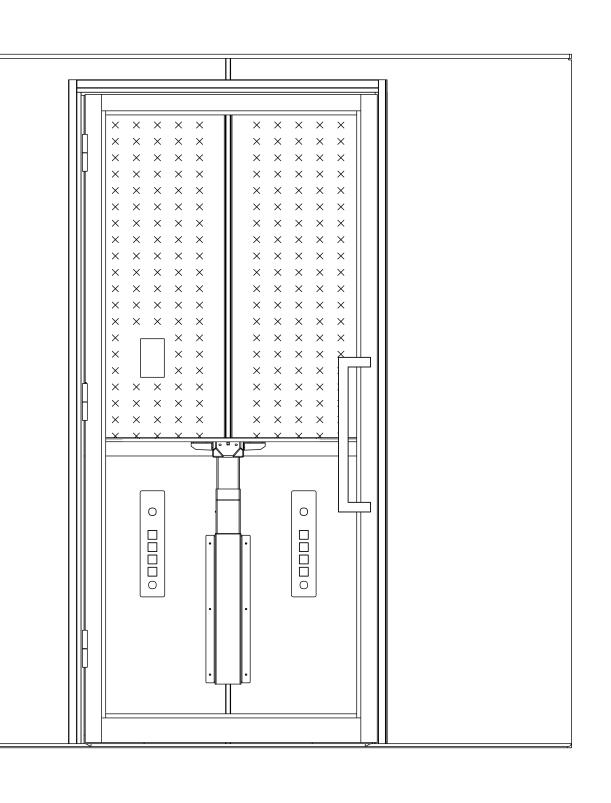
Zenbooth Duo Build Instructions



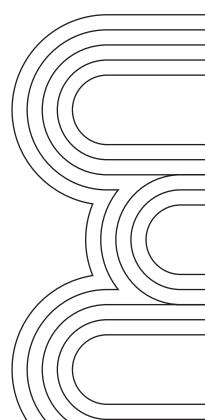


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// INTRODUCTION

Dear valued customer,

Thank you! The entire Zenbooth team would like to congratulate you on your new Zenbooth Duo. 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: 85" x 84" x 96" (HxWxD) Interior Size: 83" x 74" x 36.5" (HxWxD)

Door

36" wide self-closing door. 18.8" door handle.

Weight

900 lbs

Desk

Surface height range of desk: 29"-55" Surface dims: 34" x 21" (WxD)

Skylight

1/2" shatterproof Plexiglass

Sound control

4" thick walls containing recycled cotton/denim insulation.

Power & Data Unit

Dual USB outlets 6 x 15A 110v electrical outlets Pass-through port for data and telephone cables.

Walls & Color

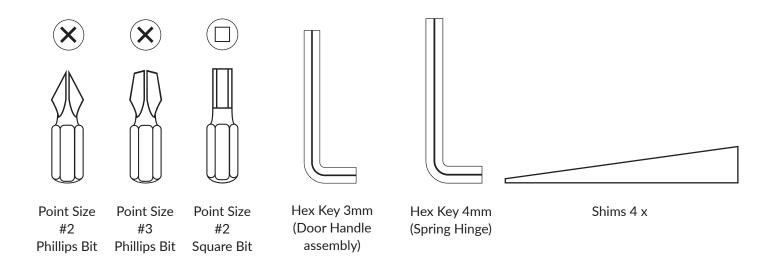
US made engineered wood panels with laminated maple interior and 2 exterior color options:

Maple

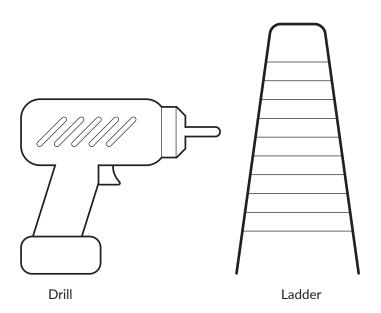


White

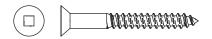
// PARTS OVERVIEW TOOLS INCLUDED



// PARTS OVERVIEW TOOLS NEEDED



// PARTS OVERVIEW HARDWARE





(X) (Intitute

27 count 2" Square Drive Screws (Walls)

61 count 1 1/2" Phillips Drive Screws (Door Frame, Door Header)

7 count 1" Phillips Drive Screws (Desk Column to Wall)









25 count 1/2" Phillips Drive Screws (Door Hinges)

5 count 3/4" Phillips Drive Screws (Desktop to Lift)

9 count 1/2" Square Drive Screws (Skylight to Top)



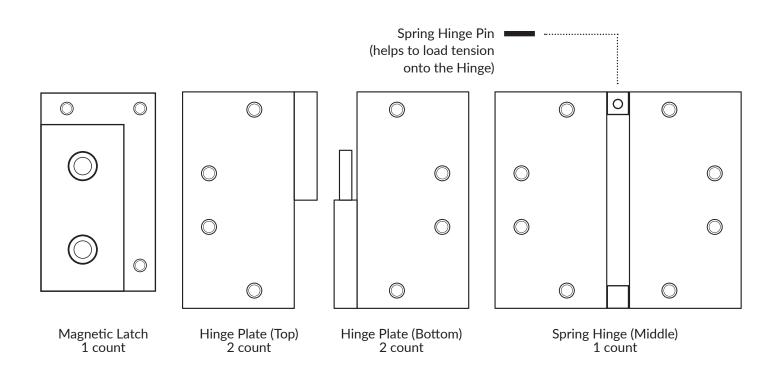




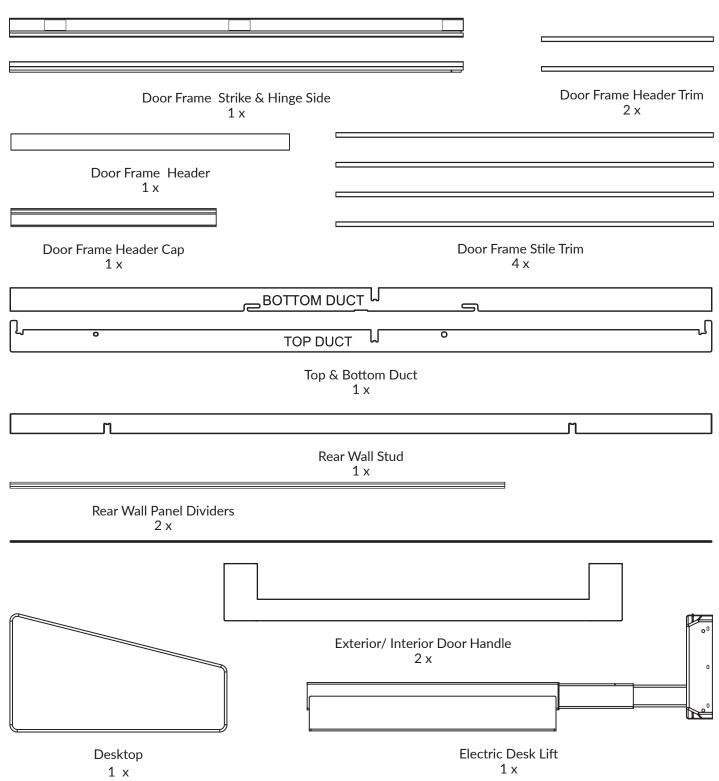
2 count Door handle Screw - Internal/ External

1 count Spring Hinge Pin

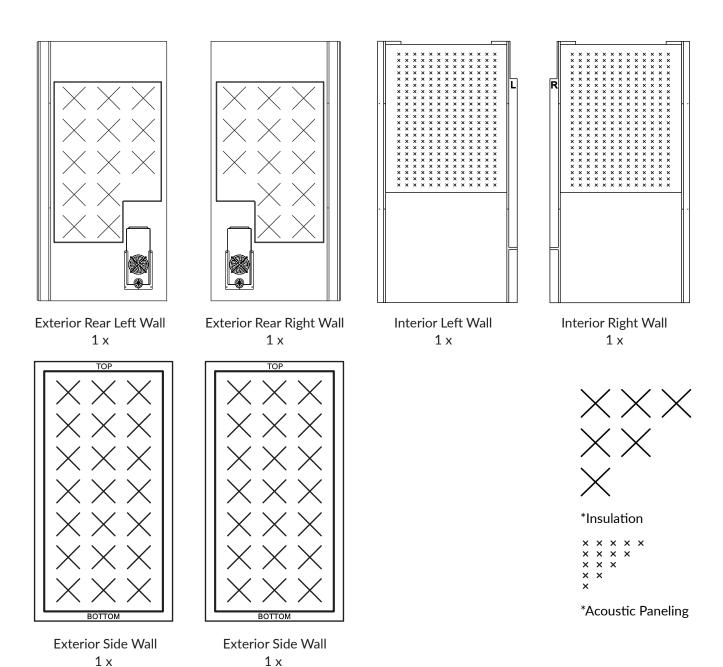
^{*}All fastener counts include one spare.



