



# Assembly Manual

The Pillar Booth



Step into a Pillar Booth  
and pause distractions.

## Before you start:

1. Assemble near an outlet
2. Assemble where you want the booth, so you don't have to move it

## What you need:

1. 3 people able to lift ~ 50 lbs
2. Allen wrench (included) or a Hex screwdriver

## Hints:

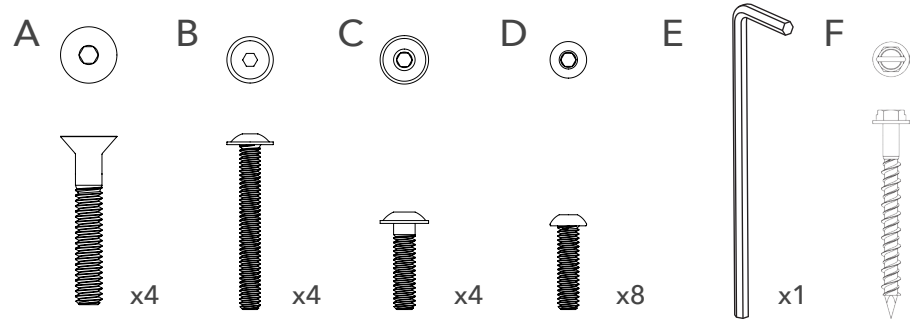
1. **Wait until the very end to fully tighten all the bolts**
2. Wait until the booth is completely assembled to plug it in
3. Please RECYCLE all the packaging materials

## Warning:

**Do not use an impact driver. Over-tightening during assembly can strip the bolts or crack the polycarbonate material, compromising the structural integrity of a Pillar Booth.**

