

# ZENBOOTH

Executive Booth Build Instructions (v5)

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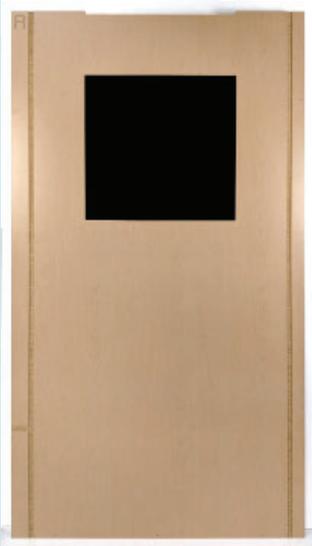
# Overview

## Executive Booth -- Tools/Parts List

### Wall Panels



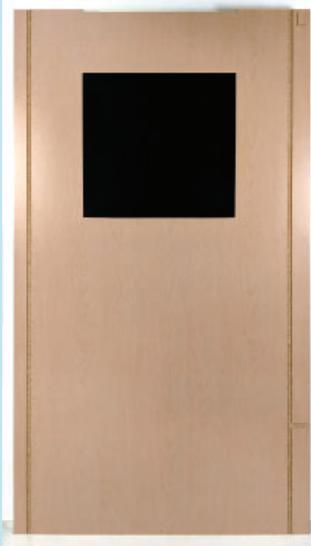
Exterior Right



Interior Right



Exterior Left



Interior Left



Exterior Right Rear



Interior Right Rear



Exterior Left Rear



Interior Left Rear

# Overview

Executive Booth -- Tools/Parts List

## Wall Panels



Interior Facade Left



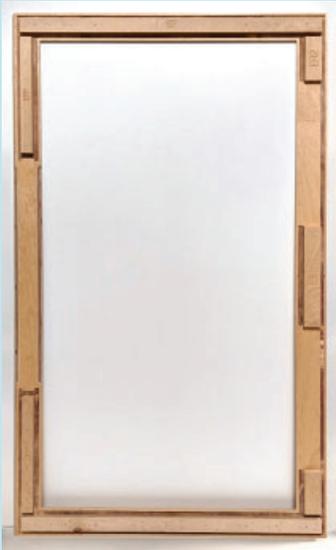
Interior Facade Right



Exterior Facade Right



Exterior Facade Left



Base



Top

# Overview

## Executive Booth -- Tools/Parts List

### Door Frame Parts Box



Door Frame



Door Frame Trim



Metal Panel Dividers



Vent Duct and Wall Brace

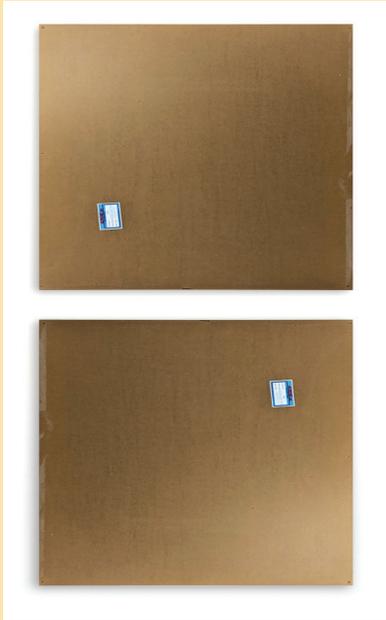


Door Frame Caps

# Overview

## Executive Booth -- Tools/Parts List

### Parts Box



Plexi-glass Sky Light



Desk Top



Ventilation Fans



