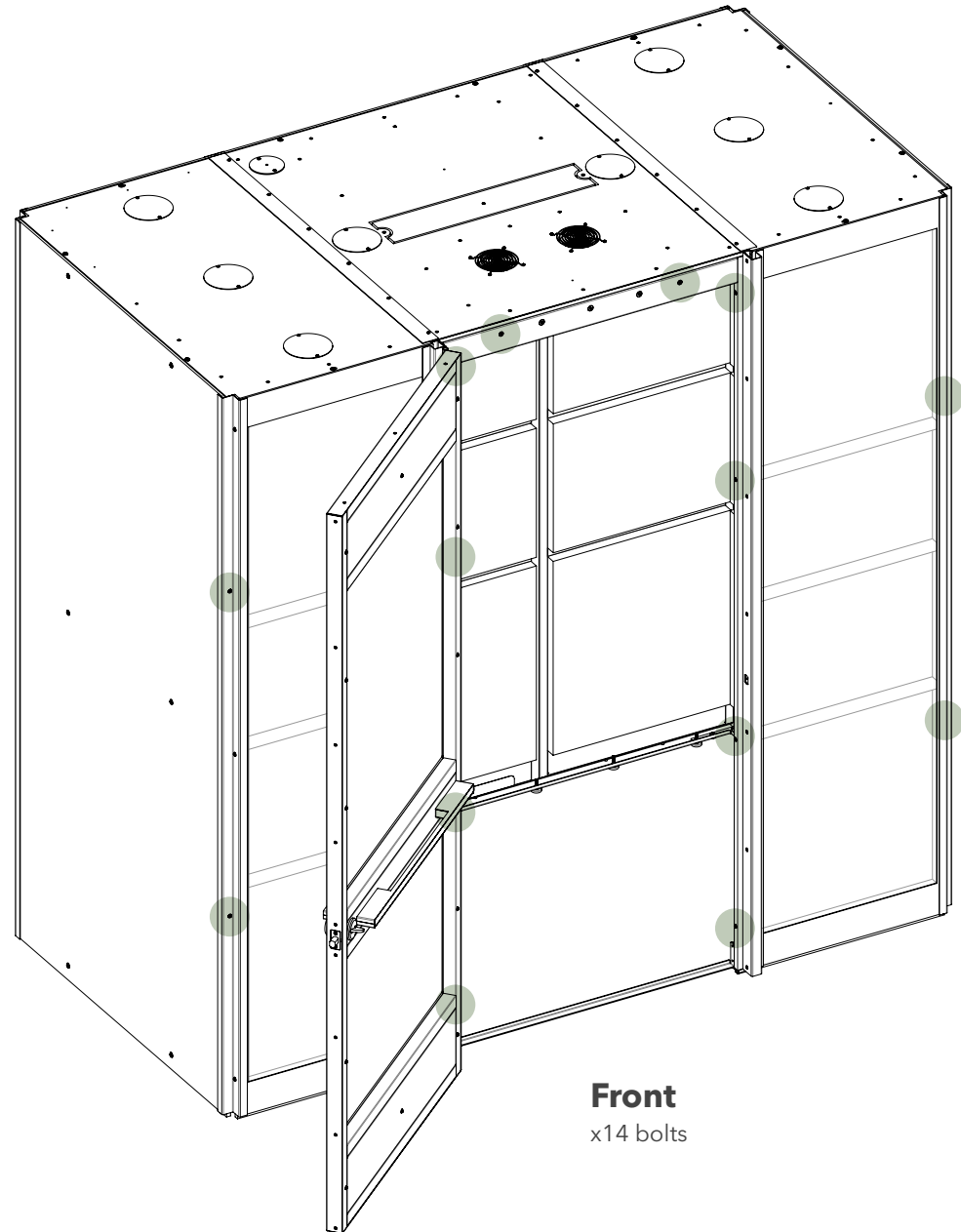


x4

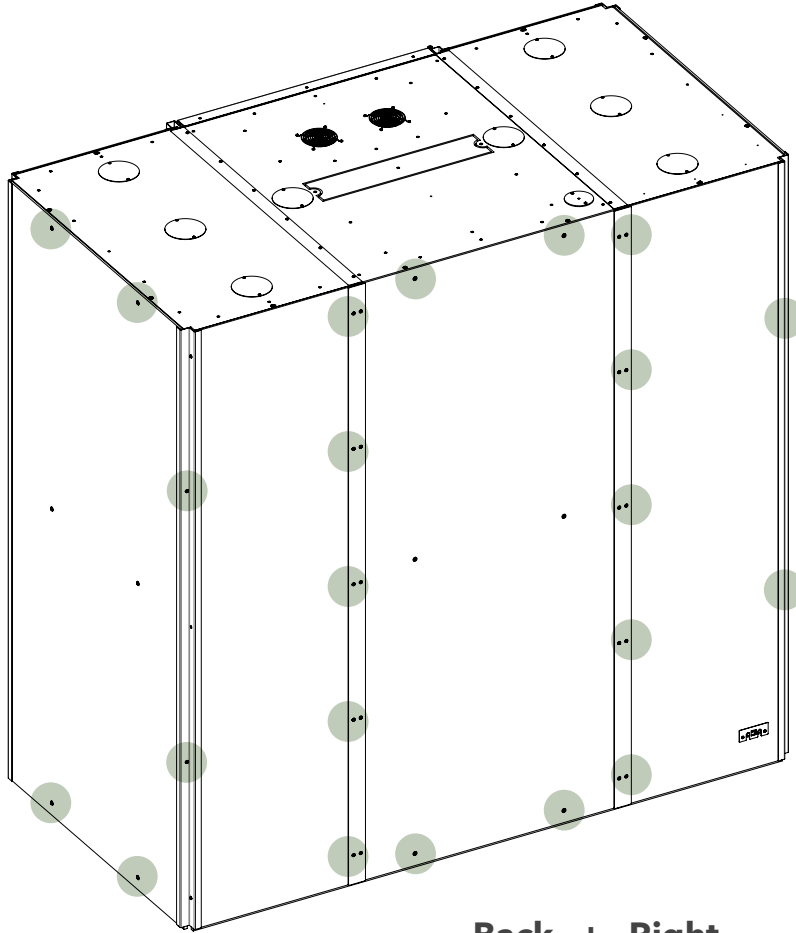
23

Tighten all bolts

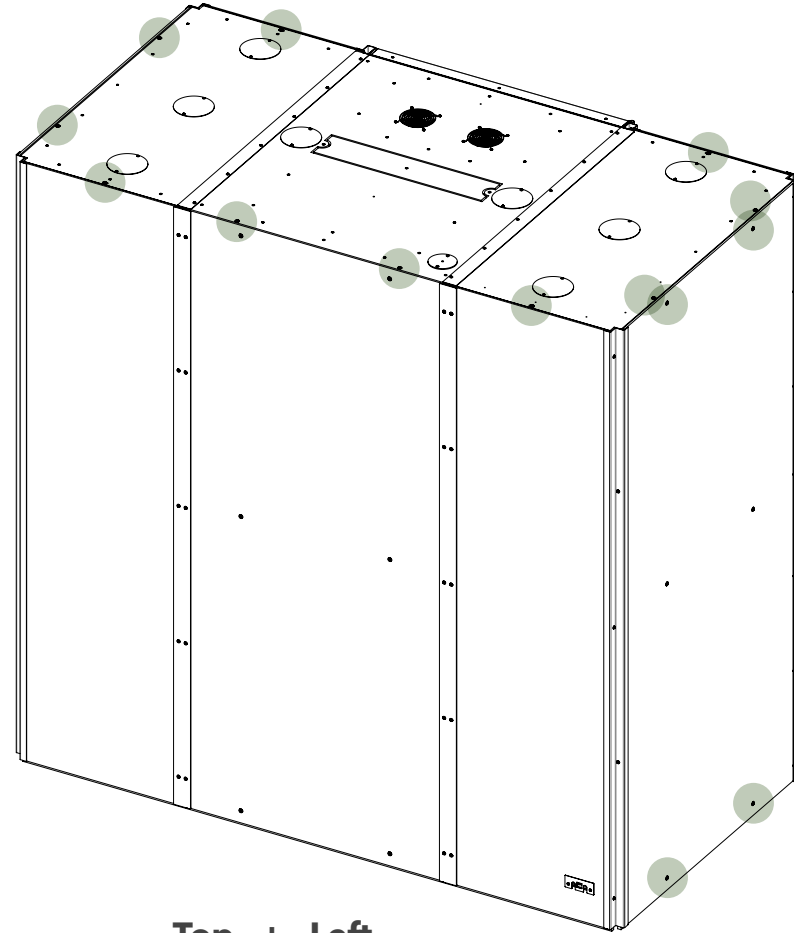
Tighten 14 bolts on the front, 28 on the back, 4 on the right, 10 on top and 4 on the left.



