

# ZENBOOTH

Comfort Booth Build Instructions (v17)

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# Overview

## Comfort Booth -- Tool/Parts List

### Wall Panels



Exterior Rear Wall



Facade

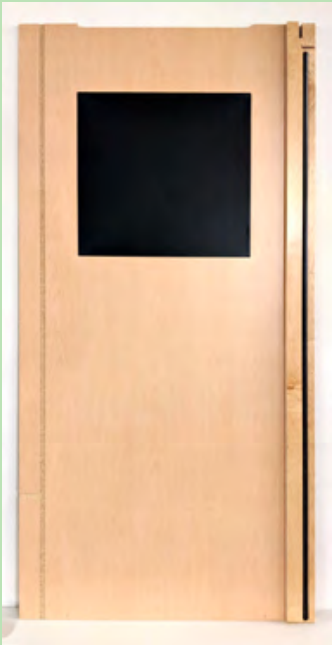


Interior Rear Wall

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Interior Left Wall



Interior Right



Exterior Left



Exterior Right

Overview

Comfort Booth -- Tool/Parts List

Small Parts Box



Hardware Kit



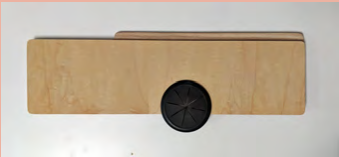
Door Frame Header



Door Frame Header Cap



Ventilation duct



Rear Electrical Hatch Cap



Ventilation Fan Unit



Door Handles

Large Parts Box



Plexiglass Sky Light



Anti-Fatigue Floor Mat



Desk



Ceiling



Base



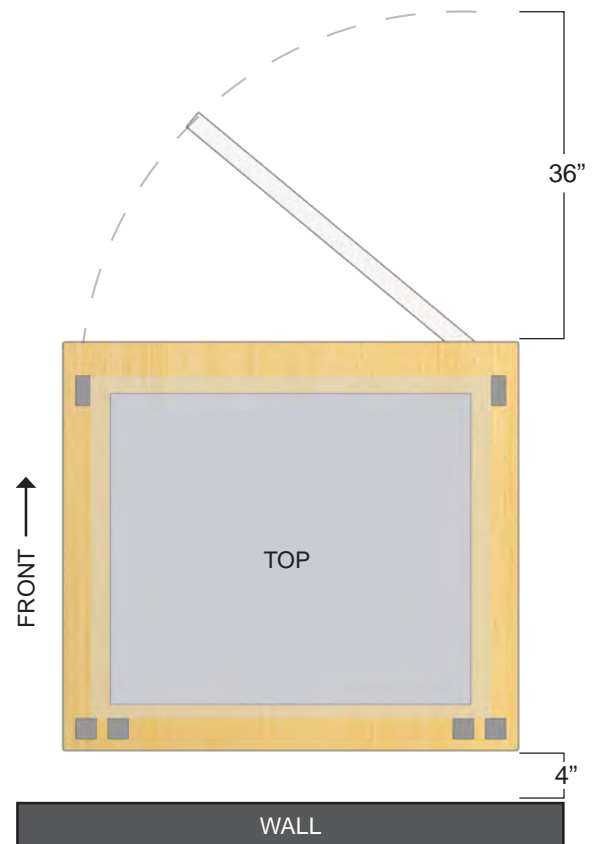
Door



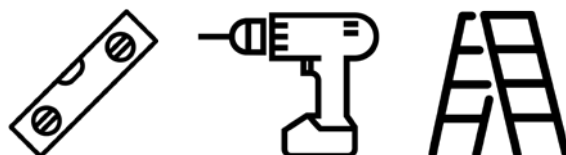
# Assembly Notes

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](mailto: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.
- ✓ Safely lift all panels with two people.
- ✓ After assembly, use a wet rag to wipe down any wood dust created in the installation process.
- ✓ Place the booth a minimum of **4** inches away from wall to ensure adequate airflow. If either of the fans stop working, stop using the booth and contact Zenbooth for a replacement.
- ✓ Additionally allow a minimum of **36** inches of clearance at the front of the booth for door access.



## Additional Required Tools For Assembly



### Step 1: Place Base

Place the Base on a level surface.



### Step 2: Insert Left Wall

Insert The Interior Left Wall into the Left side of the Base.



### Step 3: Check Alignment

Make sure the joining grooves are aligned.