Desk Brackets



Magnetic Latch



Shims



Electrial Hatch Covers



Hinge Set



Fasteners



Grommets



Door Handle

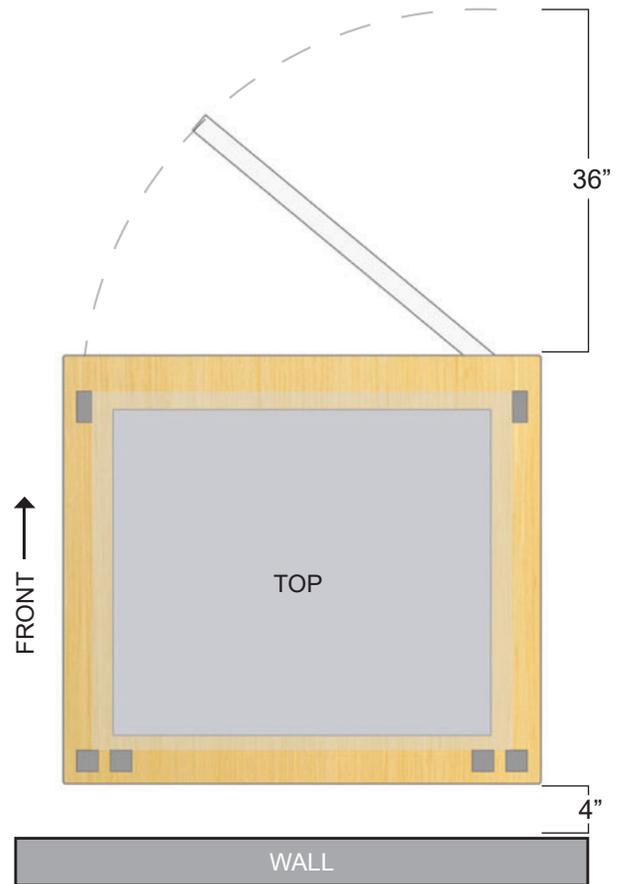


Door

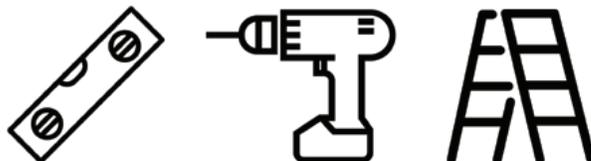
# Assembly Notes

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



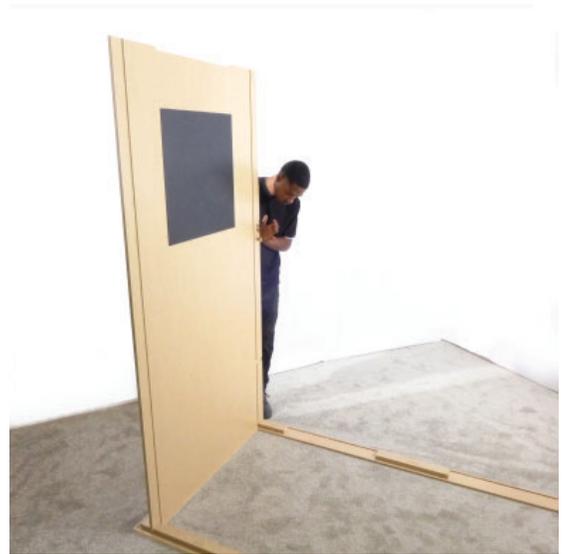
### Step 1. Place Base

Place the base on a flat even surface. If the surface is uneven complications will arise later in the construction. Use shims under the corners if needed to achieve a level base. (the booth can be moved after assembly)



### Step 2. Insert Interior Left Wall

Insert the Interior Left Wall of the booth into the groove on the left side Base.



### Check ✓

Make sure the adjoining grooves are aligned. Do this check throughout the build.



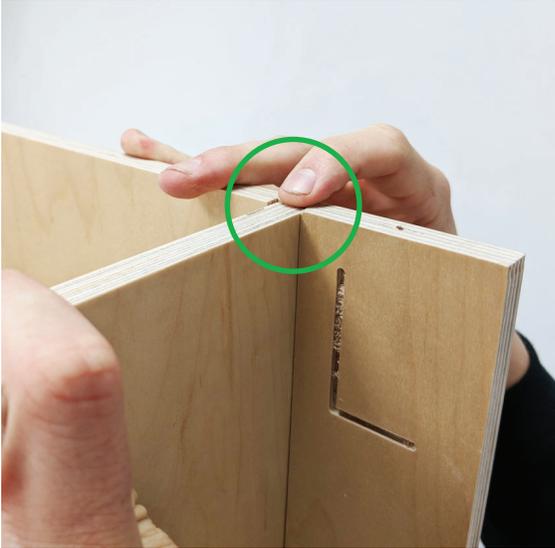
### Step 3. Insert Interior Left Rear Wall

Slide the Interior Left Rear Wall into the adjoining grooves of the Base and Interior Left Side Wall.