Front
x14 bolts



Back + Right
x28 bolts x4 bolts

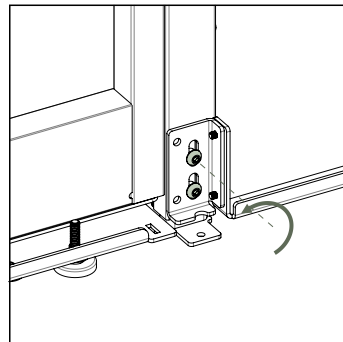
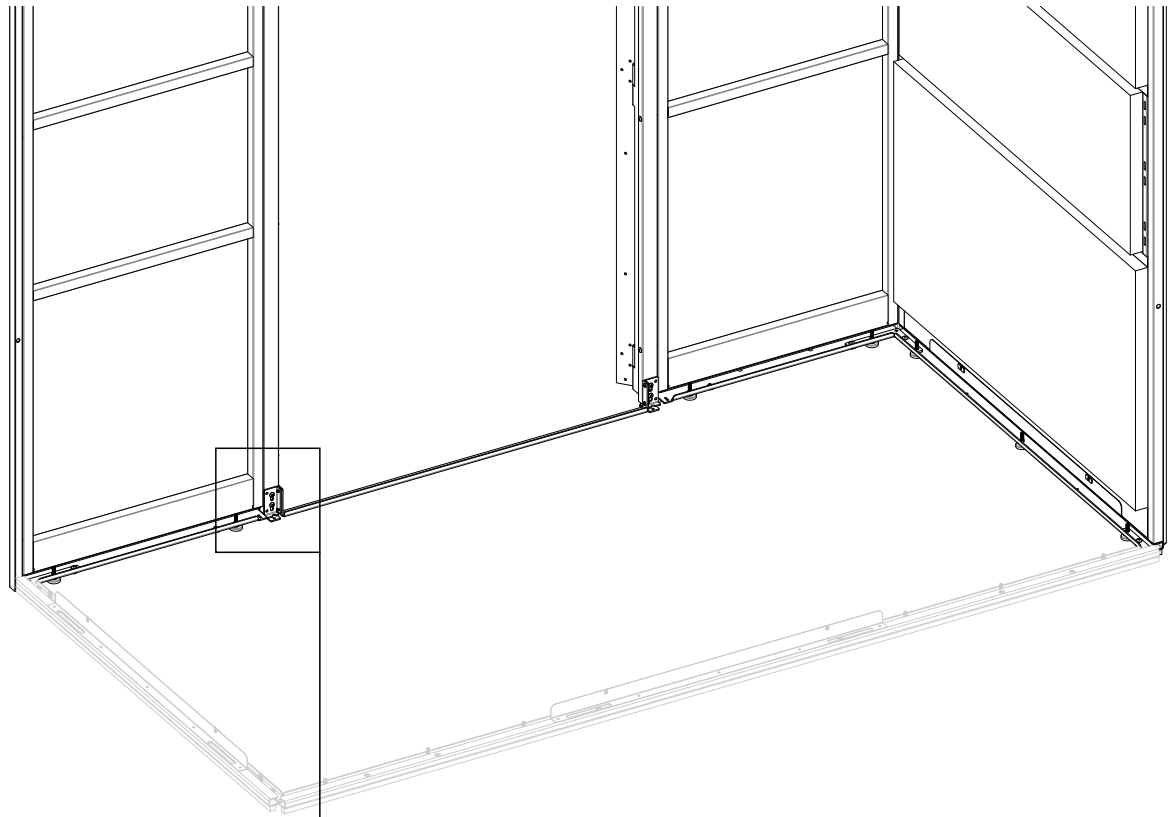


Top + Left
x10 bolts x4 bolts

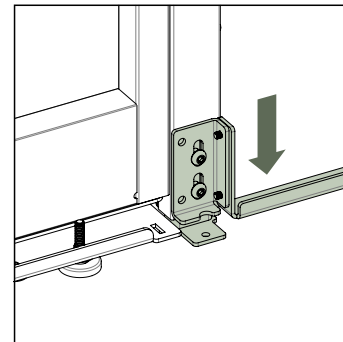
24

Lower the door's feet

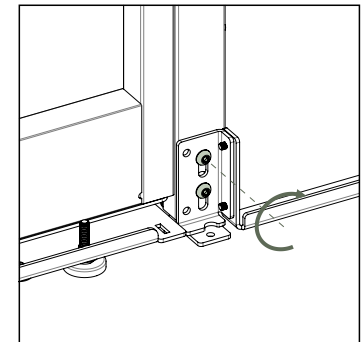
Lower the door's feet so that they touch the ground.



Step 1
Unscrew the bolts.



Step 2
Lower the feet so that they touch the ground.

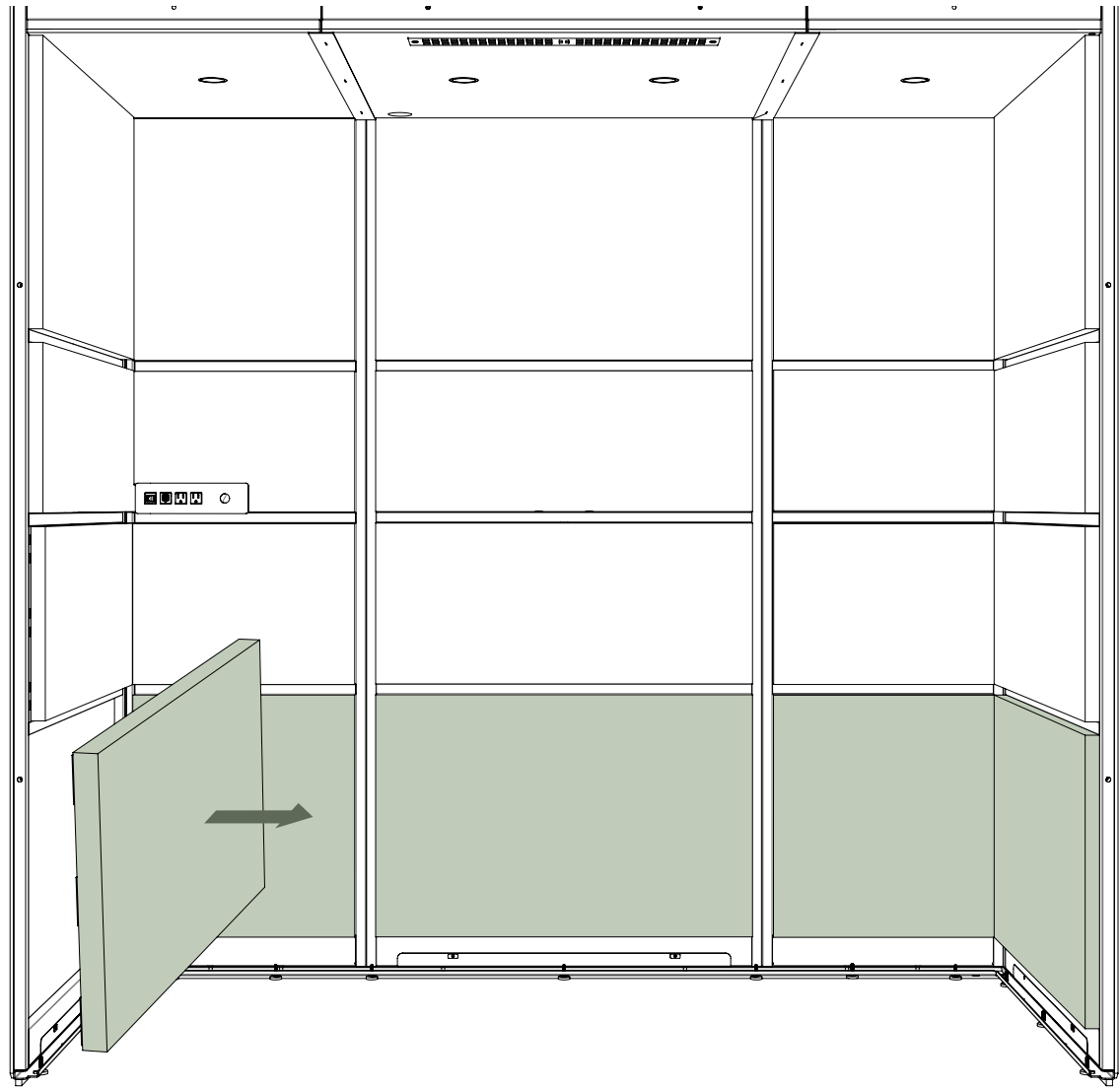


Step 3
Tighten the bolts.