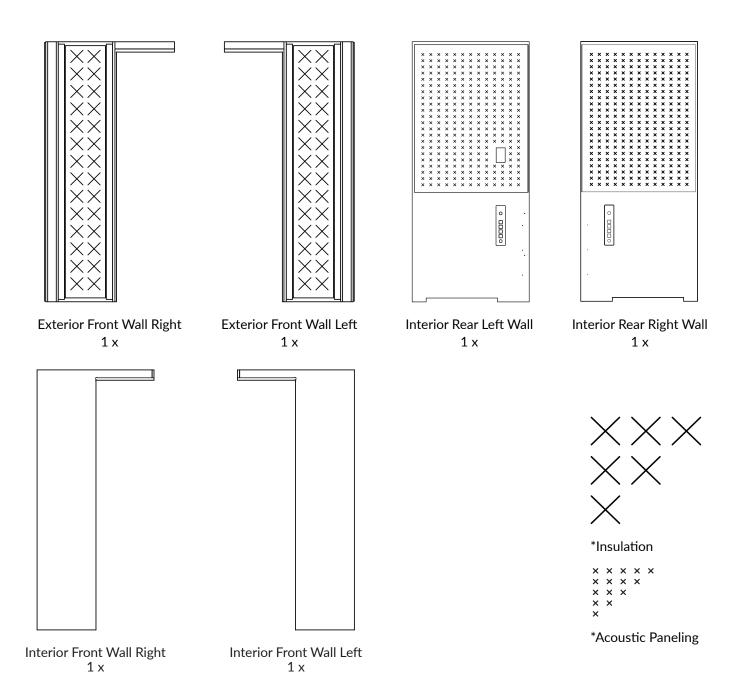
// PARTS OVERVIEW SMALL PART BOX



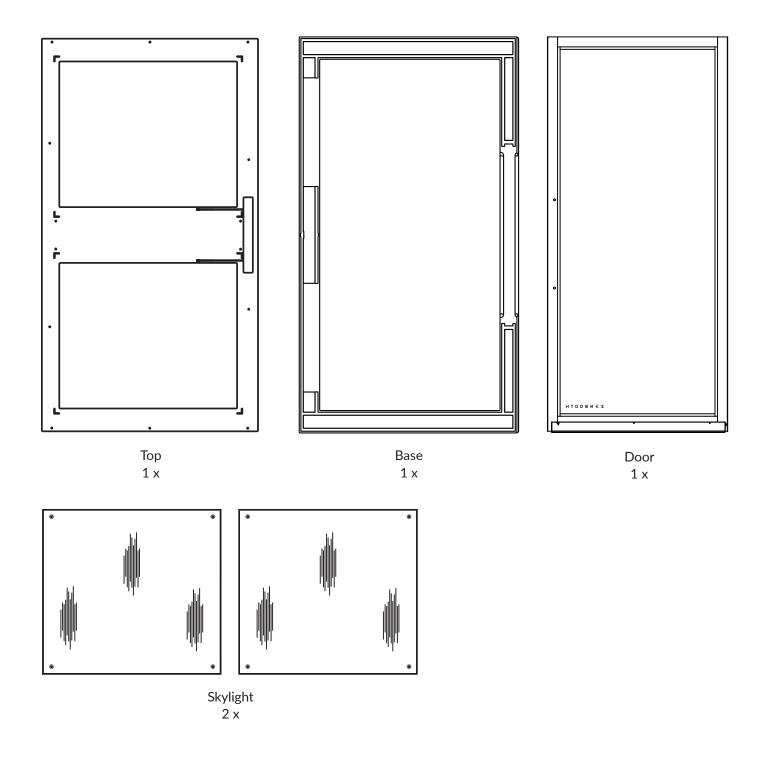
// PARTS OVERVIEW WALL PANELS



// PARTS OVERVIEW WALL PANELS



// PARTS OVERVIEW LARGE PART BOX



Before assembly!

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

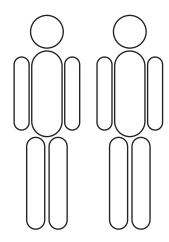
Contact us at: support@zenbooth.net for any additional information or customer support.

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.

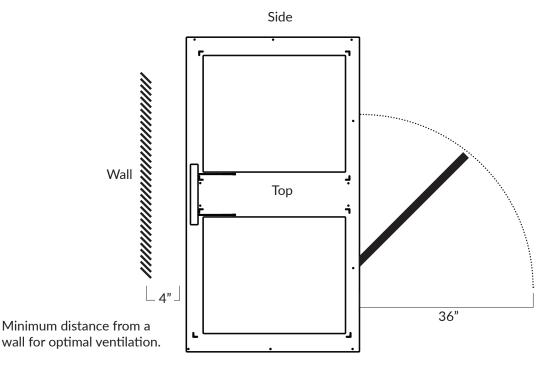
After assembly, use a damp rag to wipe down any dust created in the installation process. Do not use amonia based cleaners on the skylight. Windex fogs acrylic!

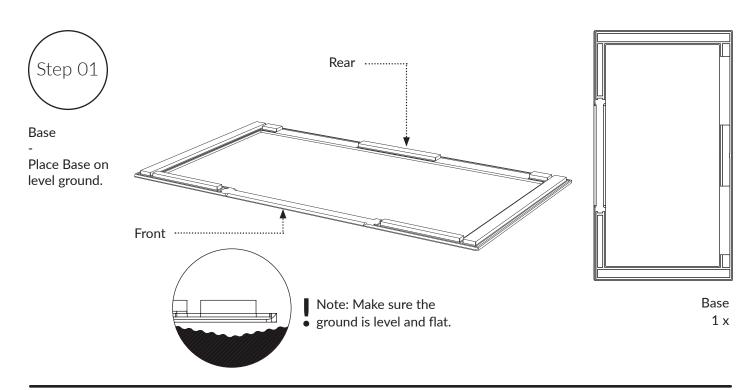
Place the booth a minimum of 4 inches away from wall to ensure adequate airflow. If the fan stops working, stop using the booth and contact Zenbooth support for assistance .

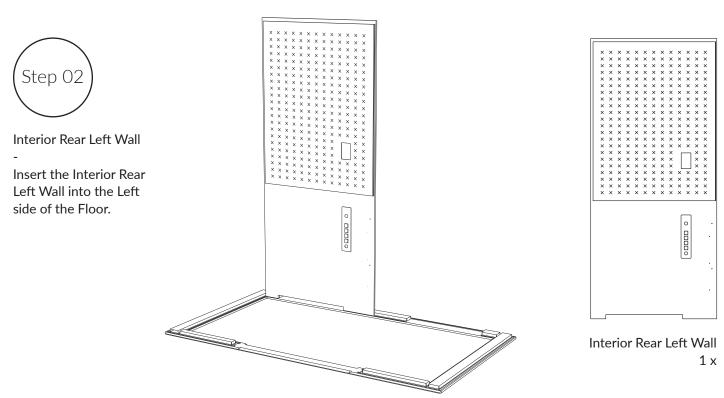
Additionally, allow a minimum of 36 inches of clearance at the front of the booth for door access.

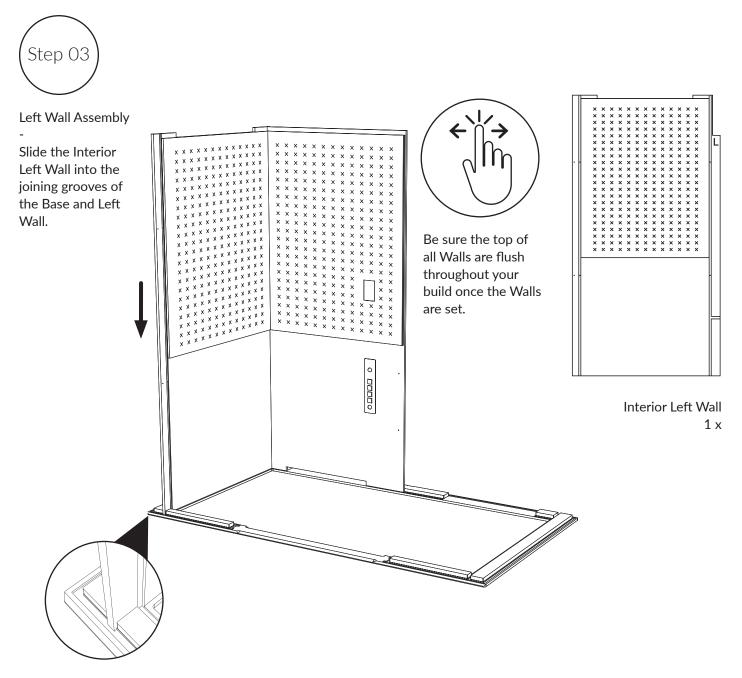


Safely execute the install with two people!

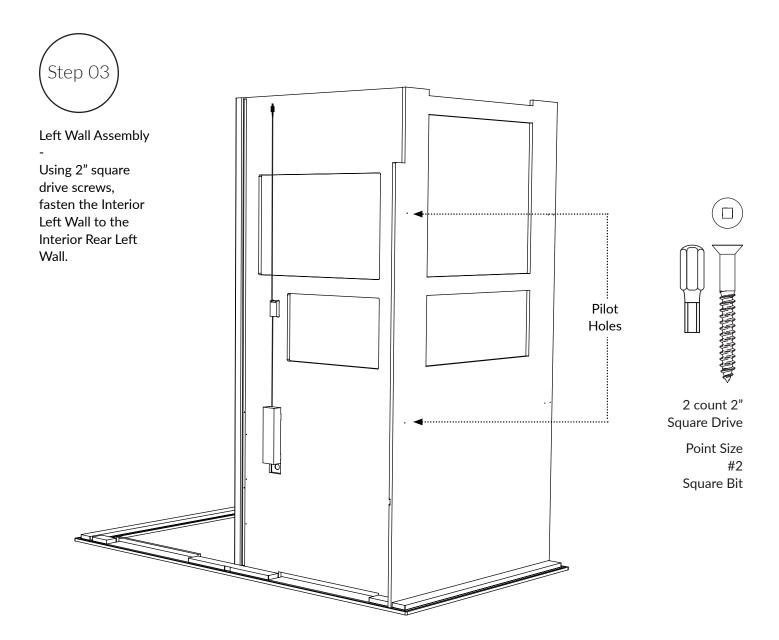


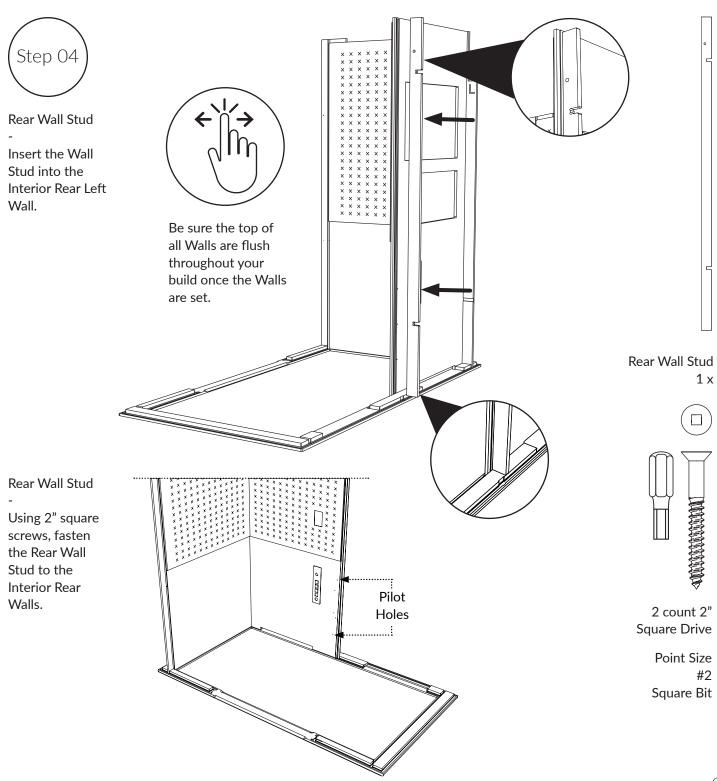






The bottom of the Walls should sit inside the grooves and protrude into the adjoining groove in the Base.