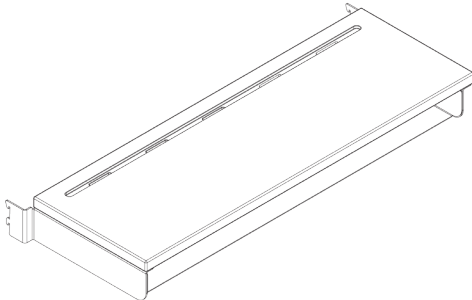
# What's Included

## Hardware

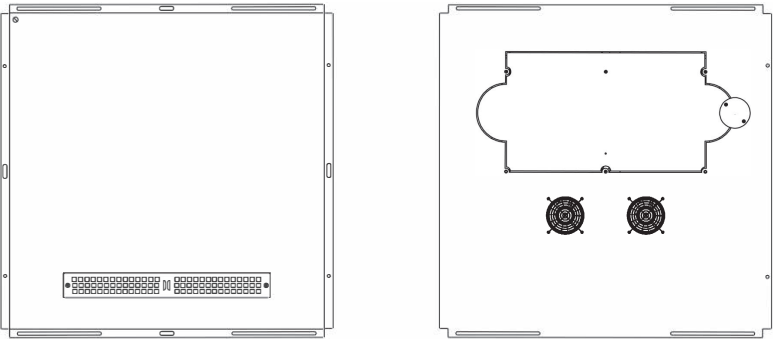


**Note:** (F) Seismic Hardware is optional for use with seismic install only.

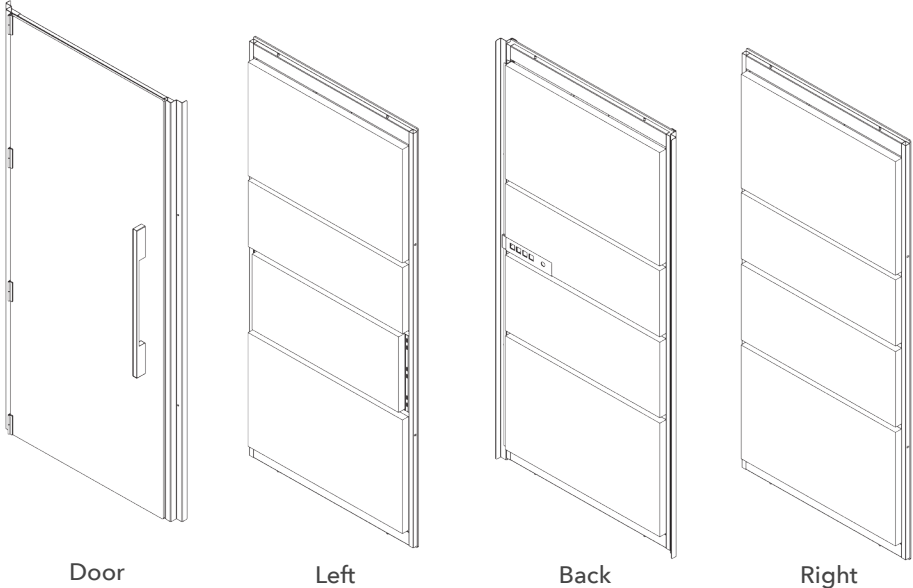
## Desk



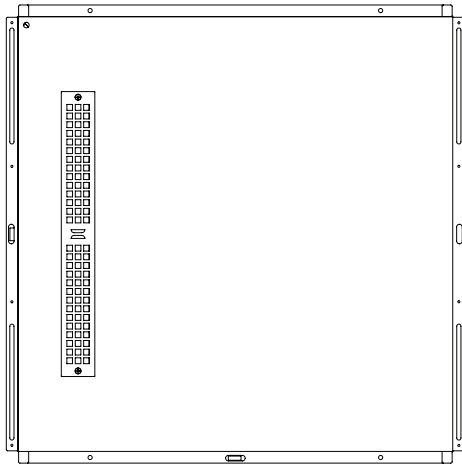
## Base and Ceiling



## Walls

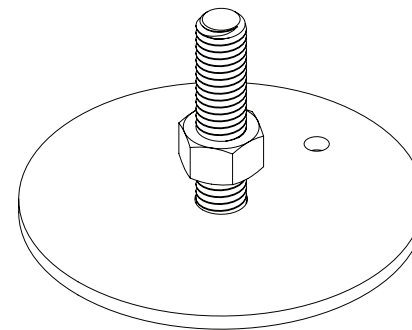
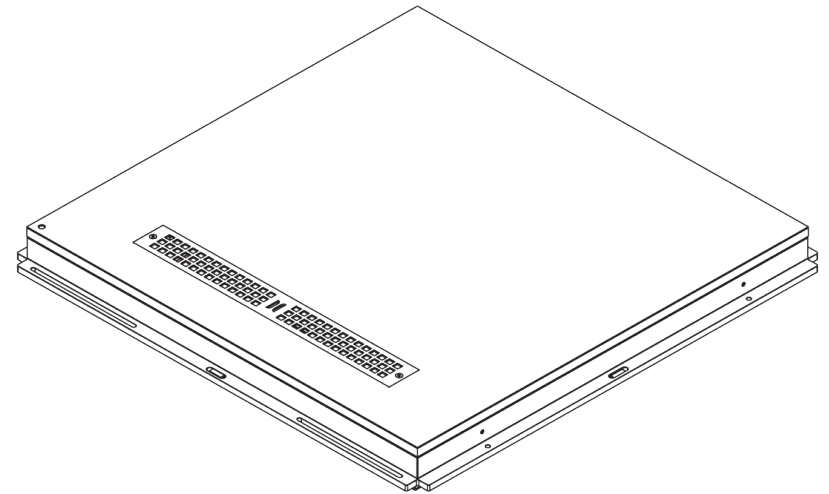


# 01 Set the base in place



**Note:** The vent should be on the left side of the booth when you are looking into the booth from the outside.

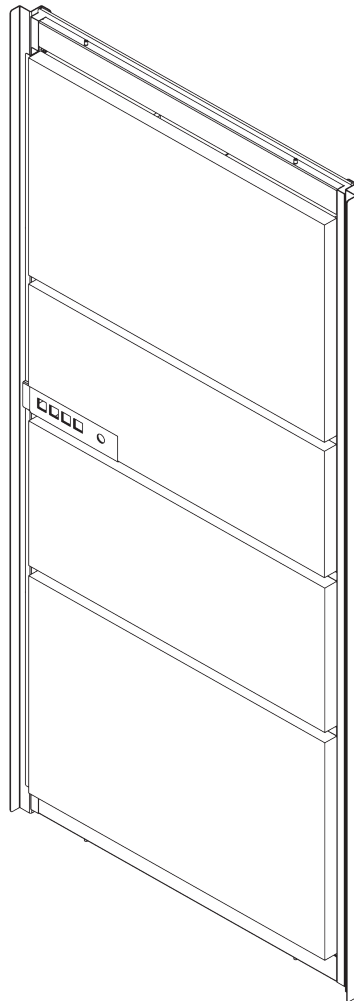
# 02 Level the base



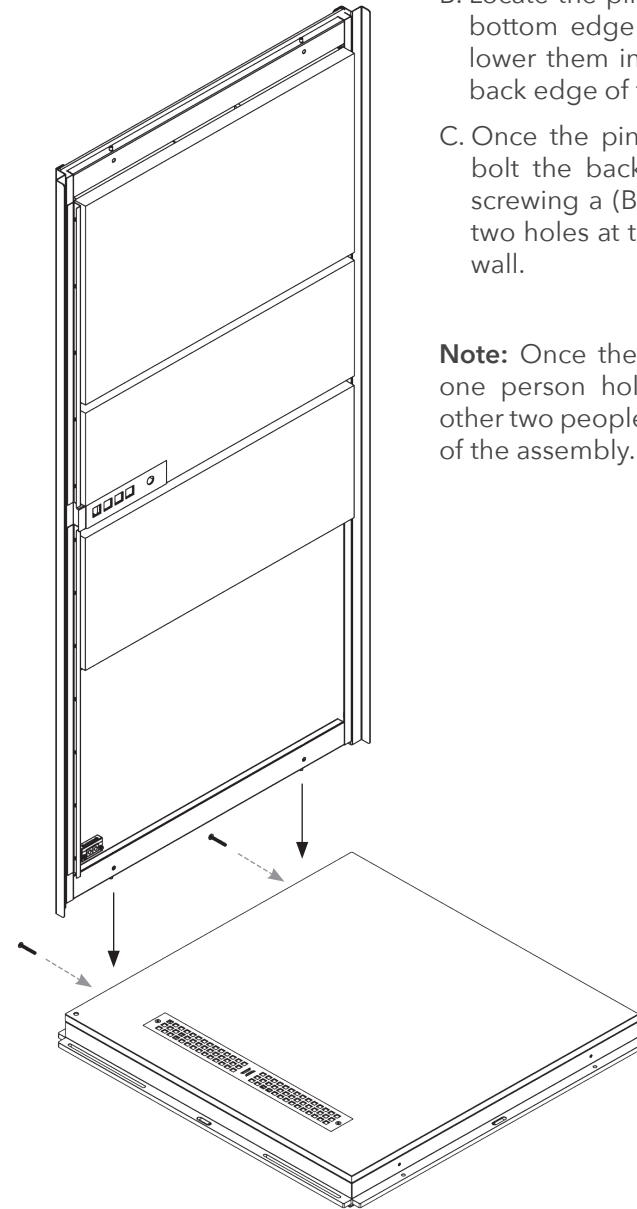
To level the base, spin the feet until each of the two built in levels show the bubble in the middle of the two lines. Press on the base to test that it is stable on all sides.

**Note:** For seismic anchoring, skip steps #1 and #2 and refer to the included Seismic Installation Guide.

# Install the back wall



**Note:** The 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 bottom and top of the back wall are taped securely and do not pinch the wires between the base when placing the back wall on the base.