### Step 4: Insert Interior Rear

Slide the Interior Rear Wall into the joining grooves of the base and left wall.



### Step 5: Check



Be sure the top of all walls are flush throughout your build.



### Step 6: Fasten Left Wall

Using 2" square drive "long" screws, fasten the Left Interior wall to the Rear Wall.



### Step 7: Check



Make sure screws are going into the pilot holes nice and level.



### Step 8: Insert Right Wall

Insert the the Interior Right Wall into the Base and Interior Rear Wall.



### Step 9: Check

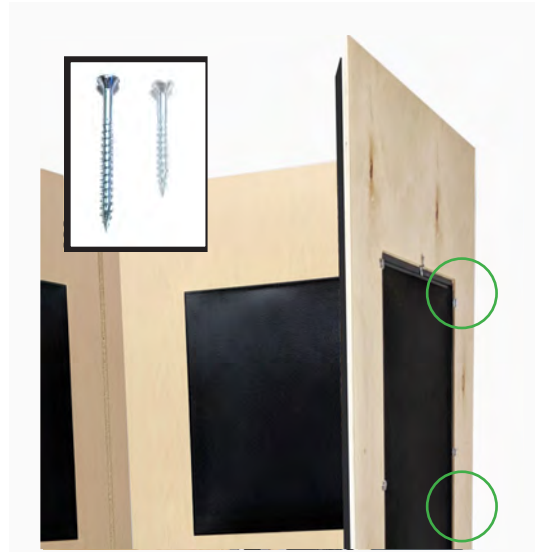


The bottom of the walls should sit flush to the base.



### Step 10: Fasten Right Wall

Using 2" square drive "long" screws, fasten the Right Interior walls to the Rear Wall.



### Step 11: Install Vent Duct

Slide the Vent Duct into the slots on the inside of the side walls, bottoming it out against the rear wall.



### Step 12: Insert Exterior Rear

Insert the Exterior Rear Wall to the Base and join it to the left and right interior walls.



### Step 13: Retrieve Power Cord

Pull the Power Cord through opening in the Exterior Rear Wall - remove clear plastic wrapping later.



### Step 14: Clear Fan Wires

Be sure fan wires are accessible and are not trapped behind the Exterior Rear Wall.



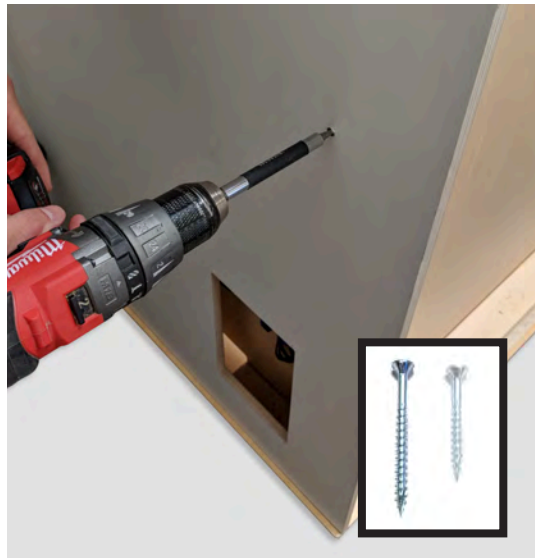
### Pro Tip: Foot Tap

A tap of the foot can help guide walls into joining grooves.



### Step 15: Fasten Exterior Rear

Screw four, 2" square drive "long" screws, into the pre drilled holes in the Exterior





## Step 16: Check ✓

Keep an eye out to make sure walls are flush.



## Step 17: Insert Exterior Walls

Insert the Exterior Left and Right Walls to the Base and Exterior Rear Wall. The top corner of each panel is labeled L or R.