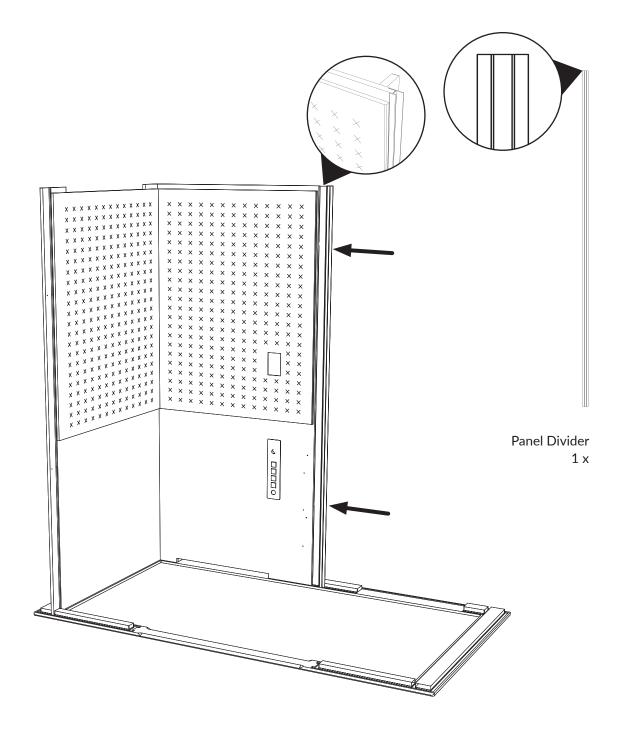


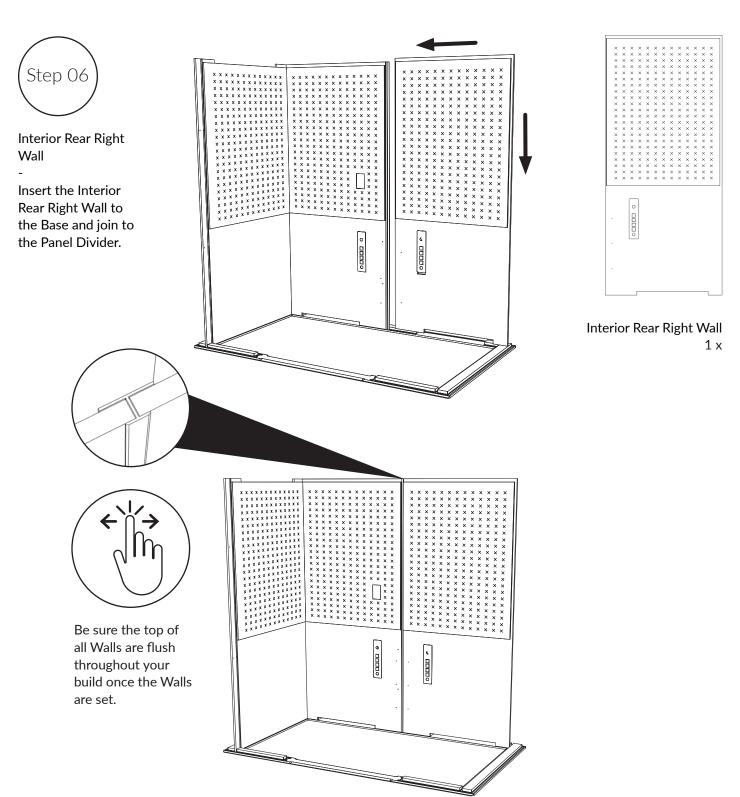


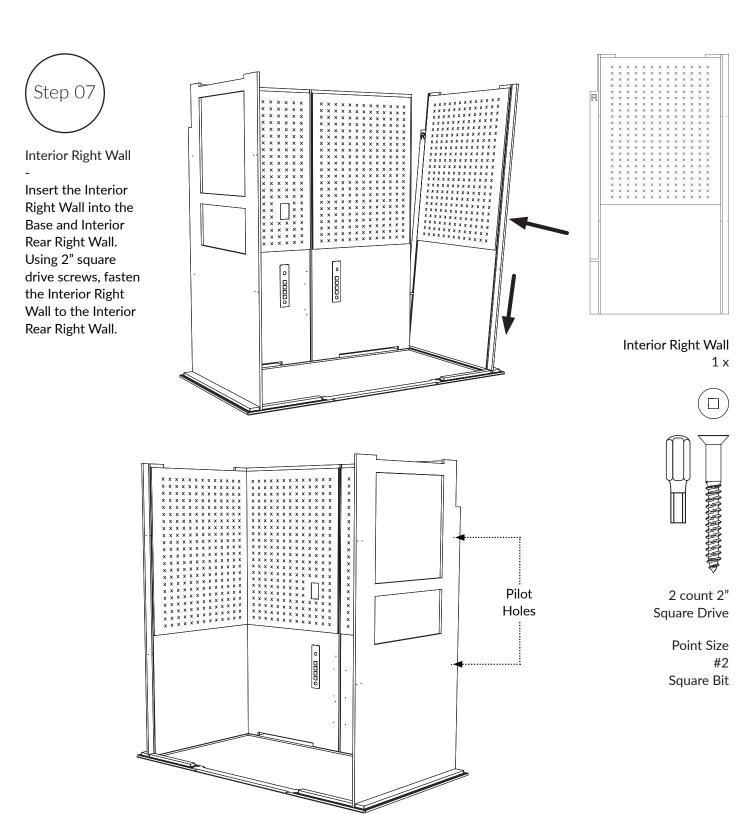


Rear Wall Panel Divider

Press a Panel Divider onto the Interior Left Rear Wall.





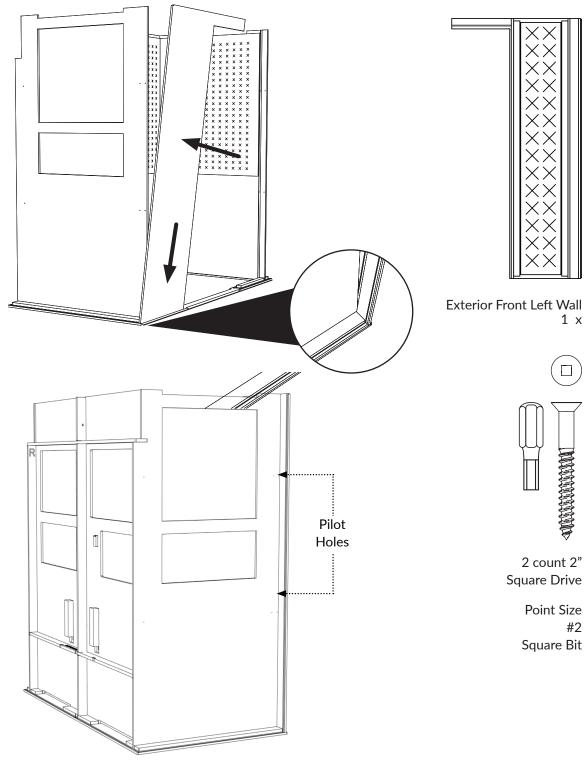




Exterior Front Left Wall

-

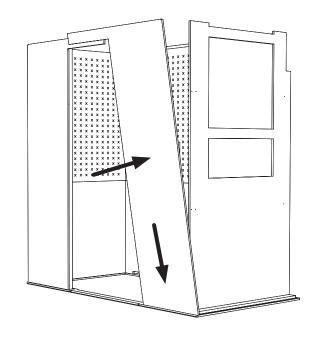
Insert the Exterior Front Left Wall to the Base and join it to the Left Interior Wall. Using 2" square drive screws, fasten the Exterior Front Left Wall to the Interior Left Wall.

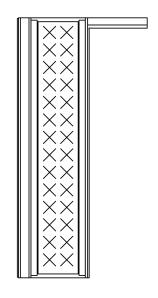




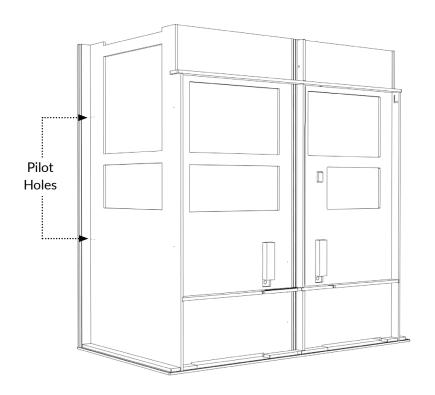
Exterior Front Right Wall

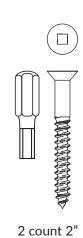
Insert the Exterior Front Right Wall to the Base and join it to the Interior Right Wall. Using 2" square drive screws, fasten the Exterior Front Right Wall to the Interior Right Wall.