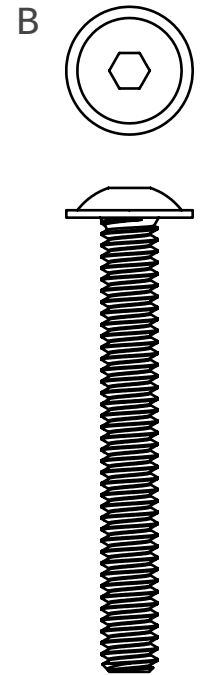
A. Locate the back wall and remove the bottom acoustic panel. Just pull the panel, it is velcroed in place.

**Note:** The panel is already removed with factory packaging.

B. Locate the pins protruding from the bottom edge of the back wall and lower them into the pinholes in the back edge of the base.

C. Once the pins are in the pinholes, bolt the back wall to the base by screwing a (B) bolt into each of the two holes at the bottom of the back wall.

**Note:** Once the wall is secured, have one person hold the wall, while the other two people move to the next step of the assembly.

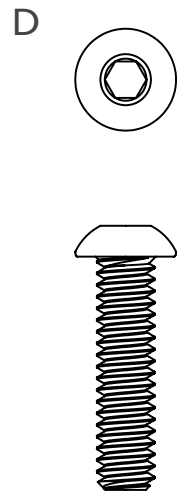
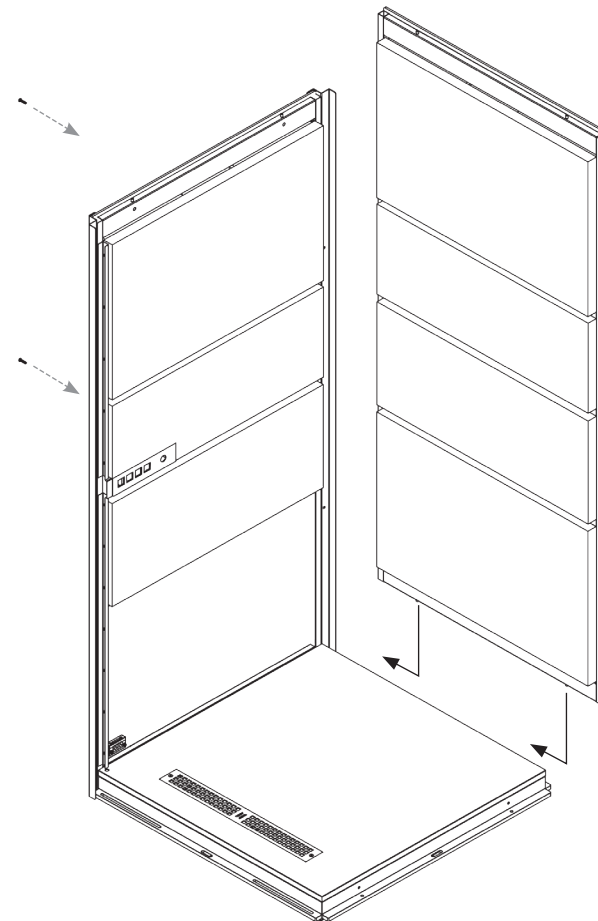
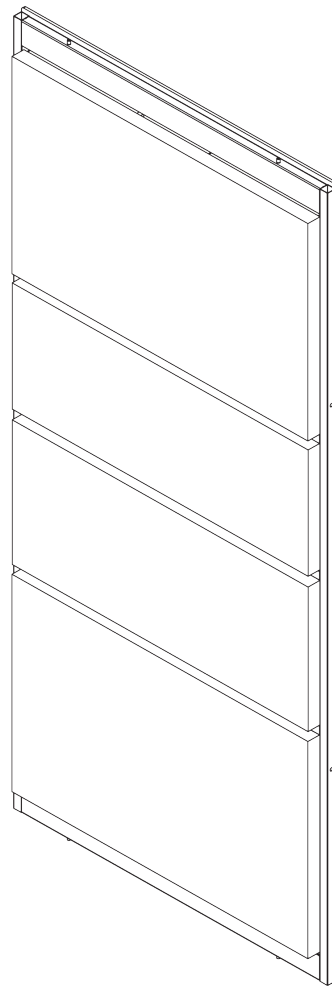


x2

# 04 Install the right side wall

**Before you start:** Locate the right side wall and make sure the arrow stickers on the side of the wall are facing up.

- Notice the slits in the base. Drop the pins on the bottom of the right side wall into the slits in the base. The right side wall should be placed on the base about 3-4 inches from the back wall.
- Slide the right side wall toward the back wall until it is secured in the "L" channel.
- Once the right side wall is in place, bolt the side wall to the back wall by screwing a (D) bolt into each of the two holes in the "L" channel.



x2

**Note:** The right side wall will have no electrical components. In addition, on the right side wall, all of the acoustic panels are the same width, while on the left side wall, one acoustic panel is narrower.