25

Remove the lower acoustic panels

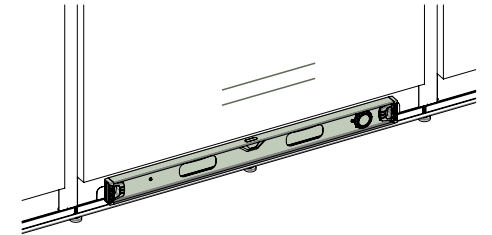
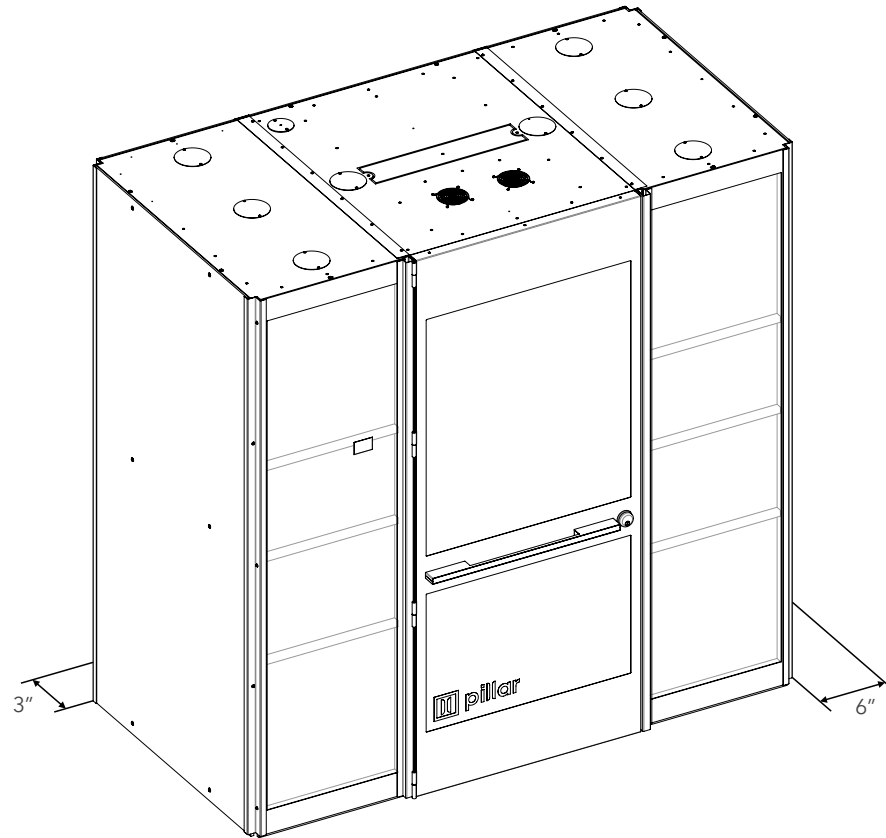
Pull the panels to remove them. They are velcroed in place.



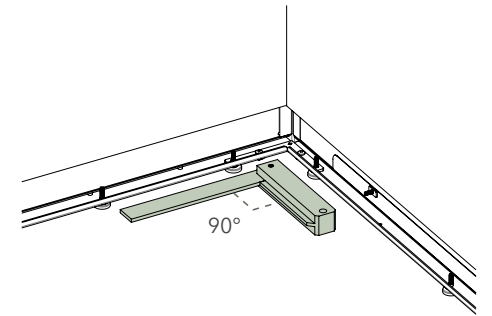
26

Re-level the booth

Check to make sure the booth is still level and that all the corners are squared.



Note: Make sure the booth is leveled.



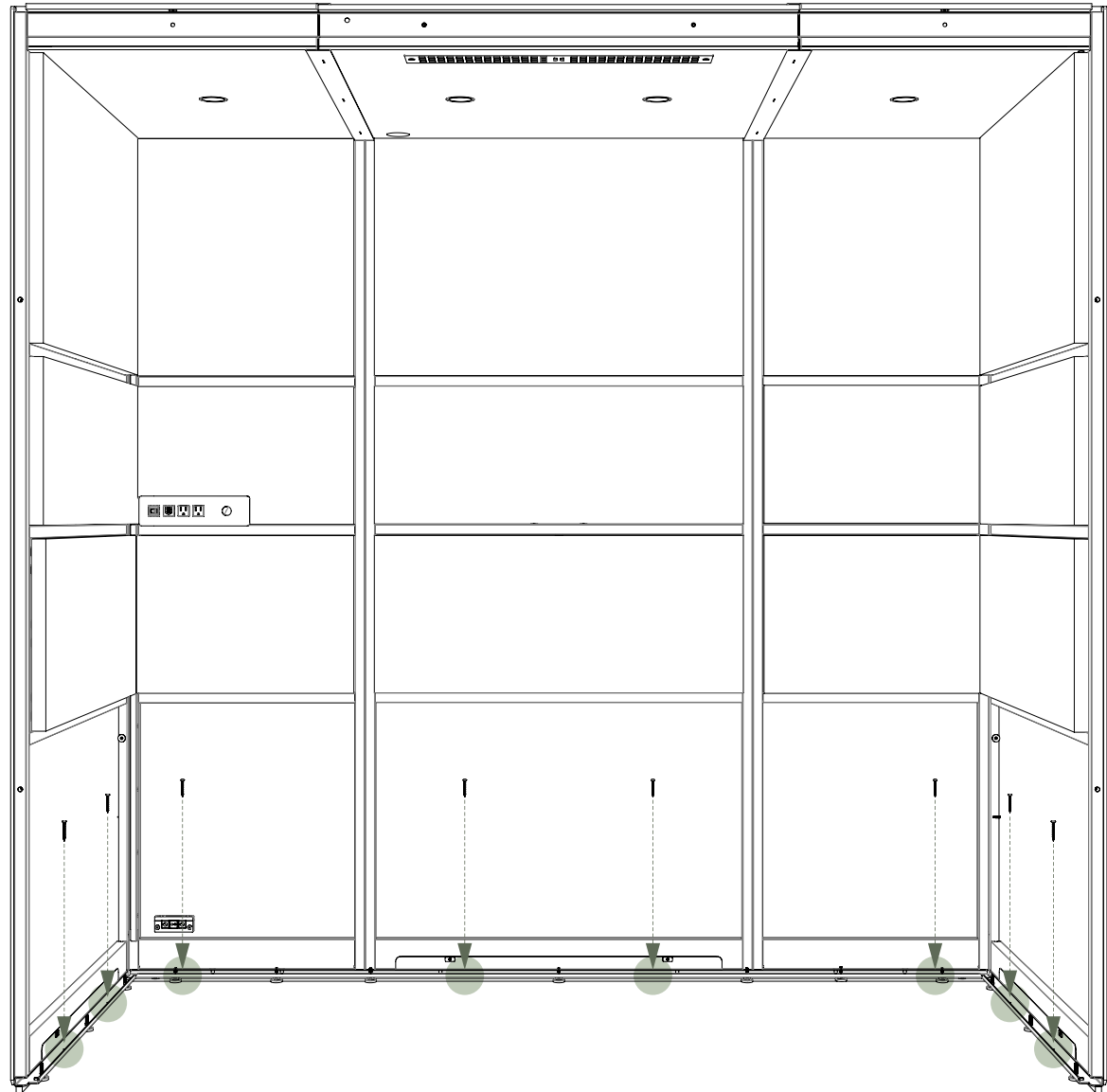
Note: Make sure all corners are squared.

27

(optional for seismic anchoring)

Anchor the booth's back and side

Securely anchor the booth's back and side to the floor using the provided seismic anchoring screws.



F Seismic anchor screw



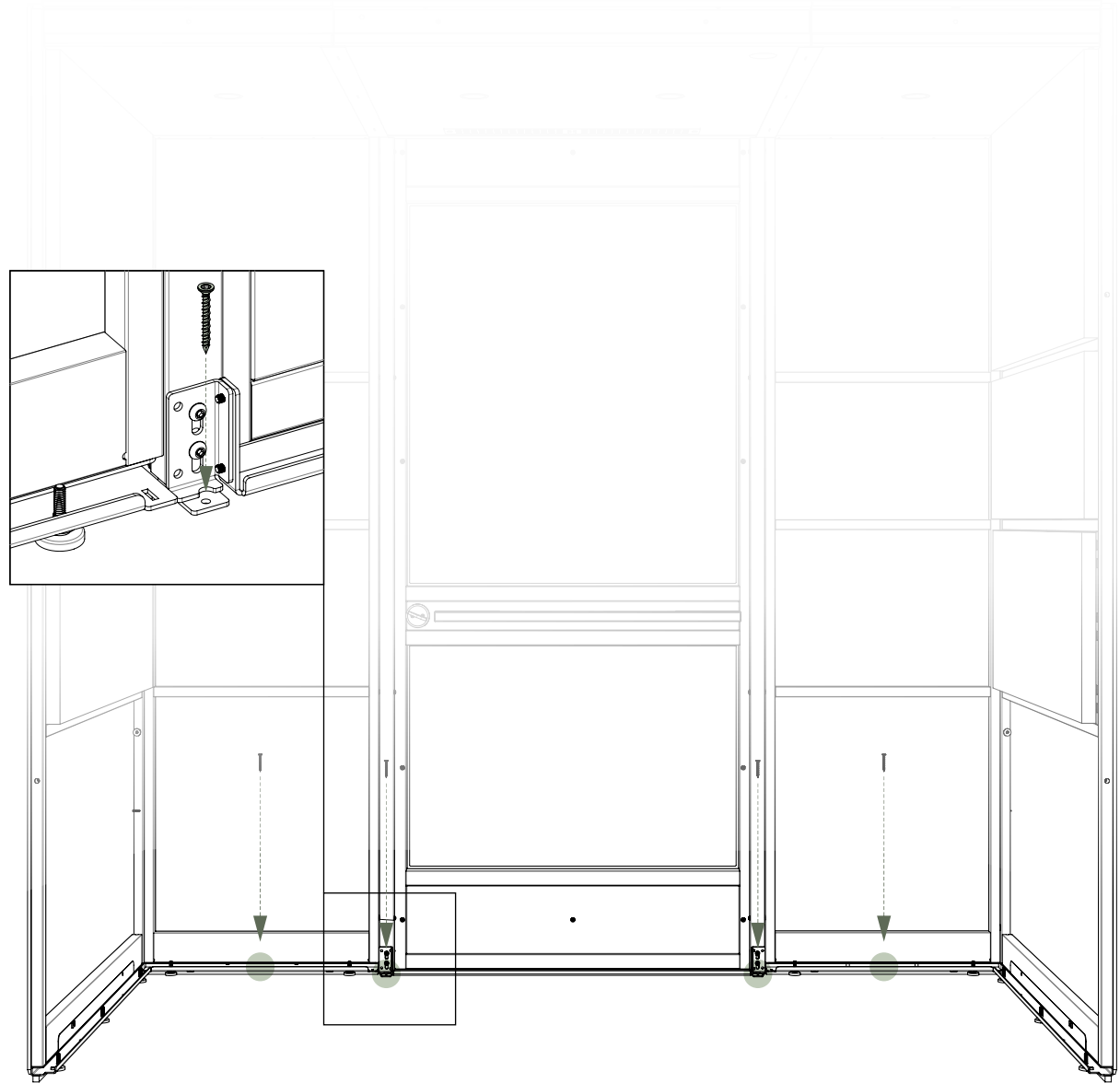
x8

28

(optional for seismic anchoring)

Anchor the booth's front

Securely anchor the booth's front to the floor using the provided seismic anchoring screws.