Exterior Front Right Wall 1 x





Square Drive
Point Size
#2

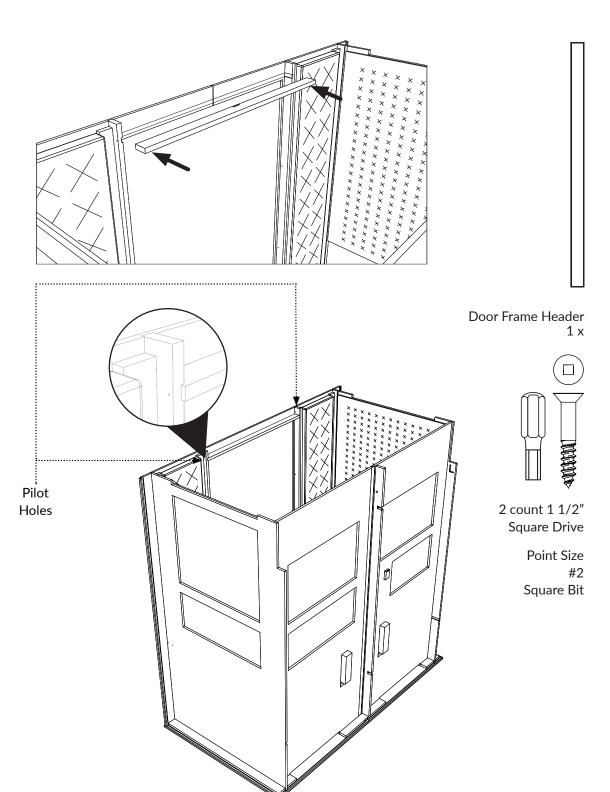
Square Bit

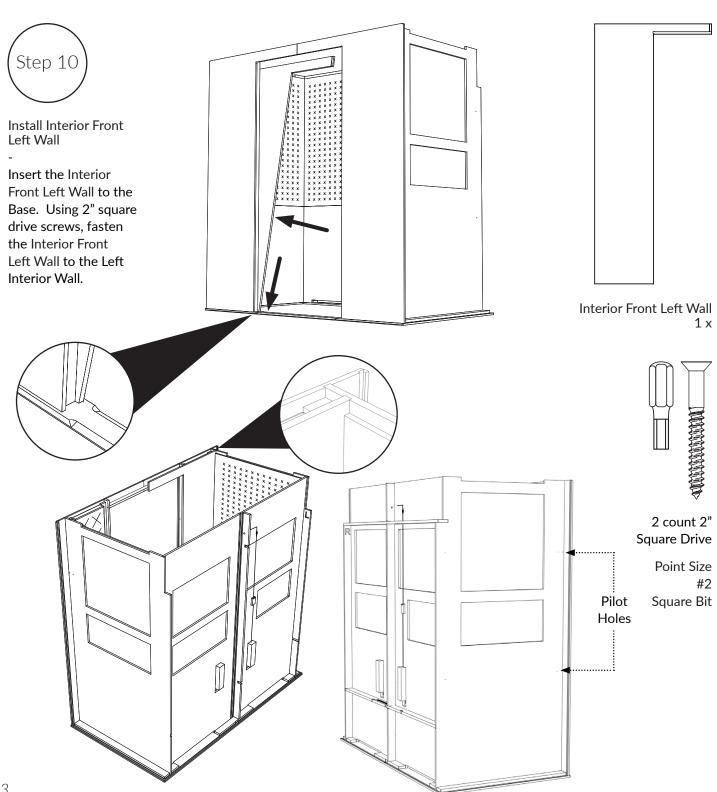


Install the Door Frame Header

-

Slide the Door Frame Header into the slots on the Interior Front Walls. Using 1 1/2" square drive screws, fasten the Door Frame Header.





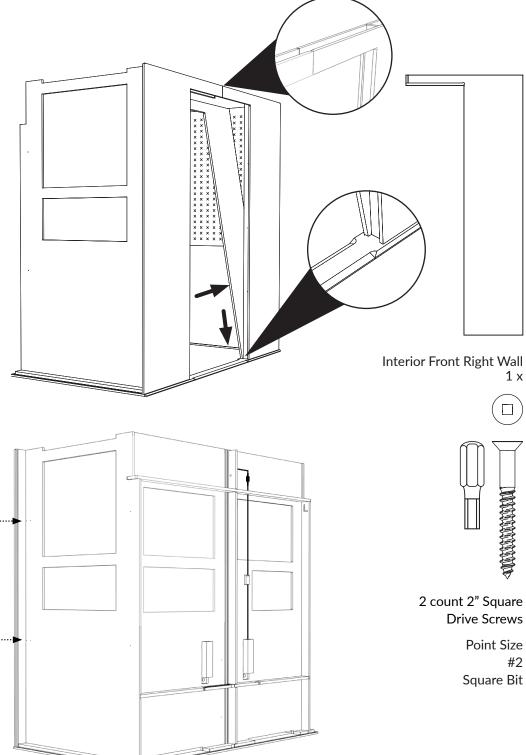
Pilot Holes



Install Interior Front Right Wall

-

Insert the Interior Front Right Wall to the Base. Using 2" square drive screws, fasten the Interior Front Right Wall to the Right Interior Wall.



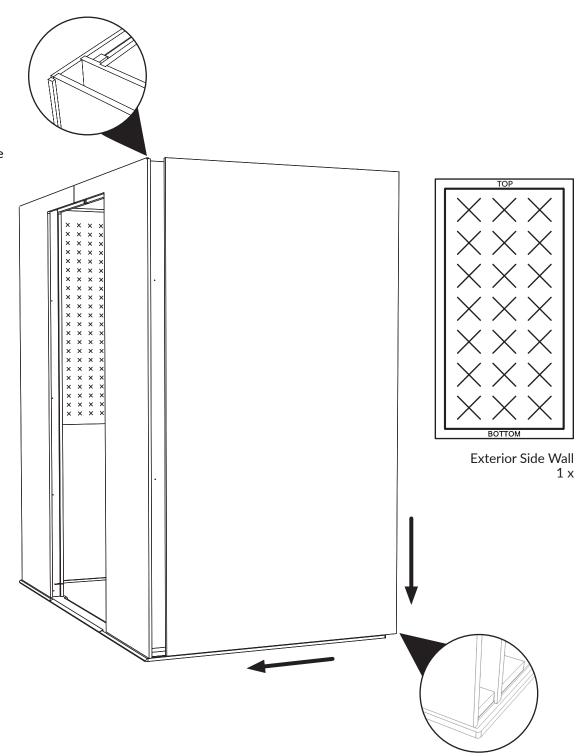


Exterior Side Wall

Insert the Exterior Side Wall into the Base and Exterior Front Right Wall.



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



// ASSEMBLY NOTES

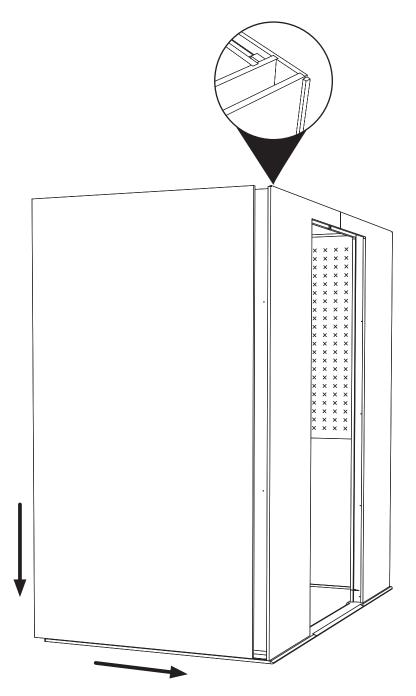


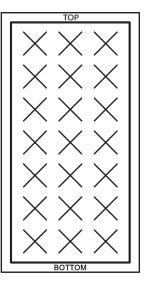
Insert Side Wall

Insert the Exterior Side Wall into the Base, and join to the Left Exterior.



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





Exterior Side Wall 1 x



Install Top & Bottom Duct

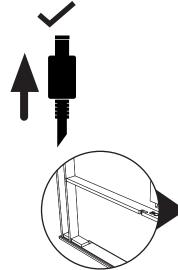
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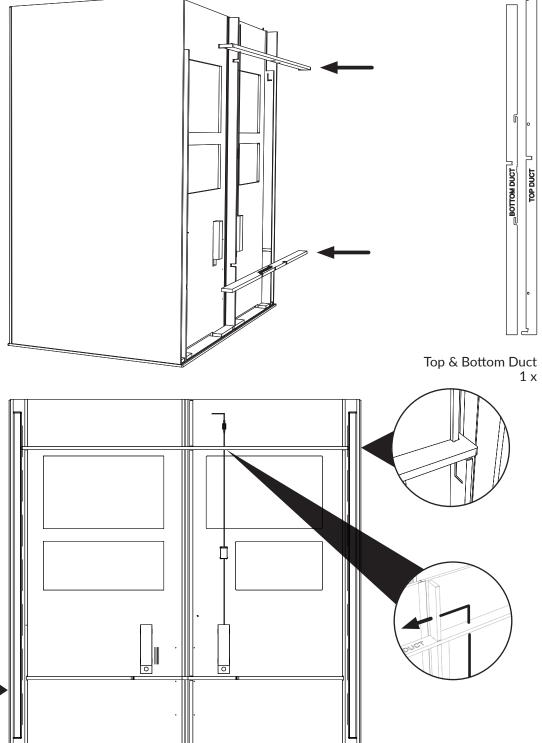
Slide the Top & Bottom Ducts into the slots on the inside of the Exterior Side Walls.

Light Cord

-

Detach the light cord from it's holder before installing the Top Duct. Once the Duct has been put in place, feed the light cords through the circular hole in the duct and then feed one of the two connectors through the circular hole in the Wall Stud.



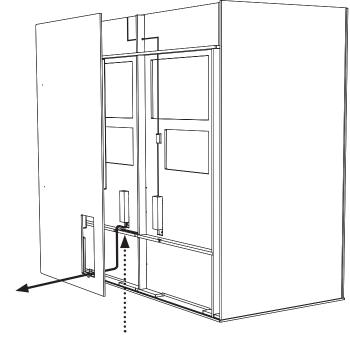


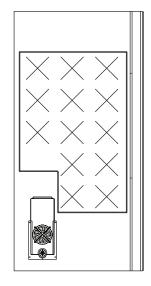


Place Exterior Rear Right Wall and retrieve Power Cord

Make sure you pull the Power Cord through the opening in the Exterior Rear Right Wall.

Secure the Power Cord inside the Cord Catch as shown in the detail illustration.