## Pro Tip: Foot Push

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



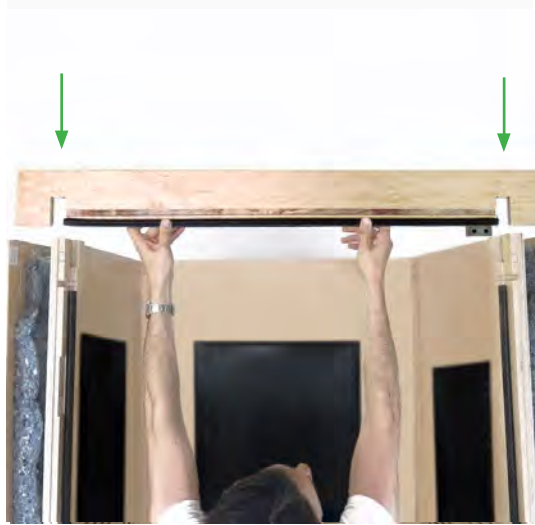
## Step 18: Check ✓

Check to make sure all walls are evenly joined together and flush at the top. The small notch in the rear wall will sit just below the top of the side wall



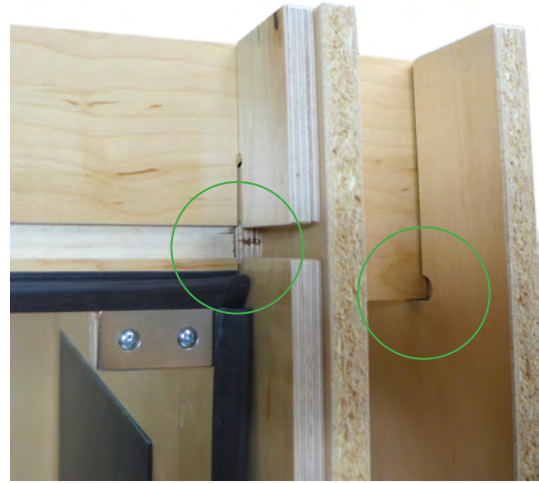
### Step 19: Insert Door Header

Evenly insert the door header into the corresponding notches in the left and right walls with the weather stripping facing out.



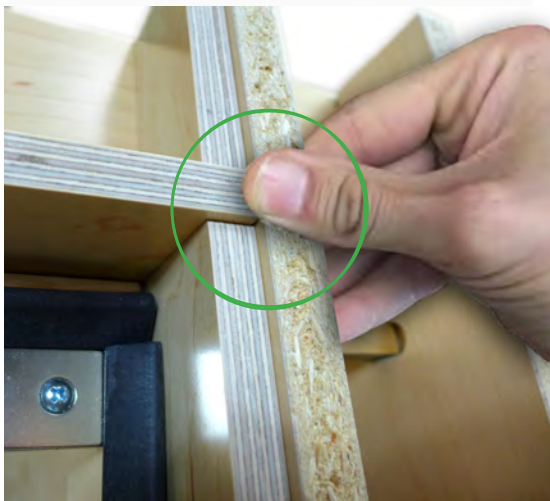
### Step 20: Check ✓

Make sure everything looks fully inserted and flush together.



### Step 21: Cap the Header

Complete the door frame by inserting the door header cap into the slot at the top of the door frame.



### Step 22: Place The Facade

Insert the Facade to the base and join it to the walls.



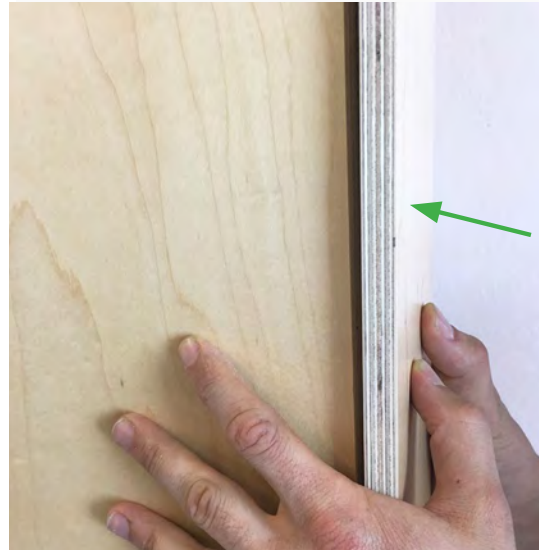
### Step 23: Insert Facade At the Base

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.



### Step 24: Press Into Place

Starting at the bottom, guide the Facade into the walls ensuring a snug fit.



### Step 25: Fasten The Facade

Locate the pre-drilled holes in the door frame and screw the Facade in place with nine 2" square drive "long" screws. Avoid the hinge pockets.