F Seismic anchor screw

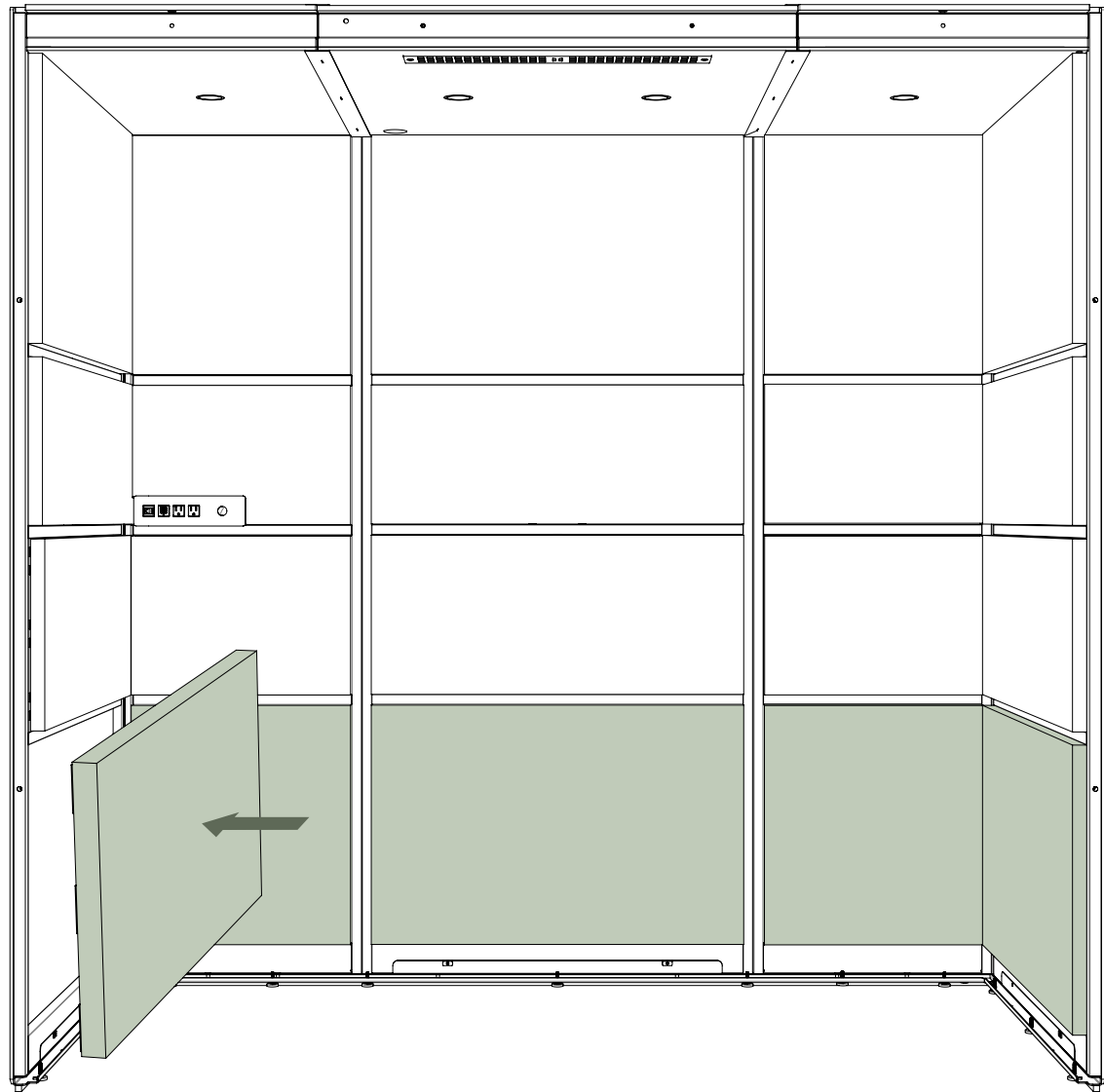


x4

29

Reinstall the acoustic panels

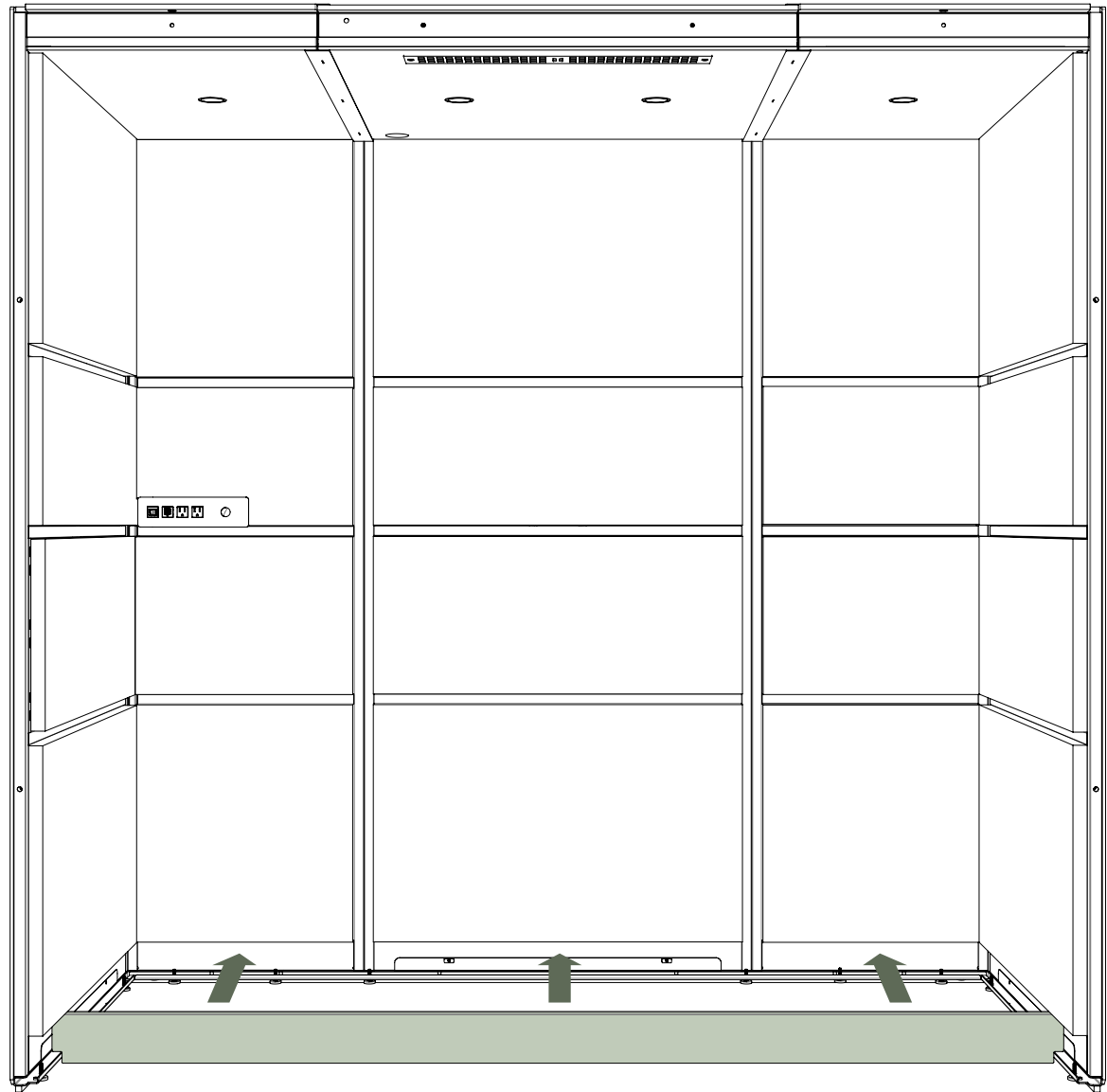
Replace the 5 lower panels.