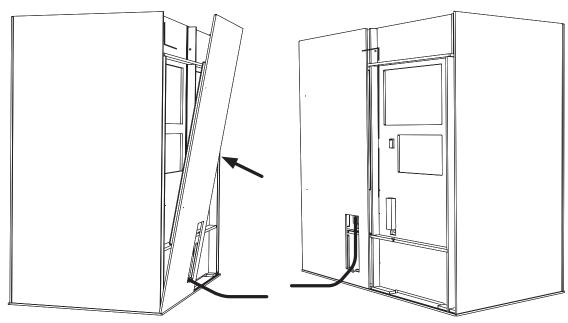




Exterior Rear Right Wall 1 x





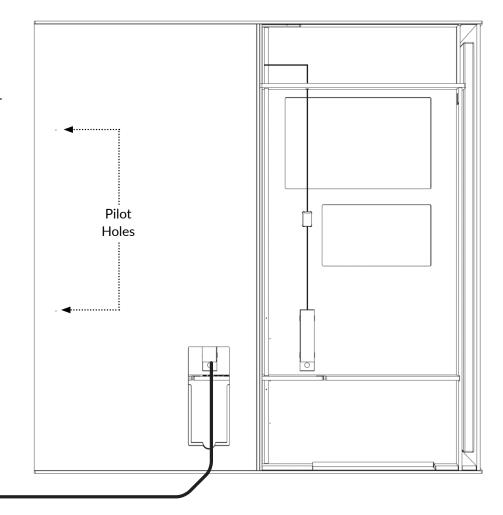


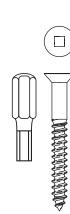


Fasten Right Exterior Rear Wall

-

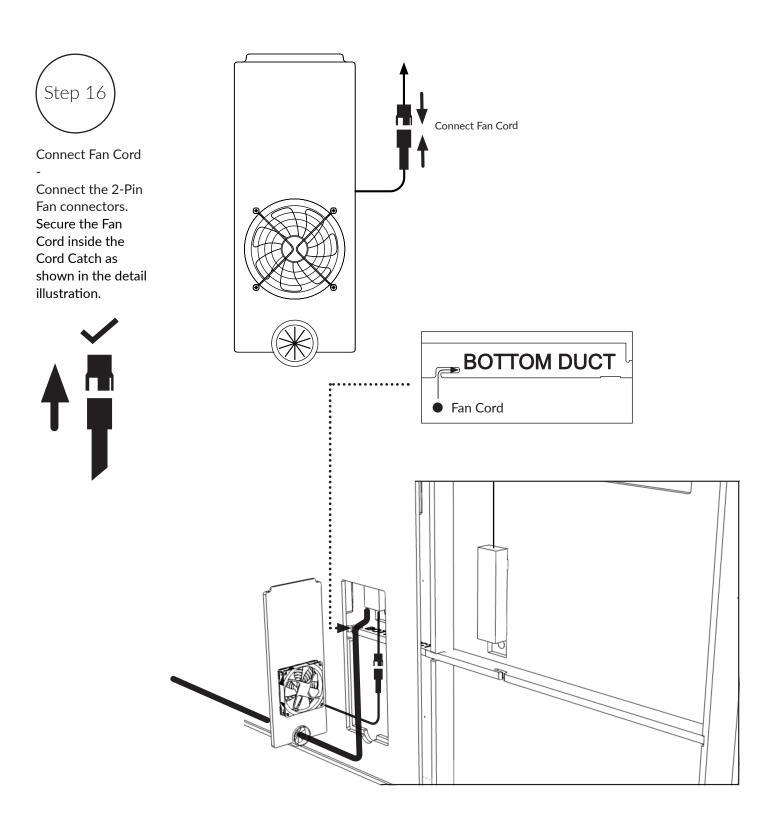
Using 2" square drive screws, fasten the Exterior Rear Right Wall.





2 count 2" Square Drive

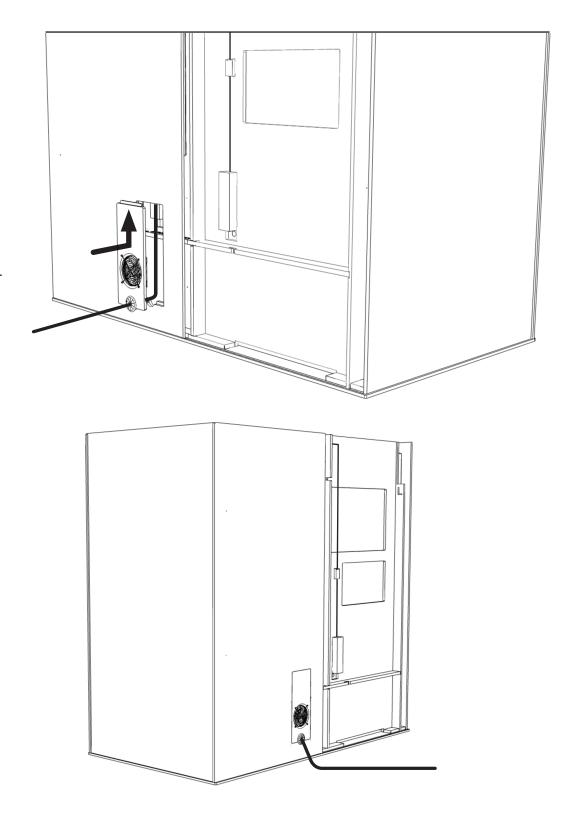
Point Size #2 Square Bit

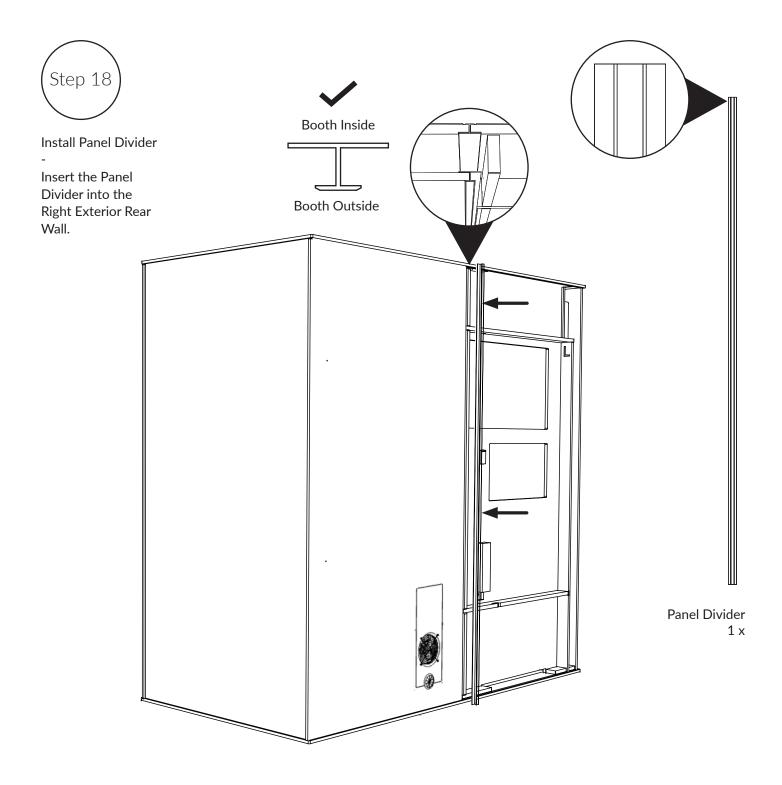




Hatch Plate

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

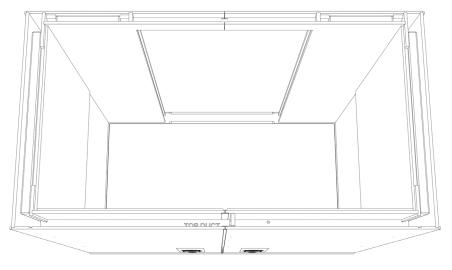


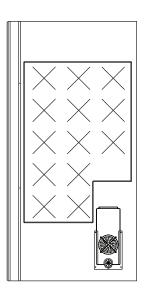




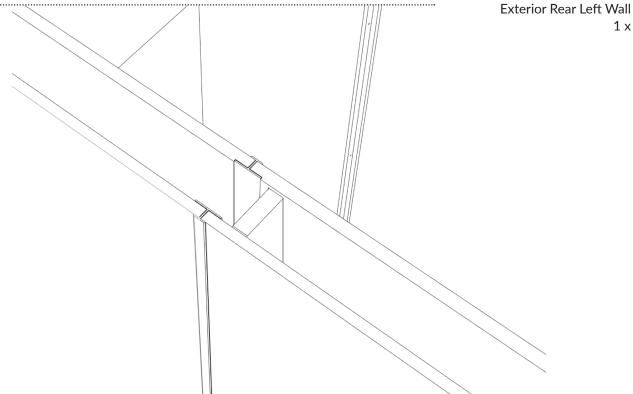
Fasten Left **Exterior Rear** Wall

Repeat Step 15 to install Left **Exterior Rear** Wall. Please see the top-down illustration for correct Wall placement.





1 x

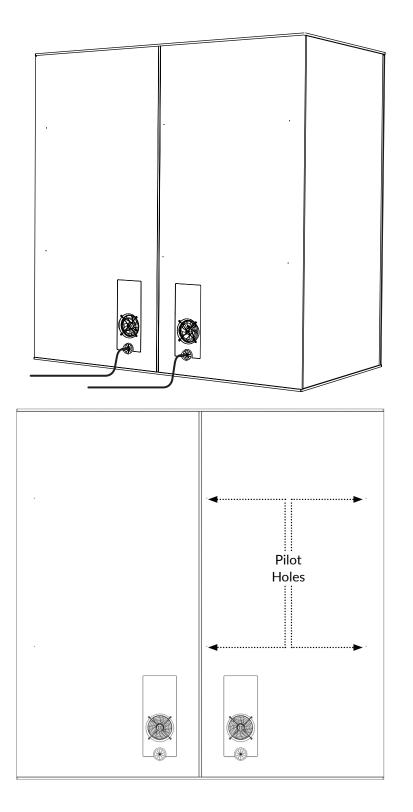


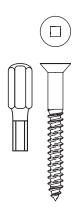


Fasten Left Exterior Rear Wall

-

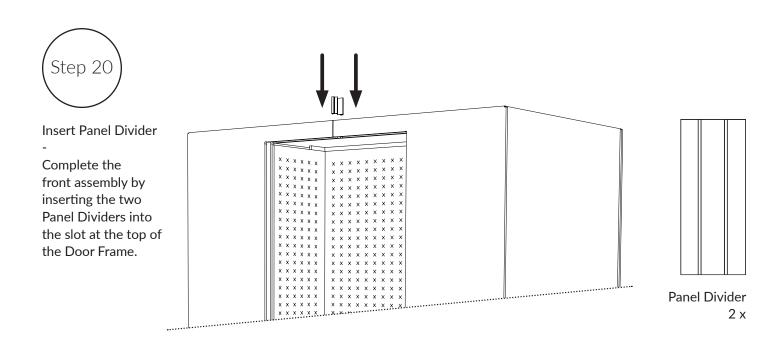
Using 2" square drive screws, fasten the Exterior Rear Left Wall.