### Check

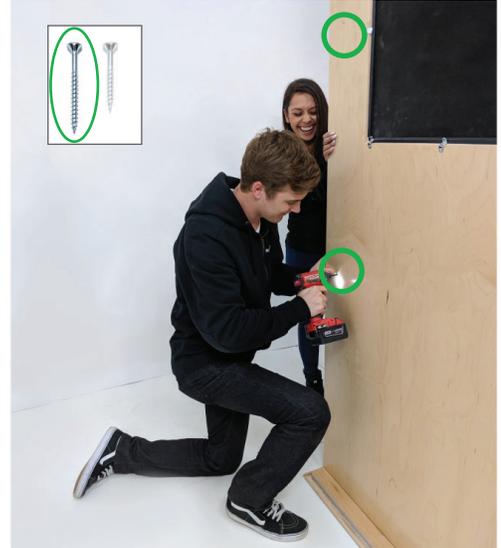
Be sure the tops of the walls are flush. When the Interior Left Rear Wall is fully inserted it should look like the photo below. The panels tend to bow and may need guided along the vertical length into place.



### Step 4. Attach Walls

While holding the panels flush at the top, Use the 2" square drive screws to fasten the Left Interior Wall to the Left Interior Rear Wall at two points.

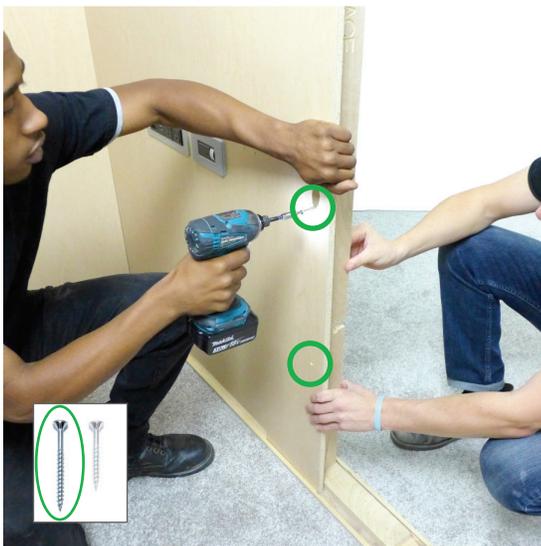
*Booths may ship with Combo Drive fasteners that work with both square and phillips drivers.*



### Step 5. Install Wall Brace

Place the Vertical Wall Brace in the slot on the backside of the Interior Rear Left Wall. The notch should be located towards the bottom of the wall and facing away from the interior of the booth.

Drive two 2" Square Drive screws into the pilot holes located on the lower portion of the wall.



### Step 6. Place Metal Panel Divider

Place one of the metal panel dividers so that it cups the end of the interior panel. Position it so that the wider side is facing the back of the booth and the small beveled side is visible from the interior.



Step 7. Insert the Interior Right Rear Wall

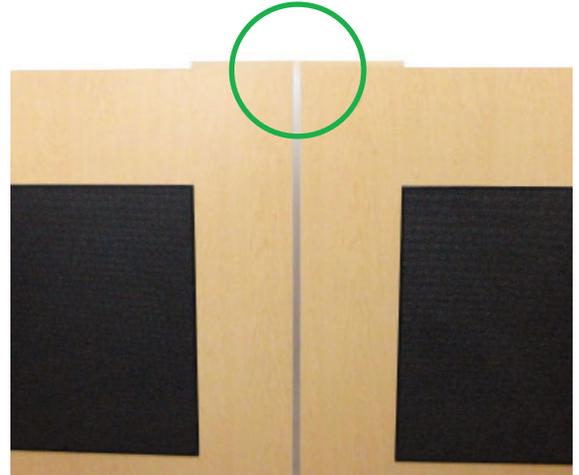
Slide the Interior Right Rear Wall into the grooves in the floor and the adjoining metal channel in the panel divider.



Check ✓

The interior rear walls should be flush across the top and bottomed out vertically on the metal panel divider.

If unaligned make sure the grooves are clear of debris and that the Base is set on an even surface.