# 05 Install the left side wall

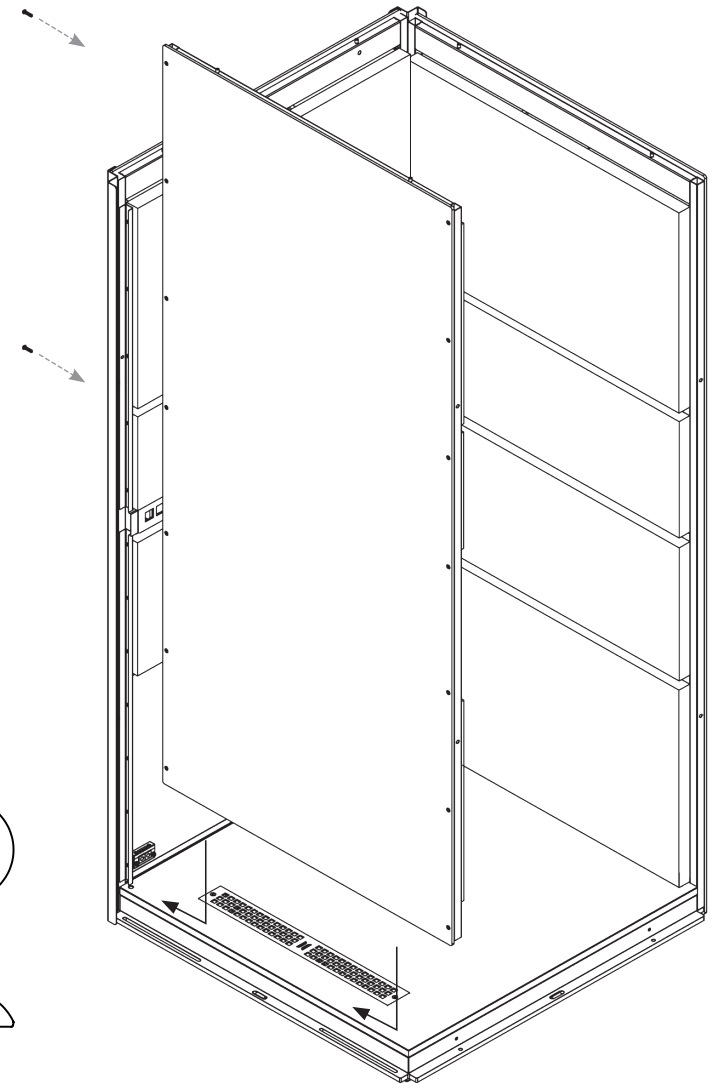
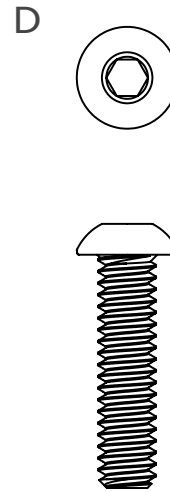
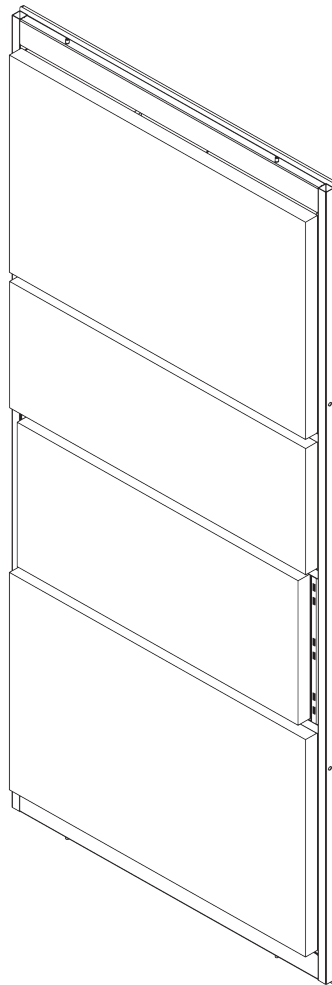
**Before you start:** Locate the left side wall and make sure the arrow stickers on the side of the wall are facing up.

A. Remove the top and bottom acoustic panels. Just pull the panels, they are velcroed in place.

B. Notice the slits in the base. Drop the pins on the bottom of the left side wall into the slits in the base. The left side wall should be placed on the base about 3-4 inches from the back wall.

C. Slide the left side wall toward the back wall until it is secured in the "L" channel.

D. Once the left side wall is in place, bolt the side wall to the back wall by screwing a (D) bolt into each of the two holes in the "L" channel.



x2

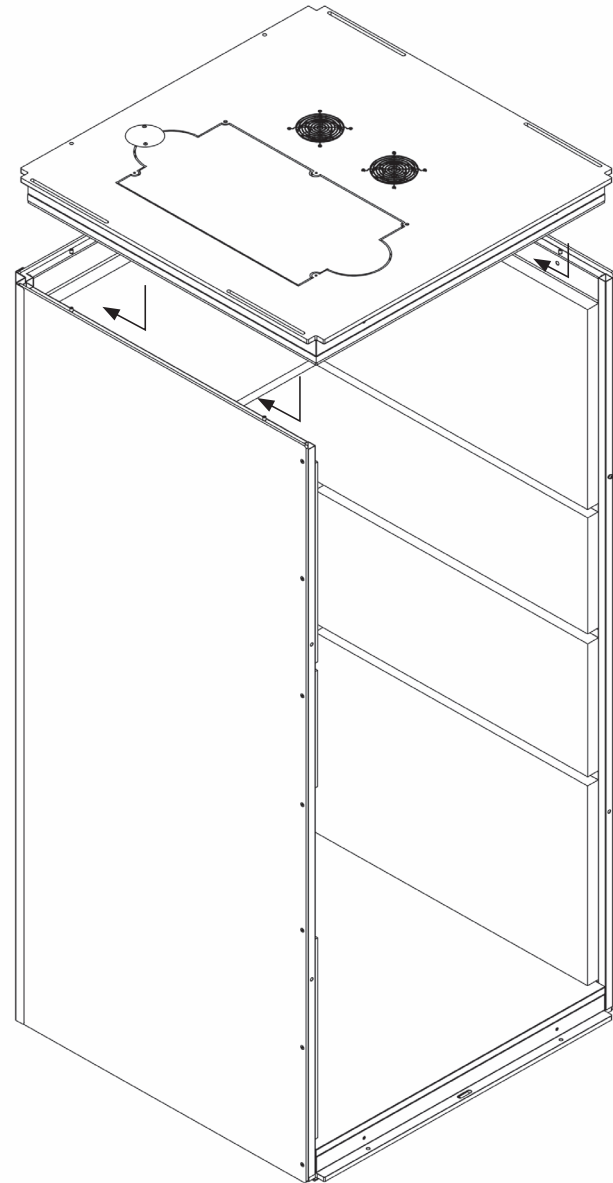
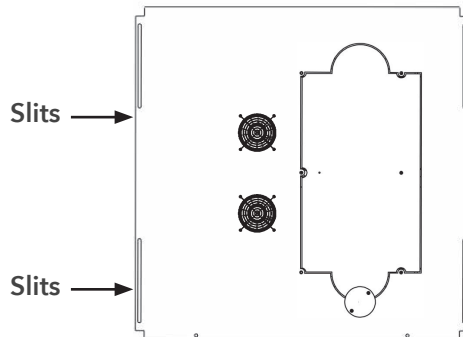
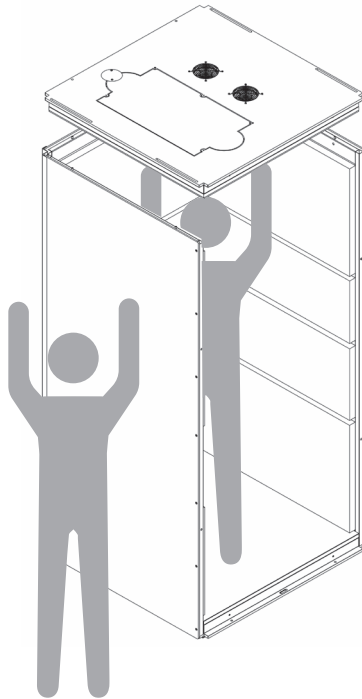
# 06