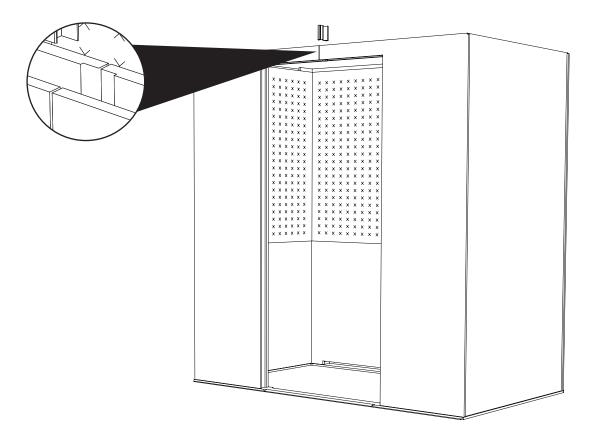


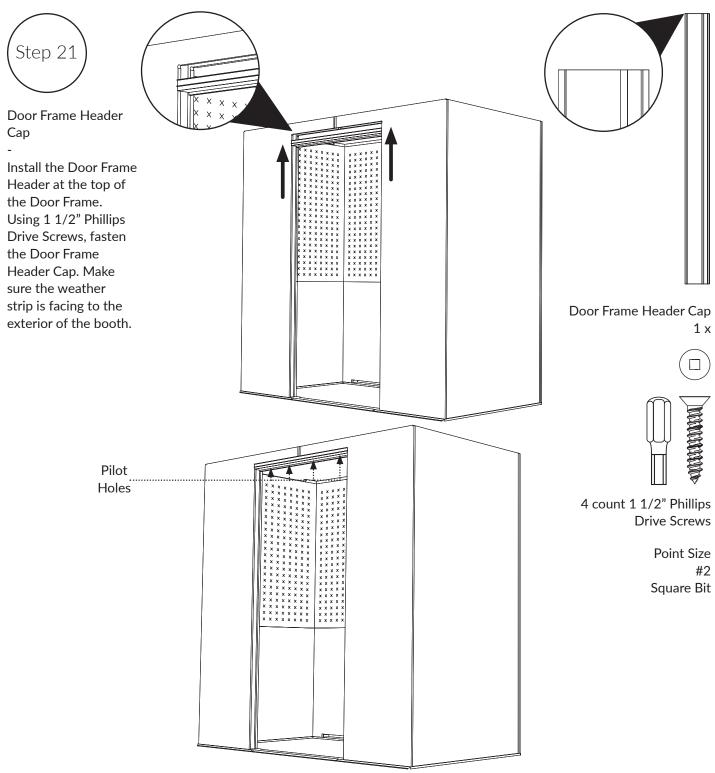


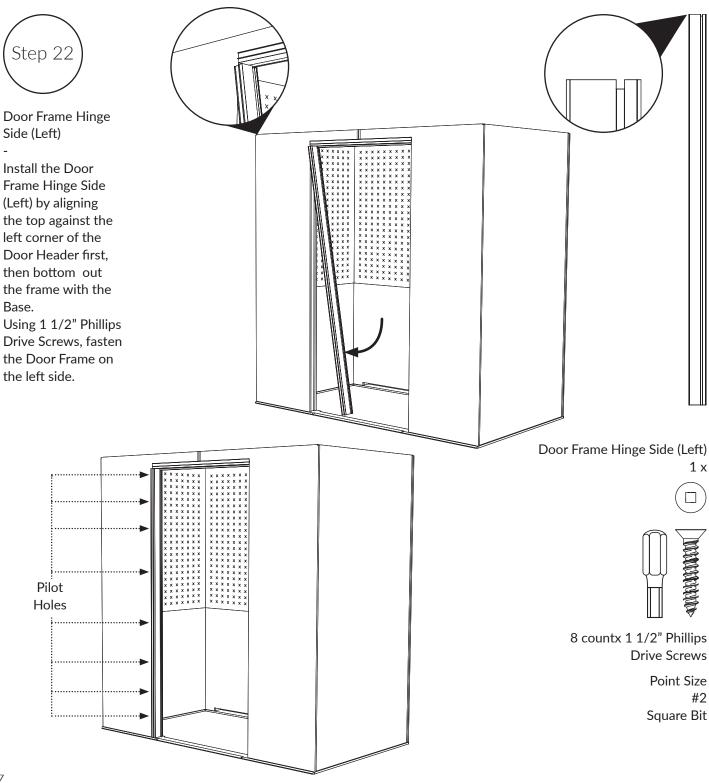
4 count 2" Square Drive Point Size #2

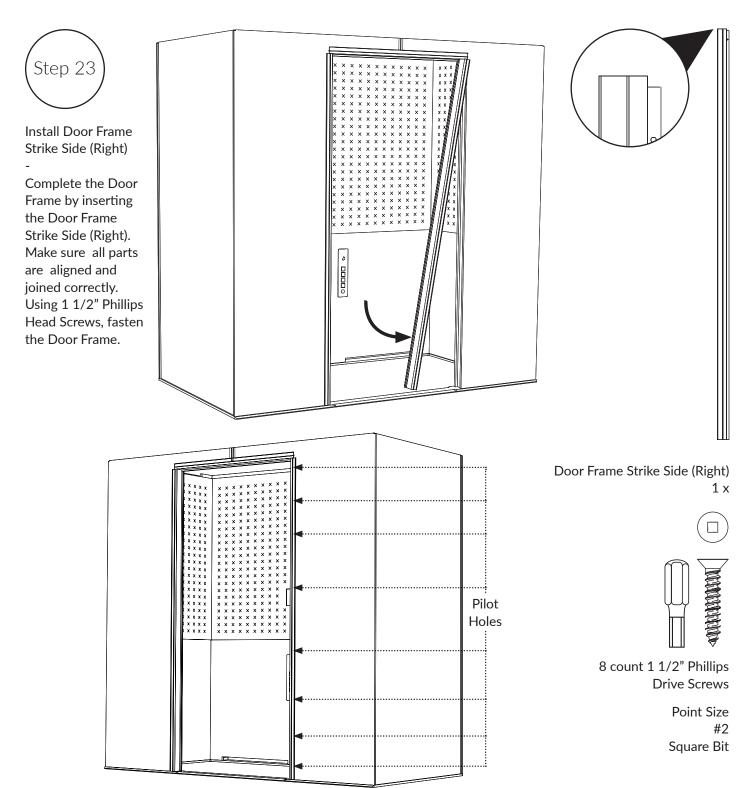
Square Bit













Fasten the Top

-

Guide the Top 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 pilot hole to attach the Top.

Connect the Light Cord to

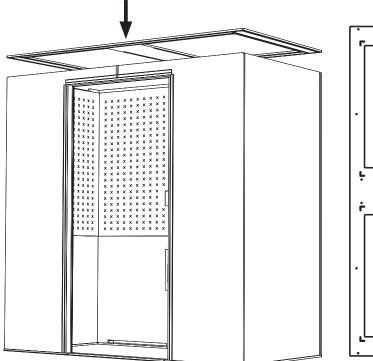
the power supply with the

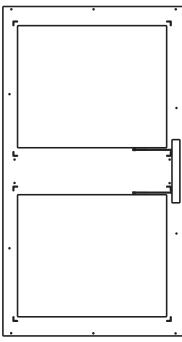
Light Cord

_

barrel connection found in the ventilation port.

Pilot Holes





Тор 1 х



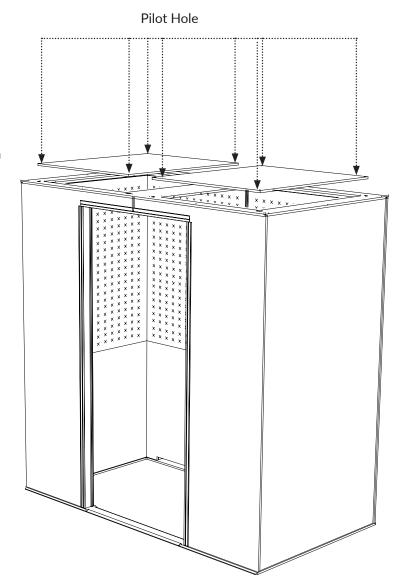
9 count 1 1/2" Square Drive Screws

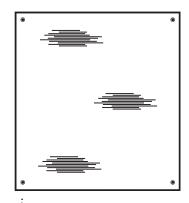
> Point Size #2 Square Bit

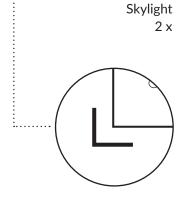
Step 25

Fasten the Skylights

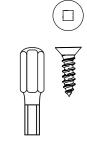
Remove protective film from the Skylights. Using a step ladder, position the Skylights on the Top of the booth. Align the Skylights with the corner marks as to not obstruct the ventilation. Once in position, drive the 2" Square Drive Screws into it to secure it in position.







Corner Mark Ceiling & Skylight



8 count 1/2" Square Drive Screws

Point Size #2 Square Bit

// ASSEMBLY NOTES

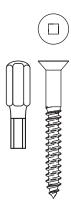


Fasten The Walls

-

Use the 2" Square Drive through the pre-drilled pilot holes at the bottom of the Interior Walls to attach the booth to the Base.