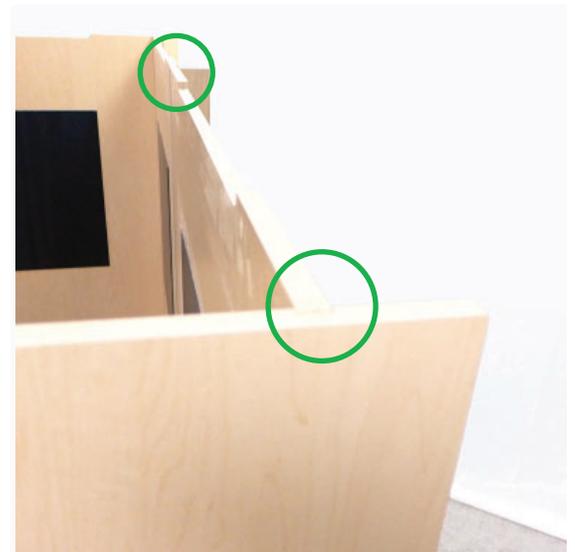
Step 8. Insert Interior Right Wall

Insert the Interior Right Wall into the Base and align the grooves in the wall with the Interior Rear Right Side Wall.



Check ✓

Be sure the top of the walls where the panels join are flush throughout the build to ensure they are fully seated into their grooves.



### Step 9. Fasten Interior Right Wall

Using the 2 of the 2" square drive "long" screws, Fasten the Right Interior Wall to the end grain of the Interior Rear Wall through the two pre-drilled pilot holes.



### Step 10. Install Vent Duct

With the center notch facing in, slide the long Vent Duct against the back walls using the slots on the side walls and by aligning the center notch with the notch on the Wall Brace.



### Step 11. Insert Exterior Left Facade

Insert the Exterior Left Facade into the groove on the base and align it to the Left Interior Wall.



### Step 12. Fasten the Left Facade

Using 2 of the 1 1/2" square drive 'short' screws, drive straight into the pre-drilled holes closest to the edge of the panel on the outside of the Interior Left Wall and into the cleat of the Left Facade.



### Step 13. Insert Exterior Right Facade

Insert the Exterior Right Facade into the base grooves and join it to the Right Interior Wall.



### Step 14. Fasten the Right Facade

Using 2 of the 1 1/2" square drive "short" screws, drive straight into the pre-drilled holes closest to the edge of the panel on the outside of the Interior Right Wall and into the cleat of the Right Facade.



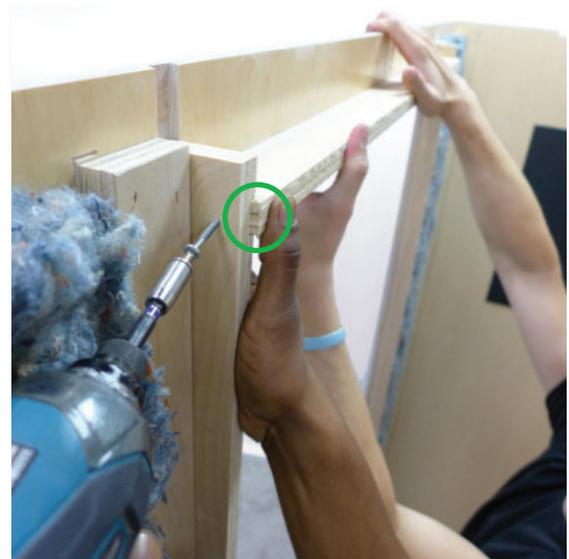
### Step 15. Install Door Frame Spacers

Insert the vertical door frame spacers (marked "L" & "R") into the grooves on the Base and Facade. Make sure they are fully bottomed out and use the 1 1/2" square drive 'short' screws to attach the spacers to their respective sides using 2 screws each side.



### Step 16. Install Header Spacer

Insert the Header Spacer (marked "H") into the grooves in the Left and Right Wall spacers as well as the groove on the Facades. When fully bottomed out the Header will extend 0.2" beyond the wall spacers. Drive one 1 1/2" square drive 'short' screws on each side of the header spacer into the provided pilot holes on the side spacers.



### Step 17. Insert Interior L&R Facade

Slide the Interior Left and Right Facades into the grooves on the Base and Wall. Line the groove in the Interior Facades up with the Header Wall spacer to bring everything into alignment.



### Step 18. Fasten Interior Facades

Using the 2 of the 2" square drive 'long' screws, fasten Interior Facades from the exterior of the booth through the pilot holes in the Interior Left and Right Walls.



### Check ✓

Make sure the two Facade Walls are aligning more or less on their own. If they are fully Inserted into their adjoining grooves but are still not aligned then your floor is likely not level. **Tip:** *shim or slide the base around until the Facades align to continue installation. The booth can be re-positioned once full assembly is complete.*



### Step 19. Insert the Short Panel Dividers

Insert the short panel dividers into the Interior and Exterior Facades so that the wider side faces inside of the wall cavity.