30

Place the back magnetic cover

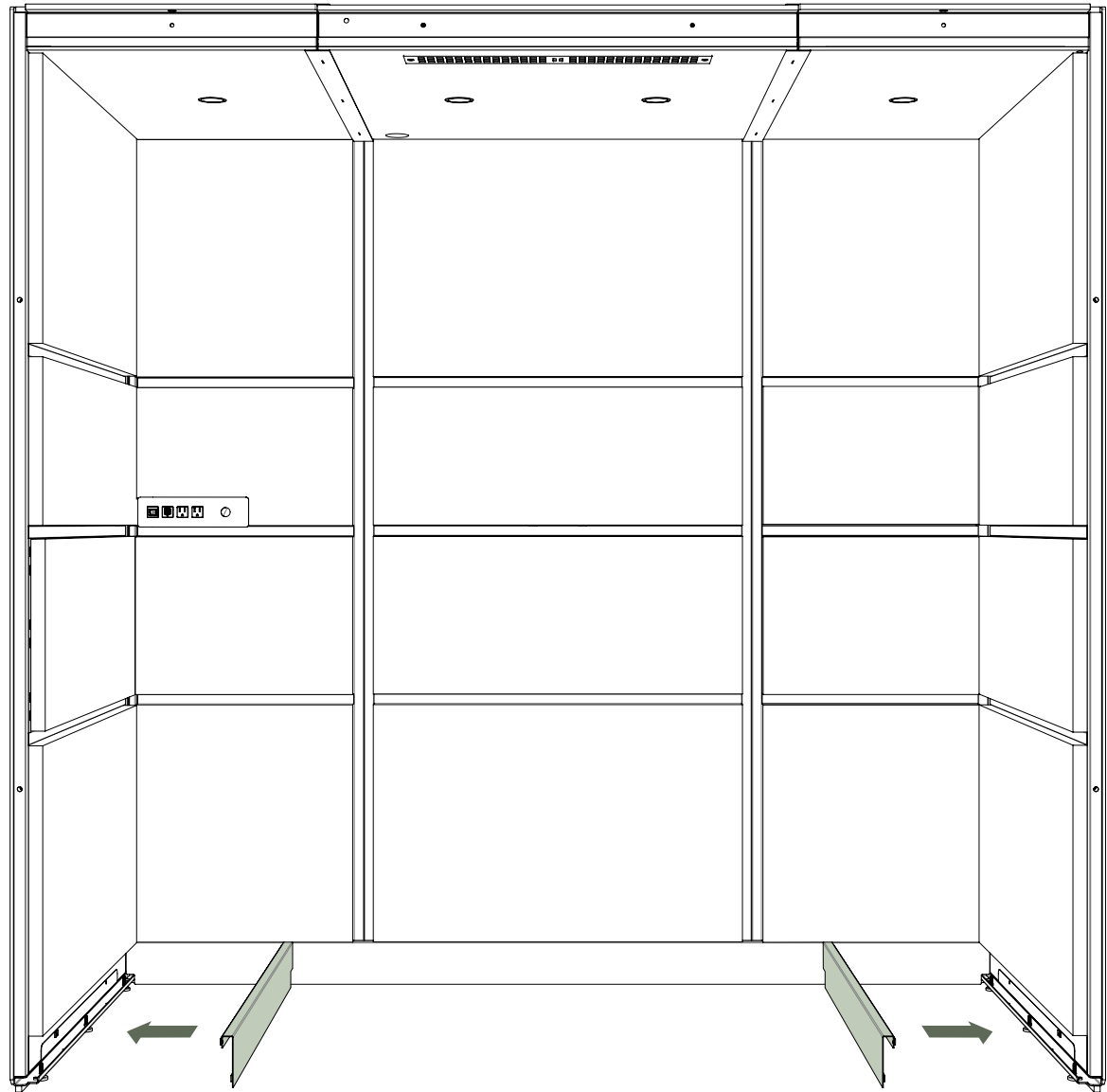
Slide the back magnetic cover into place and lower it so that it touches the ground.



31

Place the side magnetic covers

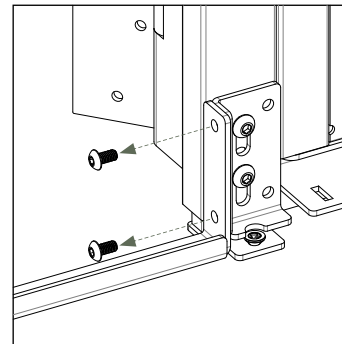
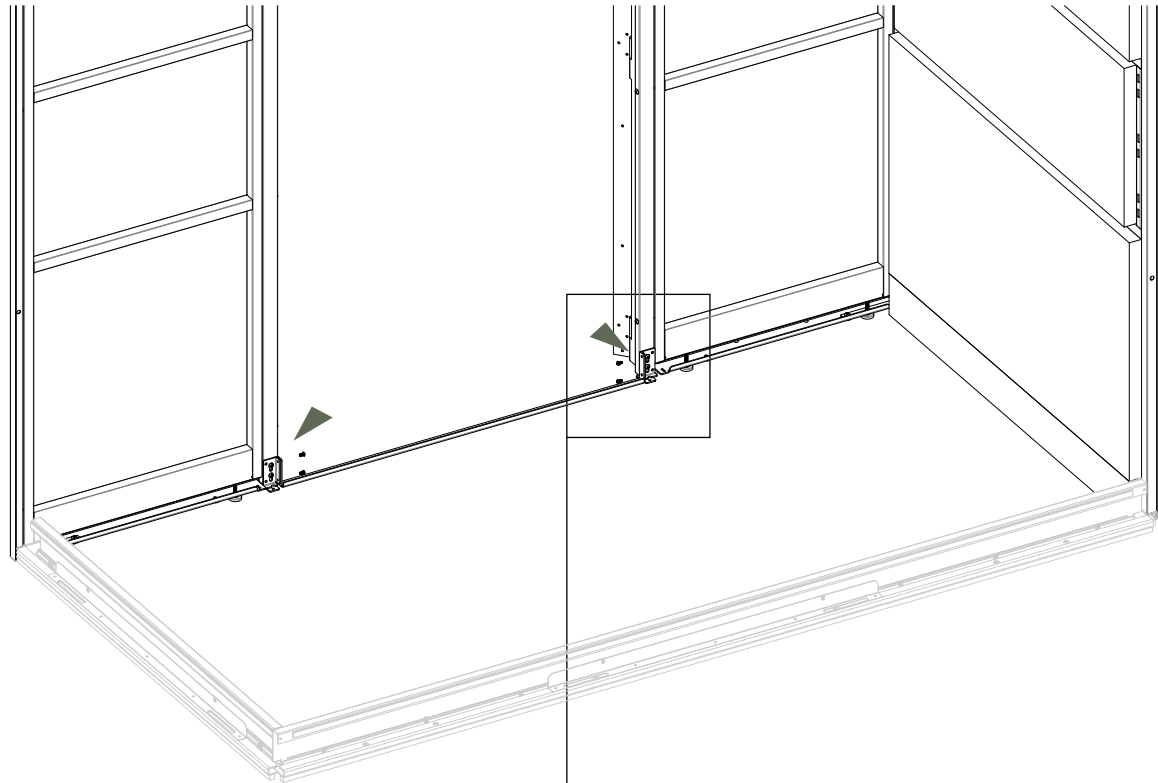
Slide the side magnetic covers into place and lower them so that they touch the ground.



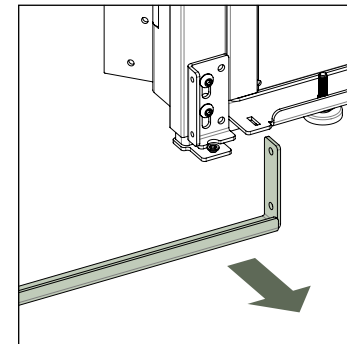
32

Remove the threshold

Unscrew the bolts placed on the threshold's side and remove it. Save the bolts for step **33**.



Step 1
Remove the 2 bolts from each side of the threshold.