### Step 26: Fasten the Ceiling

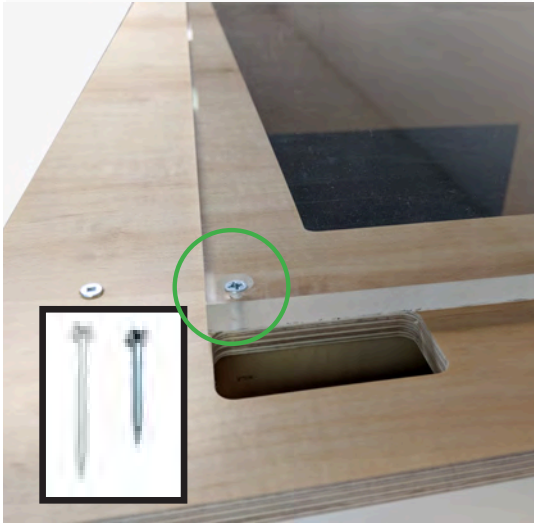
Use the exhaust vents to help guide the ceiling into place. It may help to start from a corner and work around.

Next, 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.



## Step 27: Fasten Acrylic-Glass

Center Acrylic-Glass over the skylight without blocking the exhaust vents. Use four 1 1/2" square drive screws to attach.



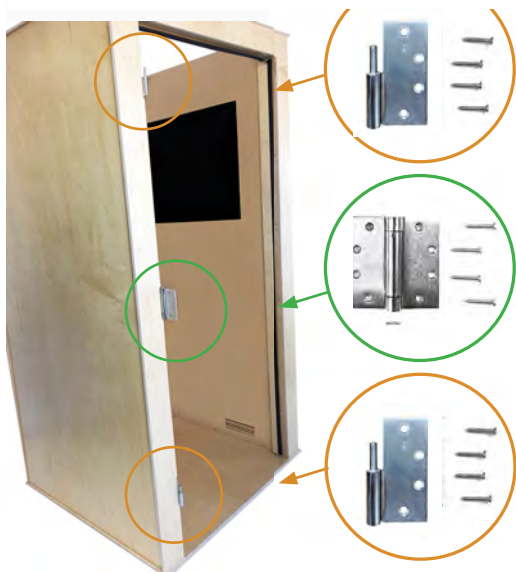
## Step 28: Fasten The Walls

Screw eight 2" square drive screws through the pre-drilled pilot holes at the bottom of the interior walls to attach the booth to the base.



## Step 29: Fasten Hinges to

Using the point size 3 Philips Driver bit and screws, attach the 2 lift-off and 1 spring hinge to the door frame of the booth. Make sure hinges are fully insert-ed into the pockets in the door frame.



## Step 30: Spring Hinge in Center

Make sure the hinge is oriented with the adjustable hex bolt facing up.





### Note: Lift-Off Hinge Parts

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



### Step 31: Attach Hinges to Door

Use 1/2" Philips screws to attach Lift off hinges to door.



### Step 32: Attach Ext. Door Handle

Screw the door handle to the provided bolts through the door.



### Step 33: Attach Int. Door Handle

Use the provided 3mm hex key to tighten the small hex bolts in the handle to secure it.



### Step 34: Land Door on Hinges

Place the door on the mounted hinges



### Step 35: Fasten Spring Hinge

Use the remaining 1/2" Philips screws to attach the spring hinge to the door.



### Step 36: Adjust Spring Hinge

Add tension to the spring hinge by turning the center hex bolt clockwise until the fourth internal hole is visible



### Step 37: Set Pin

Holding tension with hex wrench, press the tension pin into place. The door should now close automatically.



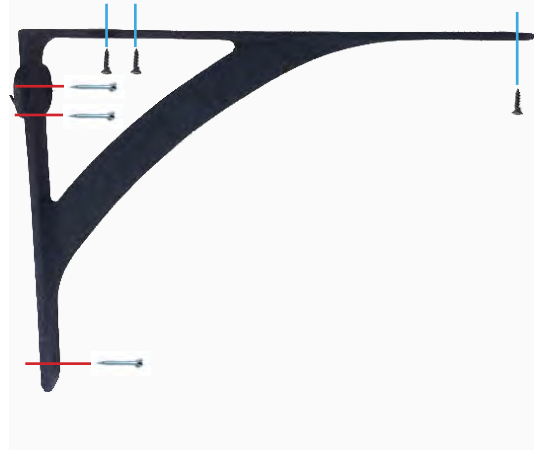
## Step 38: Install Desk Brackets

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



## Note: Bracket orientation

Short side connects to the wall and the long side to the desk. The 1" screws are used to attach the bracket to the wall. The short 1/2" screws are used to attach the brackets to the desktop.