### Step 20. Insert Exterior Right and Left Wall

Insert the Exterior Right Wall into the Base and slide into the Facade Wall groove.

**Tip:** *Foot Push. Applying pressure at bottom edge of a wall works well for pushing it into position.*



### Check ✓

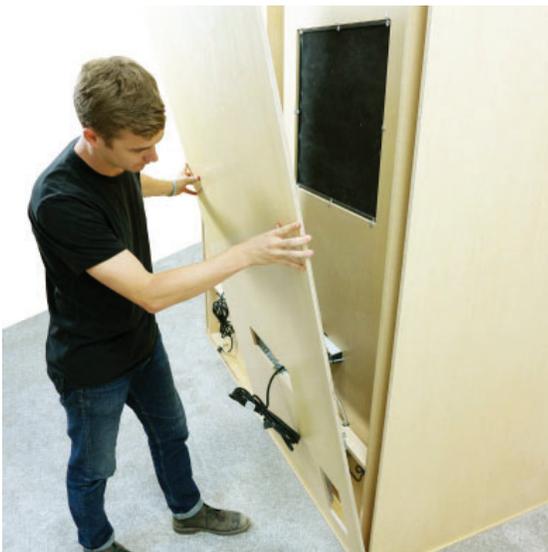
The Exterior Side Walls should be fully seated in the grooves on the Facade Panels.



### Step 21. Insert Left Rear Wall

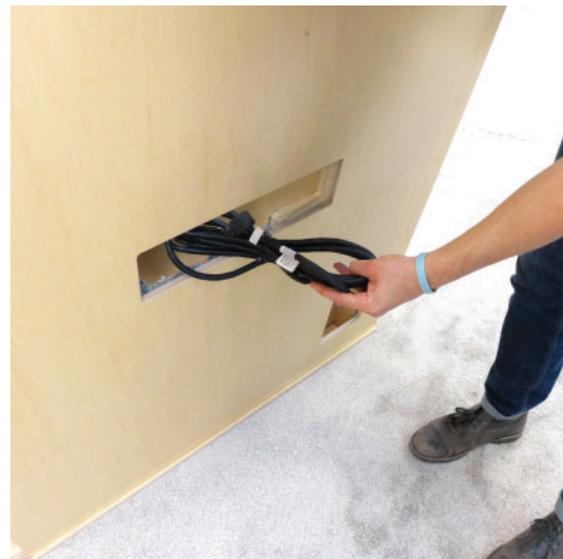
Insert the Left Rear Wall into the Base and hold it in position.

Be sure fan wires are accessible through the lower fan cutout and are not impeding the rear wall from seating in the floor groove.



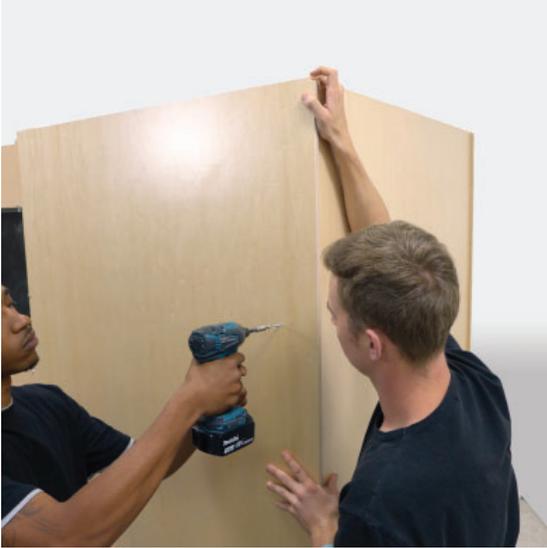
### Step 22. Retrieve Power Cord

Pull the Power Cord through opening in the Exterior Rear Wall.



### Step 23. Fasten the Exterior Rear Left Wall

Lean the panel into position and fasten it using the 2" square drive "long" screws through the 2 pilot holes on the outside edge of the wall.