## Install the ceiling

**Before you start:** Be sure the light is on the left side. Once the booth is built the floor and ceiling vents should be on opposite sides.

A. Two people should lift the ceiling over their heads and walk it into the booth, lifting it up over the walls while guiding it into place. A third person standing outside of the booth could also help guide it into the correct place.

B. Lower the ceiling into place. There are slits in the sides of the ceiling and holes in the back of the ceiling. The slits and holes correspond to pins sticking out of the top edge of the side walls and the back wall. Align these slits/holes with the pins to secure the ceiling in the correct location.

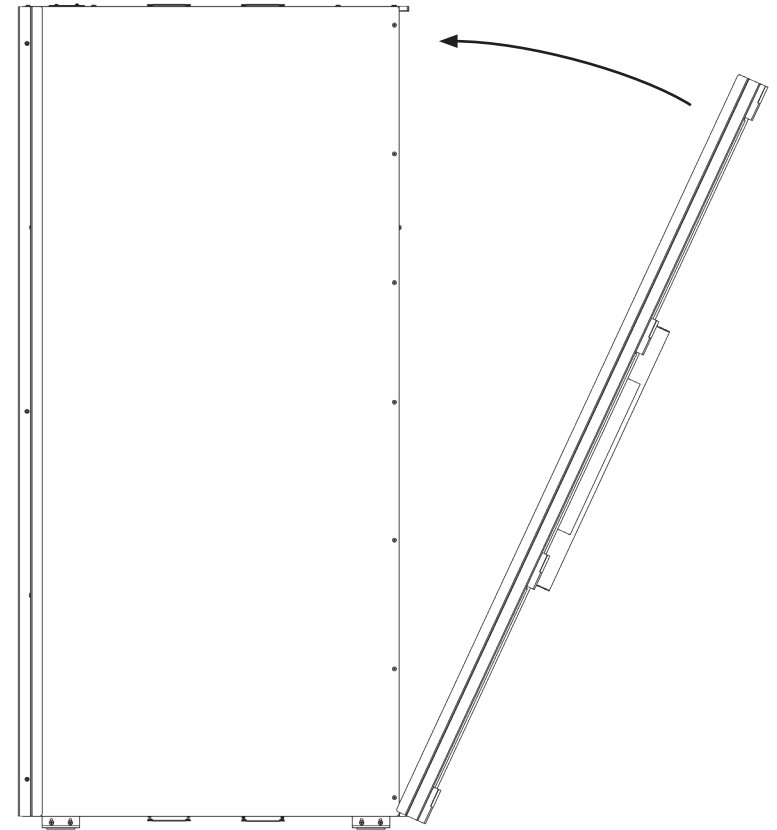
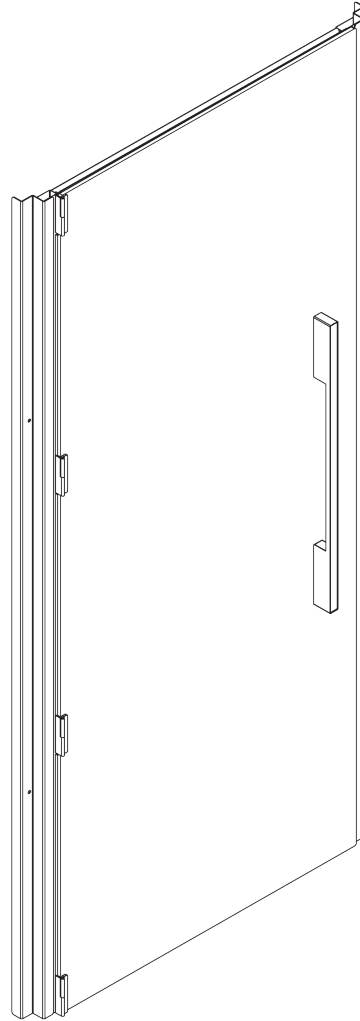




# 07 Install the door

**Before you start:** Be careful when lifting the door so it does not swing open, and only lift the door from the metal frame, not by the handle.

- A. Hold the door with the bottom angled toward the booth and the top angled slightly away from the booth.
- B. Locate the pins protruding from the bottom edge of the door frame and lower them into the pinholes in the front edge of the base.
- C. Once the pins are secure in the holes, push the top of the door towards the booth - the door frame should fit just under the roof.
- D. Before you bolt the door, make sure everything is fitting properly and the side walls all fit within the "L" channels of the back wall and the door.