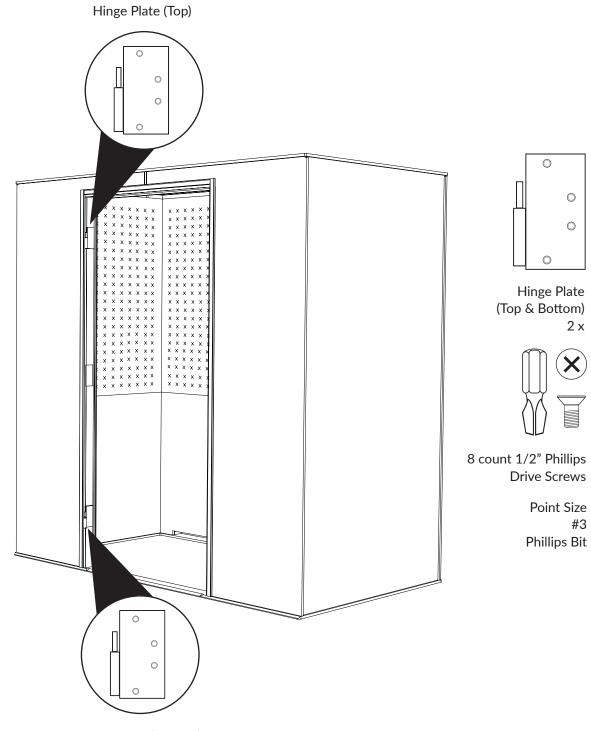


6 count 2" Square Drive Point Size #2 Square Bit

Step 27

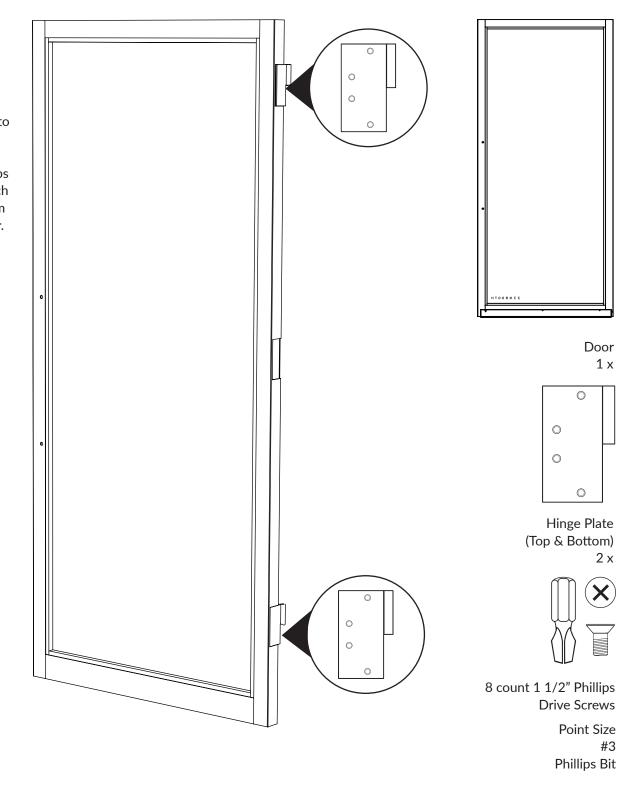
Fasten Hinges

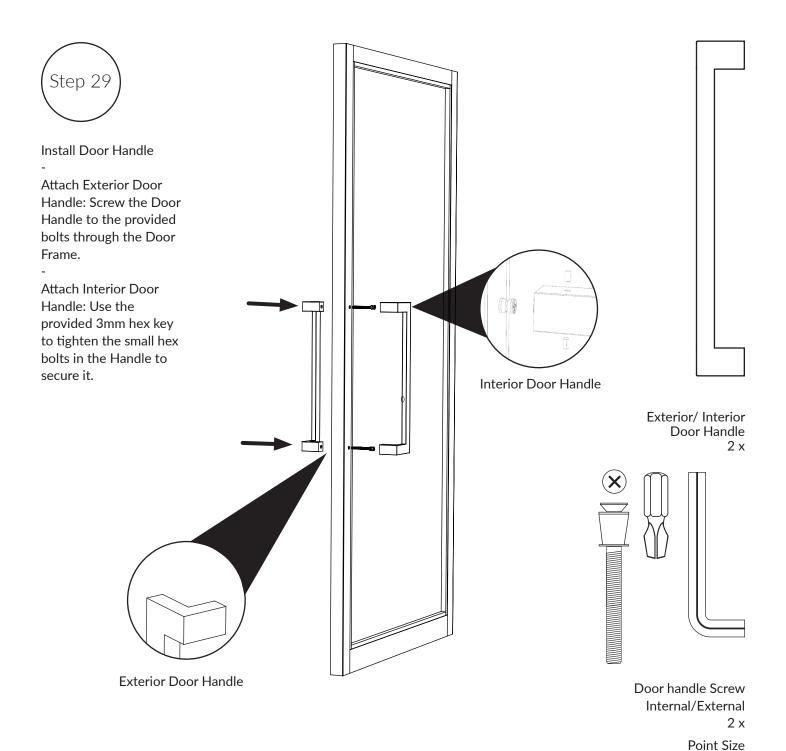
Using the point size 3 Phillips Driver bit and Screws, attach the two Hinge Plates (Top & Bottom) to the Door Frame of the booth. Make sure the Hinges are carefully inserted into the pockets in the Door Frame.



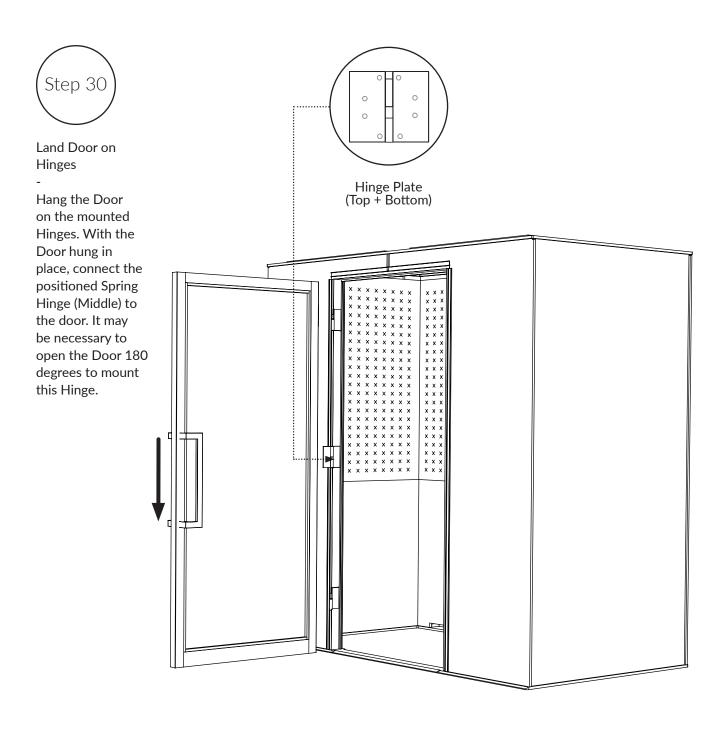
Hinge Plate (Bottom)







Phillips Bit



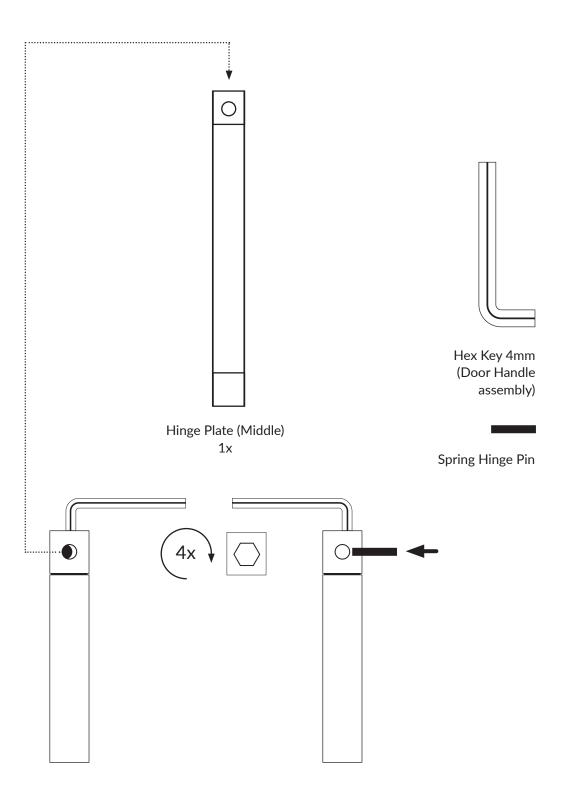


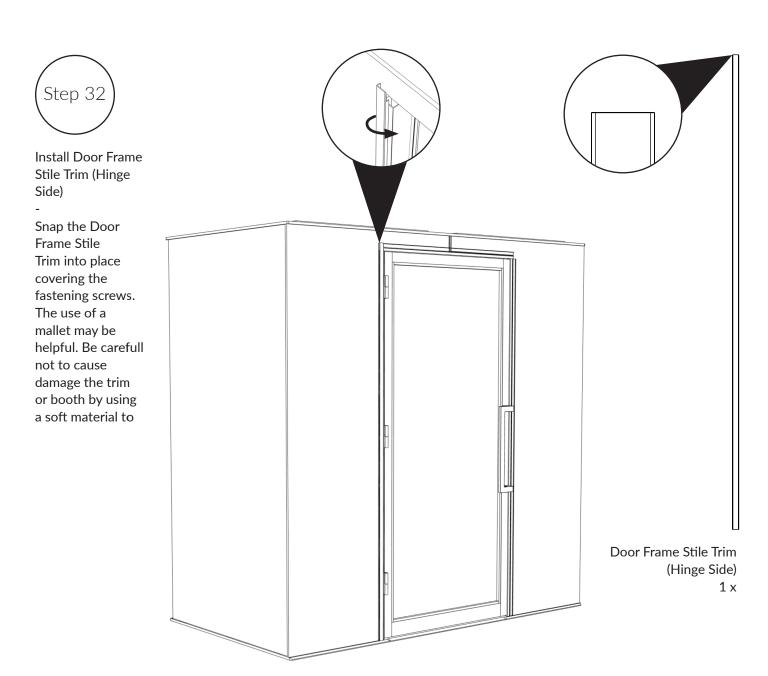
Set Spring Hinge

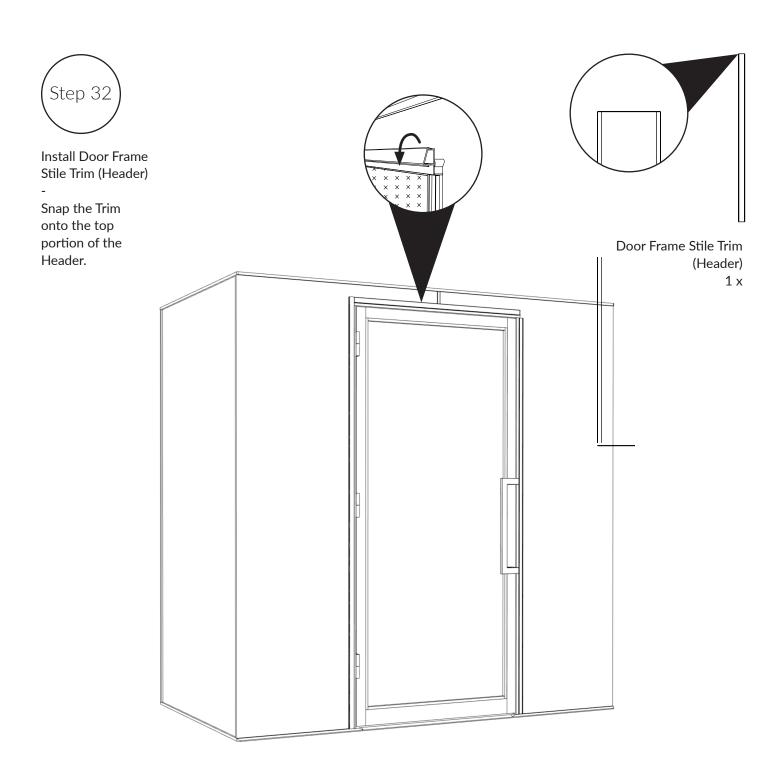
-

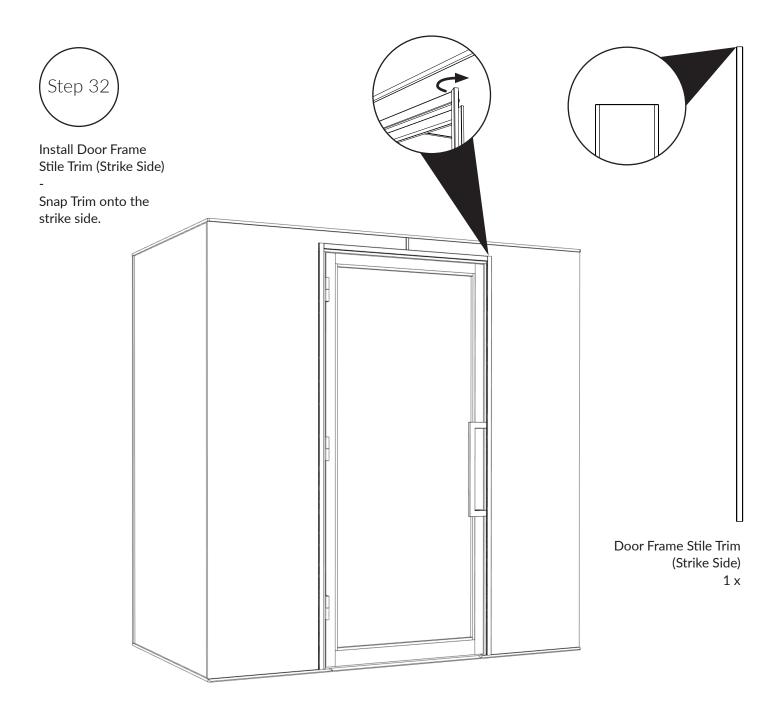
Place Door in closed position. Insert Hex Wrench into Hex Hole. Rotate Hex Wrench clockwise (while viewing from the adjustment end of the Hinge) to increase tension and insert locking pin loosely in adjusting hole. Release Hex Wrench until locking pin contacts side of adjusting hole.