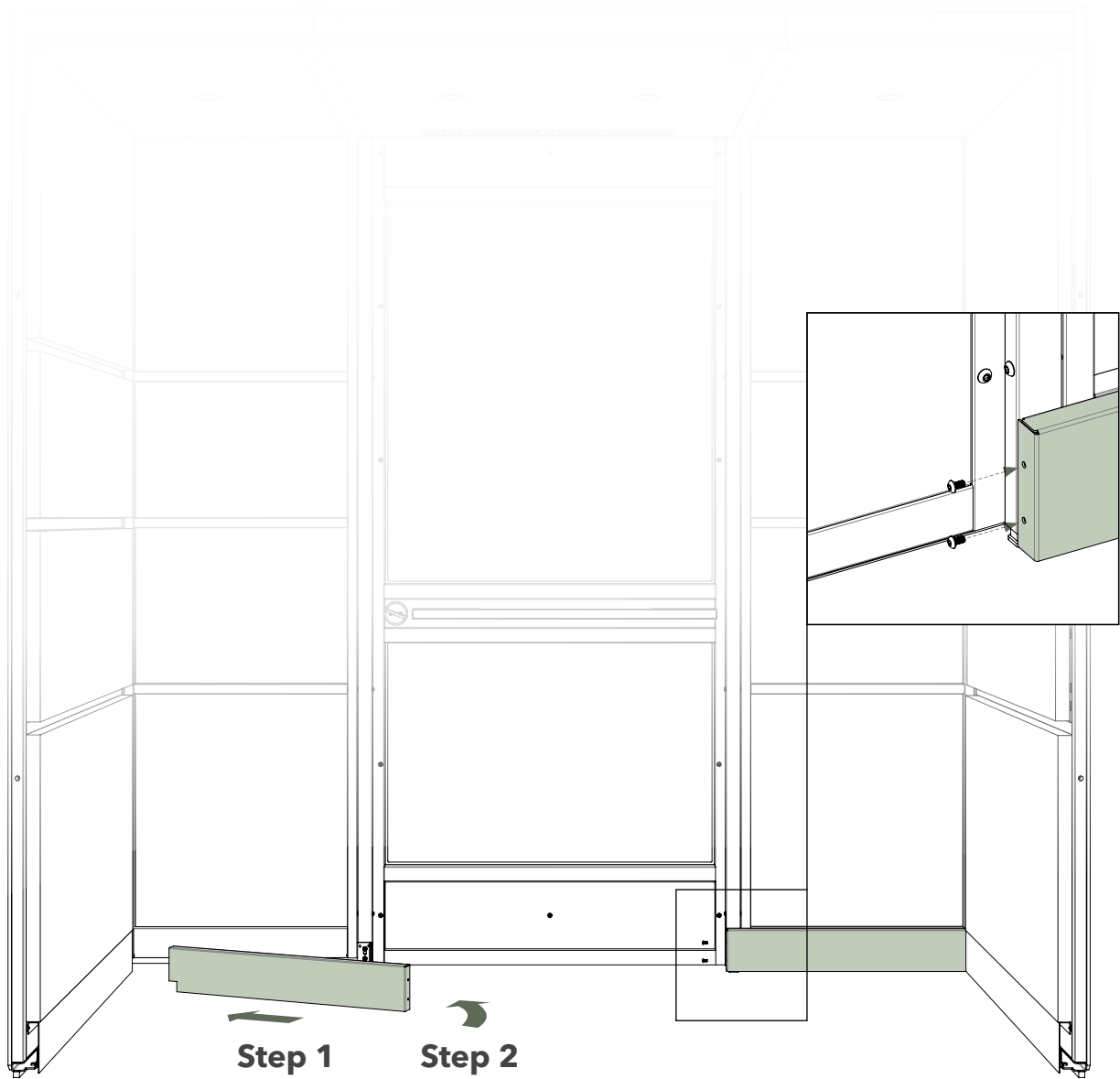


Step 2
Remove the threshold.

33

Place the front magnetic covers

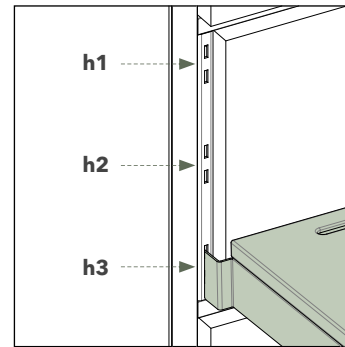
Slide the front magnetic covers into place and screw them to the door frame using the threshold bolts from step 32.



34

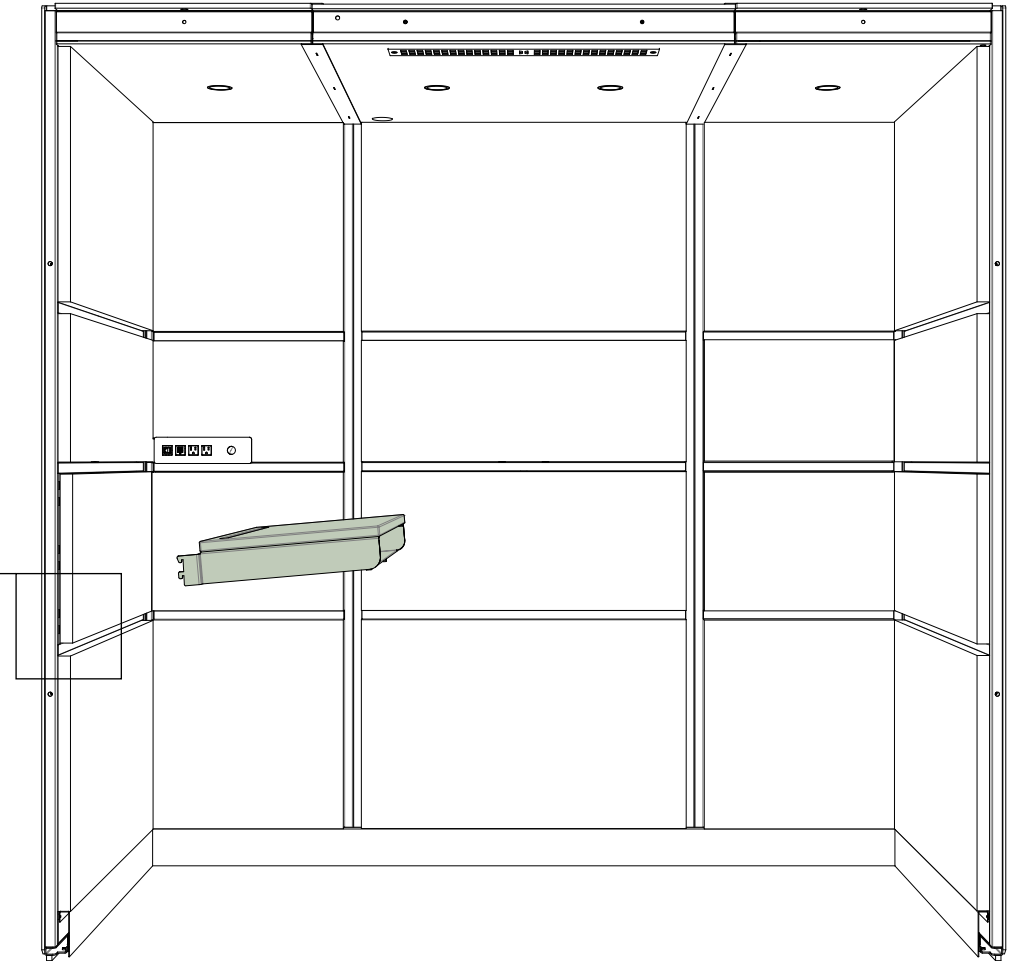
Place the desk

Hold the desk at an angle and guide the prongs on either side of the desk into the open notches located in the left side wall. Once in place, lower the front of the desk and apply light pressure to both sides to ensure the desk is secured in place.



- h1:** 845 mm / 33.2 inches
- h2:** 997 mm / 39.2 inches
- h3:** 1152 mm / 45.3 inches

Note: Attach the desk at the desired height.

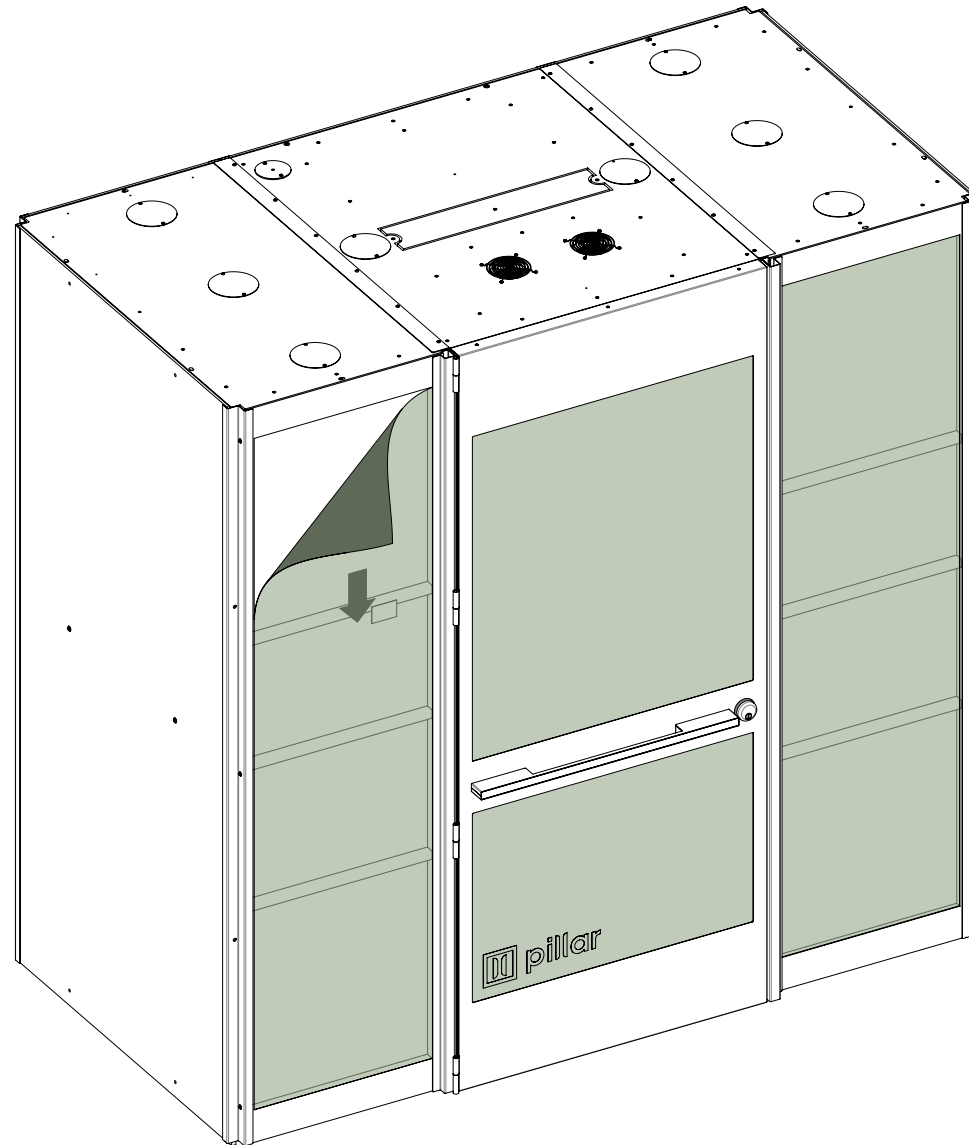


35

Peel off the protective film

Carefully remove the protective material from the polycarbonate door and windows.