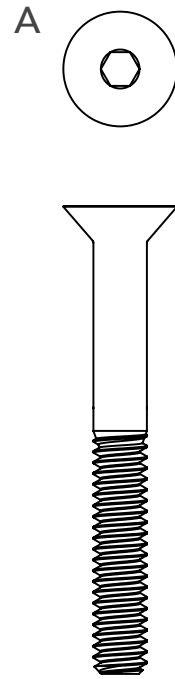
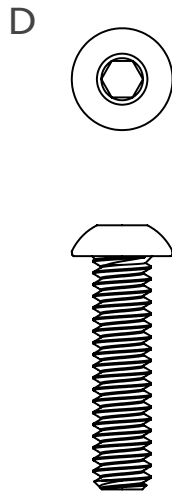
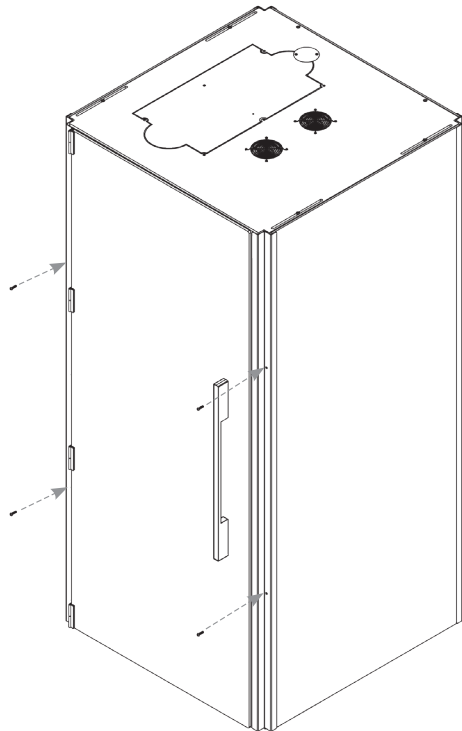


**Note:** You can now enter the booth. If you need to adjust anything you can go inside the booth and gently pop the ceiling up where it is not aligned and gently push the side walls in the direction they need to move to make sure everything is aligned and sitting correctly.

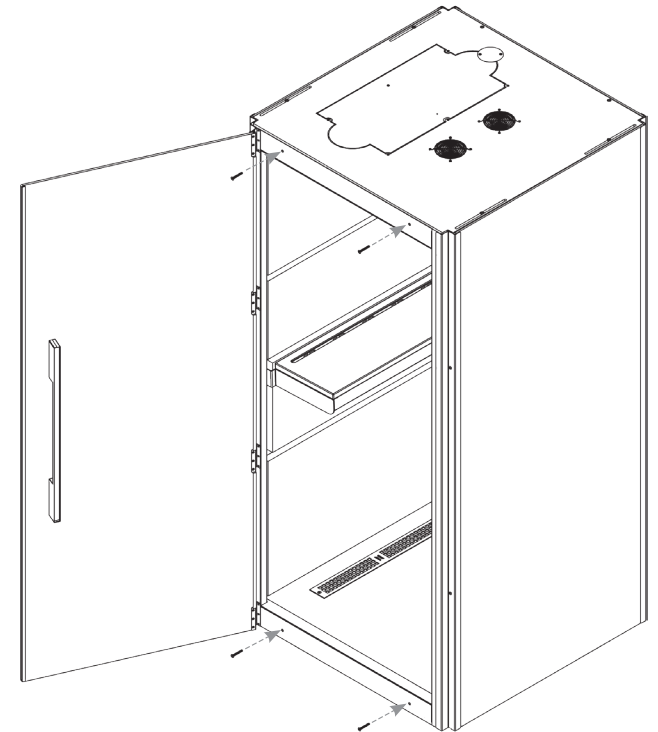
# Bolt the door

## A. Bolt the door to the two side walls

- Screw in a (D) bolt through each of the two holes on the left side of the door frame.
- Screw in a (D) bolt through each of the two holes on the right side of the door frame.



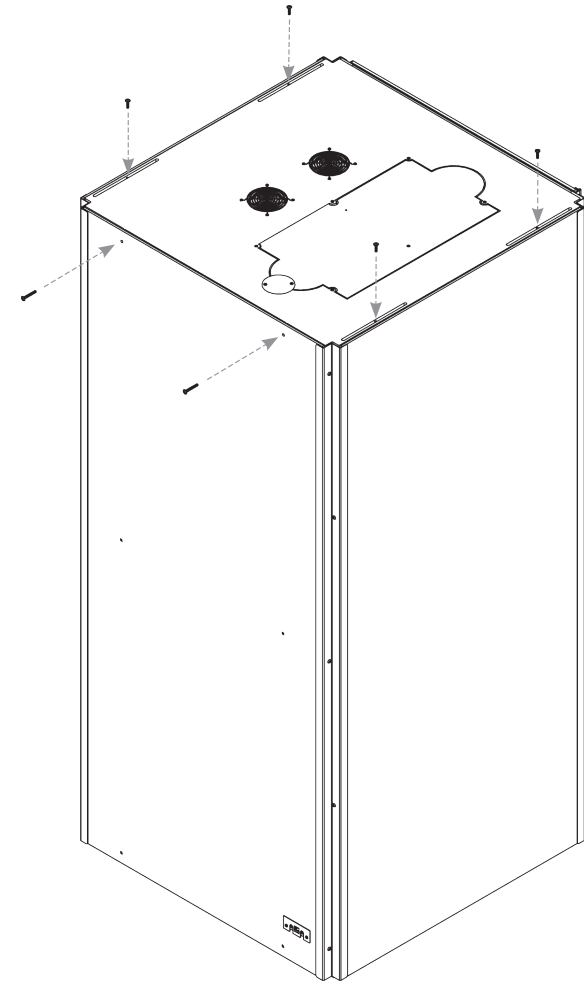
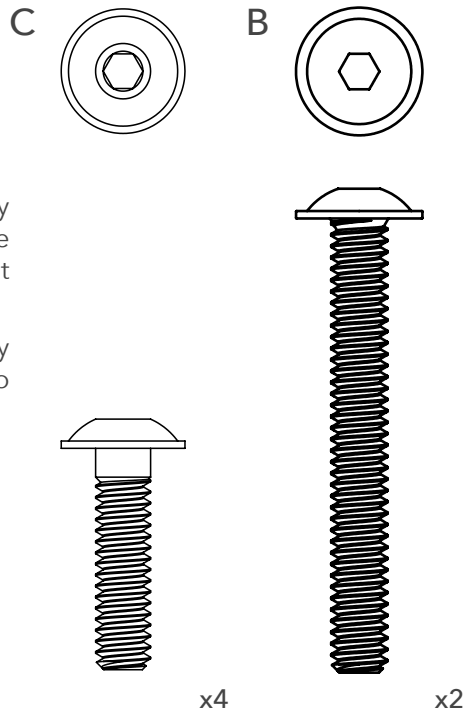
- ## B. Bolt the door to the ceiling and base
- Open the door and screw in an (A) bolt through each of the two holes at the top of the door frame.
  - Screw in an (A) bolt through each of the two holes at the bottom of the door frame.
- ## C. Carefully remove the protective material from the acrylic door.
- You can clean 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.