Remove Hex Wrench and check the Door closing force.







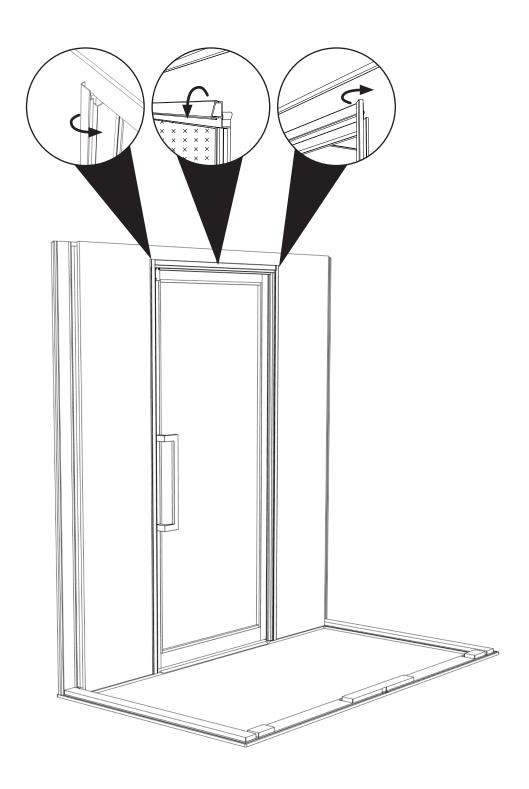




Install Door Frame Stile Trim (Interior Side)

_

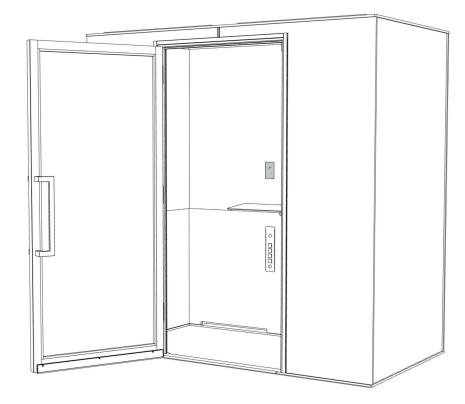
Please repeat Step 24 on the interior side.



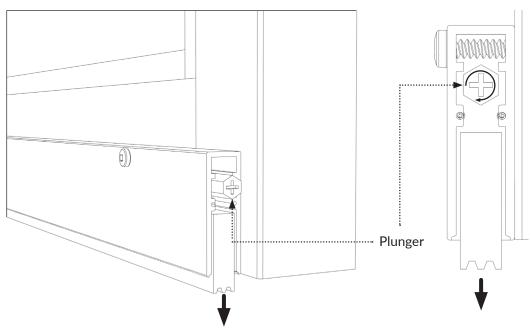


Adjust Automatic Door Sweep

Once the Door has been placed, the Automatic Door Sweep needs to be adjusted to provide propper closure.



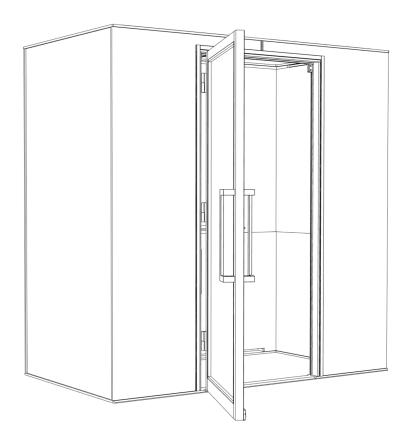
Start by dialing the plunger in clockwise direction to allow for more Door Sweep drop.

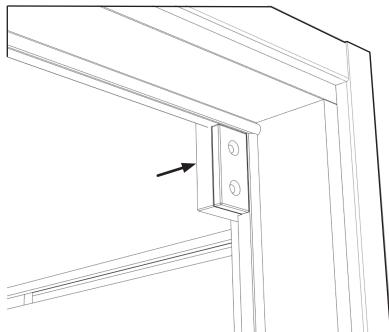


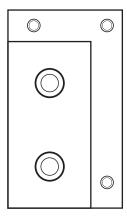
// ASSEMBLY NOTES



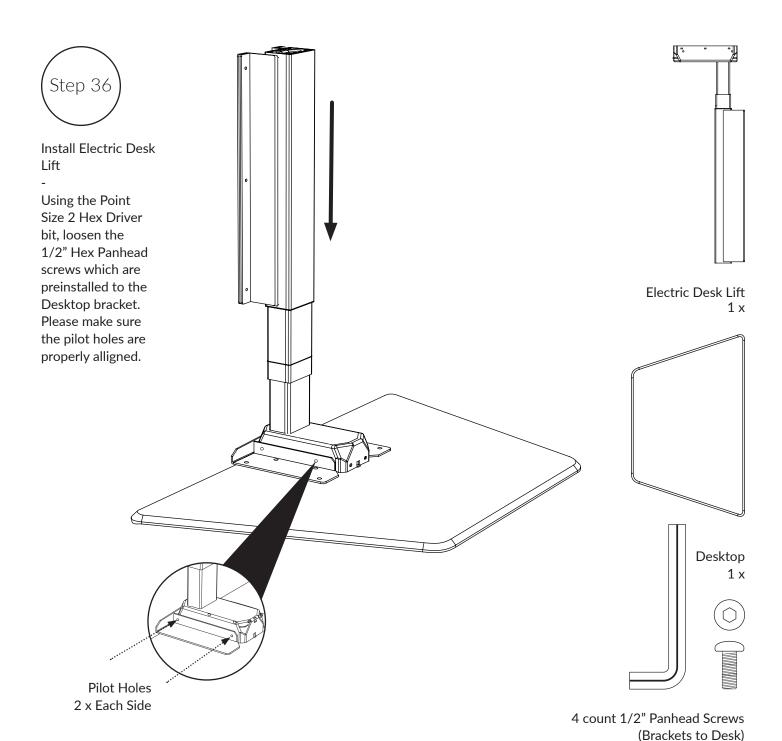
Place Magnetic Latch against the upper right interior corner of the booth Door Frame and drive the 3 self tapping screws into the metal of the Door Frame until the Magnetic Latch is firmly attached to the Door Frame.







Magnetic Latch 1 x



Hex Key 4mm (Desk assembly)

053



Install Desk Brackets

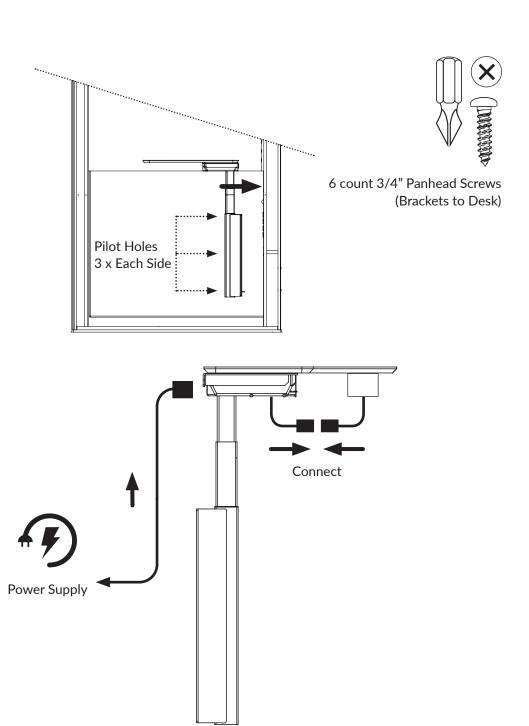
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Using the Point Size 2 Phillips Driver bit and six 3/4" Black Panhead Screws, align the brackets with the pilots and mount them to the Wall.

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.

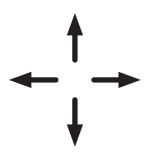


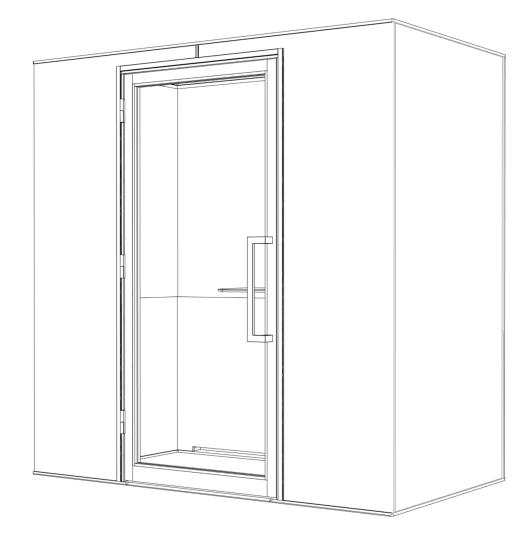


Relocate Booth

-

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





// 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 for opening the packaging, inspecting the products, and reporting any damages within 3 days of the product's 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 constitutes acceptance of the merchandise. In cases of missing OEM parts, and workmanship defects, Zenbooth will absorb the costs associated with replacing and shipping the necessary parts to complete your product.

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

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Zenbooth Inc.

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