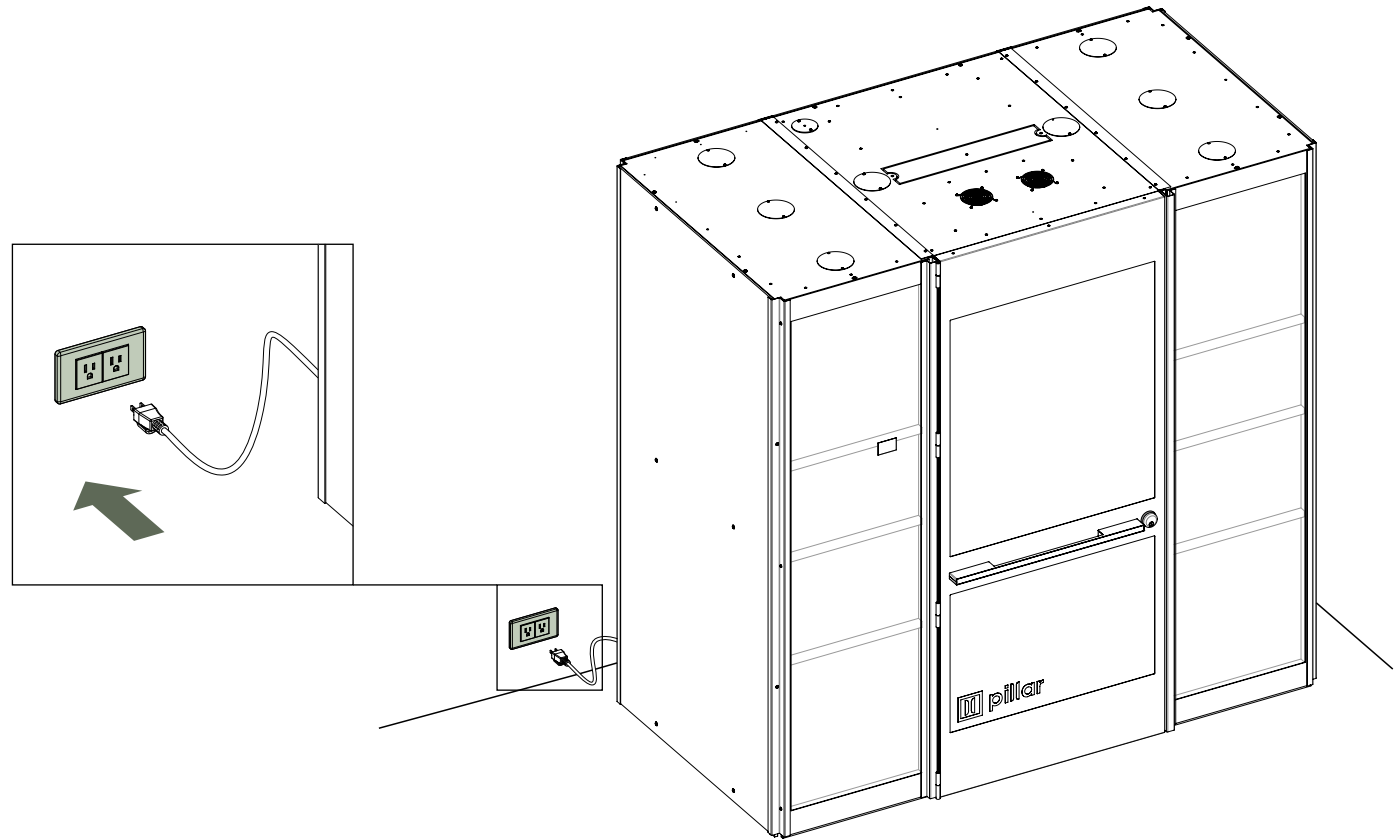
You can clean them with soap, water, and a microfiber cloth. Do not use ammonia based products or paper towels, they will ruin the finish. For more cleaning instructions visit the FAQ page on our website.

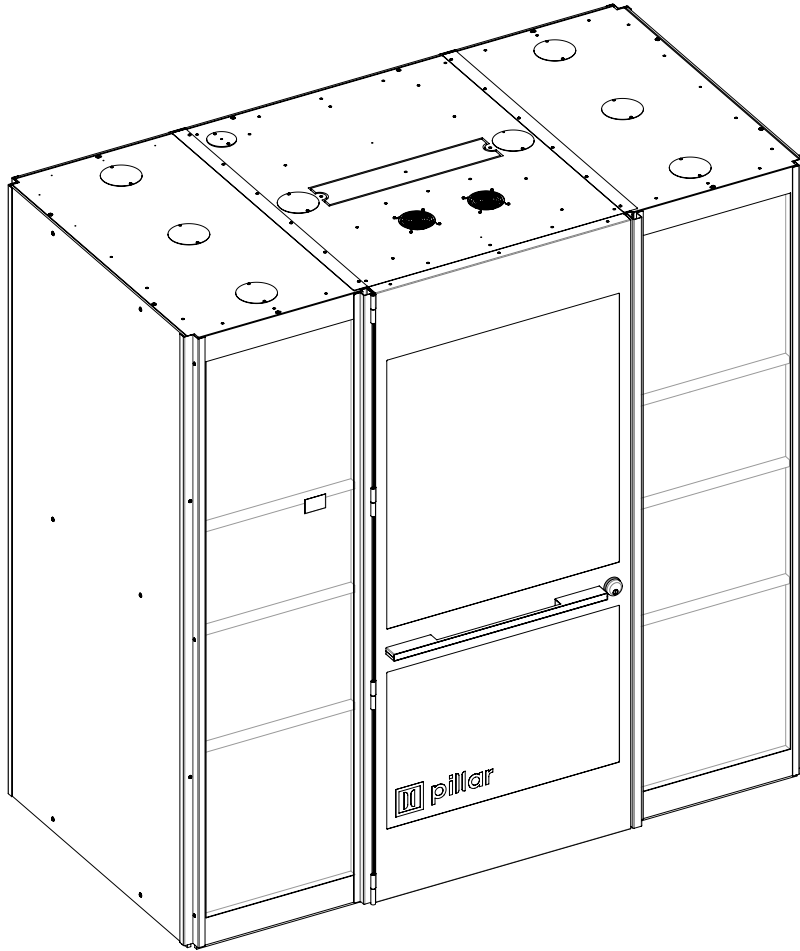


36

Plug the booth into the wall

Using the plug that comes from the back of the booth, plug it into a nearby outlet.





Great Job!

You've just built a new way to work.
If you have any questions, don't hesitate to contact us.
We're here to help.

APPENDIX

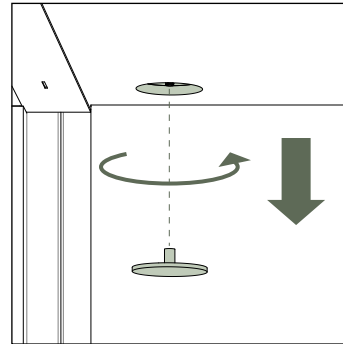
(Sprinkler system installation)

01

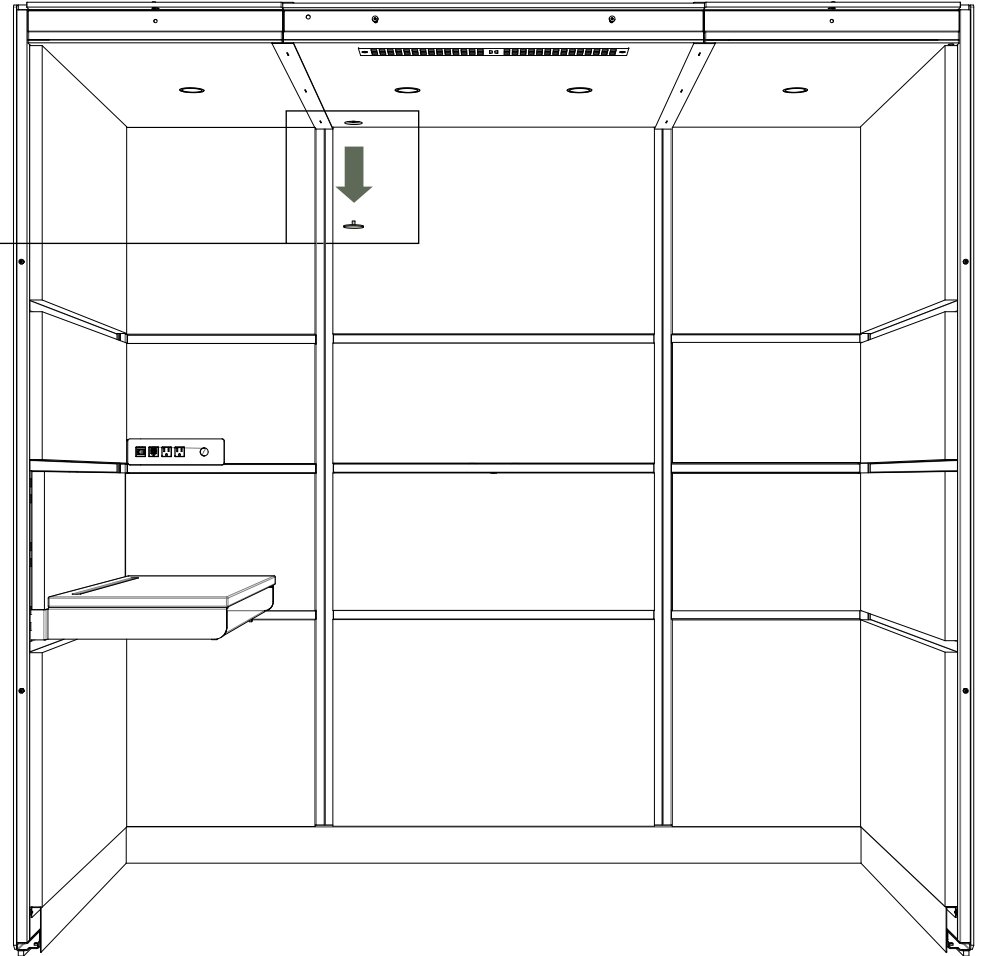
(Sprinkler system installation)

Remove the inside cover plate

From inside the booth, twist the round cover plate counter-clockwise until it is completely removed.