# 09 Bolt the ceiling

A. Bolt the ceiling to the side walls by locating the pins protruding through the slits in the ceiling and screwing a (C) bolt into each of the four pins.

B. Bolt the back wall to the ceiling by screwing a (B) bolt into each of the two holes at the top of the back wall.

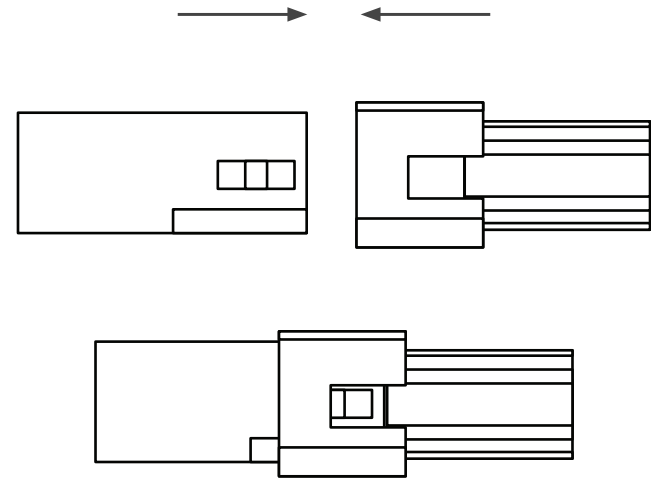
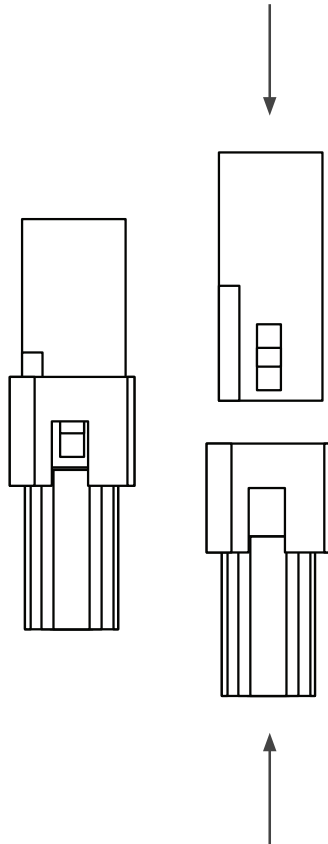


# 10

## Connect the electrical

**First**, locate the three wires coming out of the back left corner of the ceiling and the three wires coming out of the top left corner of the back wall - they are each color coded.

- A. Connect the matching colored wires to each other - push hard until they are securely together.
- B. Tuck the wires into the chaseway in the upper left corner.
- C. Replace the top acoustic panel on the left wall.



**Second**, locate the two wires coming out of the back left corner of the base and the two wires coming out of the lower left corner of the back wall - they are each color coded.

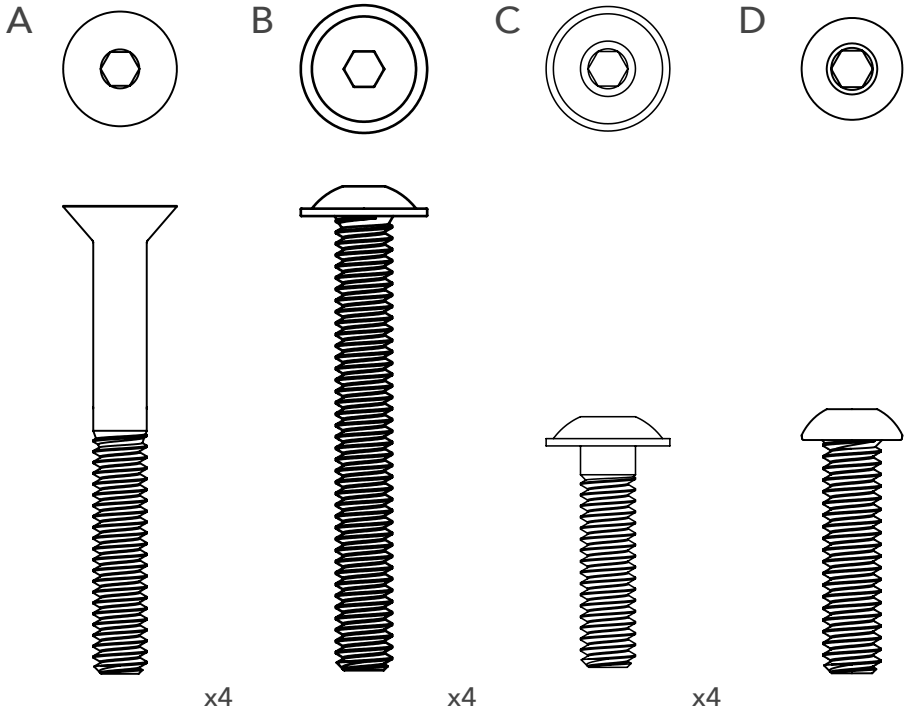
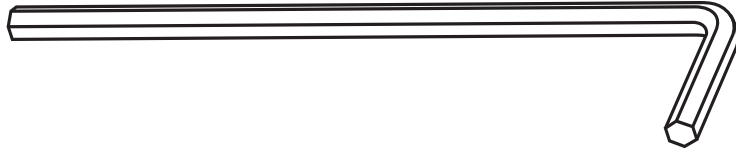
- A. Connect the matching colored wires to each other - push hard until they are securely together.
- B. Tuck the wires into the chaseway in the lower left corner
- C. Replace the bottom acoustic panel on the back wall and then the bottom acoustic panel on the left wall.