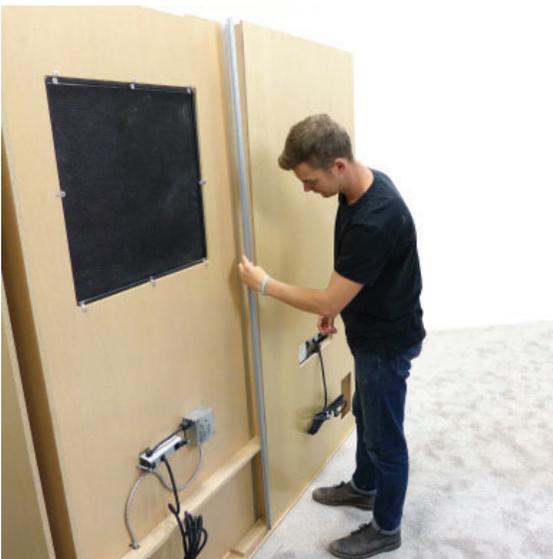
### Step 24. Fasten the Left Wall to the Wall Brace

Use the 2" square drive screws to fasten the Left Wall to the Wall Brace through the two provided pilots.



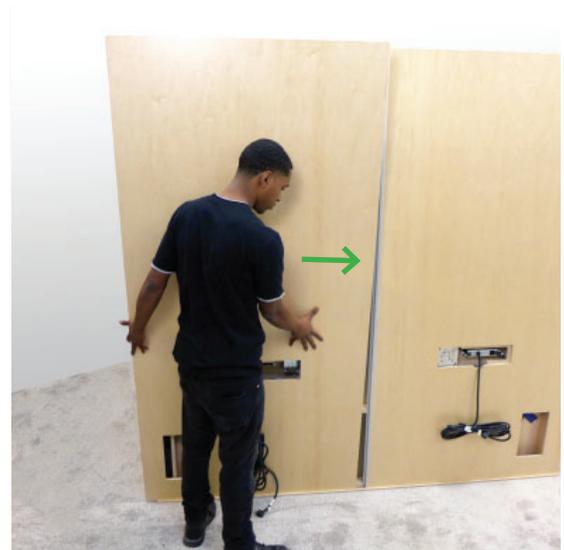
### Step 25. Insert Metal Panel Divider

Install the remaining metal panel divider on the Left Rear Wall so that the wider side is facing to the interior of the booth.



### Step 26. Insert Right Rear Wall

Insert the Right Rear Wall into the Base and slide it into the panel divider. This may require that the entire panel be lifted slightly as it is moved into position.



### Step 27. Retrieve Power Cord

Pull the Power Cord through opening in the Exterior Rear Wall.



### Step 28. Fasten the Exterior Rear Right Wall

Fasten the panel using the 2" square drive 'long' screws through the 2 pilot holes on the outside edge of the wall.



### Check ✓

Use a step-stool to ensure the Interior and Exterior Walls are fully inserted into the grooves of the Exterior Rear Wall.

Loosen the fasteners and reposition the walls as needed. This will make the installation of the ceiling much easier.



### Step 29. Lift the Top into position

With one person on the inside of the booth, lift the Top into position. The side with the two square vent holes in the center should be at the back of the booth.



### Step 30. Seat the Ceiling onto the walls

Starting on one corner and working around the perimeter of the booth, pull the Ceiling down onto the walls seating it into position.



### Pro Tip

If the Ceiling does not easily pull into position, use the ventilation exhaust ports to help guide the Walls into the Ceiling grooves.



### Step 31. Fasten the Ceiling

Once the ceiling is firmly in place, with the tops of the Walls fully Inserted. Locate the 11 pre-drilled holes on the top, drive the 1 1/2" square drive screws into each hole.



### Step 32. Place Acrylic Panels

Center 2 pieces of acrylic glass over the skylights.



### Step 33. Fasten Acrylic Panels

Align the acrylic as to not block the ventilation holes on the back and the front corners of the ceiling. Once aligned, drive four 3/4" black screws through the pre-drilled holes in the corners.

**Make sure the screws do not lift the plexi as they are driven into the ceiling.**



### Step 34. Insert Header

Slide the Door Frame Header into the door frame opening so that the black weather stripping is facing to the outside of the booth.

**Tip: weather stripping may need to be trimmed to match the width of the door header.**



### Step 35. Insert Left Frame Upright

First align the top notch of the hinge side (Left) on the Left of the booth (sliding the weather stripping out of the way so it doesn't get pinched) and swing the bottom of the upright into place so that it cups the Wall. Do the same for the strike (Right) side.