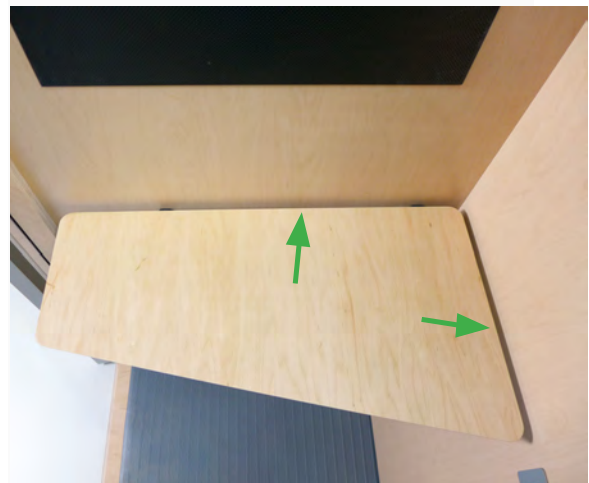
## Step 39: Install Desk Top

Align the desk top with the brackets using the predrilled pilot holes. Attach using the 1/2" screws. **Note: The desk top will float 1/2" away from the walls**



## Check: Desk Alignment

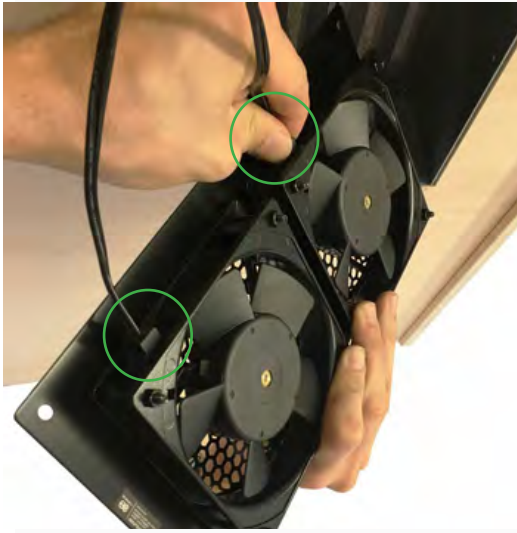
When the desk is correctly installed there will be a uniform 1/2" gap between the desk top and the walls.





### Step 40: Connect Both Fans

Be sure the fan power cables are connected snugly to fans.



### Step 41: Mount Fans

Mount fans to the rear wall with the small black screws provided in the fan packaging.



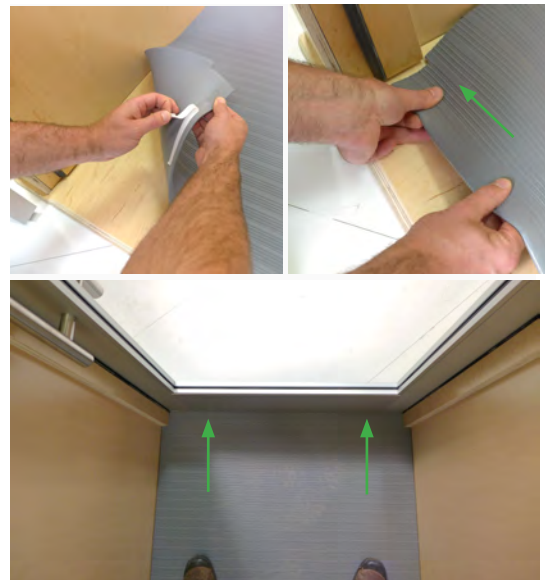
### Step 44: Place Anti-Fatigue Mat

The mat should fit squarely between all three interior walls and tuck under the rear wall vent.