# 11

Tighten all 20 bolts

# 12

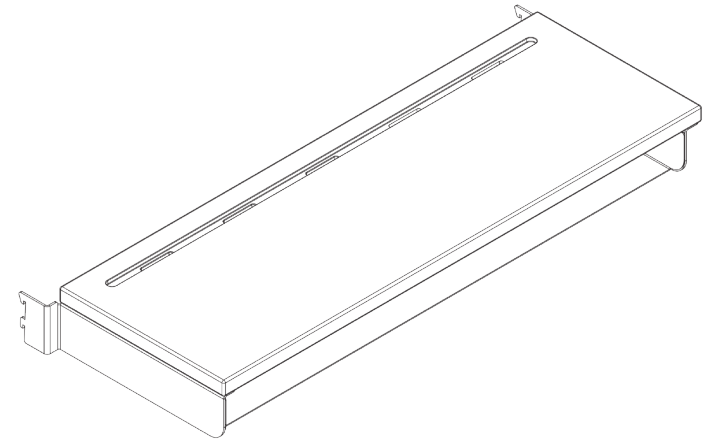
Plug in your booth and  
pause distractions



The fans and light will turn on as soon as the door is opened.

# 13

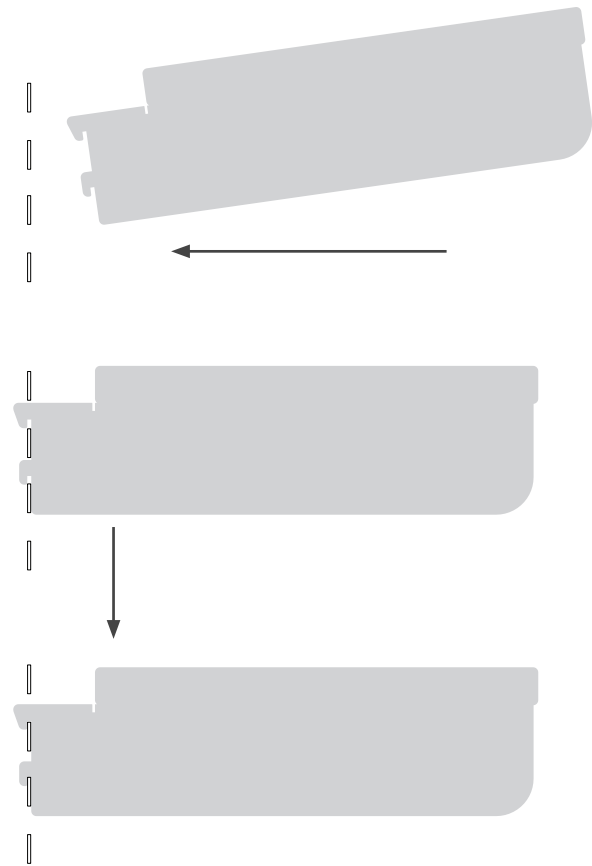
## Install the desk



On the left side wall there are three sets of open notches on either side of the acoustic panel. Decide which height you want the desk at:

- Top Notches: Standing OR Bar-height stool
- Middle Notches: Counter-height stool
- Bottom Notches: Desk chair

- A. Pick up the desk, hold it from underneath, and tilt the front edge up.
- B. Guide the prongs on the left and right sides of the desk into the open notches on the wall at the desired height.
- C. Once you have the prongs in place lower the front edge of the desk and the desk should lock in place.
- D. Apply light pressure to both sides to ensure the desk is securely in place.



# APPENDIX



## Seismic Anchor Installation:

### 1. Place the included seismic anchoring template on the floor

- A. Locate the seismic anchoring template.
- B. Place it on the floor where you want the booth and secure it in place with tape.

### 2. Bolt the seismic plates to the floor

- A. Unscrew and remove the four seismic plates from the base of the booth.
- B. Place the four seismic plates at the designated locations on the template. Using the included screws (F), bolt the plates to the floor through the two holes in the base of the plates.
- C. Remove the template.

### 3. Set the base in place

- A. Place the base of the booth on the floor, setting the feet inside of the seismic plates.
- B. Align the circular foot inside of the arc of the seismic plate.

### 4. Level the base

- A. To level the base, spin the feet until each of the three built in levels show the bubble in the middle of the two lines.
- B. Press on the base to test that it is stable on all sides.

### 5. Connect the base to the seismic plates

- A. Using the previously removed screws, bolt the base to the seismic plates through the two holes in the side of each seismic plate.
- B. Return to step #3 in the assembly guide.

# Sprinkler System Installation:

## 1. Remove the inside cover plate

- A. From inside the booth, locate the round cover plate on the underside of the ceiling. It is between the light and the back wall.
- B. Twist the cover plate counter clockwise until it is completely removed.

## 2. Remove the outside cover plate

- A. Locate the round cover plate on the top of the ceiling.
- B. Remove the 2 screws.
- C. Remove the cover plate by lifting it off the ceiling.
- D. Store both cover plates in a safe location in case you want to put them back on the booth at a later date.

## 3. Install a sprinkler

- A. Your plumber can now drop a sprinkler through the hole in the ceiling and mount it to the underside of the ceiling.
- B. Please refer to a contractor or a plumber for proper installation.







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and pause distractions.**

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