### Step 36. Insert Right Frame Upright

Align the top notch of the Right Side Upright with the header (taking care to not pinch the weather stripping) and swing the bottom of the Door Frame into position around the front walls.



### Step 37. Fasten the Hinge Side

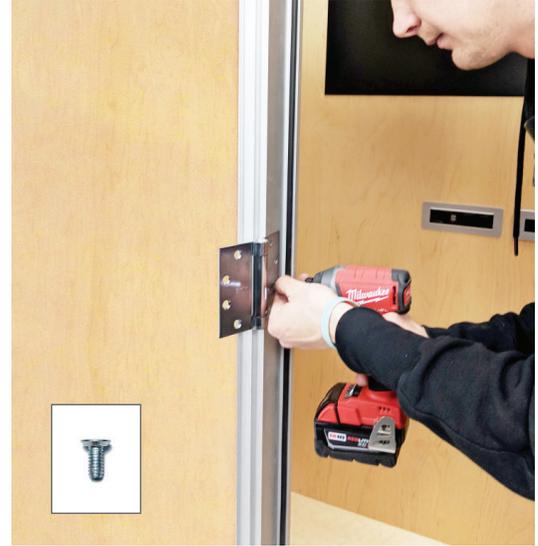
Fasten the hinge side of the door frame to the Wall using the 1 ½" screws. Making sure the upright is fully bottomed out on the Wall.

**Tip:** Pushing on the door frame as you screw in will ensure it is bottomed out as it is being attached.



### Step 38. Install Spring Hinge

Install this hinge in the center making sure the hinge is oriented with the adjustable hex bolt facing up.



### Step 39. Fasten Lift-Off Hinges

Using the ½" Phillips screws to attach the 2 lift-off (male side) and 1 spring hinge to the door frame of the booth. Make sure hinges are fully inserted into the pockets in the door frame.



### Check ✓

Be sure to not lose the small plastic washers on the male side of the lift off hinges. If they are not present, check to see if it is stuck to the female half of the hinge.



### Step 40. Attach Hinges to Door

Use the ½" Phillips screws to attach lift off hinges (female side) to door



### Step 41. Attach Exterior Door Handle

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



### Step 42. Attach Interior Door Handle

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



### Step 43. Hang Door on Hinges

Hang door on the mounted hinges.

Use the ½" Phillips screws to attach the center spring hinge to the door.



### Step 44. Adjust Door Frame

Close door to check alignment, move the header and strike side of the door frame so that you have an even gap between door and frame.

Using the 1 1/2" screws attach the remaining door frame parts.



### Step 45. Attach Door Trim

Using a rubber mallet, hammer the door trim into place. Install the vertical trim sections first and then the shorter horizontal header pieces.

Repeat Trim installation on the inside of the door frame.



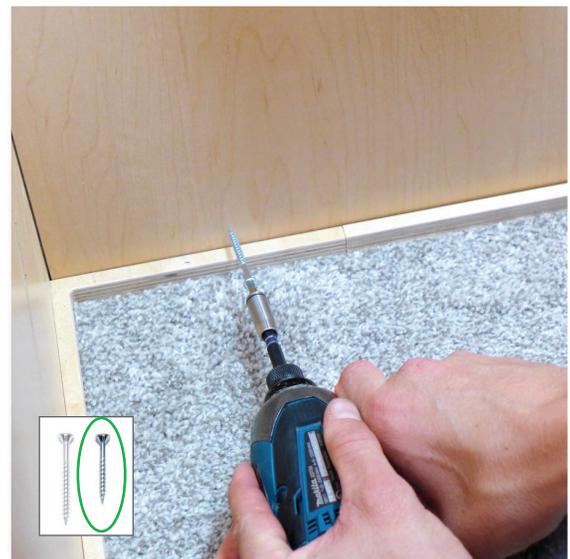
### Step . Fasten Magnetic Door Latch

Using the provided self tapping screws, mount the Magnetic Door Latch to the top left corner of the interior of the door frame stop.



### Step 46. Fasten Walls to the floor

Screw 10 1 1/2" screws through the predrilled pilot holes at the bottom of the Interior Walls of the booth.



### Step 47. Adjust Spring Hinge

Add tension to the spring hinge by turning the center hex bolt clockwise until the fourth internal hole is visible, using the end of the pin to hold the spring in place while you reset the hex key.