### Step 45: Secure Mat along threshold

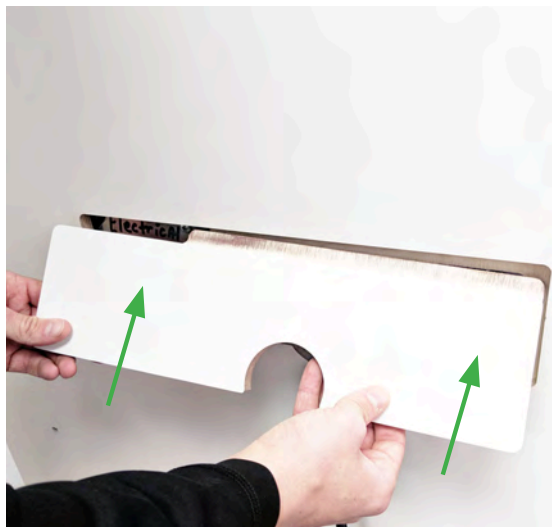
Remove the backing from the tape and align the mat with the door threshold. Check the door closure from inside the booth to ensure that the mat is not impeding the door seal.





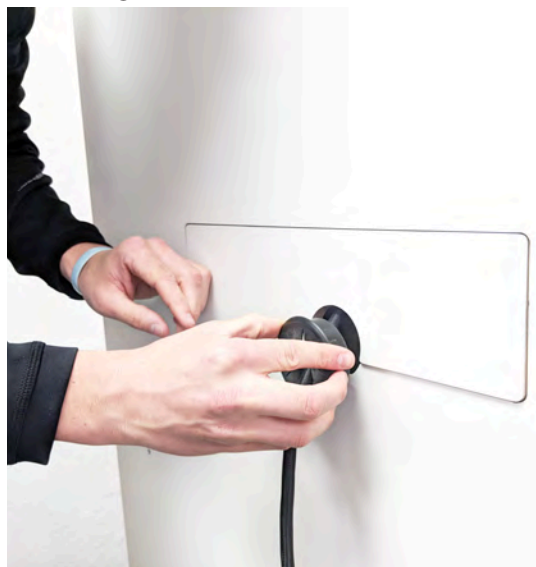
### Step 42: Place Hatch Cover

Install the electrical hatch cover by angling the tabbed portion of the cover into the slot in the back wall.



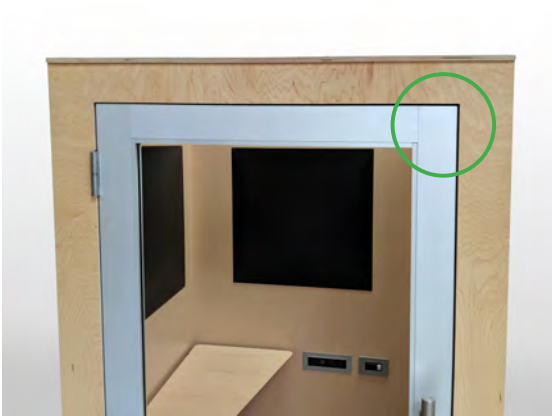
### Step 43: Secure Hatch Cover

Press Hatch cover into place and secure with the grommet.



## Door Tuning Tips

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 right to left (this is the most common scenario) a shim can be installed under the back right corner of the booth to correct the door closure.

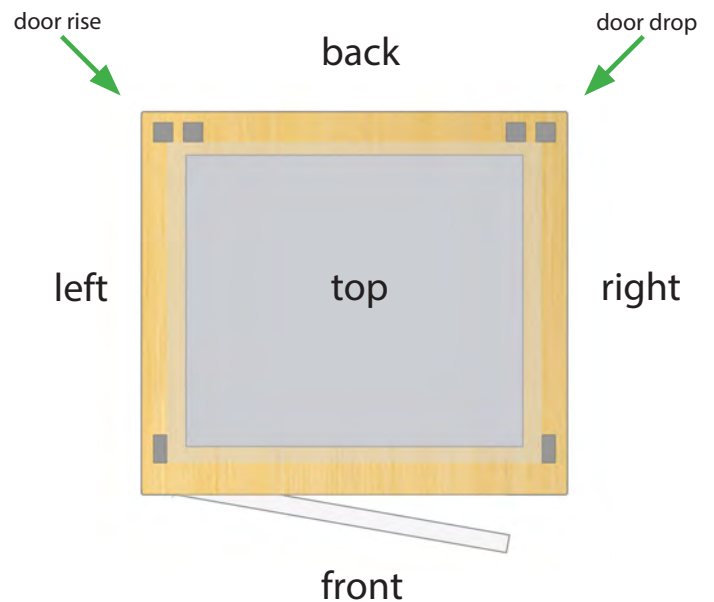


## Door Rise

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



## Shim locations - under the base



## **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 and include a detailed description and be emailed to [support@zenbooth.net](mailto: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.

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