Note: Twist the cover plate counter-clockwise



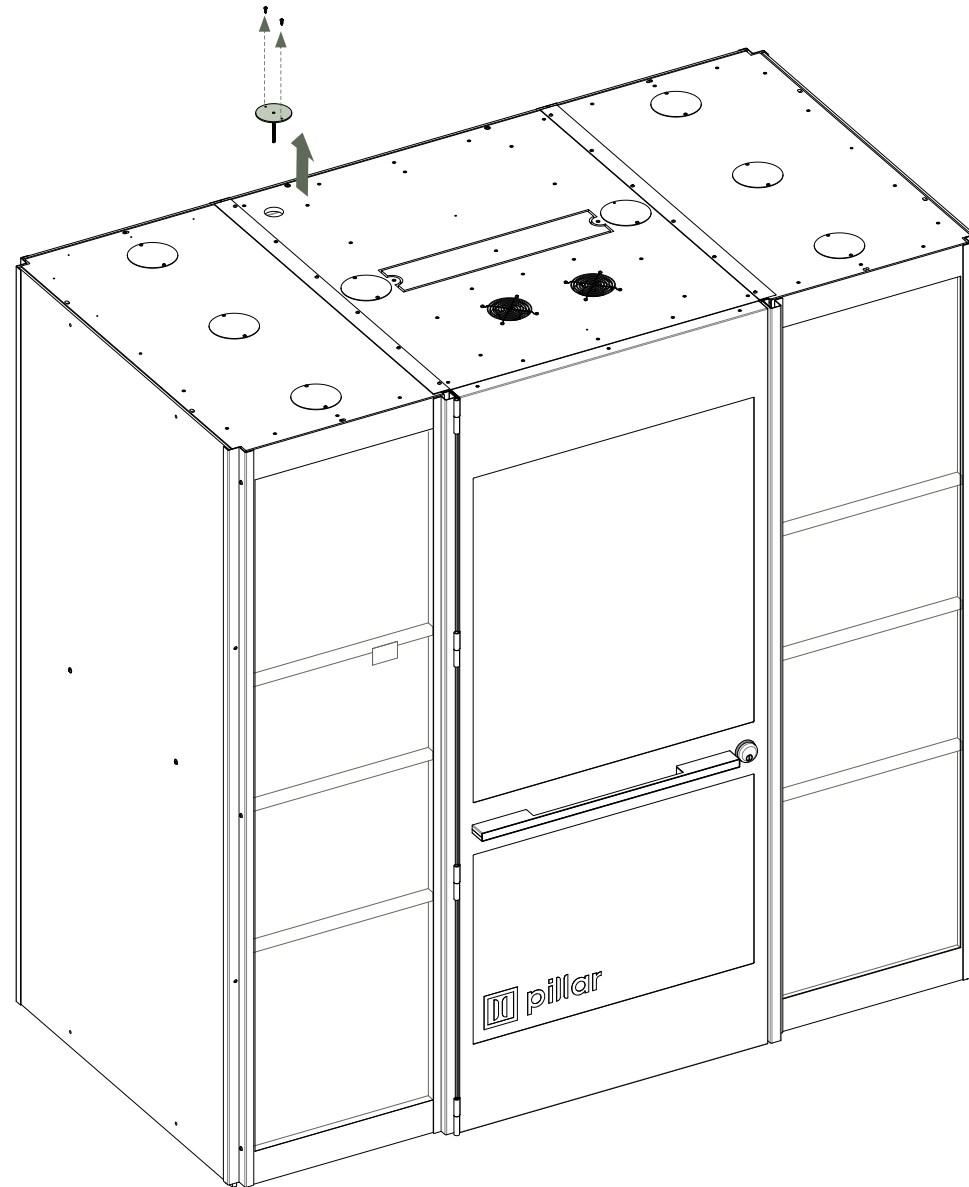
02

(Sprinkler system installation)

Remove the outside cover plate

Remove the 2 screws securing the round cover plate on the top of the ceiling. Then, remove the cover plate by lifting it off the ceiling.

Note: Store both cover plates in a safe location in case you want to put them back on the booth at a later date.



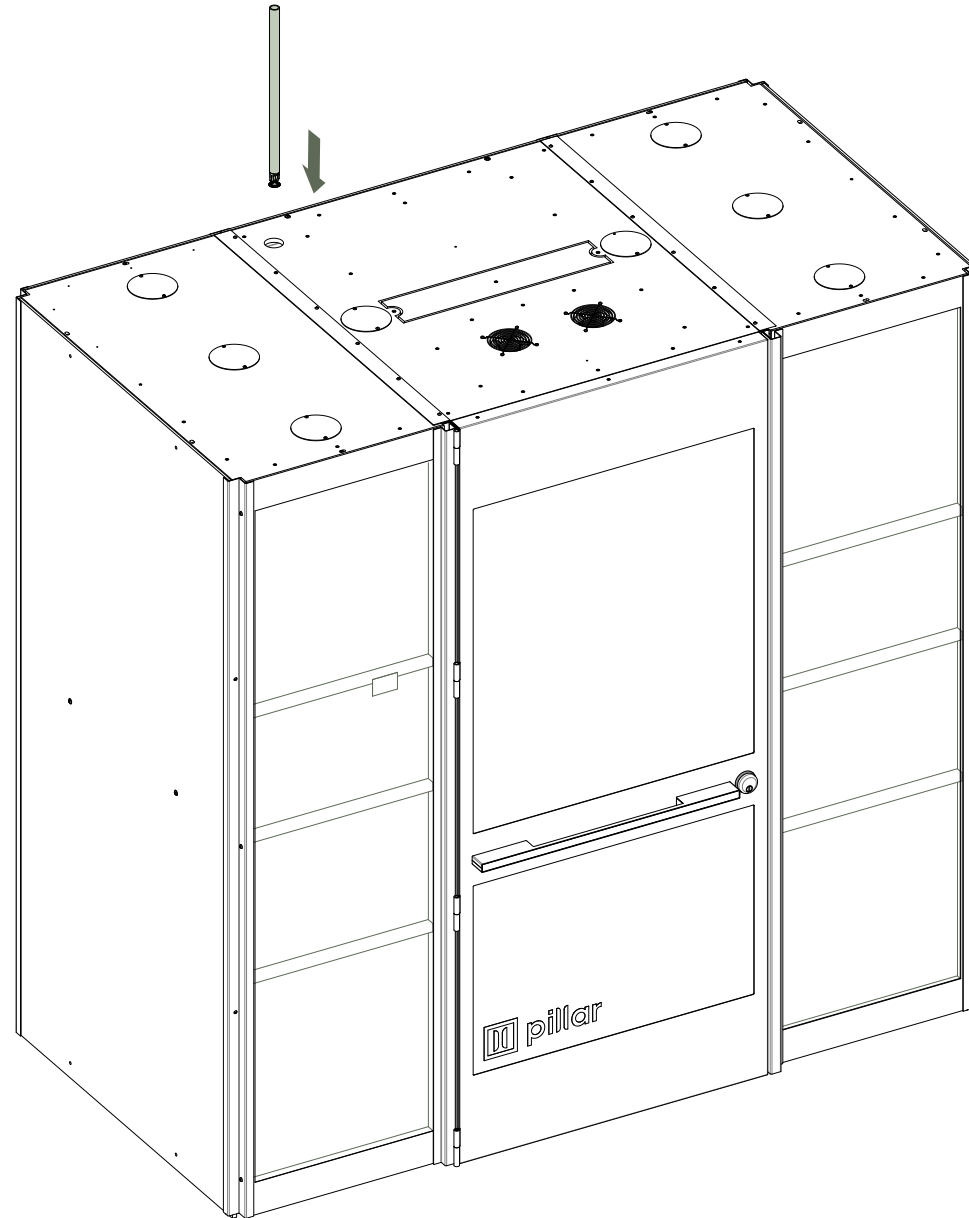
03

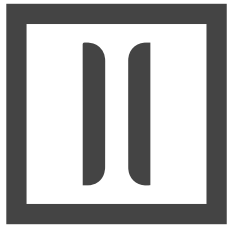
(Sprinkler system installation)

Install a sprinkler

Now, your plumber can drop a sprinkler through the hole in the ceiling and mount it to the underside of the ceiling.

Note: Please refer to a contractor or a plumber for proper installation.





Step into a Pillar Booth
and pause distractions.