### Step 48. Set Pin

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



### Step 49. Connect Both Fan Units

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



### Step 50. Mount Fans

Mount fans to the Rear Wall with the small black screws provided in the fan packaging.



### Step 51. Install Electrical Hatch Covers

Install the electrical hatch covers by angling the tabbed portion (top) of each cover into the slots in the back walls. Be sure to align the opening for the power cord. The left and right walls are asymmetric and each have their own specific cover.



### Step 52. Secure Electrical Covers

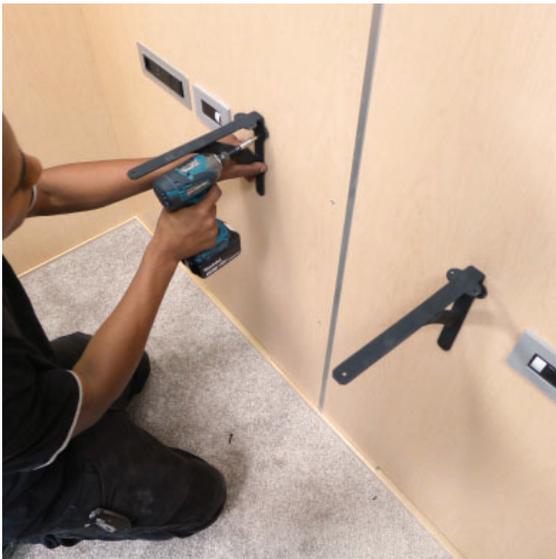
After the cover is in place, pull the power cord through the center of the grommet and press the grommet in to secure the electrical covers.



### Step 53. Attach Desk Brackets to Wall

**Note:** If the booth was purchased with the adjustable desk option use the installation instructions provided with the desk lift.

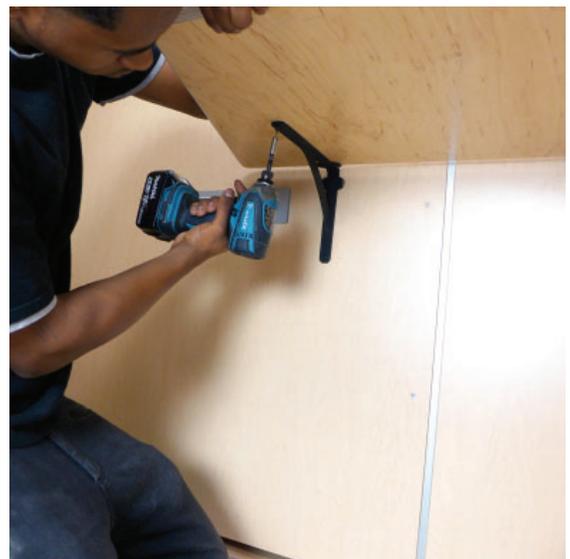
Using 6 of the 1" black Phillips drive screws, attach the Desk Brackets to the back walls using the provided pilot holes.



### Step 54. Secure Electrical Covers

Attach the desk top to the brackets with the 1/2" black Phillips drive screws. Use the provided pilot holes on the bottom of the desk top to center and position the desk.

The desk should float 1/2" off of the back wall.

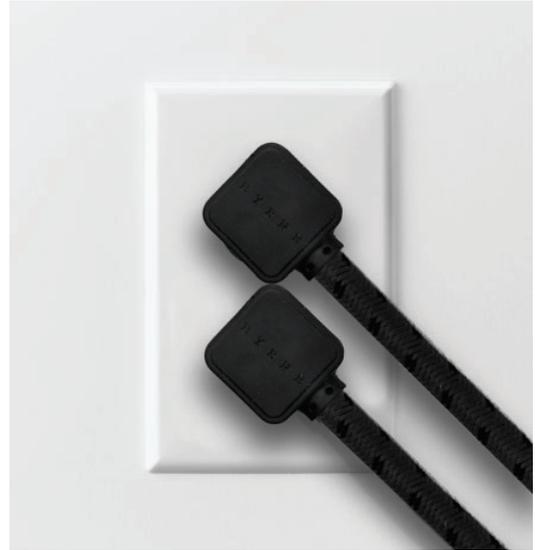


## Finished Desk Install



## Connect to Power

Please only plug your Zenbooth into standard wall outlets.



## **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.

For full details on return policies, terms and conditions go to:  
[zenbooth.net/terms](https://zenbooth.net/terms)